Huntley Community School District 158 – Board of Education

Regular Agenda

Date: Thursday, June 12, 2025
Meeting: Regular Meeting with Closed Session as per OMA and 5ILCS120/2c
Time: 6:00pm
Location: District Office
650 Dr. John Burkey Drive
Door 2
Algonquin, IL 60102

Mission Statement: Our learning community will inspire, challenge and empower all students always.
Board of Education Members: President, Mr. Paul Troy; Vice President, Mr. Sean Cratty; Secretary, Mrs. Melissa Maiorino; Mr. Andy Bittman; Mr. Rich Bobby; Mr. Andy Fekete; Mrs. Laura Murray

Agenda

All times are approximate. D=Discussion, R=Report, A=Action

1. **Call to Order / Roll Call (A)** (Mr. Troy)
   Call to order the Regular Meeting at ___:___ p.m. A quorum must be met.
   Roll Call: Ayes / Absent / Motion _____
   Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy
2. **Closed Session / Roll Call (A)** (Mr. Troy)
   Move to enter into closed session at ___:___ p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: **(1)** The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(2)** Collective negotiating matters; **(9)** Student Disciplinary; **(21)** Discussion of minutes of meetings lawfully closed under this Act.
   Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy
   Roll Call: Ayes / Nays / Absent / Motion _____
   1. **Exit or Suspend Closed Session / Voice Call (A)**
      Move to exit or suspend closed session at ___:___ p.m. and return to open session.
      Voice Call: Ayes / Nays / Motion _____
3. **Resume in Public Session / Roll Call (A)** (Mr. Troy) *approx. 7:00 p.m*.
   Resume the Regular meeting at ___:___ p.m.
   Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy
   Roll Call: Ayes / Absent / Motion _____
   1. **Action as Required / Roll Call** (Mr. Troy)
      Will come from the Board.
      Roll Call: Ayes / Nays /Absent / Motion _____
      Action: Recommendation will come from the Board.
      Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy
4. **Pledge of Allegiance** (Mr. Troy)
5. **Student Recognition (R)** (Mr. Troy)
   2025 4A IESA Track and Field - State Medalists
   Heineman Middle School
   7th place in the 7th Grade Girls 4X400M Relay
   AnnaBelle Catania, Charlotte Fiebig, Lena Owczarek, Kasyn Yurs, Annabelle Rohde - alternate, and Kelsie Steinmetz - alternate
   Presented by Katy McCrystal - Head Girls Track and Field Coach, Jason Lebar and Nick Margiotta - Assistant Girls Track and Field Coaches
   Marlowe Middle School
   4th place in the 1600m and 7th place in the 800m: Joseph Sittler
   8th place in the 1600m and 5th place in the 800m: Joseph Zawacki
   7th place in the 8th Grade Boys 4x200m Relay: Jesiah Puruganan, Thomas Mitchell, Daniel Le, Emmanuel Lopez,

Mateus Souza, Bishop Chase
8th place in the 8th Grade Boys 4x400m Relay: Thomas Mitchell, Daniel Le, Joseph Sittler, Joseph Zawacki, Liam Dubienczuk, Emmett Shorey
8th place in the 8th Grade Girls 4x100m Relay: Clara Dobbertin, Rylin Reyna, Avery Wilgreen, Piper Heimbrodt, Izzy Perez, Bianca Herrera
Presented by Jessica Perry - Head Coach, Jill Pearce and Sally Mueller - Assistant Principals

6. **Public Comment** (Mr. Troy)
   As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.
7. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Troy)
   Move to adopt the agenda as presented (or with changes).
   Action: Adoption of the Agenda.
   Voice Call: Ayes / Nays / Motion _____
8. **Superintendent's Report** (R) (Ms. Lombard)
   Updates will be provided at this time.
   Recommendation: For informational purposes only
   1. **Donation (D)** (Ms. Lombard)
      Drendel's Corner, Inc. / ExxonMobile Education Alliance Grant - $500 Leggee Elementary STEM
   2. **Student Handbooks (D)** (Ms. Lombard) **6**
      Administration is recommending approval of the 2024-25 Student Handbooks for all elementary schools, both middle schools, and the high school, as presented, including the Athletic Handbook.
      Recommendation: Seeking approval of the Board at the July 17, 2025 Regular Meeting.
9. **Assistant Superintendent Learning and Innovation (R)** (Dr. MacCrindle) **259**
   Updates will be provided at this time.
   Recommendation: For informational purposes only.
10. **Director of Communications and Public Engagement (R)** (Ms. Barr) **261**
    Updates will be provided at this time.
    Recommendation: For informational purposes only.
    1. **FOIA Requests (R)** (Ms. Barr) **264**
       A monthly report on the FOIA requests is provided in the packet.
11. **President's Report** (Mr. Troy)
    1. **Board Discussion (D)** (Mr. Troy)
       The Board will discuss new business items.
    2. **Minutes (D)** (Mr. Troy) **265**
       The following minutes have been prepared for review:
       May 15, 2025, BOE Meeting Minutes
       Recommendation: Seeking to move these minutes forward for approval at the next Board of Education meeting.
12. **Curriculum & Instruction Committee** (Mr. Fekete - Chair, Mr. Bittman, Mr. Bobby)
    1. **E-Learning Day Plan (D)** (Dr. MacCrindle) **272**
       Dr. MacCrindle will present the e-learning day initial plan for feedback which school districts may utilize in lieu of emergency days upon approval by the board of education via public hearing and final verification from the regional office of education.
       Recommendation: Seeking approval of the Board at the July 17, 2025 Regular meeting.
    2. **College and Career Readiness Update (KPI 2.2) (R)** (Dr. MacCrindle and Ms. Gill) **273**
       Dr. MacCrindle and Ms. Gill will present an update on the work accomplished in alignment with KPI 2.2, a comprehensive review of educational programming designed to support our students' college and career readiness with our programming and post-secondary outcomes, including employment, educational training, and independent living for all students.
       Recommendation: For informational purposes.
    3. **Secondary Social Studies Materials (D)** (Dr. MacCrindle) **276**
       Dr. MacCrindle will provide an update of the progress with the Secondary Social Studies Review in alignment with the Secondary Literacy Review, inclusive of materials' recommendations to be placed on 30-day review.
       Recommendation: Administration recommends that the Curriculum and Instruction Committee

place the Teachers' Curriculum Institute (TCI) materials on 30-day review beginning on June 12, 2025, with a final approval recommendation to the Board of Education at the July 17, 2025, board of education meeting.

4. **Materials Adoption for updated texts for Dual Credit French III through MCC (D)** (Dr. MacCrindle) **278**
   Dr. MacCrindle requests that the Dual Credit French course texts from MCC be placed on 30-day review to be utilized in the 2025-2026 school year.
   Recommendation: Administration recommends that the Curriculum and Instruction Committee place the proposed Dual Credit French III materials on 30-day review beginning on June 12, 2025, with a final approval recommendation to the Board of Education at the July 17, 2025, board of education meeting.

13. **Special Education Committee** (Mr. Bobby - Chair, Mrs. Maiorino, Mrs. Murray)
14. **Community Relations and Student Outreach Committee** (Mrs. Murray - Chair, Mr. Fekete, Mrs. Maiorino)
15. **Finance Committee** (Mr. Cratty - Chair, Mr. Bittman, Mr. Troy)
    1. **Monthly Fiscal Updates (R)** (Mark Altmayer) **279**
       Mr. Altmayer will provide the monthly fiscal updates and the Activity Find Balance Report.
       Recommendation: For informational purposes only.
    2. **Revenue and Expenditures Report (R)** (Mark Altmayer) **292**
       Monthly report for review and comment.
       Recommendation: For informational purposes only.
16. **Human Resources Committee** (Mr. Bittman - Chair, Mr. Fekete, Mr. Cratty)
17. **Policy and Legislation Committee** (Mrs. Maiorino - Chair, Mrs. Murray, Mr. Troy)
    1. **Policy (A) (Ms. Lombard)** **311**
       Recommended changes to Board Policy; PRESS Updates April 2025, Issue 118.
       Recommendation: Administration requests the policy committee recommend the above policies be moved forward for a first reading by the Board at the next regular BOE meeting.
    2. **Student Board Member (D)** (Ms. Lombard)
       The Board will engage in a discussion regarding the role, selection process, and potential expansion of student representation on the Board of Education to ensure authentic student voice in district decision-making.
       Recommendation: For informational purposes only.
18. **Buildings and Grounds Committee** (Mr. Troy - Chair, Mr. Bobby, Mr. Cratty)
    1. **Operations and Maintenance Updates (R)** (Mr. Lindquist) **569**
       Mr. Lindquist will report on Operations and Maintenance project updates.
       Recommendation: For informational purposes only.
19. **Action Items / Roll/ Voice Call** (Mr. Troy)
    Action items require a motion and a second; discussion if needed; and roll.
    1. **Strategic Plan - Huntley2030 - Building Tomorrow Together (A)** (Ms. Lombard) **570**
       Ms. Lombard will share the journey of the updated Strategic Plan, Huntley2030 - Building Tomorrow Together, along with the recommended plan.
       Recommendation: Seeking approval as presented.
       Roll Call: Ayes / Nays / Motion __
    2. **Care Solace Contract (A)** (Ms. Gill) **576**
       The District Administration recommends the Board of Education approval of a 1-year contract with Care Solace, commencing July 1, 2025, in the amount of $29,592.50.
       Recommendation: Seeking approval of the Board as presented.
       Roll Call: Ayes / Nays / Motion _____
    3. **Tentative Draft of the FY26 Budget (A)** Mr. Altmayer **580**
       Mr. Altmayer will present the FY26 Tentative Budget & 5-Year Plan for the Board's review.
       Recommendation: Seeking approval by the Board as presented.
       Roll Call: Ayes / Nays / Motion __
    4. **Revenue Contracts (A)** (Mr. Altmayer) **638**
       Mr. Altmayer will seek approval of the revenue contracts for various fundraising activities.
       Recommendation: Seeking approval of the revenue contracts as presented.
       Roll Call: Ayes / Nays / Motion __
    5. **Payables (A)** (Mr. Altmayer)
       Mr. Altmayer will seek approval of the Purchase Orders issued at $7,338,196.81; Accounts Payable

issued at $17,051.87; Imprest issued at $310,923.32 and Disbursements issued at $15,178,776.88, as presented.
Recommendation: Seeking approval by the Board for payables issued, as presented.
Roll Call: Ayes / Nays / Motion __

6. **Signatories for Bank / Financial Accounts (A)** (Mr. Altmayer) **848**
As per Policy 4.72, two signatories, the Treasurer and Superintendent, are required on Bank / Financial Accounts as indicated. The administration is recommending that Mark Altmayer - CFO/Treasurer and Ms. Jessica Lombard - Superintendent, be approved as signatories for all bank / financial accounts.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion _____

7. **Designation of Depositories (A)** (Mr. Altmayer) **849**
In accordance with Illinois School Code 105ILCS 5/8-7, Administration provides a listing of official depositories for funds of the School District.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion __

8. **Notice of Appointment of Treasurer / Treasurer's Bond (A)** (Mr. Altmayer) **852**
Administration is seeking renewal of Mr. Altmayer for appointment of Treasurer / Surety Bond for the 2025-2026 school year.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion __

9. **HR Personnel (A)** (Dr. Zehr) **854**
Seeking approval of the personnel reports provided and reviewed by the Board, which include explanations for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.
Recommendation: Seeking approval by the Board as presented.
Roll Call: Ayes / Nays / Motion _____

10. **Non-Union Pay Rates for FY26 (A)** (Dr. Zehr) **860**
Dr. Zehr will present the recommendations for non-union pay rates for FY26.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion _____

11. **Administrator Pay Rates for FY26 (A)** (Dr. Zehr) **861**
Dr. Zehr will seek the approval of the Board of administrator rate increases for FY26.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion __

12. **Arctic Snow and Ice Removal Service Contract (A)** (Mr. Lindquist) **862**
The Administration recommends that the Board of Education approve Amendment 1 to the agreement with Arctic Snow and Ice Control Inc. with the increase as proposed in the attachment.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion __

13. **Huntley High School Weight Room Flooring Co-op Purchase Direct Fitness Solutions (A)** (Mr. Lindquist) **865**
The Administration recommends that the Board of Education approve the purchase and installation of replacement flooring for the Huntley High School Weight Room through Omnia Co-op, for $64,682.14.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion __

14. **Minutes (A)** (Mr. Troy) **870**
The following minutes were moved forward at the May 15, 2025, Board of Education meeting and are presented for approval.
May 1, 2025, Committee of the Whole Meeting Minutes
May 1, 2025, Executive Closed Session Meeting Minutes
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes / Nays / Motion __

20. **Public Comment** (Mr. Troy)
    As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.
21. **Adjournment (A)** (Mr. Troy)
    Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy
    Motion to adjourn the meeting at ___:___ p.m.
    Voice Call: Ayes / Nays / Motion _____

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: June 12th, 2025

To: Board of Education

From: Jessica Lombard, Superintendent

Subject: Student Handbooks Revisions for 2025-26

Per Policy 2:150, the Parent Teacher Advisory Committee shall assist in the development of student behavior policy and procedures, and provide information and recommendations to the Board. Its members may consist of parents/guardians, teachers, administrators and board members. Additional participants, whose expertise or experiences are needed, may be invited to participate in various meetings that are geared to specific topics. (For example when discussing school bus safety policies, transportation staff may be included.) The committee reviews such issues as administering medication in schools, reciprocal reporting between the School District and local law enforcement agencies, student discipline/handbooks, disruptive classroom behavior, school bus safety procedures and the dissemination of student conduct information.

Per Policy 7:190, 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.

The Parent Teacher Advisory Committee (PTAC) met on the following dates during the 2024-25 school year: August 20, 2024, October 22, 2024, December 10, 2024 , March 11, 2025 and May 6, 2025

Annually, the administrative team also reviews practices and language in the student handbook. These, along with the recommendations from PTAC have been reviewed, analyzed and compiled here for the Board's review for updates and changes to the FY26 Student Handbooks. Recommendations outlined below, along with rationale.

Non-substantive changes: Basic changes to dates, assessment timelines, contacts, calendar, updating activities/clubs/sports, door numbers, use of various platforms i.e. Minga, etc are made on an annual basis.

Summary of Attendance Changes in Handbook

Attendance (make-up work) High School only	***Make-Up Work Following Excused Absences*** Students and teachers will collaborate to take the necessary steps to complete any missed assignments. In certain instances, arrangements for make-up work are made ~~collaboratively~~ before the absence occurs. Students are allotted one class period beyond the number of days missed to submit make-up work for full credit, with the exception of longstanding assignments. **Longstanding assignments, such as projects or essays with a duration of at least two weekends, are exempt from this policy.** For instance, if a student misses the due date for a research paper, the make-up policy does not apply, and the assignment remains due upon the student's return. In such cases, the continuity of long-term teacher instruction and planning takes precedence.	Makes the process collaborative (two-way) for make-up work versus the student initiating it. Removing the word collaboratively in the second sentence for redundancy

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	Make-Up Work Following Unexcused Absences Students who are unexcused from any class are expected to make arrangements with the teacher to make-up any missed work within 48 hours of the absence. Failure to make these arrangements may result in the student receiving NO CREDIT for all homework, tests, quizzes, or projects that were completed or collected the day of the unexcused absence. The decision whether an absence is excused or unexcused is at the discretion of the Building Principal or designee. Unless otherwise specified in the student's individualized attendance plan, as approved by a building administrator, students with unexcused absences may forfeit the opportunity for remediation following completion of the assignment missed.	This changes the focus of all students with unexcused absences to not be able to remediate their assignments to those who have it as part of an individual attendance plan
Extended Absences (all handbooks)	Addition of: Please note that many extended absence reasons fall under unexcused absences. This form does not grant approval for the absence to be excused; it is used as a means of notification.	Clarification that the form is a means of notification not approval.
Tardies High School Page 20/21	Update Response to Tardies 1st: Warning 2nd-6th: Lunch Detention 7th-11th: After School DetentionDean Meeting and Privileges Revoked 12th-15 Saturday Detention 16th+: In-School Intervention	

Summary of Behavior/Discipline Changes in Handbook

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Student Code of Conduct Matrices HS-page 29 MS-page 28 Elem-page 29	**Academic Misconduct-Daily Work**: Providing or receiving unauthorized assistance, with or without technology, during ~~Copying a peer's~~ homework or practice activities ~~in an attempt to defraud, deceive, or~~ because it prevents ~~mislead~~ the teacher and/or school administration in arriving at an honest evaluation of learning. The unauthorized use of technologies to support academic work is also considered a form of academic misconduct unless permitted by the teacher. **Cheating-Distribution:** Aiding other students in cheating, soliciting another person to take an exam or write a paper, as well as the theft, damage, sale, and/or distribution of course materials. **Cheating-Plagiarism:** A form of cheating that involves presenting graded/assessed work as one's own, the ideas or work of another person or technology. Plagiarism is not a question of intent. Any use of the content or style of another's intellectual product without proper recognition of the source constitutes plagiarism. The unauthorized use of technologies to support academic work is also considered a form of cheating unless permitted by the teacher.	Updated to account for unauthorized use of technology (AI)
Academic Misconduct High School Page 23 Middle School Page 18	**Academic Misconduct-Daily Work**: Providing or receiving unauthorized assistance, with or without technology, during ~~Copying a peer's~~ homework or practice activities ~~in an attempt to defraud, deceive, or~~ because it prevents ~~mislead~~ the teacher and/or school administration in arriving at an honest evaluation of learning. The unauthorized use of technologies to support academic work is also considered a form of academic misconduct unless permitted by the teacher. **Cheating-Distribution:** Aiding other students in cheating, soliciting another person to take an exam or write a paper, as well as the theft, damage, sale, and/or distribution of course materials. **Cheating-Plagiarism:** A form of cheating that involves presenting graded/assessed work as one's own, the ideas or work of another person or technology. Plagiarism is not a question of intent. Any use of the content or style of another's intellectual product without proper recognition of the source constitutes plagiarism. The unauthorized use of technologies to support academic work is also considered a form of cheating unless permitted by the teacher.	Adjust definitions under the "Academic Misconduct" section to align with PowerSchool codes, teacher v leadership managed process, and behavior response matrix. Inclusion of technology-related offenses within the definitions.
Personal Electronic Devices Elementary pag 20	Add smart watches (if they are used in distracting or inappropriate manners) Remove mp3 players	
Prohibited Personal Items Middle School Page 19 High School Page 19	Remove: cards (playing, trading, magic, etc.) from both Middle and High School. Add: laser pointers, mace/pepper spray,	

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Update Behavior Matrix	**Add under conflict responses:** Restorative Practices, No Contact Contract **Add under Bullying responses:** No Contact Contract **Add under drug offenses(in the presence of use/distribution**: off school grounds during the school day (i.e. during off campus privileges **Response additions**: Detention - with Office In-school and/or out-of-school suspension	Clarification and additional response options
Explanation of Disciplinary Consequences High School pg 43 Middle School pg 42	**Addition of:** **No Contact Contracts:** A No Contact Contract may be implemented to limit or eliminate contact between specific students when deemed necessary. Each contract is developed on an individual basis, with the knowledge of the student involved and notification to their parent or guardian. These agreements are reviewed regularly, and timelines for review and duration are clearly outlined within the contract	additional response options
Walking or Riding Bicycles To and From School Middle School pg 58	**Addition of** E-bikes and other motorized bikes/scooters are prohibited.	Safety and village ordinance compliance
Middle School Eligibility Page 68	Remove: If a student is required by the coach or activity/club sponsor or chooses to attend a home or away game or event with the team while ineligible, the student may not dress in uniform. During the week of ineligibility, the student will be required to go to the content area teacher of the class involved during all available study hall periods or before or after school. In addition, it is highly recommended that any ineligible student attend Homework Club after school during the period of ineligibility. Addition: During the period of ineligibility, the student will be required to attend Homework Club after school. In addition, it is highly recommended that any ineligible student go to the content area teacher of the class involved during all available flex/study hall periods or make arrangements for before or after school.	Updated language to reflect practices
Middle School Extracurricular/Athletic Code of Conduct Page 68-69	Update the Code Violation Language to mirror the high school **Code of Conduct Violations** 1. Use, possession, or distribution of illegal substances, including, but not limited to, alcohol, marijuana, anabolic steroids, non-prescription drugs, and the abuse of prescription drugs. 2. Use or possession of tobacco, electronic smoking devices, similar look-a-like devices, or nicotine based products. 3. Theft or vandalism of any school, personal, or public property. 4. Inappropriate conduct in which the student is directly or indirectly involved, such as fighting, harassment, or verbal/physical abuse of others.	Consistency in what constitutes a code violation

	5. Academic dishonesty or misconduct in which the student is involved, such as obtaining or attempting to obtain credit by dishonest, deceptive, fraudulent, or unauthorized means. 6. An Internet posting on a social network that disrupts the educational or athletic/activity environment and may be threatening to or abusive of others. 7. Association with or attendance at activities involving a violation of the Code of Conduct in which the student does not leave immediately upon learning of said activities. Also updated the appeal process to mirror policy and high school process (page 70)	
Driving/Parking Privilege High School pg 46	Addition: Sophomores who are caught driving to school may forfeit their ability to purchase a parking pass for the next year	Additional consequences option
Searches of Studen and/or Student's P Effects High School page 64	Addition: which may include the use of a metal detector wand	Reflect current practices
Clarifications/Def initions of Athletic/Extracur ricular code violations High School Page 76	Addition: **Athletic Code violations are cumulative:** Each violation remains on record and may impact future consequences. However, students are eligible for a one-time expungement during their high school career, which will remove a single offense—regardless of whether it was the first or a subsequent violation—after 365 days **without any additional violations.** This expungement may occur **only once during a student's high school career**.	More clear language of practice

Summary of Transportation Changes in Handbook

Parent or Guardian at Bus Stop Elementary Page 66 ECC Page 25	**Bus Drop-Off for Kindergarteners** A parent/guardian must be present at the bus stop in order for the driver to release a Kindergarten student. If a parent/guardian wishes to authorize the release of their child to an older sibling or other designated adult, they must submit a written request to the Transportation Department at Transportation@District158.org. If no authorized individual is present at the bus stop during drop-off, every effort will be made to contact the parent/guardian. If contact	Safety

	cannot be made, the student will be returned to the school, and the parent/guardian will be required to pick them up. ECC students must be accompanied by a parent or guardian at the bus stop both before and after school. A parent/guardian must be present with the student while waiting for pickup and must also be present at drop-off in order for the driver to release the student. If a parent or guardian is not at the stop during drop-off, every effort will be made to contact them. If contact cannot be made, the student will be returned to ECC, and the parent/guardian will be required to pick them up from the school.	

Addition of AI language in Handbook (Addition in Elementary, Middle School and High School)

Technology and Artificial Intelligence

Definition

Artificial Intelligence is technology that enables machines to simulate human intelligence and capabilities by processing and analyzing existing information using predefined actions or recommendations.

Purpose Statement

In Huntley District 158, students and educators will use relevant new technologies, such as Artificial Intelligence (AI), in structured learning experiences to support their education and prepare them for the future. The use of AI begins with human-driven questions and ends with human insight. AI will support inquiry, discovery, and reflection. We will ensure that AI tools are used responsibly and ethically to enhance learning. AI will support, rather than replace, thinking and learning and complement effective teaching methods. We will foster critical thinking, academic integrity, and access to learning while empowering students and educators.

Guiding Principles and Values

Whenever students and staff use new technologies to support education, we will ensure they align with our purpose, principles, and values. In Huntley District 158, we value:

1. AI as an Educational Tool
   - AI will complement, not replace, human learning and effort, aligning with educational goals.
   - AI will support critical thinking, creativity, and problem-solving.
   - Educators and students will use AI to personalize learning experiences, adapting to diverse student needs and learning styles to maximize individual growth.
   - AI will streamline tasks and optimize workflows, allowing educators to dedicate more time to instruction and student engagement.
   - AI will serve as an accessibility tool to support student engagement and access to curricular materials and services.
2. Ethical Use and AI Literacy
   - Human judgment will remain central in AI-assisted decision-making.
   - AI literacy will be fostered among students and educators, ensuring they understand AI's capabilities, limitations, ethical considerations, and societal impacts to enable informed and responsible use.
   - AI use will uphold academic integrity, ensuring students engage ethically and authentically in their learning.
   - Students will ensure that their work reflects their thinking and learning process, avoiding misrepresentation through AI-generated content.

- Students and educators will disclose AI usage when appropriate and provide proper attribution.

3. Data Privacy, Safety, and Equitable Access

- Student data privacy and online safety will be prioritized and adhere to relevant laws, including SOPPA, FERPA, COPPA, and CIPA.
- All students will have equitable access to AI tools and resources.
- AI tools will be developmentally appropriate for students.
- Students and educators will understand how AI interacts with their data/information and comply with school and district policies and guidelines.

4. Oversight and Continuous Improvement

- AI tools will be carefully evaluated and implemented to align with educational goals.
- The district will develop and regularly refine clear guidelines and protocols for AI use.
- The district will establish processes for ongoing monitoring and auditing of AI usage to ensure adherence to these principles and address potential misuse.
- The district will foster collaboration among educators, students, families, and the community in selecting, implementing, and evaluating AI tools and strategies.
- Students and educators will engage in training on AI tools, including their benefits, risks, and best practices.

AI Guidelines for Students

Artificial Intelligence (AI) can be a powerful tool to support student learning, but it's important to understand when and how it's appropriate to use. Huntley 158 has established clear AI Usage Guidelines to help students and teachers navigate expectations for assignments, assessments, and projects.

All assignments will fall under one of three categories in which teachers will provide guidance on the appropriate level of student use:

- **No Use (Default):** AI tools are not allowed. All work must be original and created without assistance.
- **Limited Use:** AI can be used only for specific purposes such as brainstorming, editing, or tasks defined by your teacher. All AI use must be clearly cited.
- **Integrated Use:** You may use AI tools freely with teacher approval, as long as you follow academic integrity practices and provide a rationale for your use.

Click here to view the full Huntley 158 AI Guidelines for Students Document.

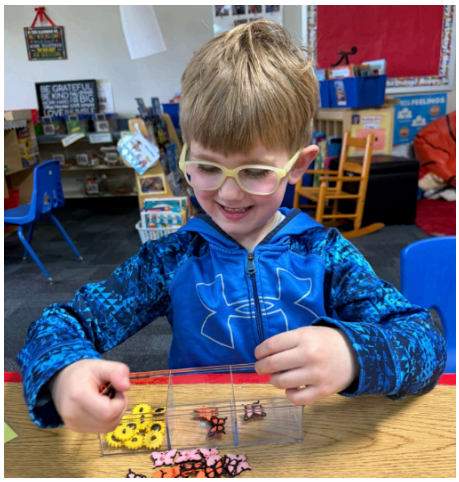
Student Handbooks enclosed

Recommendation

Seeking approval as presented at the July 17, 2025 Regular Board of Education Meeting.

20245-20256

Early Childhood Center Handbook







Mission Statement

The purpose of the District 158 Early Childhood Center is to create an educational experience that will provide the foundation for learning by addressing the unique needs of children through experiences and interactions with materials, peers, and adults.

Approved: 07.08.24

District 158 Early Childhood Center

10910 Reed Road - Door #4
Lake In The Hills, IL 60156

(847) 659-5400 - Office
(847) 659-5411 - Attendance Line
(847) 659-6156 - Screening Hotline

Office Hours: 7:15 am to 3:30 pm
Session I: 7:45 am to 10:15 am
Session II: 11:00 am to 1:30 pm

Dr. Sheryl Pauwels, Principal

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Early Childhood Center
Schedule of Events 20254-20265

Institute Days - No School for Students
August 112, 20254
August 123, 20254
~~October 11, 20254~~
January 56, 20265
April 24, 2026

Non Attendance Days - No School
November 267, 20254
February 134, 20265
April 3~~18~~, 20265

Waived Holidays - School in Session
Veterans Day - November 11, 20254
Casimir Pulaski Day - March 23, 20265

Holidays - No School/Offices Closed
Independence Day - July 4, 20254
Labor Day - September 12, 20254
Columbus Day - October 134, 20254
~~Election Day - November 5, 2024~~
Thanksgiving Break - November 278-289, 20254
Christmas Holiday - December 24-25, 20254
New Year Holiday - December 31, 20254 & Jan. 1, 20265
Dr. Martin Luther King's Birthday - January 1920, 20265
Presidents Day - February 167, 20265
Memorial Day - May 256, 20265
Junteenth - June 19, 20265

¶
School Begins
August 156, 20254 (ECC)

Parent Education Days - No ECC Classes
September 254, 20254
October 1025, 20254
December 1920, 20254
February 123, 20265
April 17, 20265
May 213, 20265

ECC Parent Teacher Conferences - No ECC Classes
November 245, 20254
November 256, 20254
March 23, 20265
March 34, 20265

Winter Break - No School
December 223, 20254 - January 56, 20265

Spring Break - No School
March 234, 20265 - March 278, 20265

Miscellaneous
December 1920, 20254 - Last day before Winter Break
January 67, 20265 - First day after Winter Break
March 201, 20265 - Last day before Spring Break
March 301, 20265 - First day after Spring Break

Last Day of School for ECC
May 202, 20265

★ 20254-20265 Yearly Calendar

★ District 158 Interactive Calendar

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Handbook Disclaimer

The Early Childhood Center defaults to the District 158 elementary school handbook for items not specifically addressed in the ECC Handbook including, but not limited to, discipline policies, harassment and bullying, internet/technology, and student records. View the elementary handbook at Student Handbooks.

To ensure continued compliance with federal, state or local regulations, the rules, guidelines, and Board Policies published in this handbook are subject to review and may be amended during the year without notice as necessary for the routine operation of the school or District. Any amendment(s) made during the year will be posted to the school website.

Nothing in this handbook shall be construed in a manner contrary to Board of Education Policies, State, or federal law.

WELCOME



About The Early Childhood Center

The District 158 Early Childhood Center (ECC) serves preschool students ages 3-5 who qualify for services based on developmental screenings and at-risk criteria set by the *Preschool for All Children* Illinois State Grant Program. The program also meets the needs of students who have qualified for an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA).

ECC has classrooms for students who have qualified as at-risk under *Preschool for All Children*, Early Childhood Special Education classes, and classes that blend students identified as at-risk and students with an IEP.

Related services such as social work, speech and language, occupational therapy, physical therapy, hearing and vision support, and orientation and mobility are available for students who qualify. These services are integrated into the classroom setting whenever possible or through outpatient services when appropriate. All program placements are determined by the school team with the parent and follow the Illinois State Board of Education (ISBE) procedures and requirements.

ECC classroom programs operate 5 days per week for 2.5 hours per day. Two sessions are provided each day. The District 158 Early Childhood Center currently serves more than 280 students.

Home and School Communications

What you can expect:

- Parent/Teacher Conferences are conducted two times (2) a year - once in the Fall and once in the Spring. See *ECC Schedule of Events* on Page 3 for dates.
- Report cards are distributed two (2) times per year (fall and spring)
- Classroom newsletters and calendars
- Notification of upcoming Early Childhood Center events
- Parents may communicate with staff through email, phone calls, or notes. Please allow time for the staff to respond, as all communication will be done during work hours and non-student attendance times, as to not interfere with direct instruction.
- Parent Education Days are held on seven (7) days throughout the school year. There is no student attendance on these days. See *ECC Schedule of Events* on Page 3 for dates.
- Please visit our website and find us on Facebook at District 158 Early Childhood Center.

Parent Education Days

A school and family partnership is integral to the success of our students. Each school year, seven days are utilized for our Parent Education Days per the *Preschool for All Children* Illinois State Grant Program we receive from the Illinois State Board of Education (ISBE).

On Parent Education Days, there is no school attendance for ECC students; instead we offer educational workshops for families to explore topics with the ECC staff to enhance the development of our students. Child care is provided. We also provide an activity to encourage families to engage with other families and ECC staff in a variety of locations throughout the community. Parent Education Days are voluntary.

Parent Notifications and Permissions

There will be times throughout the school year when parents will be asked to give permission for activities or indicate attendance at activities such as field trips, family activities, and Parent Education Days. Parents are asked to indicate participation at the time responses are due. We do not want to disappoint parents and children when late responses are received and arrangements have been made and cannot be changed.

GENERAL INFORMATION

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Superintendent or 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.



Animals on School Property

In order to ensure student health and safety, animals are not allowed on school property except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the Principal in the case of an educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Equal Educational Opportunities

Equal educational opportunities shall be available for all students without regard to color, race, 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. Any parent may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure* or by completing and submitting a Formal Public Complaint form.

Video and Audio Monitoring System

A video and audio monitoring system is in use on school buses and a video monitoring system is in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Weapons Policy

It is the policy of District 158 to prohibit the possession or the assistance of possession of weapons on school grounds, at any school activity, on school transportation vehicles, or in any designated school transportation waiting area.

EMERGENCY COMMUNICATIONS

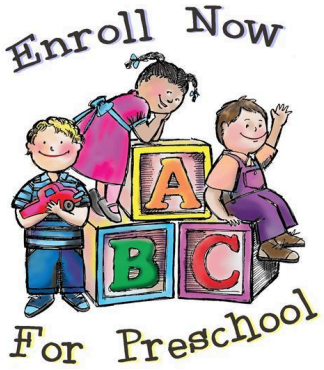
Emergency Notifications

District 158 will send out notification alerts in critical situations, such as emergency weather closures, crisis incidents, and other incidents affecting school operations through the School Messenger/Communicate program. This system integrates with PowerSchool, and parents can manage their contact information and preferences through the PowerSchool Parent Portal. For more information, visit the Safety and Security webpage and select “Alerts” from the dropdown menu.

School Day Cancellations

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. Should the need to close occur, parents will be notified via School Messenger/Communicate, the District’s automated messaging system. Information will also be posted to the District 158 website at www.huntley158.org. In the event school is closed, all after-school activities are also cancelled.

ENROLLMENT INFORMATION



All students who attend and/or receive services through the District 158 Early Childhood Center have been screened or evaluated and have qualified to attend.

Once a child qualifies to attend, they must be registered with a birth certificate, proof of residency, and provide a current physical with an immunization record completed within the last 12 months before they will be permitted to attend.

Birth Certificate Requirement

Illinois law requires at registration, or within 30 days of registration, a certified copy of the student's birth certificate to be on file with the District. If a certified copy is not available at the time of registration, the District must be furnished at a minimum: the student's full legal name and date of birth. If a person enrolling a student fails to provide a certified copy of the student's birth certificate within 30 days of registration, 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 the person complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall refer the case.

Custody Arrangements

In order for school personnel to be aware of any custody arrangements, please provide legal custody/divorce settlement documents to the school prior to the beginning of the school year or as situations change.

Waiver of Fees

Waiver of student fees will be granted to those students who qualify. Parents may apply for waiver of school fees by completing and submitting the Application for Fee Waiver form and proof of current income.

> **Please note**: In order to be eligible for a waiver of student registration fees, applications must be received *within thirty (30) days of the date your child enters school for the current school year*. Fees will not be waived until the Application for Fee Waiver form is received, reviewed and approved. If approved, other fees incurred after the date the application is received will be eligible for a fee waiver.

Board Policy 4:140, *Waiver of Student Fees*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Student Placement

Student placement is a function of building administration. Teachers work together with building administrators to place students in classrooms. Parents may provide written comments or information pertaining to their child's learning needs and session preference by May 1 for the following school year.

SCHOOL AND COMMUNITY RELATIONS

Care Solace

We are committed to the well-being of our students, staff and families to create a safe and healthy learning environment. In support of this ongoing commitment, Huntley 158 has partnered with Care Solace to provide an additional layer of care for our community.

If students, staff or their family members are looking for help with mental health or substance use, Care Solace can help you quickly find treatment options matched to your needs regardless of the circumstance. Care Solace is a complimentary and confidential service provided to students, staff, and their families by District 158. Care Solace's team is available 24 hours a day, 7 days per week, 365 days a year, and can support you in any language.

If you would like to use Care Solace to help find a provider:

- Call 888-515-0595
- Visit www.caresolace.com/huntley and either search on your own OR click "Book Appointment" for assistance by video chat, email, or phone.

Care Solace is not an emergency response service or mental health services provider. In the event of a life threatening emergency, please call 9-1-1. For awareness, prevention, and/or mental health support, call or text 988 ~~or the National Suicide Hotline 1-800-273-8255~~.

Faith's Law Notifications - Employee Conduct Standards

School districts are required to include in their student handbook notification of the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students.

Board Policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Gun-Free, Tobacco, Alcohol, and Drug-Free Zones

All District 158 buildings and grounds are gun-free, tobacco, alcohol, and drug-free zones. Cigarettes and alternative nicotine products are not permitted. This includes all after school activities and school-related events.

Mandated Reporter

All school personnel, including teachers, administrators, and support staff members, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Parent Teacher Association

The Parent Teacher Association (PTA) is a partnership that brings people together to share thoughts and ideas about programs and activities that benefit students and their families. The PTA works with staff to help promote school goals and bring a sense of community to our schools. For further information, please visit the Chesak-Martin PTA's website.



Pesticide Application Notice

District 158 maintains a registry of employees and parents of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Communications and Public Engagement at (847) 659-6158.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except in the following circumstances as they relate to the individual's child:

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or Board.

Any time a convicted child sex offender is present on school property for any reason – including the three reasons above – the individual is responsible for notifying the Building Principal upon arrival and upon

departure. The convicted child sex offender must remain under the direct supervision of a school official at all times while in the presence or vicinity of children. A violation of this law is a Class 4 felony.

In addition, State law requires schools to notify parents that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer
- Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer
- Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Visitor Guidelines

The safety and security of your children is our number one concern. In an effort to maintain a safe, disruption free educational environment for all students, we ask all visitors to use the same procedures when entering the building. The District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.



- All schools are accessible only via the secured main entrance (Door #4).
- All visitors must press the call button outside the main entrance door (Door #4), state their purpose for visiting, and wait to be buzzed into the building.
- All visitors must provide valid ID and be scanned into the Raptor Visitor Management System which will run an instant background check. You will be issued a visitor pass that should be worn visibly. At the conclusion of your visit, you will need to stop in at the office, sign-out and turn in your visitor's pass.
- Visitors with histories that appear on the Raptor check will be either denied access to the building, limited to conducting business in the front office, or will be provided escorted access to other parts of the building as is necessitated by circumstances and/or applicable law.
- Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Visits to Classrooms and Conferences

- All visits to classrooms must be pre-arranged with the teacher.
- Conferences will be held outside school hours or during the teacher's conference/preparation period.
- All visitors must follow the Visitor Guidelines as outlined above.

Volunteers

District 158 is fortunate to have extensive community and parental involvement. Throughout the school year, there are many opportunities to volunteer in the schools. In keeping with District guidelines, siblings are not permitted to accompany volunteers during volunteer activities. We appreciate everyone's understanding.

PARENTS' RIGHTS NOTIFICATIONS

School Visitation Rights for Parents

The School Visitation Rights Act permits employed parents, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

SCHOOL GUIDELINES

Bathroom Procedures / Toilet Training

Students attending the ECC program are in various stages of toilet training. If toilet training is being worked on at home, we will try to accommodate your child by using the same strategies at school while also encouraging independence.

If needed, we will assist your child with a change when pull-ups or diapers are soiled or the child indicates a need to be changed. Your child's teacher may provide toilet training suggestions and/or information upon request.

All pull-ups, diapers, and wipes will be provided by the parent. Please be sure that your child attempts to go to the bathroom and has a clean, dry pull-up or diaper before getting on the bus or coming to school.



Clothing and Hygiene

Since we do many activities that can be messy or that require the students to participate while seated on the floor, we suggest all students wear washable "play" clothing. *It is best that students wear gym shoes so they can participate in gross motor time each day, indoors or outside, weather permitting*.

As the weather changes and children are wearing more clothing, we encourage them to dress and undress themselves. Parents can help by teaching them to put on and remove outer clothing such as coats, hats, mittens, etc. The more practice they have, the better they can accomplish these tasks independently.

A student's clothing and hygiene must not disrupt the educational process or compromise standards of health and safety. Parents will be contacted in situations where student dress or hygiene presents a problem.

Party Invitations and Birthday Acknowledgements

Invitations to private parties (birthdays, holidays, etc.) should be distributed outside of school. These types of invitations will only be distributed at school if the entire class is invited to the private party. Birthday acknowledgements (balloons, flowers, etc.) will not be sent to classrooms and cannot be sent home on the bus.

Respect for Property

Students are to respect the property of others including that of students, staff and school. School issued materials such as textbooks, tablets, lab materials, etc., are on loan to students. Any damage or replacement costs are the parent's responsibility. Student storage areas are school property and are to be used only for the purpose of storing books, coats, boots, etc. These areas are subject to search by school authorities.

Snacks and Foods from Home

Snacks are provided for all ECC students through the Preschool For All Children grant. All snacks from home should be nutritious.

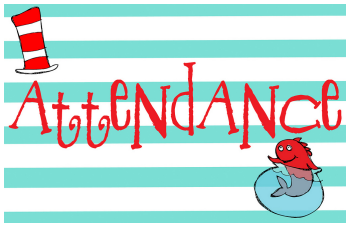
Treats for Classroom Celebrations

Healthy food and beverage options should be made available for classroom celebrations. Candy and pop are discouraged, and gum is not allowed. When bringing treats for classroom celebrations, please remember that District 158 requires all treats be commercially prepared and packaged. The distribution of edible birthday treats is not permitted in schools.

A list of healthy food and beverage options for school functions along with ideas for classroom rewards can be found in the District's School Wellness Plan.

ATTENDANCE, ABSENCES, AND TARDIES

School attendance is one of the most important tasks of a student. Accordingly, all students are expected to be present in all scheduled classes every school day unless absent for a valid reason. Students who stay home for trivial illnesses or



because they do not feel like attending school are, in effect, only hurting themselves. They are missing vital information in their education and placing their future in jeopardy. We will closely monitor all absences and hope for the cooperation of parents in improving school attendance.

Absences

For students who are required to attend school there are two types of absences: excused and unexcused. The school may require documentation explaining the reason for the student's absence. The school administrator is the final decision maker as to whether an absence is Excused or Unexcused.

Excused Absences (EA)

1. Illness of the student
2. Mental or Behavioral Health Days – Students may utilize up to five mental or behavioral health days. After use of the second mental or behavioral health day, the student may be referred to the appropriate school support personnel.
3. Death in the immediate family
4. Family emergency
5. Religious holiday observance
6. Attending a military honors funeral to sound TAPS
7. A student will be excused for up to 5 days in cases where the student's parent 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.
8. Court appearance
9. Work or school sponsored activity approved by the school
10. Voting in a local, State, or federal election
11. College Visitation Days - Must be taken before May 1. A College Visit Verification form signed by the college or institution must be provided to excuse the absence as a college visit and be coded as College Visit (CV). Failure to follow the correct procedure will result in the absence being coded as an Unexcused Absence (UA). Only the day of the college visit can be excused under the College Visit (CV) attendance code. Days required to travel for a college visit do not count as excused absences and will be coded as an Unexcused Absence (UA).

Unexcused Absences (UA)

The Illinois School Code (Section 26.2A) does NOT grant parents the authority to excuse their child from attending a class or the entire school day. The school is responsible for determining whether or not an absence is excused or unexcused.

- All other absences are Unexcused.
- Tardies (late to school/class), vacations, and cultural trips are Unexcused Absences.

Procedure for Communicating Absences

In the event of any absence, the student's parent is required to call the school before school begins to explain the reason for the absence. If a call has not been made to the school to report the student's absence by the start of the day, a school official will call the home or your place of employment to verify the absence. The purpose of this procedure is to determine if your child has arrived safely. If the parent cannot be contacted, the student will be required to submit a signed note from the parent explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent, the reason for the absence will be kept confidential.

When your child arrives after the official start time, parents are required to sign their child in at the school office. Students who leave school early for reasons of illness, appointments, or notes from home will be released only to the parent unless prior arrangements have been made through the school office. Parents are required to sign their child out in the office.

Illnesses

If your child will be absent because of illness, you are required to call the school by the beginning of the school day and report the absence *each* day. If your child is absent and we do not receive a call, we will call you at home

or your place of employment to verify the absence. The purpose of this procedure is to determine if your child has arrived safely to school.

During a long-term illness, a parent may call on the first day and notify the office of the anticipated length of the absence. After three consecutive days of illness, a written excuse from a doctor is required for an absence to be considered excused. A doctor's note and/or school health office verification will change the absence code to "Medical Verification" for attendance purposes. If a pattern of non-attendance has been established by the building administrator, a written excuse from a doctor and/or school health office verification of illness may be required as part of a student's individualized attendance plan.

Family Emergencies

A student may be excused for extenuating circumstances such as a family emergency. The following examples do not constitute a family emergency and would therefore be recognized as an Unexcused Absence:

- Errands, which could be scheduled when a student is not required to be in school
- Oversleeping
- Car trouble
- Leaving school without receiving proper authorization
- Missing the bus
- Being tardy to school without a valid excuse (as defined by the State of Illinois)

Release Time for Religious Instruction & Observation

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent must give written notice to the Building Principal at least five (5) calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any missed work, including homework and tests, for equivalent academic credit.

After School Activities Attendance Requirements

A student must be present at school a minimum of one and one half hours (1.5) to be eligible to participate in after school activities such as concerts, presentations, trips, Parent-Tot events, etc. If a student goes home ill during the day, that student becomes ineligible for participation in any after school activities that day.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center. Any student who has 10% or more absences of the school days each month will receive a letter or phone call home to discuss attendance and determine if there is a need to develop a plan of support. A meeting may be set with the family and school to determine if further absences would be marked unexcused without documentation for the remainder of that trimester.

Furthermore, State law provides that school districts are encouraged to provide a system of support strategies to students who are at risk of reaching or exceeding chronic absence levels. School districts are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The school and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, the student's parent(s) and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Extended Absences

For planned absences, parents should notify the academic team and office in writing in advance. This can be done through the Extended Student Absence Form.

While such absences are discouraged, alternative assignments may be provided, when possible, as long as teachers have sufficient notice. Please review the District calendar to view days of non-attendance and if possible, schedule appointments and vacations on these dates.

BEHAVIOR AND DISCIPLINE

Aggressive Behavior

Illinois law requires school districts to notify the parent of a child who demonstrates behaviors that put the student at risk for aggressive behavior. Board Policy 7:190, *Student Behavior*, prohibits a student while at school or a school-related activity from: (1) engaging in any kind of behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct.

Discipline of Special Education Students

The District will comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability.

EDUCATIONAL PROGRAMS



Assessments

ECC has adopted the Teaching Strategies Gold Assessment system. All children are monitored for progress in social/emotional, physical, language, cognitive, literacy, and mathematical skills. Progress is reported to parents at least two times per year. Additional assessments may be used to monitor progress.

Curriculum

The Creative Curriculum model is implemented and aligns with the Illinois Early Learning and Development Standards. Four developmental areas are addressed: social/emotional, physical, cognitive, and language. These areas of development are most effectively taught when students are engaged in activities with their peers, adults, and in natural environments.

Daily Schedule

A daily schedule and routine provide a basic consistent structure for each day to meet children's individual needs and enhance the development of each child. A good schedule for children of preschool age offers balance between active and quiet times; large group, small group and individual activities, indoor and outdoor play times; and times for children to choose their own activities as well as times for teacher-directed tasks.

A daily schedule works best when it is also developmentally appropriate, flexible and, at times, spontaneous to meet individual and group interests. The ECC schedule includes the following components, not necessarily in this sequence, in every classroom.

Typical Daily Schedule

- Arrival routine
- Whole group or circle time
- Snack as a whole group or during choice time
- Choice time includes free play in interest areas, small groups and/or individual assessments, and snacks may be included

- Gross motor activities outside on the playground or inside in the multipurpose room, classroom, or Motor Room
- Story time, music, finger plays
- Arts and crafts activities
- Bathroom times are included as needed for toileting and hand washing
- Departure routine

Multi-Tiered Systems of Support Framework

Huntley 158 utilizes a Multi-Tiered System of Support (MTSS) framework to foster a positive learning environment and focuses on supporting the whole child.

MTSS is a term used to describe an evidence-based model of schooling that uses data-based problem-solving to integrate academic and behavioral instruction and intervention. All students are part of MTSS, including students with disabilities, as part of their education. In MTSS, integrated instruction and intervention is delivered in varying intensities (multiple tiers) based on student need. "Need-driven" decision-making seeks to ensure that district resources reach the appropriate levels to accelerate the performance of ALL students to achieve and/or exceed proficiency levels.

Tier 1 - Universal Interventions are what all students receive. This Tier focuses on the implementation of the district's core curriculum and is aligned with the Illinois Social Emotional Learning Standards.

Tier 2 - Secondary Interventions are what some students receive in addition to Tier 1 instruction. These services are more concentrated and are targeted interventions for small groups.

Tier 3 - Tertiary Interventions are what a few students receive. This is the most intense level of intervention a school can provide a student through the MTSS model. These services are typically provided to a very small group and/or one on one.

Section 504

Students with disabilities who do not qualify for an Individualized Education Plan (IEP) under the Individuals with Disabilities Education Act and Illinois School Code may qualify for services under Section 504 of the Rehabilitation Act of 1973 if the child: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment. Any parent who is deaf or does not typically communicate using spoken English and who participates in a Section 504 meeting with a District representative shall be entitled to the services of an interpreter. Parents seeking information about Section 504 rights and services should contact the Principal.

Social/Emotional Development

Socialization is an essential part in learning. All young children need to develop a sense of security and safety in the classroom environment as well as respect for themselves and others.

The Early Childhood Center uses the Pyramid Model. The Pyramid Model is a social and emotional learning framework that–when implemented with fidelity–promotes young children's healthy development, and prevents challenging behaviors. The Model focuses on building adults' skills so that they can support children's social and emotional health, through strengthening relationships and directly teaching emotional literacy, self-regulation, listening, friendship skills, and basic problem solving.

Through positive interactions in a caring atmosphere, the following strategies will be utilized:

- Demonstrate and model positive interactions
- State classroom rules frequently, often using pictures to illustrate
- Set limits and consequences
- Give choices whenever possible
- Redirect children to appropriate and positive activities
- Use consistent strategies

If a situation arises in which interaction by an adult is necessary to maintain an ongoing safe and secure environment, some examples of consequences that may occur include but are not limited to:

- Reminder of appropriate behavior
- Use consistent strategies
- Redirection to another activity

- Time away from an activity and/or peers within the classroom
- Removal of a child or children from the classroom for safety reasons (with adult supervision and support)

All strategies are based on individual needs of the child and the learning situation. For students with a Behavioral Intervention Plan, behaviors will be addressed as outlined in their plans.

While the District has suspension and expulsion procedures as outlined in Board Policy 7:190, *Student Behavior*, Board Policy 7:200, *Suspension Procedure*, and Board Policy 7:210, *Expulsion Procedure* per Public Act 100-105, the Early Childhood Center does not utilize suspension or expulsion measures as behavioral consequences.

HEALTH SERVICES

Health Office Staff

The health program is designed to maintain health and prevent serious injury or illness. A Registered Nurse is employed by the District in each school to be on duty when children are present during school hours.

Accident, Illness, or Injury Procedure

When a student becomes ill at school, the student will be taken to the Health Office. The nurse will assess the seriousness of the illness or injury and administer first aid. If warranted, parents will be notified. Possible outcomes after being assessed by the nurse, the student: (1) may return to class, (2) may be picked up by the parent, or (3) may be sent to the hospital via EMS.

If the student has a fever of 100.4° F or greater, the student MUST be picked up from school. Other situations where a student must be picked up from school include, but are not limited to: vomiting, diarrhea, open lesions that cannot be covered, lethargy, serious head injuries, undiagnosed persistent or disruptive cough, eye drainage or redness, undiagnosed or new rashes, and serious limb injuries. These situations will be given a “nurse home” attendance code. Parents are required to sign their child out in the office before leaving the building.

If an accident or illness merits being excused from school and/or physical activity/gross motor time, a doctor’s note is required that specifies when the student may return to normal activity. The nurse will not be able to write a note to excuse the student from gross motor time. A physician's release to return to gross motor time is required whenever a doctor’s note has been issued for a concussion or other reason.

Administering Medication to Students



Every attempt should be made to schedule medication administration outside of school hours. However, if under exceptional circumstances a child is required to take prescribed medication during school hours, all medication shall be transported to and from school by a parent. Students are not to transport or have medications in their possession except for the self-administration of diabetes medication, asthma medication, pancreatic enzymes, or epinephrine auto-injectors, as outlined below.

The School Nurse, principal, or designee will administer the medication in compliance with the following regulations:

Prescription Medication

- A Request for Administration of Medication Form signed by the parent AND *signed by the medical doctor*, renewed annually at the beginning of the school year.
- The original prescription bottle must be brought to school by the parent (children may NOT carry the medication to school).
- The prescription bottle label must contain the student’s name, name of medication, time to be administered, dosage, possible side effects and termination date of administering the medication.

- All student prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

Non-Prescription Medication

- A Request for Administration of Medication Form signed by the parent AND *signed by the medical doctor*, renewed annually at the beginning of the school year. Some non-prescription medications may be supplied by the school – please check your school for specifics.
- The medication needs to be labeled with the student's name and brought to school by a parent.
- All student non-prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

Undesignated Asthma Medication

Public Act 100-0726 (the Act) amends the school code 105 ILCS 5/22-30 and 27A-5, to include undesignated asthma medication to the other undesignated emergency medications in Illinois schools. The Act permits schools to stock a supply of asthma medication and spacers; authorizes physicians to provide school districts and non-public schools with a standing order; and gives nurses or other trained personnel the authority to provide/administer Albuterol to any person (including parents, visitors and guests) that the nurse believes in good faith is experiencing respiratory distress. Undesignated Albuterol multi-dose inhalers and spacers are available in all school health offices during school hours.

Undesignated Epinephrine Auto Injectors (Epi-Pens)

The Emergency Epinephrine Act, P.A. 97-0361 (the Act) became law in Illinois in 2011. The Act permits schools to stock a supply of Epinephrine Auto-Injectors, authorizes physicians to provide school districts and non-public schools with a prescription to obtain the emergency auto-injectors from local pharmacists, and gives nurses or other trained personnel the authority to provide/administer the epinephrine to any person (including parents, visitors, and guests) the nurse believes in good faith is having an anaphylactic reaction. Undesignated Epi-Pens are available in all schools during school hours. The standing order and emergency auto-injectors are kept in the Health Office.

Undesignated Opioid Antagonists

Illinois School Code (105 ILCS 5/23-30(f)) and District Policy 7:270, *Administering Medicines to Students*, permits schools to maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors, including, but not limited to, naloxone hydrochloride (Narcan) or any other similarly acting drug approved by the U.S. Food and Drug Administration. A nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe that person is having an opioid overdose.

A copy of Policy 7:270, *Administering Medicines to Students*, is available on the District's website.

Huntley District 158 and its employees and agents, including the physician, physician assistant, or advance practice nurse providing the standing protocol or prescription for School District Supply of Undesignated Medications, shall incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of undesignated medication, including, but not limited to, asthma medication (inhaler), epinephrine auto injectors (Epi-Pen), diabetes medication (glucagon), or opioid antagonists, regardless of whether authorization was given by a student's parent/guardian, the student's physician, physician assistant, or advance practice nurse.

Anaphylaxis Prevention

While it is not possible for the school or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parents and students who desire more information may contact the nurse.

Board Policy 7:285, *Anaphylaxis Prevention, Response, and Management Program,* is available on the District's website or a copy can be obtained by calling the District 158 Administrative Office at (847) 659-6158.



Communicable Diseases

Please notify the Health Office as soon as possible if your child contracts any contagious disease. If such a disease is contracted, the child must be excluded from school. Communicable diseases such as chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis, norovirus, coronavirus, and strep throat are contagious before they reach a stage where they can be recognized and diagnosed. Certain communicable diseases will require a doctor's release for the student to re-enter school or may require documentation from the County Department of Health to re-enter school or school related activities. Please check with the school Health Office for specifics.

Concussions

If a student sustains a concussion, please notify the Health Office. The school will support a student with a concussion working with the student's physician and by providing a Return-to-Learn protocol. The student will check in with the nurse daily to evaluate symptom severity.

The Illinois Department of Public Health (IDPH) has adopted the U.S. Centers for Disease Control and Prevention's (CDC) *Heads Up* campaign brochures which include concussion fact sheets for parents available on the IDPH website.

A physician's release to return to gross motor time is required whenever a doctor's note has been issued for a concussion or other reason.

Emergency Contact Information

There are times when a student's illness or injury may require transportation to the hospital. The local rescue squad will transport the student to the appropriate medical facility. Every attempt will be made to notify the parent before transport. In order to contact parents quickly, it is required that we have complete and current information in PowerSchool on the following items:

- Your home address and telephone number
- Working status of parent(s), including the name of the company, the address and phone number where you can be reached
- The name and phone number of a neighbor, friend, or relative who is willing to attend to your child in an emergency.

It is the responsibility of the parent to notify the Registration Department at studentupdate@district158.org of any changes in the aforementioned items.

Epilepsy or Seizure Disorder

Parents of students who are diagnosed with epilepsy or a seizure disorder must submit a Seizure Action Plan at the beginning of each school year.

Life-Threatening Food Allergies or Life-Threatening Chronic Illnesses

State law requires District 158 to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and State rules.

Parents of students with food allergies should provide a Food Allergy Emergency Action Plan and Treatment Authorization form completed by the student's physician and submitted every year at the beginning of the school year.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your child has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the support needed for your child to access their education effectively. While not all students with

life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504, we may be able to appropriately meet a student's needs through other means.

Physical Examination and Immunization Requirements



In accordance with the Illinois Department of Public Health (IDPH) and the Illinois School Code, physical examinations are required for all students entering Early Childhood/Preschool, Kindergarten, sixth grade and ninth grade, and students transferring from out-of-state. The Illinois Certificate of Child Health Examination form must include a record of all immunizations the child has received**.**

Every child who enters Early Childhood/Preschool, Kindergarten, sixth or ninth grade and every child who enters an Illinois school for the first time, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (ISBE).

Students failing to meet the required immunizations against measles, tetanus, diphtheria, poliomyelitis, varicella, pertussis (whooping cough), meningitis, rubella, mumps, and Hepatitis B, will be excluded from all District schools. There are two exceptions to this State law:

- Children whose parents object to immunizations on religious grounds must present the IDPH's Religious Exemption to Required Immunizations/Examinations form to the Superintendent or designee. Upon receipt of the form, the Superintendent or designee shall immediately inform the parent of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- Per Illinois School Code, if the physical condition of the child is such that any one or more of the immunization agents should not be administered on medical grounds, the examining physician responsible for the performance of the health examination shall endorse such fact upon the health examination form.

All physical and immunizations must be submitted prior to the first day of school or students will not be allowed to attend.

Vision and Hearing Screenings

Vision and hearing screenings are done as mandated for preschool children. Parents will be notified of the screening days. Children are not required to undergo a vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating an eye exam has been administered within the previous 12 months and that evaluation is on file at the school. A vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor.

Please Note: Vision and hearing screenings are not an option. If a vision and a hearing examination report are not on file at the school for your child, we are required to conduct the screening(s).

When To Keep Your Child at Home

Please keep your child at home during an illness to decrease the number of students who are exposed to the illness. Students who have been running a fever (100.4° F or greater) should be kept home fever-free for 24 hours before they return to school unless guidelines from the CDC or IDPH increase this timeframe. Students should also remain at home for 24 hours after vomiting has stopped and the student can tolerate a solid diet, and/or until diarrhea-free for 24 hours.

RIGHTS AND RESPONSIBILITIES

Uniform Grievance Procedure

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the procedure described in Board Policy 2:260, *Uniform Grievance Procedure*, a copy is available in the District Administrative Office, on the District website, or by contacting any of the individuals named below.

Concerns or complaints related to potential violations should be directed to:

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr	Mrs. Karrie Baughman
650 Dr. John Burkey Drive	650 Dr. John Burkey Drive
Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158

Complaint Managers:

Dr. Amy MacCrindle	Mrs. Karrie Baughman	Mrs. Dede Gill	Mr. Mark Altmayer
650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey Drive
Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158	(847) 659-6158	(847) 659-6158

A student may appeal the Board's resolution of a complaint filed to the Regional Superintendent of Schools, and thereafter, to the State Superintendent of Education.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, the parent is encouraged to first contact the appropriate staff member directly. If the problem is not resolved, the parent should then contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Administrative Office.

SAFETY AND SECURITY

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. As such, District 158 has developed and maintains a comprehensive safety and security plan that includes, without limitation:

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

Campus Resource Officers

District 158 has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley, and Lake in the Hills Police Departments. As part of an intergovernmental agreement, this partnership helps create "effective and positive school student discipline that: (1) is part of District 158's larger effort to address school safety and climate, (2) includes proactive and restorative methods rather than only punitive, and (3) is clear, consistent and equitable."

Each CRO is equipped with a body worn camera as provided by law in accordance with Police Department policies. The CRO's body worn camera will not record during the school day unless and until the CRO has reason to believe that a crime has been or is in the process of being committed. Further, in the event a CRO is in a hostile situation or perceives that a complaint will be raised, at the CRO's discretion, the body worn camera can begin recording.

Emergency Procedure Terms

- **Lockdown:** A lockdown is declared when, in the opinion of an administrator, Campus Resource Officer, or staff member, a situation exists that threatens the safety of students and staff and requires them to take

appropriate protective action – locking down in a classroom, hiding from the danger or safely getting out of the building.

- **Hold in Place and Teach:** This protocol is enacted when there is a situation *inside the building* that requires immediate action for all persons to remain in place. It is non-life threatening to the general population and to the school.
- **Secure the Building and Teach:** This protocol is enacted when there is a situation *outside the building* that requires all persons to remain inside the school building.
- **Severe Weather/Shelter in Place:** This protocol is enacted when there is a severe weather/tornado warning indicated in the area of the school(s). All staff and students, inside or outside of the school, will be advised to move to their designated safe areas within the school.

  Should a severe weather/tornado warning occur at dismissal time, students will be kept in the building until conditions improve or an all-clear signal is issued.

  In the event buses are in transit and a severe weather/tornado warning is announced, buses will go to the closest school building or predetermined location based on movement of the potential weather.

  - **Tornado Watch:** A tornado watch is used when conditions are favorable for tornadoes to form.
  - **Tornado Warning:** A tornado warning is used when a tornado funnel is signed or indicated by weather radar. Shelter should be taken immediately.

Safety in the Building

Student safety is our top priority and special precautions are taken in the Early Childhood Center to ensure the health and safety of all children.

In the classroom:

- Unsafe objects and supplies are kept in cabinets and out of reach.
- Toys and materials are inspected frequently for broken pieces.
- An adult is always present when children are in the hallway, going to the bathroom, and walking to and from the bus or car rider lines.
- All District 158 staff members are required to wear ID badges. Substitutes are required to display a badge or lanyard identifying them as a substitute.
- ALL visitors are required to sign in and out of the building in the Main Office and are required to wear a visitor's tag.

Gross motor time:

- The ECC playground is fenced in for the safety of students.
- At least one teacher and one assistant will be with the children on the playground or in the Motor Room at all times. Frequently, two classes will use the playground or Motor Room at the same time and additional staff will be supervising the children.
- The staff will review the expectations for the playground and Motor Room with students prior to use and will utilize a variety of strategies to assist the children in remaining safe at all times.

School Safety Drill Plan



In accordance with the School Safety Drill Act (105 ILCS 128/) and Board Policy 4:170, *Safety*, the following drills will be conducted:

1. Three school evacuation drills;
2. Two bus evacuation drills;
3. One severe weather/shelter in place drill;
4. One law enforcement lockdown drill.

Emergency drill procedures will be discussed with all students by their classroom teachers prior to each drill. If a parent would like to opt their child

out of participating in the law enforcement lockdown drill, they must request this in writing to the Building Principal each school year.

School Bus Safety

All students shall be provided with instruction in safe bus riding practices at least twice during each school year. The instruction shall include two emergency bus evacuation drills, as well as the operation and use of the emergency door, windows (as a means of escape), and fire extinguisher.

Student Drop-Off and Pick-Up

Parents must have a car rider number tag to use the drop-off and pick-up car rider lane. Number tags are provided for those who will be regular car riders. On the occasion when a student who normally rides the bus needs to be a car rider, parents MUST PARK in the parking lot and sign the child in or out via the Main Office.

Drop-Off and Pick-Up Times

- **Session 1** – Drop-Off: 7:40 am to 7:50 am | Pick-Up: 10:10 am to 10:20 am
- **Session 2** – Drop-Off: 10:55 am to 11:05 am | Pick-Up: 1:25 pm to 1:35 pm

Drop-Off and Pick-Up Procedures

1. Register as a car rider by filling out the Drop-Off/Pick-Up Information form and obtain a family number. You will receive a number tag for your car and the same number will be placed on your child's backpack.
2. When picking up your child, hang the number tag from the rearview mirror so that it can be seen by the supervisors. In most cases, only one number tag per family will be issued. If an authorized person on your list would like to pick up your child curbside, you will need to make sure they have the issued number tag.
3. Students will not be released curbside if a number card/tag is not present in the vehicle. Either, the driver will be asked to verify pick up with an ID or will need to park in the parking lot and come into the building to sign out the student.

Rules for a Safe and Efficient Student Drop-Off and Pick-Up

- Drop-off takes place in front of the entrance to the building. Please watch the supervisors and pull forward until you are motioned to stop.
- All cars should be flowing in a single file line along the curb, no double parking.
- For safety and courtesy to other parents and students, parents cannot stop their car in the drop-off line and let their child out or get out of their vehicle and walk the child to the supervisors.
- Please unbuckle children from their car seat only after your vehicle has come to a complete stop and a supervisor is approaching your vehicle.
- You MUST be in the drop-off area and wait in your car until a supervisor comes to your car to escort your child into the building.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME.
Vehicles located in these locations may be ticketed and/or towed by the police.

SPECIAL EDUCATION

Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all students with disabilities enrolled in District 158, as required by the Individuals with Disabilities Education Act (IDEA). The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated and provided with appropriate educational services. Once a student is determined to have a disability under IDEA, an Individualized Education Program (IEP) will be developed by a team of educators along with parents.

For additional information, please contact the Special Services Department at (847) 659-6158.

Services and Programs

District 158 provides a continuum of services to students with IEPs. Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Program team, including the student's parent(s) and educators, meets annually to determine the needs of the student and the least restrictive environment. Students who move into District 158 with an IEP will be provided with the services listed in the Individualized Education Program plan.

Students with IEPs are afforded safeguards and rights described in the parent guide, *Educational Rights and Responsibilities: Understanding Special Education in Illinois*, available on the Illinois State Board of Education (ISBE) website.

Students with disabilities who do not qualify for an Individualized Education Program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

Discipline of Special Education Students

The District will comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. However, all students must conform to the Student Behavior policies as outlined in this Handbook.

Additional information, including laws, regulations, and guidance, is available at the Illinois State Board of Education (ISBE) website.

Behavioral Interventions

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

Physical Restraint, Time Out, and Isolated Time Out (RTO)

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Additional information for parents, including *The Physical Restraint, Time Out, and Isolated Time Out Bill of Rights*, is available on the Illinois State Board of Education (ISBE) website.

TRANSPORTATION



School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible.

It is the responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law. Decisions regarding special education students will take into account related disabilities and the student's IEP pertaining to transportation.

Transportation Department Staff

The District 158 Transportation Department staff are dedicated to the service, safety and well-being of all students that it transports. Bus drivers are responsible for the students riding their buses just as teachers are

responsible for the students in their classrooms. The bus driver is required to report students who violate the bus rules of proper behavior and conduct while riding the bus.

Bus Conduct, Expectations, and Discipline

Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their bus and will not be required to transport any student who is a disciplinary problem. The school discipline system applies to students at the bus stop, bus loading and unloading locations, on the ride, and throughout the school day. If a student's behavior is not acceptable, the right of riding the bus may be suspended and the student may face further consequences.

Bus Expectations

- Be on time
- Walk to and away from the bus
- Find a seat immediately and remain seated
- Maintain an appropriate noise level and use appropriate language
- Keep your hands, arms, feet, and all objects inside the bus and to yourself
- Follow directions from the bus driver and other adults
- Help keep the bus clean

Bus Discipline

The bus is an extension of the school and classroom in which all school rules, regulations and discipline policies and procedures apply.

- Transportation is a right that can be suspended.
- Each student is responsible for their behavior while on the bus and in the school bus loading and unloading areas.
- Unacceptable conduct on the school bus or at a school stop may result in a warning, detention, suspension or expulsion from school.

Should a student's bus riding privilege be suspended, it then becomes the responsibility of the parent to transport the student. It is the responsibility of the parent to notify the school that the student does not have alternate transportation.

Bus Routes

Students are required to ride their designated routes and get on and off at their designated stops. Students must be picked-up and dropped-off at the same location Monday thru Friday. Transportation needs to keep track of students riding their designated routes in the event of an emergency (i.e. bus collision, lost or missing students, etc.). Due to the number of students being transported, it is not feasible to let students ride home on routes other than their designated routes.

In the event of an emergency, the parent must call the Transportation Department at (847) 659-3000 to request a change in their child's designated route. Requests for changes will be accepted or denied based on the number of students assigned to a particular bus route. If the request is approved, the Transportation Department will notify the school of the change.

Bus Stops

The Transportation Department requires that students be at the bus stop five (5) minutes before the regular pick-up times. The five minutes compensates for any variance in the bus run and allows the bus to stay on schedule. When the bus comes to a stop, the students can board the bus, and it can be on its way to the remaining stops. It is important for students to be present at their designated bus stop at least five minutes before the scheduled arrival time to ensure timely pick-ups. Due to multiple circumstances, the bus may arrive three to five minutes earlier or later than the posted time.

In areas where sidewalks are provided, students need to stand a safe distance on the sidewalk away from the curb and street. In areas where sidewalks are not provided, students need to stay off the road and out of harm's way of motorists using the roadway. The private property of those living near the bus stop is to be respected.

Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus in single file in an orderly fashion without pushing and shoving, and find a seat immediately.

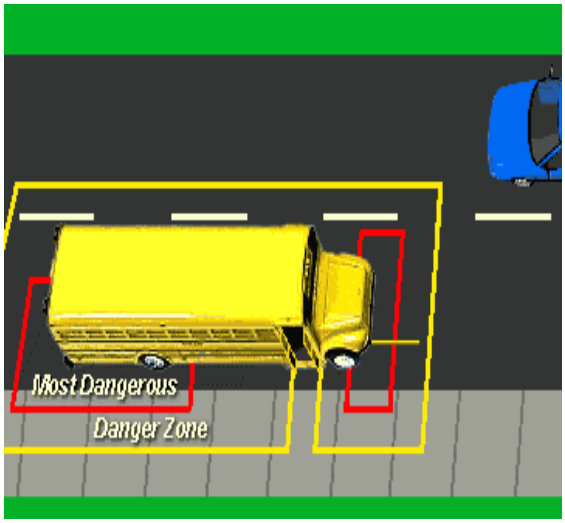
When students need to cross a road before boarding or after exiting the bus, they must wait on the curb or edge of the roadway until the driver signals the student giving them permission to cross the road. Students should cross the road far enough in front of the bus (approximately 10 feet) so the driver can see the student and the student can see the driver.

Not following these guidelines is a serious safety offense and drivers have been directed to submit bus conduct reports of students who do not follow these guidelines.

Parent or Guardian at Bus Stop

ECC students must be accompanied by a parent or guardian at the bus stop both before and after school. A parent/guardian must be present with the student while waiting for pickup and must also be present at drop-off in order for the driver to release the student.

If a parent or guardian is not at the stop during drop-off, every effort will be made to contact them. If contact cannot be made, the student will be returned to ECC, and the parent/guardian will be required to pick them up from the school.



Danger Zones Surrounding School Buses

Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus.

The area within 10 feet in the front, sides, and rear of the bus are known as the DANGER ZONE. As such, precautionary guidelines must be adhered to when students are loading and unloading.

At no time should a student walk directly alongside the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit and immediately step at least 10 feet away from the bus and proceed immediately to their destination.

If a student drops an item in front of, alongside of, or at the rear of the bus, the student should not retrieve the item until notifying the driver. The driver will then decide if it is safe for the student to retrieve the dropped item.

Not following these guidelines is a serious safety offense and drivers have been directed to submit bus conduct reports for students not following these guidelines.

Electronic Recordings on School Buses

The Board of Education has adopted a policy authorizing the use of electronic recordings on school buses when transportation is provided for a school activity.

Electronic video and audio recordings are viewed to investigate incidents reported by a bus driver, administrator, CRO, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to CROs and District personnel. These individuals must have (1) a law enforcement, security, or safety reason, or (2) a need to investigate and/or monitor student or driver conduct. A written log will be kept of those individuals viewing the recording stating the time, name of individual viewing, and date the recording was viewed.

The content of the recordings are student records and are subject to District policies and procedures concerning school student records. If the content of a recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Transportation of Students with Disabilities

All students with an IEP are provided transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. A parent wishing to waive the right to District approved transportation and desiring reimbursement for such services must seek reimbursement through the State of Illinois. District 158 will not provide reimbursement for expenses incurred by the parent.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

20254-20265

Elementary School Student Handbook

Harmony Road Campus
Leggee Elementary School

Square Barn Road Campus
Conley Elementary School
Mackeben Elementary School

Reed Road Campus
Chesak Elementary School
Martin Elementary School







Our learning community will educate and empower all students always

Approved: 07.08.24

Elementary Schools

Chesak Elementary School

10910 Reed Road
Lake in the Hills, IL 60156
(847) 659-5700 - Office
(847) 659-5711 - Attendance Line

Office Hours: 7:30 am to 4:00 pm
School Day: 8:30 am to 3:25 pm

Ms. Roshaunda Henson, Principal
Mrs. Monique Belin, Assistant Principal

Conley Elementary School

750 Dr. John Burkey Drive
Algonquin, IL 60102
Assistant Principal
(847) 659-3700 - Office
(847) 659-3711 - Attendance Line

Office Hours: 7:30 am to 4:00 pm
School Day: 8:30 am to 3:25 pm

Mrs. Katherine Surjan, Principal
Ms. Casey Veitch~~Mr. Jeremy White~~,

Leggee Elementary School

13723 Harmony Road
Huntley, IL 60142
(847) 659-6200 - Office
(847) 659-6211 - Attendance Line

Office Hours: 7:30 am to 4:00 pm
School Day: 8:30 am to 3:25 pm

Mr. Scott Iddings, Principal
Mrs. Stephanie Mitchell, Assistant Principal

Mackeben Elementary School

800 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-3400 - Office
(847) 659-3411 - Attendance Line

Office Hours: 7:30 am to 4:00 pm
School Day: 8:30 am to 3:25 pm

Mrs. Marcie Marzullo, Principal
Mrs. Abbe Colantonio, Assistant Principal

Martin Elementary School

10920 Reed Road
Lake in the Hills, IL 60156
(847) 659-5300 - Office
(847) 659-5311 - Attendance Line

Office Hours: 7:10 am to 3:40 pm
School Day: 8:00 am to 2:55 pm

Mrs. Michele Happold, Principal
Mrs. Michelle Weirich, Assistant Principal

Schedule of Events 20254-20265

Institute Days - No School for Students
August 112, 20254
August 123, 20254
~~October 11, 2024~~
January 56, 20265
April 24, 2026

Non Attendance Days - No School
November 267, 20254
February 134, 20265
days)
April 3~~18~~, 20265
days)

Waived Holidays - School in Session
Veterans Day - November 11, 20254
Casimir Pulaski Day - March 23, 20265

Holidays - No School/Offices Closed
Independence Day - July 4, 20254
Labor Day - September 12, 20254
Columbus Day - October 134, 20254
~~Election Day - November 5, 2024~~
Thanksgiving Holiday - November 278-289, 20254
Christmas Holiday - December 24-25, 20254
New Year Holiday - December 31, 20254 and January 1, 20265
Dr. Martin Luther King's Birthday - January 1920, 20265
Break
Presidents Day - February 167, 20265
Memorial Day - May 256, 20265
Junteenth - June 19, 20265

SIP Early Release Days
September 254, 20254
October 10, 2025
December 1920, 20254
February 123, 20265
March 34, 20265
~~April 17, 2025~~
May 213, 20265

Martin Elementary Dismissal at 12:55 pm on SIP Early Release Days
Elementary Dismissal at 1:30 pm on SIP Early Release Days

School Begins
August 134, 20254 (Grades 1-12)
August 145, 20254 (Kindergarten)

Open House
August 112, 20254???

K-5 Grading Periods
November 78, 20254 - End of 1st Trimester (6159

February 201, 20265 - End of 2nd Trimester (56

May 213, 20265 - End of 3rd Trimester (579 days)

Parent Teacher Conferences - No School
November 245, 20254 – 9:00 am to 8:00 pm
November 256, 20254 – 7:00 am to 12:00 pm

Winter Break - No School
December 223, 20254 – January 56, 20265

Spring Break - No School
March 234, 20265 – March 278, 20265

Miscellaneous
December 1920, 20254 – Last day before Winter

January 67, 20265 – First day after Winter Break
March 201, 20265 – Last day before Spring Break
March 301, 20265 – First day after Spring Break

Last Day of School
May 213, 20265

* Thursday, May 21, 2026 will be the earliest last day of school if NO emergency days are used.
* Friday, May 29, 2026 will be the last day of school if ALL 5 emergency days are used.

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★ District 158 Interactive Calendar

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Handbook Disclaimer

To ensure continued compliance with federal, state or local regulations, the rules, guidelines, and Board Policies published in this handbook are subject to review and may be amended during the year without notice as necessary for the routine operation of the school or District. Any amendment(s) made during the year will be posted at Student Handbooks.

Nothing in this handbook shall be construed in a manner contrary to Board of Education Policies, State, or federal law.

GENERAL INFORMATION

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. 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.

Animals on School Property



In order to ensure student health and safety, animals are not allowed on school property except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the Building Principal in the case of an educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior

- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs

- Invading personal space

If you believe your child is a victim of child sexual abuse, grooming behaviors, or boundary violations, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Board Policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Video and Audio Monitoring System

A video and audio monitoring system is in use on school buses and a video monitoring system is in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Weapons Policy

It is the policy of District 158 to prohibit the possession or the assistance of possession of weapons on school grounds, at any school activity, on school transportation vehicles, or in any designated school transportation waiting area.

Notification of Nondiscrimination

Education of Homeless Children

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

Equal Educational Opportunities

Equal educational, co-curricular, and extracurricular opportunities shall be available for all students without regard to actual or perceived race, color, religion, sex, national origin, nationality, religion, sex, sexual orientation, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, or status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Any student may file a discrimination grievance by using Board Policy 2:260, *Uniform Grievance Procedure* or by completing and submitting a Formal Public Complaint form.

Sex Discrimination Policy

District 158 does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in employment. Inquiries about Title IX may be referred to Dr. Adam Zehr, Chief Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

Title IX Coordinators:

Dr. Adam Zehr	Mrs. Karrie Baughman
650 Dr. John Burkey Drive	650 Dr. John Burkey Drive
Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158
azehr@district158.org	kbaughman@district158.org

Contact information for Office of Civil Rights (OCR) is available here: https://ocrcas.ed.gov/contact-ocr.

District 158's sex nondiscrimination policy and grievance procedures are contained in Board policy 2:265, *Title IX Grievance Procedure*, a copy of which is available in the District Administrative Office, on the District website, or by contacting one of the individuals listed above. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact one of the Title IX Coordinators listed above.

Sex Equity Policy

No student shall, on the basis of sex, sexual orientation, or gender-related identity or expression 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, co-curricular, and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure* or by completing and submitting a Title IX Complaint form. A student may appeal the Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Uniform Grievance Procedure

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the procedure described in Board Policy 2:260, *Uniform Grievance Procedure*, a copy of which is available in the District Administrative Office, on the District website, or by contacting any of the individuals named below.

Concerns or complaints related to potential violations should be directed to:

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr	Mrs. Karrie Baughman
650 Dr. John Burkey Drive	650 Dr. John Burkey Drive
Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158

Complaint Managers:

Dr. Amy MacCrindle	Mrs. Karrie Baughman	Mrs. Deanna Gill	Mr. Mark Altmayer
650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey Drive
Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158	(847) 659-6158	(847) 659-6158

A student may appeal the Board's resolution of a complaint filed to the Regional Superintendent of Schools, and thereafter, to the State Superintendent of Education.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, the parent is encouraged to first contact the appropriate staff member directly. If the problem is not resolved, the parent should then contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Administrative Office.

EMERGENCY COMMUNICATIONS

Emergency Notifications

District 158 will send out notification alerts in critical situations, such as emergency weather closures, crisis incidents, and other incidents affecting school operations through the School Messenger/Communicate program. This system integrates with PowerSchool, and parents can manage their contact information and preferences through the PowerSchool Parent Portal. For more information, visit the Safety and Security webpage and select "Alerts" from the dropdown menu.

School Day Cancellations

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. Should the need to close occur, parents will be notified via School Messenger/Communicate, the District's automated messaging system. Information will also be posted to the District 158 website at www.huntley158.org. In the event school is closed, all after-school, co-curricular, and extracurricular activities are also cancelled.

ENROLLMENT INFORMATION



Age Requirement

To be eligible for enrollment to District 158, 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. 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 be available through Policy 6:135, *Accelerated Placement Program.* The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

Birth Certificate Requirement

Illinois law requires at registration, or within 30 days of registration, a certified copy of the student's birth certificate to be on file with the District. If a certified copy is not available at the time of registration, the District must be furnished at a minimum: the student's full legal name and date of birth. If a person enrolling a student fails to provide a certified copy of the student's birth certificate within 30 days of registration, 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 the person complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall refer the case.

Custody Arrangements

In order for school personnel to be aware of any custody arrangements, please provide legal custody/divorce settlement documents to the school prior to the beginning of the school year or as situations change.

Fees and Waivers

Waiver of student fees will be granted to those students who qualify. Parents may apply for waiver of school fees by completing and submitting the Application for Fee Waiver form and proof of current income.

> **Please note**: In order to be eligible for a waiver of student registration fees, applications must be received *within thirty (30) days of the date your child enters school for the current school year*. Fees will not be waived until the Application for Fee Waiver form is received, reviewed and approved. If approved, other fees incurred after the date the application is received will be eligible for a fee waiver.

Board Policy 4:140, *Waiver of Student Fees*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Homeless Child's Rights

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes their temporary living arrangements, the parent of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For additional information, please contact:

Karrie Baughman, D158 Homeless Liaison
kbaughman@district158.org or (847) 659-6178

Student Placement

Student placement is a function of building administration. Teachers work together with building administrators to place students in classrooms. Parents may provide written comments or information pertaining to their child's learning needs by May 1.

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. 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 District.

SCHOOL AND COMMUNITY RELATIONS

Care Solace

We are committed to the well-being of our students, staff and families to create a safe and healthy learning environment. In support of this ongoing commitment, Huntley 158 has partnered with **Care Solace** to provide an additional layer of care for our community.

If students, staff or their family members are looking for help with mental health or substance use, Care Solace can help you quickly find treatment options matched to your needs regardless of the circumstance. Care Solace is a complimentary and confidential service provided to students, staff, and their families by District 158. Care Solace's team is available 24 hours a day, 7 days per week, 365 days a year, and can support you in any language.

If you would like to use Care Solace to help find a provider:

- Call 888-515-0595
- Visit www.caresolace.com/huntley and either search on your own OR click "Book Appointment" for assistance by video chat, email, or phone.

Care Solace is not an emergency response service or mental health services provider. In the event of a life threatening emergency, please call 9-1-1. For awareness, prevention, and/or mental health support, call or text 988 ~~or the National Suicide Hotline 1-800-273-8255~~.

Faith's Law Notifications - Employee Conduct Standards

School districts are required to include in their student handbook notification of the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students.

Board Policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, Board Policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and a link to the Sexual Abuse Response and Prevention Resource Guide is available on the District website. Copies may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Gun-Free, Tobacco, Alcohol, and Drug-Free Zones

All District 158 buildings and grounds are gun-free, tobacco, alcohol, and drug-free zones. Cigarettes and alternative nicotine products are not permitted. This includes all after school activities and school- related events.

Mandated Reporter

All school personnel, including teachers, administrators, and support staff members, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Parent Teacher Association

The Parent Teacher Association (PTA) is a partnership that brings people together to share thoughts and ideas about programs and activities that benefit students and their families. The PTA works with staff to help promote school goals and bring a sense of community to our schools. For further information, please check the school's webpage for the PTA link.

Pesticide Application Notice



District 158 maintains a registry of employees and parents of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Communications and Public Engagement at (847) 659-6158.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

PowerSchool

Huntley 158 uses an internet-based student information system called PowerSchool. The PowerSchool parent portal gives parents access to real-time information including their child's schedule, attendance, assignments, and grades. Students also have their own accounts to access school information from home or at school.

Instructions to create a PowerSchool account, to add/link a student, along with information on the PowerSchool app and a login link is available at PowerSchool. Password information for students and parents is available from the District Registration Office at (847) 659-6147.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except in the following circumstances as they relate to the individual's child:

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or Board.

Any time a convicted child sex offender is present on school property for any reason – including the three reasons above – the individual is responsible for notifying the Building Principal upon arrival and upon departure. The convicted child sex offender must remain under the direct supervision of a school official at all times while in the presence or vicinity of children. A violation of this law is a Class 4 felony.

In addition, State law requires schools to notify parents that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer
- Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer
- Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

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 goals of the District.

The District maintains resources on suicide and depression awareness and prevention. Much of this information, including a copy of Board policy 7:290, *Suicide and Depression Awareness and Prevention*, is posted on the District website and can also be obtained from the school office.

In the event of a life threatening emergency, please call **911**.
For awareness, prevention, and/or mental health support, call or text **988**.

Visitor Guidelines

The safety and security of your children is our number one concern. In an effort to maintain a safe, disruption free educational environment for all students, we ask all visitors to use the same procedures when entering the building. The District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.



- All schools are accessible only via the secured main entrance (Door #1).
- All visitors to elementary and middle school buildings must press the call button outside the front door, state their purpose for visiting, and wait to be buzzed into the building.
- All visitors must provide valid ID and be scanned into the Raptor Visitor Management System which will run an instant background check. You will be issued a visitor pass that should be worn visibly. At the conclusion of your visit, you will need to stop in at the office, sign-out and turn in your visitor's pass.
- Visitors with histories that appear on the Raptor check will be either denied access to the building, limited to conducting business in the front office, or will be provided escorted access to other parts of the building as is necessitated by circumstances and/or applicable law.
- Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.
- Student Visitors - Students are not permitted to bring guests to school during the school day.

Visits to Classrooms and Conferences

- All visits to classrooms must be pre-arranged with the teacher.
- Conferences will be held outside school hours or during the teacher's conference/preparation period.
- All visitors must follow the Visitor Guidelines as outlined above.

Volunteers

District 158 is fortunate to have extensive community and parental involvement. Throughout the school year, there are many opportunities to volunteer in the schools: school picture day, vision and hearing screenings, strengthening reading skills, medical and engineering academies, and much more!

Those interested in volunteering must complete a Volunteer Registration form each school year before volunteering. In keeping with District guidelines, younger siblings are not permitted to accompany volunteers during volunteer activities. We appreciate everyone's understanding.

Additional information is available on the Volunteer webpage. If you are interested in volunteering, please contact the District's Volunteer Coordinator at (847) 659-6152.

PARENTS' RIGHTS NOTIFICATIONS

Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and other information required by federal law. We encourage you to explore illinoisreportcard.com to view the Illinois School Report Card for District 158 or your child's school.

Assessments/Standardized Testing

Assessments are essential to a student's learning experience as they assist in providing information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

Testing includes local assessments and State assessments as required by federal law. Below is a list of local and State assessments administered to students each school year:

Local Assessments

Assessment	Purpose	Dates
AimsWeb Literacy & Math	Administered to all grade K-5 students in order to better identify specific strengths and areas of support for math and literacy skills.	Fall, Winter, Spring
STAR Reading and Math	Administered to all grade K-11 students in order to better identify specific strengths and areas of support in reading and math standards.	Fall, Winter, Spring
~~**BESS**~~ **Social Emotional Screener**	Administered to all grade PreK-12 students to provide insight into social-emotional and behavioral needs and identify those who may be at risk of future difficulty in school.	Fall, Winter, Spring
CogAT	Administered to all grade 2 and select grade 3-5 students in order to measure verbal, quantitative, and nonverbal reasoning and problem-solving skills. This assessment is also utilized to help determine a student's gifted identification.	Winter

State Assessments

Assessment	Purpose	Dates
ACCESS	Administered to grade K-12 English Learners. Scores are used to assess progress and proficiency in English as well as determine placement in the EL program the following school year.	Winter
DLM	Administered to grade 3-12 students eligible for alternative assessment in the areas of reading/language arts, mathematics, and science.	Spring
IAR	Achievement assessment for grade 3-8 students for reading/language arts and mathematics.	Spring
ISA	Achievement assessment for grade 5, 8~~, and 11~~ students for science.	Spring
KIDS	Administered to all Kindergarten students to better understand students' abilities when they begin their first year of school.	Fall

Additional information regarding student assessments and information regarding interpreting scores is available under Assessments on the Learning & Innovation webpage.

School Visitation Rights for Parents

The School Visitation Rights Act permits employed parents, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Student Data Privacy; Notice to Parents About Educational Technology Vendors

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators.

SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent name and student or parent contact information, username/password and student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English Learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use K-12 student data for purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents
- Other activities that are for the use and benefit of the school district

Board Policy 7:345, *Student Data Privacy*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Teacher Qualifications

Under Title I of the Elementary and Secondary Education Act, parents may request the professional qualifications of their child's classroom teachers and the paraprofessionals, if any, who assist them, including:

1. Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the teacher's licensure; and
4. Whether any instructional aides or paraprofessionals provide services, and, if so, their qualifications.

This notice is required by federal law (20 U.S.C. §6312(e)(1)(A)). If you would like to receive any of this information, please contact the District 158 Administrative Office at (847)659-6158.

SCHOOL GUIDELINES

Access to Student Social Networking Passwords and Websites

Social networking websites and platforms means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service, (2) create a list of other users with whom they share a connection within the system, and (3) view and navigate their list of connections and those made by others within the system. Social networking websites include, but are not limited to, Facebook, Instagram, Twitter, TikTok, Snapchat, and ASKfm.

If a student has an account on a social networking website, 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 behavior 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. School officials may not request or require a student or the student's parent to provide a password or other related account information to gain access to the student's account or profile.



Appearance, Clothing, and Hygiene

Students are expected to keep themselves well-groomed and neatly dressed at all times. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Experience has shown that student conduct, identification with the school purposes and activities, personal pride and self-respect, and even the level of learning responses of students are all related to personal appearance and mode of dress. Students should dress neatly but simply for school, rejecting extreme fads concerning hairstyles, make-up or clothing.

We ask parents and students to become involved in supporting a "level of dress" that helps to promote a good atmosphere for learning. Articles of clothing that are considered inappropriate include, but are not limited to, headwear/hats, shoes with wheels, overly revealing clothing, dangerous or disruptive accessories, and clothing making reference to drugs, marijuana, or alcoholic beverages.

Clothing that disrupts the educational process and/or is demeaning to oneself is also considered inappropriate. During the school day students may be asked to remove or turn inside out any inappropriate items of clothing. Parents will be contacted in situations where student dress or hygiene presents a problem.

Homework

Homework is an extension of learning in the classroom and is assigned to challenge, reinforce and motivate, and is not given for disciplinary reasons.

The quantity of homework will increase throughout the grade school years as students are able to assume greater responsibilities and independence. Whenever possible, supervised study time will be given in the classroom to help students get off to a good start on their assignments. Homework is a good way of involving parents in the learning process and keeping them informed about their child's progress. It is important, however, that assignments be completed by the student in order for the teacher to make an accurate assessment of the student's learning. Both long-term and short-term homework assignments will help students establish regular study habits, learn to budget time, develop an interest in the work assigned and learn the importance of accomplishing and turning in the work on time.

Lost and Found Area

Lost clothing, book bags, etc. will be kept in the lost and found area. Small articles and valuables such as wallets, purses, jewelry and watches are kept in the office. Students may claim their possessions by identifying them. Please label all items with your child's name to facilitate return.

Party Invitations and Birthday Acknowledgements

Invitations to private parties (birthdays, holidays, etc.) should be distributed outside of school. These types of invitations will only be distributed at school if the entire class is invited to the private party. Birthday acknowledgements (balloons, flowers, etc.) will not be sent to classrooms and cannot be sent home on the bus.

Personal Electronic Items - Toys, Games, Cell Phones

Below is a list of items that may not be visible or accessed during the school day. Students choosing to bring these items to school must store them in backpacks in the "off" position. Please be aware the school is not responsible for lost, damaged, or stolen items.

- Toys (electronic or other)
- Games (electronic or other)
- Cell phones, ~~MP3 players,~~ Smart Watches

Smartphones, smart watches, e-readers and other educational electronic devices may be used for instructional purposes when the teacher deems appropriate.

Report Cards, Grading and Promotion

Report cards for students in grades K-5 are completed on a trimester basis. Students will be assessed on end of the year grade-level standards in order to show what a student knows, or is able to do, in relation to the standards. The report cards show student progress towards mastery of specific learning targets.

At times questions of retention do arise. A decision to promote or retain a student shall be based on successful completion of the curriculum, attendance, and mastery of content. The administration shall determine remedial assistance for a student who is not promoted.

Respect for Property

Students are to respect the property of others including that of students, staff and school. School issued materials such as textbooks, tablets, lab materials, etc., are on loan to students. Any damage or replacement costs are the student's responsibility. Student storage areas such as lockers, cubbies, and desks are school property and are to be used only for the purpose of storing books, notebooks, lunches, coats, etc. These areas are subject to search by school authorities.

Telecommunication Device Possession and Use

Students are allowed to possess cellular, radio, or other telecommunication devices, such as cell phones and smart watches, etc., at school, on school property, or at school-sponsored activities, but the use of these devices is restricted to areas designated by the Building Principal before and after school hours only. During the school day and while participating in school-sponsored activities, students will be expected to leave these devices in their lockers or cubbies in the "off" position. Cellular, radio, or other telecommunication devices found in a student's possession during the school day, while participating in school-sponsored activities, or outside designated areas may be confiscated, and the student may be subject to additional discipline. Parents are required to pick up confiscated items.

Students will not be allowed to make phone calls during the school day except as permitted by a staff member. Students generally are not called to the telephone from classes except for emergencies.

The District also restricts parents' and/or visitors' use of cellular, radio, and other telecommunication devices to appropriate areas to be used only in such instances in which either an emergency exists or the use of the device is not disruptive to the ongoing activity. Violators of this policy may be asked to leave the school building.

Treats for Classroom Celebrations

Healthy food and beverage options should be made available for classroom celebrations. Candy and pop are discouraged, and gum is not allowed. When bringing treats for classroom celebrations, please remember that District 158 requires all treats be commercially prepared and packaged. The distribution of edible birthday treats is not permitted in schools.

A list of healthful food and beverage options for school functions along with ideas for classroom rewards can be found in the District's School Wellness Plan.

ATTENDANCE, ABSENCES, AND TARDIES



School attendance is one of the most important tasks of a student. Accordingly, all students are expected to be present in all scheduled classes every school day unless absent for a valid reason. Students who stay home for trivial illnesses or because they do not feel like attending school are, in effect, only hurting themselves. They are missing vital information in their education and placing their future in jeopardy. We will closely monitor all absences and hope for the cooperation of parents in improving school attendance.

Absences

For students who are required to attend school there are two types of absences: excused and unexcused. The school may require documentation explaining the reason for the student's absence. The school administrator is the final decision maker as to whether an absence is Excused or Unexcused.

Excused Absences (EA)

1. Illness of the student
2. Mental or Behavioral Health Days – Students may utilize up to five mental or behavioral health days per school year. After use of the second mental or behavioral health day, the student may be referred to the appropriate school support personnel.
3. Death in the immediate family
4. Family emergency
5. Religious holiday observance
6. Attending a military honors funeral to sound TAPS
7. A student will be excused for up to 5 days in cases where the student's parent 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.
8. Court appearance.
9. Work or school sponsored activity approved by the school.
10. Voting in a local, State, or federal election.
11. College Visitation Days - Must be taken before May 1. A College Visit Verification form signed by the college or institution must be provided to excuse the absence as a college visit and be coded as College Visit (CV). Failure to follow the correct procedure will result in the absence being coded as an Unexcused Absence (UA). Only the day of the college visit can be excused under the College Visit (CV) attendance code. Days required to travel for a college visit do not count as excused absences and will be coded as an Unexcused Absence (UA).

Unexcused Absences (UA)

- All other absences are Unexcused.
- Tardies (late to school or class), vacations, and cultural trips are Unexcused Absences.

Procedure for Communicating Absences

In the event of any absence, the student's parent is required to call the school before school begins to explain the reason for the absence. If a call has not been made to the school to report the student's absence by the start of the day, a school official will attempt to contact you to verify the absence. The purpose of this procedure is to determine if your child has arrived safely. If the parent cannot be contacted, the student will be required to submit a signed note from the parent explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent, the reason for the absence will be kept confidential.

Elementary Schools: When your child arrives after the official start time, parents are required to sign their child in at the school office. Students who leave school early for reasons of illness, appointments, or notes from home will be released only to the parent unless prior arrangements have been made through the school office. Parents are required to sign their child out in the office.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Generally speaking, students will have one day per day absent to make-up work. Parents are asked to work with the classroom teacher to receive make-up work.

Illnesses

If your child will be absent because of illness, you are required to call the school by the beginning of the school day and report the absence *each* day. If your child is absent and we do not receive a call, we will call you at home or your place of employment to verify the absence. The purpose of this procedure is to determine if your child has arrived safely to school.

During a long-term illness, a parent may call on the first day and notify the office of the anticipated length of the absence. After three consecutive days of illness, a written excuse from a doctor may be required for an absence to be considered excused. A doctor's note will change the absence code to "Medical Verification" for attendance purposes. If a pattern of non-attendance has been identified by the building administrator, a written excuse from a doctor may be required as part of the student's individualized attendance plan. In cases where a student visits the health office, the school nurse may assess the student and determine if the student should be sent home; however, this does not constitute medical verification

Family Emergencies

A student may be excused for extenuating circumstances such as a family emergency. The following examples do not constitute a family emergency and would therefore be recognized as an Unexcused Absence:

- Errands, which could be scheduled when a student is not required to be in school
- Oversleeping
- Car trouble
- Leaving school without receiving proper authorization
- Missing the bus
- Being tardy to school without a valid excuse (as defined by the State of Illinois)

Release Time for Religious Instruction & Observation

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent must give written notice to the Building Principal at least five (5) calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any missed work, including homework and tests, for equivalent academic credit.

After School, Co-Curricular, or Extra-Curricular Activities Attendance Requirements

Attendance is a factor in a student's eligibility to participate in extra-curricular activities. A student must be present at least the second-half of the school day. A student must be present at school a minimum of five (5) hours to be eligible for participation in after school, co-curricular, or extra-curricular activities such as athletics, concerts, presentations, plays, musicals, trips, etc. If a student goes home ill during the day, that student becomes ineligible for participation in any after school, co-curricular, or extra-curricular activities that day.

A student may not be on campus for any reason on a day they have been reported absent unless they have made arrangements with administration to do so. If there is a medical reason for missing school (and Physical Education), due to an extended illness/condition, a doctor's note will be required based on the nurse's recommendation. All notes should be turned into the Health Office.

Medical Appointments: A student who has a medical appointment that may cause absence from school for more than one-half of the school day may still be eligible to participate that day. This would be recorded in PowerSchool as MV (Medically Verified). To assure eligibility, arrangements should be made ahead of time with the school administrator (Activities Director, Athletic Director as applicable).

Absence Due to Participation in School-Sponsored Activity: A student's absence from school due to participation in school-sponsored activities or trips will be recorded in PowerSchool as SA (school activity), and the student remains eligible to participate in after school, co-curricular, and/or extracurricular activities.

In-School Intervention/Suspended Students: A student who is serving an in-school suspension (ISS) or an out-of-school suspension (OSS) is ineligible to participate in any school-related activities on the days of the intervention or suspension.

Truancy

A parent who knowingly and willfully permits a child to be truant is in violation of State law. Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and District.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and District will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located OR, after exhausting all available support services, cannot be compelled to return to school is subject to withdrawal from school.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center. Any student who has 10% or more absences of the school days each month will receive a letter or phone call home to discuss attendance and determine if there is a need to develop

a plan of support. A meeting may be set with the family and school to determine if further absences would be marked unexcused without documentation for the remainder of that trimester.

Furthermore, State law provides that school districts are encouraged to provide a system of support strategies to students who are at risk of reaching or exceeding chronic absence levels. School districts are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The school and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, the student's parent(s) and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Extended Absences

For planned absences, parents should notify the academic team and office in writing in advance. This can be done through the Extended Student Absence form.

While such absences are discouraged, alternative assignments may be provided, when possible, as long as teachers have sufficient notice. Please note that many extended absence reasons fall under unexcused absences. This form does not grant approval for the absence to be excused; it is used as a means of notification. Please review the District calendar to view days of non-attendance and if possible, schedule appointments and vacations on these dates.

BEHAVIOR AND DISCIPLINE

Effective discipline is necessary if a school is to function in the most constructive manner for students. Through good discipline and self-control, students can work with the school to form a productive partnership. Good discipline requires teamwork and is the combined responsibility of students, parents, and staff. **Students are responsible for following all school rules and regulations, as well as all District policies, while attending any school-sponsored activity.**

School Code of Conduct

In order to support our students, parents, staff members, and school community, we want to take this opportunity to review our practices and expectations related to student conduct, including behavioral and social-emotional supports, behavioral interventions and discipline. The Code of Conduct is a multi-layered system that will require work by all stakeholders across all school and home settings to help our students with their social and emotional as well as academic needs. We want to create an environment where all stakeholders are aware of anc actively engage in their roles and responsibilities.

Parent-Teacher Advisory Committee (PTAC)

Per Policy 2:150, This committee shall assist in the development of student behavior policy and procedures, and provide information and recommendations to the Board. Its members may consist of parents/guardians, teachers, administrators and board members. Additional participants, whose expertise or experiences are needed, may be invited to participate in various meetings that are geared to specific topics (for example, when discussing school bus safety policies, transportation staff may be included.) The committee reviews such issues as administering medication in schools, reciprocal reporting between the School District and local law enforcement agencies, student discipline/handbooks, disruptive classroom behavior, school bus safety procedures and the dissemination of student conduct information.

Per Policy 7:190, 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.

We Believe:

To support our learners' Social, Emotional, and Academic and Behavior skills, we believe and understand the following:

1. Our school community will learn and behave at their best when they feel connected, cared for, and valued.
2. The purpose of discipline is to teach skills that empower learners to change their behaviors over time. If you expect it, you must teach it. Discipline is a meaningful response.
3. Learners will be empowered to be actively involved in identifying what went wrong and how they can help fix it.
4. Kids do well if they can. Challenging behaviors communicate unmet needs and/or areas where skills may be lacking which results in a need to determine the cause.
5. Dysregulated learners (learners who are having difficulty managing or regulating emotions and behaviors) need the supportive presence of a regulated adult to return to a regulated state.
6. A strong foundation in every school environment maximizes learners' access to instructional time and fosters a sense of belonging for all.
7. Proactively teaching social, emotional, and behavioral skills should be intentionally integrated across all environments and all aspects of learning.
8. Exclusionary forms of discipline (suspension, expulsion, and removal from the learning environment) can produce negative outcomes in students, schools, districts, and communities and therefore must be carefully used when intended to keep all learners safe.
9. It's important for us to work towards a shared understanding by using clear and specific language when discussing our thoughts and beliefs about social, emotional, and behavioral skills. This approach helps create a fair and inclusive system that supports all learners.
10. High expectations can be met for all learners when we appreciate, respect, and respond to the diverse needs within our schools and district. This ensures that each child receives the necessary support to reach their full academic and social potential.

We expect:

- Students to attend school each day, be conscientious in classroom work and take full advantage of the educational opportunities available
- Students, staff and families to build and sustain authentic, positive and meaningful relationships
- Student, staff and families to demonstrate civility and respect for one another and hold each other to high expectations
- Students, staff and families to all contribute to the safety of the learning environment for all
- Students to respect other people's property and exercise proper care when using public facilities and equipment
- Students to establish personal and educational goals with teachers, counselors, and family, and work consistently toward the achievement of your goals
- Students to be aware of the expectations for student behavior and accept personal responsibility for functioning successfully within these guidelines

We will:

- Implement strategies and supports that all students, staff and families to feel safe
- Promote a positive school comm
- Provide staff with the resources necessary to help with the implementation of this plan
- Partner with families to provide information for outside resources

Problem-Solving Suggestions for Students

- Talk with your parent about possible solutions

- Calmly discuss any issues with the teacher when other students are not present. This removes the pressure on both of you.
- If the matter is not resolved, talk with a trusted faculty member, Counselor, Dean, Associate Principal, or the Building Principal

Problem-Solving Suggestions for Parents

- Be sure of the facts. Although it may be difficult for you not to take sides, try to see the whole picture
- Contact the person with whom your child is having the problem
- If possible, include your child in conferences with teachers, Counselors, the Dean, Associate Principal, Building Principal, and other school personnel to help find solutions together
- Before you leave a conference, **be sure you understand** what is expected of you and your child and what the school staff will try to do
- Set a specific time when communication by phone or letter will be made on your child's progress

All violations of the school disciplinary policy will be maintained in the student's temporary record file.

Multi-Tiered Systems of Support Framework

Huntley 158 utilizes a Multi-Tiered System of Support (MTSS) framework to foster a positive learning environment and focuses on supporting the whole child.

MTSS is a term used to describe an evidence-based model of schooling that uses data-based problem-solving to integrate academic and behavioral instruction and intervention. All students are part of MTSS, including students with disabilities, as part of their education. In MTSS, integrated instruction and intervention is delivered in varying intensities (multiple tiers) based on student need. "Need-driven" decision-making seeks to ensure that district resources reach the appropriate levels to accelerate the performance of ALL students to achieve and/or exceed proficiency levels.

Tier 1 - Universal Interventions are what all students receive. This Tier focuses on the implementation of the district's core curriculum and is aligned with the Illinois Social Emotional Learning Standards.

Tier 2 - Secondary Interventions are what some students receive in addition to Tier 1 instruction. These services are more concentrated and are targeted interventions for small groups.

Tier 3 - Tertiary Interventions are what a few students receive. This is the most intense level of intervention a school can provide a student through the MTSS model. These services are typically provided to a very small group and/or one on one.

Restorative Practices

Huntley 158 uses Restorative Practices in our schools, which helps to shift the focus to building relationships among school community members and helps move away from a punitive mindset when there is conflict. Restorative Practices are NOT a replacement for a system of consequences or a code of conduct. Restorative Practices are not intended to remove accountability for students. Students who have broken school rules or harmed other school community members are still held accountable for their actions and may receive traditional consequences **alongside** restorative solutions or in conjunction with restorative practices.

Discipline of Special Education Students

The District will comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability. However, all students must conform to the Student Behavior policies as outlined in this Handbook.

Additional information regarding discipline of students with disabilities is located in the Special Education section of this handbook.

Aggressive Behavior

Illinois law requires school districts to notify the parent of a child who demonstrates behaviors that put the student at risk for aggressive behavior. Board Policy 7:190, *Student Behavior*, prohibits a student while at school

or a school-related activity from: (1) engaging in any kind of behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct.

Bullying, Harassment, and Hazing

Bullying, intimidation, harassment, and hazing 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

Bullying is defined as: (1) an act that is repetitive in nature (similar behavior which occurs more than once); (2) creates a power imbalance (by size, age, numbers or emotionally); and/or (3) is intended to hurt or harm the victim (socially, emotionally, or physically).

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, 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 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, 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.

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 which can reasonably be expected to have one or more of the following effects:

1. Placing the student or students in reasonable fear of harm to their 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 ability to participate in or benefit from the services, activities, or privileges provided by the school.

Students who feel they have been bullied should report the incident by:

1. Contacting the Complaint Manager or other administrator, counselor, teacher, or social worker
2. Using the ***Student Helpline***: (815) 889-0584
3. Using the District Bullying Report form.
4. Following the process outlined in Board Policy 2:260, *Uniform Grievance Procedure*, and this Handbook.

At its discretion, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the appropriate law enforcement agency for criminal charges.

Questions or concerns should first be discussed with the staff member closest to the situation. It is always best to follow the chain of command to ensure that all parties involved are properly informed of the situation. Parents should expect a response from the staff member or their designee within 24 hours to discuss the concern. If no contact has been made, please proceed to the next step in the chain.

Teacher → Assistant Principal → Building Principal → Assistant Superintendent → Superintendent

Board Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment* is available on the District website or a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Harassment

It is the policy of District 158 to provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment. No person, including an employee or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race, color, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, sexual orientation, gender-related identity or expression, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Sexual harassment of students is prohibited. Sexual harassment means sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
   a. Substantially interfering with a student's educational environment;
   b. Creating an intimidating, hostile, or offensive educational environment;
   c. Depriving a student of educational aid, benefits, services, or treatment; or
   d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

Students are encouraged to report claims or incidences of sexual harassment to the Non-Discrimination Coordinator or Complaint Manager. Any student who believes they are being harassed may file a complaint by using the process outlined in Board Policy 2:260, *Uniform Grievance Policy*, and this Handbook.

A student's good faith action in reporting harassment will not result in any adverse actions against the complainant. However, if a student or witness is found to have made an intentionally false report of harassment, the student or witness shall be subject to discipline.

Board Policy 7:20, *Harassment of Students Prohibited,* is available on the District website or a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Hazing

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. Hazing means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Conduct Motivated by Prohibited Discrimination

Conduct motivated in whole or in part by prohibited discrimination may be subject to increased disciplinary measures where determined to be appropriate by the administration. The Board of Education may also consider whether conduct was motivated in whole or in part by prohibited discrimination when determining whether to expel a student based on such conduct.

Prohibited discrimination means conduct based upon actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, or order of protection status.

Board Policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited,* is available on the District website or a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Dangerous Weapons

Board Policy 7:190, *Student Behavior*, prohibits the possession or the assistance of possession of weapons on school grounds, at any school activity, on school transportation vehicles, or in any designated school transportation waiting area.

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 19 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. Any item determined to have been possessed, used, transferred, or controlled in violation of this policy will be confiscated and retained by school officials, and either turned over to a parent at the end of the school year, or to the appropriate local law enforcement agency.

Board Policy 7:190, *Student Behavior*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Gang and Gang-Related Activity

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. Board Policy 7:190, *Student Behavior*, prohibits students from engaging in gang activity on school property or at any activity associated with or under the general guidance of school authorities.

Gangs are defined as any group of two or more persons who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the District's policies, rules, and regulations.

No student:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other insignia which is evidence of membership or affiliation with any gang.
2. Shall draw gang graffiti or distribute gang related literature.
3. Shall use any speech, either verbal or non-verbal (such as gestures or hand-shakes), or act in furtherance of gang activity.
4. Shall solicit others for membership in any gang.
5. Shall request any person to pay protection or otherwise intimidate or threaten any person.
6. Shall commit any other illegal act or other violation of District policies in furtherance of gang related activities.
7. Shall incite other persons to inflict physical violence against any other person.
8. Shall participate in any activity that could be interpreted as relating to gangs or gang activity.



Penalties for Violations:

Any student found to have violated this policy shall be guilty of gross misconduct. All gang related paraphernalia or materials will be confiscated. Violation of this policy may result in disciplinary measures up to and including 10-days suspension with consideration for expulsion, and referral to appropriate law enforcement agency if a violation of the law is involved.

Student Code of Conduct Matrices

The matrix below outlines student behaviors and corresponding levels of interventions or consequences that may be implemented in response to those behaviors. The list of behaviors and interventions/consequences is

meant to be illustrative and non-exhaustive, and will not necessarily be implemented in progressive order. All interventions and consequences will be determined on a case-by-case basis and will take into consideration the developmental level of the student(s) involved. The matrix serves as a tool for administrators to respond appropriately when students have committed serious violations, per the Student Code of Conduct. This tool is designed to offer consistency at all levels across the District so that the students receive interventions and consequences fairly from school to school when their behaviors require.

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
Academic Misconduct	Academic Misconduct: Daily work	**1**	Providing or receiving unauthorized assistance, with or without technology, during ~~Copying a peer's~~ homework or practice activities because it ~~in an attempt to defraud, deceive, or mislead~~ prevents the teacher and/or school administration in arriving at an honest evaluation of learning. The unauthorized use of technologies to support academic work is also considered a form of academic miscondut unless permitted by the teacher.	Teacher Managed
	Academic Misconduct: Cheating-Distribution	**2**	Aiding other students in cheating, soliciting another person to take an exam or write a paper, as well as the theft, damage, sale, and/or distribution of course materials.	Apology Conference with student Detention - with Office Explicit instruction of appropriate replacement behavior Loss of Privilege/Social Probation Parent Contact - Phone Call Parent/Student Conference Referral to counselor/social worker Restorative Practices Technology Restrictions
	Academic Misconduct: Cheating-Plagiarism	**2**	A form of cheating that involves presenting graded/assessed work as one's own, the ideas or work of another person or technology. Plagiarism is not a question of intent. Any use of the content or style of another's intellectual product without proper recognition of the source constitutes plagiarism. The unauthorized use of technologies to support academic work is also considered a form of cheating unless permitted by the teacher. ~~Includes the inappropriate use of technology that transmits data and the use of AI-created composition as a substitute for original thoughts.~~	Apology Conference with student Detention - with Office Explicit instruction of appropriate replacement behavior Loss of Privilege/Social Probation Parent Contact - Phone Call Parent/Student Conference Referral to counselor/social worker Technology Restrictions
	Alcohol: In the presence of use and/or distribution	**2**	Student is knowingly in the presence of a peer who is using and/or distributing alcohol on school grounds and/or at school events and does not remove self when given the opportunity.	Conference with student In-school Suspension Parent Contact - Phone Call Search of student and/or locker

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Alcohol: Possession and/or use (ISBE)	**3**	Student is under the influence or in possession of alcohol on school grounds and/or at school events	Behavior contract Conference with student In-school Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Out-of School Suspension Parent Contact - Phone Call Referral to drug/alcohol counseling Search of student and/or locker
	Alcohol: Distribution (ISBE)	**3**	Student is giving out/sharing/selling alcohol to students or others on school grounds and/or at school events.	Behavior contract Conference with student Expulsion In-school Suspension Law Enforcement Agency Referral Out-of School Suspension Parent Contact - Phone Call Referral to counselor/social worker Referral to drug/alcohol counseling Search of student and/or locker
Arson	Arson	**3**	Destruction of school property resulting from student use of fire regardless of intent or level of property damage	Behavior Contract Change of schedule Contact and/or referral to any other applicable outside agencies Expulsion In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Referral to counselor/social worker Safety plan developed Search of student and/or locker
	Conflict	**1**	Pattern of offending behavior where the student(s) is engaging in peer conflict with another student but shares equal power (physical/social), there is an equal emotional reaction and ownership over the conflict	Teacher managed May become leadership managed based on context

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Bullying	**3**	Board Policy 7.180: Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: 1. Placing the student or students in reasonable fear of harm to the student's or students' person or property; 2. Causing a substantially detrimental effect on the student's or students' physical or mental health; 3. Substantially interfering with the student's or students' academic performance; or 4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, 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. Cyberbullying 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	Behavior Contract Change of schedule Class Removal Safety plan Expulsion Explicit Instruction of appropriate replacement behavior In-school and/or out-of-school suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Conference with student Restorative Practices Support / counseling services

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
			more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. In order for an incident to be deemed "bullying" a trained investigator must complete a full investigation and deem the situation "founded".	
Dress Code	Dress Code: Minor	**1**	A student's appearance that disrupts the educational process but easily corrected at the classroom level	Classroom Managed
	Dress Code: Health/Safety	**2**	A student's appearance that disrupts the educational process or compromises standards of health, and safety. Clothing that draws attention or interferes with the ability to identify or communicate with students OR clothing that includes print and pictures of items that are illegal to minors.	Conference with student Explicit Instruction of appropriate replacement behavior Parent Contact
Drug Offenses	Drug Offenses: In the presence of use and/or distribution	**2**	Student is knowingly in the presence of a peer who is using and/or distributing illegal drugs, controlled substances, drug-related paraphernalia, prescription drugs not prescribed, or inhalants on school grounds and/or at school events and does not remove self when given the opportunity	Conference with student Loss of Privilege/Social Probation Parent Contact Search of student and/or locker
	Drug Offenses (ISBE): Possession and/or use	**3**	Student is under the influence or in possession of illegal drugs, look-alike drugs, drug-related paraphernalia, controlled substances, prescription drugs not prescribed, or inhalants or other controlled substances on school grounds and/or at school events	Athletic Suspension Behavior contract Law Enforcement Agency Referral Conference with student Expulsion In-school and/or out-of-school suspension Referral to drug/alcohol counseling Referral to counselor/social worker Loss of Privilege/Social Probation Parent Contact Restorative Practices Search of student and/or locker
	Drug Offenses (ISBE): Distribution	**3**	Student is giving out/sharing/selling illegal drugs, look-alike drugs, drug-related paraphernalia, controlled substances, prescription drugs not prescribed, or inhalants or other controlled substances to students or others on school grounds and/or at school events.	Athletic Suspension Behavior contract Conference with student Expulsion In-school and/or out-of-school suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Referral to drug/alcohol counseling Restorative Practices Search of student and/or locker

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
Falsification of Information	Falsification of Information	**2**	Delivering false or misleading information on a document and/or in the course of a school investigation or staff inquiry. Includes falsifying records or signatures, impersonation of another individual over electronic communication (phone, email)	Athletic Suspension Behavior contract Conference with student In-school and/or out-of-school suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices Search of student and/or locker
Gang-Related	Gang-Related: Paraphernalia	**2**	Displaying gang symbols or paraphernalia	Behavior contract Change of schedule Class Removal Expulsion In-school and/or out-of-school suspension Loss of Privilege/Social Probation Parent Contact Conference with student Search of student and/or locker
	Gang-Related: Activity	**3**	Being involved in gangs or gang-related activities (Board Policy 7:190) where two or more individuals who use common symbols, identifiers or behavior, and/or who assemble to conduct illegal activity or violation of school policies and/or intimidate individuals or groups.	Athletic Suspension Behavior contract Conference with student Expulsion In-school suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Out-of-school suspension Parent Contact Referral to counselor/social worker Restorative Practices Search of student and/or locker
Harassment	Harassment	**3**	Board Policy 7:20: 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 identify; 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. 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	Investigation conducted Behavior Contract Change of schedule Class Removal Safety plan Expulsion Explicit Instruction of appropriate replacement behavior In-school and/or out-of-school suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Conference with student Restorative Practices Support / counseling services

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
			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. In order for an incident to be deemed "harassment" a trained investigator must complete a full investigation and deem the situation "founded".	
Insubordination/ Non-compliance	Insubordination/ Non-compliance: Low Intensity and/or Duration	**1**	Failure to act in accordance with given expectation or directive with increasing impact on learning environment (learning of the student and/or other students). Student engages in inappropriate verbal and/or non-verbal interruption to the environment that is low in duration and/or intensity.	Teacher Managed
	Insubordination/ Non-compliance: High Intensity and/or Duration	**2**	Prolonged refusal, refuses redirects, loss of instructional time Student engages in inappropriate verbal and/or non-verbal interruption to the environment that is high in duration and/or intensity	Class Removal Conference with student Detention - with Office In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
	Insubordination/ Non-compliance: Gross Misconduct	**3**	Interferes with the regular operation of the school building or event. Includes indecent exposure, behavior that requires crisis plan to be activated and/or refusal to follow directions in crisis response situations, as well as calling emergency without an emergency (pulling fire alarm, calling 911)	Athletic Suspension Behavior contract Class Removal Conference with student Detention - with Office Expulsion In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Peer Mediation Referral to counselor/social worker Restorative Practices Safety Plan
Language	Language: Non-directional swearing	**1**	Incidental swearing / nonverbal gesturing not directed at another person.	Teacher Managed

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Language: Directional swearing	**2**	Swearing / nonverbal gesturing or other abusive language directed at another person.	Behavior Contract Class Removal Conference with student Explicit Instruction of appropriate replacement behavior Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
	Language: Non-directional inflammatory or sexual language	**2**	Incidental use of inflammatory language / nonverbal gesturing or sexual language / nonverbal gesturing not directed at another person	Behavior Contract Conference with student Detention - with Office Explicit Instruction of appropriate replacement behavior In-school and/or Out-of School Suspension Parent Contact Referral to counselor/social worker
	Language: Directional inflammatory or sexual language	**3**	Language and nonverbal gesturing, including sexual language and nonverbal gesturing, that does or could cause to alienate an individual related to protected class status covered under Illinois code. Could include, but is not limited to hate speech OR descriptions, racial slurs, slang terminology and/or labels commonly understood to be offensive, demeaning or derogatory.	Conference with student Detention - with Office In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
Location	Location: Failure to report to designated area on time	**1**	Failure to report on time to designated area	Teacher Managed
	Location: Unassigned area	**2**	Hiding in unsupervised area, in unassigned location, leaving an assigned area without permission in the school building, misuse of pass, entering school property without authorization (trespassing) Elopement in school building.	Class Removal Conference with student Detention - with Office In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact
	Location: Off campus	**3**	Failing to report to school building or leaving school building without permission. Elopement off campus.	Behavior contract Change of schedule Conference with student In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Safety Plan
	Property: Misuse	**1**	Wasting materials or resources or using property in a way not intended. Includes not cleaning up after self. Does not include property damage.	Teacher Managed

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Property: Vandalism/Damage	**3**	Damage or destruction that occurs as a result of ignoring expectations. May require professional cleaning, repair or replacement. May disrupt the normal operations of the building. May include behavior that requires emergency response plan to be activated.	Behavior contract Change of schedule Conference with student Detention - with Office Expulsion In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restitution Restorative Practices Safety Plan Support / counseling services
Public Display of Affection	Public Display of Affection: Minor	**1**	Any consensual physical contact that includes kissing of any kind or for any length of time, having a student's arm/hands around another student's waist or any other body part, (head, neck, etc.), sitting between the legs of another student, rubbing up against another student	Teacher Managed
	Public Display of Affection: Major	**2**	Consensual groping of body parts, sexual activity	Behavior contract Class Removal Conference with student Explicit Instruction of appropriate replacement behavior In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
Technology	Technology: Off-task or inappropriate purpose	**1**	Use of technology for off-task or inappropriate purpose	Teacher Managed
	Technology: Disruptive-School Issued Device	**2**	Use of school-issued devices or access to accounts that disrupts access to the learning of self and/or others	Class Removal Conference with student Detention - with Office In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Technology: Disruptive - Personal Device	**2**	Use of personal devices (cell phone, watch, tablet, Airpod, other) or access to accounts that disrupts access to the learning of self and/or others	Class Removal Conference with student Detention - with Office In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker
	Technology: Privacy or Acceptable Use Policy (AUP)	**3**	Any communication/media that includes sending, distributing, or viewing of unauthorized recording of videos and pictures with or without consent. This includes pornographic images (including sexting), violent images or materials that violate the rights of a protected class, and explicit language. This includes posting media of this nature on social media using school devices, personal devices, and/or infrastructure as well as to organize illegal activity, engage in illegal activity, or purchase illegal items.	Behavior Contract Conference with student Expulsion Law Enforcement Agency Referral Loss of Privilege/Social Probation In-school and/or Out-of School Suspension Referral to counselor/social worker Parent Contact Restorative Practices
	Technology: Infrastructure	**3**	Hacking, modification, or damage of the technology infrastructure of the district such as the wireless network and servers. Attempts to breach secured electronic information or resources.	Behavior Contract Conference with student Expulsion In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
Theft	Theft: Personal Property	**2**	Entering an individual's personal space or property (desk, bag, purse, locker, car etc.) to take an item of value	Behavior Contract Conference with student Detention - with Office Explicit Instruction of appropriate replacement behavior Expulsion In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restitution
	Theft: School Property	**3**	Stealing materials belonging to the school	Conference with student Detention - with Office Explicit Instruction of appropriate replacement behavior In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
				Referral to counselor/social worker Restitution
Threat Communicated	Threat: Communicated to Individual	**3**	Communication of a threat through any form (included but not limited to verbal, non-verbal, social media, written)	Apology Behavior Contract Class Removal Conference with student Expulsion Law Enforcement Agency Referral Loss of Privilege/Social Probation In-school and/or Out-of School Suspension Parent Contact Referral to counselor/social worker Restorative Practices Peer Mediation Safety Plan Developed Threat Assessment
	Threat: Communicated to Group	**3**	Communication of a threat through any form (included but not limited to verbal, non-verbal, social media, written)	Apology Behavior Contract Class Removal Conference with student Expulsion Law Enforcement Agency Referral Loss of Privilege/Social Probation In-school and/or Out-of School Suspension Parent Contact Referral to counselor/social worker Restorative Practices Peer Mediation Safety Plan Developed Threat Assessment
	Threat: Communicated with Access to Weapon	**3**	Communication of a threat including mention of weapon through any form (included but not limited to verbal, non-verbal, social media, written)	Conference with student Expulsion In-school and/or Out-of School Suspension Safety Plan Developed Parent Contact Referral to counselor/social worker Threat Assessment
Tobacco	Tobacco: In the presence of use and/or distribution	**2**	Student is knowingly in the presence of a peer who is using and/or distributing tobacco, nicotine products, and/or vaping-related paraphernalia on school grounds and/or at school events and does not remove self when given the opportunity	Behavior Contract Conference with student Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Tobacco: (ISBE) Possession and/or use	**3**	Student is under the influence of or in possession of tobacco, nicotine, look-alike product, and/or vaping-related paraphernalia on school grounds and/or at school events	Behavior Contract Conference with student Loss of Privilege/Social Probation In-school and/or Out-of School Suspension Parent Contact Referral to drug/alcohol counseling Referral to counselor/social worker
	Tobacco: (ISBE) Distribution	**3**	Student is giving out/sharing/selling tobacco products, nicotine products, look-alike product, and/or vaping-related paraphernalia to peers on school grounds and/or at school events	Behavior Contract Conference with student Loss of Privilege/Social Probation In-school and/or Out-of School Suspension Parent Contact Referral to drug/alcohol counseling Referral to counselor/social worker
Violence <u>With</u> Serious Physical Injury	Violence With Serious Physical Injury: Physical Aggression (ISBE)	**3**	Serious one-sided physical contact (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where either the offender(s) or victim(s) require off-site professional medical attention for extreme physical pain, protracted and obvious disfigurement, protracted loss or impairment of the function of a bodily member, organ, or faculty, or substantial risk of death. Sexual violence where either the offender(s) or victim(s) require off-site professional medical attention.	Apology Class Removal Conference with student Expulsion In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Law Enforcement Agency Referral Parent Contact Referral to counselor/social worker Restorative Practices
	Violence With Serious Physical Injury: Physical Fighting	**3**	Mutual physical fight where either the offender(s) or target(s) require off-site professional medical attention for extreme physical pain, protracted and obvious disfigurement, protracted loss or impairment of the function of a bodily member, organ, or faculty, or substantial risk of death.	Apology Class Removal Conference with student Expulsion Loss of Privilege/Social Probation Law Enforcement Agency Referral In-school and/or Out-of School Suspension Parent Contact Referral to counselor/social worker Restorative Practices
Violence <u>Without</u> Serious Physical Injury/Physical Aggression	Inappropriate physical contact	**1**	Physical contact that is not serious but is inappropriate and unwelcomed.	Teacher Managed

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Violence without Serious Physical Injury (ISBE): Physical Aggression with or without minor injury	**2**	Student engages in one-sided actions involving physical contact that is aggressive in nature (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). It may include minor injury where either the offender(s) or victim(s) require school-based medical attention (not off-site professional medical attention)	Behavior Contract Class Removal Conference with student In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
	Violence without Serious Physical Injury (ISBE): Physical Fighting with or without minor injury	**3**	Mutual physical fight where the offender(s) or target(s) do not require off-site professional medical attention, regardless of intent. ("Professional medical attention" may include the school nurse but not for minor care that any staff member could provide.)	Conference with student In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practice
	Violence without Serious Physical Injury (ISBE): Serious sexual contact	**3**	Serious, non-accidental, and non-consensual physical contact of a sexual nature (e.g., groping, intimating sexual acts, touching private areas, exposing other's private areas) where the offender(s) or target(s) do not require professional medical attention. ("Professional medical attention" may include the school nurse but not for minor care that any staff member could provide.). Includes any intentional contact with private areas of an individual, regardless of intent.	Behavior Contract Conference with student Explicit instruction of appropriate replacement behavior Expulsion In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker
Weapon	Weapon: Possession of Minor Weapon	**2**	Possession of a tool is readily capable of causing harm as determined by school administration but does not meet the state definition of a dangerous weapon. This could include pocket knives with blades less than 2.5 inches	Behavior Contract Conference with student Expulsion In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Safety Plan Developed Search of student and/or locker
	Weapon: (ISBE) Possession of Dangerous - Other	**3**	Student possesses dangerous weapon or realistic-looking fake dangerous weapon (does not include firearms) A device, instrument, material, or substance that is readily capable of causing death or serious bodily injury, except a firearm.	Conference with student Expulsion In-school and/or Out-of School Suspension Parent Contact Referral to counselor/social worker Safety Plan Developed Search of student and/or locker

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Weapon: (ISBE) Possession of Dangerous - Firearm	**3**	Possession of firearm on school grounds that is used for or readily capable of causing death (includes handgun, rifle, shotgun, multiple firearms)	Conference with student Expulsion In-school and/or Out-of School Suspension Parent Contact Safety Plan Developed Search of student and/or locker

Explanation of Disciplinary Consequences

Warning
A teacher/administrator/student conference may be held in hopes of eliminating further consequences.

Lunch Restrictions/Isolated Lunch Detentions
Lunch restrictions/isolated lunch detentions are served during the student's lunch period with staff supervision. Students will be permitted to get their lunch and then report to the office for the remaining lunch period. Lunch restrictions/isolated lunch detentions are assigned in cases of first time or infrequent misconduct of a lesser nature. The staff member will inform the student, and when appropriate, will call home.

Before or After School Detentions
Detentions are assigned in cases of serious misconduct and/or frequent misconduct of the same nature. A detention must be processed through the administration. A detention may occur before school or after the school day. Absence on the day of a detention will cause the detention to be served on the next school day. Students and parents will be notified in writing at least one day in advance of the day assigned. Parents are responsible for providing transportation. Transportation inconveniences are not a valid excuse for missing a detention. Failure to appear for an assigned detention may result in additional detention and/or parent phone conference.

Behavior Contracts
An administrator may write a behavior contract to provide a more structured setting for a student in hopes of eliminating inappropriate and unacceptable behaviors.

Restorative Practices and Interventions
The purpose of restorative practices is to engage students in an educational process including reflection, restoring the environment, and repairing relationships. Such interventions may include checking in with a teacher, administrator, or other staff member, targeted intervention groups with the counselor or social worker, peer mediation, peer mentoring, adult mentoring, reflection, apology, restorative projects such as reading articles, cleaning, or community service.

In-School Suspension
Students will be in a supervised location working on classroom assignments. Any disruption will result in additional disciplinary action.

Out-of-School Suspension
A student who has been suspended from school will not be readmitted to school or to classes without a parent conference. Students may not participate in or attend after school, co-curricular, or extra-curricular activities while under suspension. At the time of a suspension the student will remain in the office until a parent or their designee comes to pick up the student from school.

A suspension may not exceed ten school days. Prior to a suspension, a student will be advised of the reason for the proposed suspension and afforded an opportunity to present information on their own behalf. It must be determined that the student is guilty of noncompliance with the school rule of the conduct charged, and that suspension is reasonably justified. Parents will be given prompt notice of the suspension and the reason thereof.

A suspended student shall have the opportunity to make up any assignments and tests missed during the suspension period. The school will provide work for the student so that future learning is not affected by the suspension. A student will receive credit for these assignments.

Parents have a right to request a review before the Board or an appointed hearing officer.

Right to Review Suspension

The Appeals process must follow these 3 steps:

A. Appeal to the Building Principal
B. Appeal to the Associate Superintendent or Designee
C. Appeal to the Board of Education

Board Policy 7:200, *Suspension Procedure* is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Expulsion

Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at a meeting of the Board, or to meet with a hearing officer appointed by the Board to discuss their child's behavior.

The request shall include:

1. Details regarding the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion;
2. The time, date, and place of the hearing;
3. A brief description of what will happen during the hearing;
4. A list of the student's previous suspensions;
5. A statement indicating that the School Code allows the Board to expel a student for a definite period of time not to exceed two calendar years;
6. A statement regarding the interventions offered to the student;
7. A statement as to whether the student poses a continued risk of harm to other students, staff, or the community; and
8. A request that the student or parent inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and the student's parent(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified on behalf of the administration, and otherwise present reasons why the student should not be expelled. After presentation of evidence, the Board shall decide the issue of guilt and take such action as it deems appropriate. If the Board decides to expel the student, the written expulsion decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. If a hearing officer is appointed by the Board, the hearing officer shall provide a written summary of the evidence heard to the Board. A student may be readmitted to school after expulsion by official action of the Board. Such reinstatement should occur only after the Board, Building Principal, and Superintendent or Associate Superintendent are satisfied that the student intends to correct the situation which led to expulsion.

Board Policy 7:210, *Expulsion Procedure* is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

EDUCATIONAL PROGRAMS

English Learners

District 158 provides programs to meet the needs of students whose native language is a language other than English. Opportunities are offered to support the growth of English language skills and academic skills for students so they may achieve at high levels in academic subjects and meet the same challenging State standards expected of all students.

- ***Transitional Bilingual Education (TBE)***
  At attendance centers with more than 20 students who speak the same language and qualify for English Learner services, the District is required to establish a Transitional Bilingual Education Program (TBE) for those students. The TBE program is for English language learners who have not reached the language proficiency criteria required by the State. Students receive explicit language instruction in the four domains: listening, speaking, reading and writing. This program provides instruction in the student's native language to facilitate the transition into English, and helps students acquire the concepts in the core academic subjects and acquire English skills at the same time.

- ***Transitional Program of Instruction (TPI)***
  At attendance centers with less than 20 students who speak the same language and qualify for English Learner services, the District will implement a Transitional Program of Instruction (TPI). The TPI program is an English program that serves identified English learners by providing a full-time teacher certified to provide supplementary instruction for all content area instruction. The program integrates English-as-a-second-language instruction with subject-matter instruction that focuses not only in learning a second language, but also using that language as a medium to learn mathematics, science, social studies, or other academic subjects. The classes count toward graduation requirements.

- ***Two-Way Dual Language***
  For our Spanish speaking English Learners, we implement the dual language two-way model. The Spanish Dual Language program is made up of approximately half Spanish-speaking students and half English-speaking students. Students have access to a specially trained bilingual teacher. Students are integrated for instruction so that both groups of students serve in the role of language model and language learner at different times. The goal of the Dual Language program is to develop bilingualism, biliteracy, academic achievement, and cross-cultural competencies for students.

Parent Advisory Committee for English Learners

Parents of English learners will be informed how they can: (1) be involved in the education of their children; (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 Program's Parent Advisory Committee.



Field Trips

We encourage all students to participate in field trips. We believe the whole world is a classroom and many sound educational activities that support the curriculum are best appreciated by actually visiting specific sites. Any admission fee and a prorated cost for transportation are assessed and payable prior to the trip. Occasionally a lunch stop is scheduled at a fast food restaurant and may be part of the fee. Students always have the option to bring a sack lunch if they so desire. Permission slips will be required and parents will be given appropriate time to complete the form and pay the fee.

Gifted and Talented Program

Formal identification of eligibility for the Gifted and Talented Program starts at the end of grade 2. Students in grades 3-5 may be screened based on a request from the teacher or parent. Both objective and subjective measures are used for identification. Students are placed in the program based upon Standardized test scores in math, reading and language arts, teacher input and Student Ability Index (SAI) scores. These measures are placed on a matrix for final selection. Students selected for the Gifted and Talented Program are placed with a teacher who has formal gifted training or experience with gifted students whenever possible.

The program is based on the Consultation Model. Consultation is a collaborative problem solving process between the teacher(s) and coordinator(s) through a sharing of expertise with the ultimate goals of better serving students. This model is based upon best practice in the field of Gifted Education.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates the student's absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Library Resource Center



The Library Resource Center (LRC) provides materials that support both the mission and the curriculum of the District. Students receive instruction on the use of the LRC, information on available books and resources, and opportunities to check out materials. LRC visits vary depending upon the building and grade level, but generally occur at least once per week.

Books are checked out for one week and may be renewed two to three times (if the book is not on hold). Fines are not charged for late books; however students are not allowed to check out additional materials until late books have been returned. Overdue notices, including the replacement cost of the book, will be sent home with students when a book is two or more weeks overdue. If the book is lost or damaged, the student will be asked to pay for the replacement cost of the book before additional materials may be checked out. Should the book be found later, a refund will be issued up to one year from payment, assuming the book is in good condition.

Parents, employees, students, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using the procedure described in Board Policy 2:260, *Uniform Grievance Procedure*. Individuals who would like to submit feedback and/or complaints about the school's library media resources should complete and submit the Library Media Resource Objection form.

Board Policy 6:230, *Library Media Program,* is available on the District website or a copy may be obtained by calling the District 158 Administrative Office at (847)659-6158.

Multi-Tiered Systems of Support

Multi-Tiered Systems of Support (MTSS) is a multi-tier approach for early identification and support of students with learning and behavior needs. The MTSS process begins with high-quality instruction and universal screening of all students. Students with identified needs are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, paraprofessionals, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the dynamics, intensity and duration of interventions are based on individual student response to instruction. MTSS is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by student outcome data.

The State of Illinois provides districts and schools with a framework for using MTSS to determine a student's eligibility for and entitlement to special education services. Effective, research-based core instruction, interventions, and assessment plays a critical role in this process and data from the core curricula and instruction, as well as interventions, are used in the eligibility determination process. If the intervention plan shows the student demonstrates performance discrepancy as indicated by national, state and local assessments AND does not demonstrate educational progress through those established national, state or local norms, the team will then refer the student to the Individual Problem Solving Team to discuss the process of special education entitlement.



Physical Education

Physical education is taught in all grades and promotes 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.

All students will be expected to participate in PE except those who have a written doctor's excuse. Normally a student who provides a note from a parent can be excused from PE for up to three days. After three days, a doctor's note must be provided. An excuse from PE class applies to recess as well. A parent may request that a student be excused from physical activity in PE during a period of religious fasting by notifying the physical education teacher in writing.

We are asking all students in grades K-5 to purchase gym shoes exclusively for use during PE class.

School Wellness

District 158 promotes student wellness, including good nutrition and physical activity, throughout the educational program, school activities, and meal programs. Schools will foster the positive relationship between healthy nutrition, physical activity, and the capacity of students to develop and learn. In addition, schools will support and promote an active lifestyle.

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).

Section 504

Students with disabilities who do not qualify for an Individualized Education Plan (IEP) under the Individuals with Disabilities Education Act and Illinois School Code may qualify for services under Section 504 of the Rehabilitation Act of 1973 if the child: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment. Any parent who is deaf or does not typically communicate using spoken English and who participates in a Section 504 meeting with a District representative shall be entitled to the services of an interpreter. Parents seeking information about Section 504 rights and services should contact the Assistant Principal at their child's school.

FOOD SERVICES, CAFETERIA EXPECTATIONS, AND RECESS

Food Services Staff

The Food Services Department is made up of a team of food and nutrition professionals dedicated to students' health, well-being and their ability to learn. We support learning by promoting healthy habits for lifelong nutrition and fitness practices.

Meals, foods and beverages sold or served at schools meet state and federal requirements which are based on the USDA Dietary Guidelines. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students. All items are prepared and served by qualified child nutrition professionals.

Free and Reduced-Price Food Services Eligibility Criteria and Selection

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines and family-size income standards set annually by the U.S. Department of Agriculture. Those who feel they are in need are encouraged to complete the online Application for Free and Reduced Meals form. Eligibility requirements, the application process and other required information is made available through a secure, private, online form. Individuals who do not have access to a computer or are unable to apply online may pick up an application at the District Administrative Office. Once the application is processed, the parent(s) will receive a notification letter regarding eligibility status.

Breakfast and Lunch Menus

Monthly menus and meal prices are available on the Food Services webpage. Please visit the Food Services webpage to view menus, nutrition, fitness, and education information, the District Wellness Policy, or for information regarding prepayment options.

Breakfast: Students are offered a complete meal that includes milk, grains and/or meat alternatives, and fruits that meet federal guidelines.

Lunch: Students are offered a complete meal that includes milk, grains, meat and/or meat alternatives, fruits, and vegetables that meet federal guidelines. Additional items are offered at a la carte pricing based on grade level.

MySchoolbucks

District 158 schools offer MySchoolBucks as a convenient method to pay for student meals. This online payment service provides parents with a quick and easy way to add money to your child's meal account by using a credit/debit card or electronic check wherever you have Internet access.

By creating a secure online account, parents can experience the benefits of using MySchoolbucks by taking advantage of some of its popular features:

- Spending History – View a seven day history of your child's purchases.
- Low Balance Email Notification – Receive email notification when your child's account balance is low.
- SmartPay – Set accounts to automatically replenish.
- Expired Credit Card Notification – Receive email notification prior to credit card expiration.
- Multi Student Funding – Fund multiple children at the same time.
- Spending Limit Settings – Set daily and weekly spending limits for your child by calling the Director of Food Services at (847) 659-6154.

Purchasing Food

District 158 uses an electronic system for purchasing lunch which requires all students to use their ID card to make food purchases in the cafeteria. Parents may add funds to the student's lunch account by creating a secure online account at MySchoolbucks.com (funds may take 24 to 48 hours to be available in the students' account) or by sending cash or a check (made payable to Huntley Community School District 158) to the student's teacher in an envelope marked with their name and student ID number. The cafeteria staff will place these payments in the student's lunch account.

Snacks and Lunches from Home

Snacks and lunches from home should be nutritious. Candy and pop are discouraged.

Cafeteria Expectations

Students are expected to cooperate with the following procedures:

1. Deposit all lunch litter in the garbage cans provided.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around the area in a clean condition for others.
4. Cafeteria lines will move with order and efficiency if all students have their lunch card with them and are patient and polite while waiting their turn.
5. Be considerate of others.

Outdoor Recess

When weather conditions permit, students will go outside to recess if the wind chill temperature is greater than 15° F. Please ensure your child is dressed appropriately.

Students recovering from a cold or illness related absence may stay inside during recess for up to three days, provided they bring a note from home. After three consecutive days, a doctor's note is required. If your child is to be excused from Physical Education for an injury or illness, your child's outside recess will be modified.

Peaceful Playground

District 158's elementary schools promote positive student interaction, bullying prevention, and enhance learning through the use of the Peaceful Playground program. Children learn cooperation through Peaceful Playground games and strategies at the start of the year.



Recess Behavior Expectations

- Respect others and play safely
- Follow Peaceful Playground guidelines for conflict resolution
- No chasing, wrestling or play fighting
- Only handball games allowed
- Respect playground equipment

HEALTH SERVICES

Health Office Staff

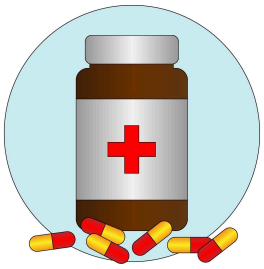
The health program is designed primarily to maintain health and prevent serious injury or illness. A Registered Nurse is employed by the District in each school to be on duty when children are present during school hours. Except in emergencies, students need a pass from their teacher to visit the Health Office. If the nurse is not there or the Health Office is closed, the student should report to the Main Office.

Accident, Illness or Injury Procedure

When a student becomes ill at school, the student may visit the Health Office. The nurse will assess the seriousness of the illness or injury and administer first aid. If warranted, parents will be notified. Possible outcomes after being assessed by the nurse, the student: (1) may return to class, (2) may be picked up by the parent, or (3) may be sent to the hospital via EMS.

If the student has a fever of 100.4° F or greater, the student MUST be picked up from school. Other situations where a student must be picked up from school include, but are not limited to: vomiting, diarrhea, open lesions that cannot be covered, lethargy, serious head injuries, undiagnosed persistent or disruptive cough, eye drainage or redness, undiagnosed or new rashes, and serious limb injuries. These situations will be given a "nurse home" attendance code. Parents are required to sign their child out in the office before leaving the building.

Parents will be called to school to assist if children are incontinent and need assistance in cleaning themselves.



Administering Medication to Students

Every attempt should be made to schedule medication administration outside of school hours. However, if under exceptional circumstances a child is required to take prescribed medication during school hours, all medication shall be transported to and from school by a parent. Students are not to transport or have medications in their possession except for the self-administration of diabetes medication, asthma medication, or epinephrine auto-injectors, as outlined below. The nurse, principal, or designee will administer the medication in compliance with the following regulations:

Prescription Medication

- A Request for Administration of Medication Form signed by the parent AND *signed by the medical doctor*, renewed annually at the beginning of the school year.
- The original prescription bottle must be brought to school by the parent. Students may NOT carry the medication to school.
- The prescription bottle label must contain the student's name, name of medication, time to be administered, dosage, possible side effects and termination date of administering the medication.

- Except for diabetes medication, asthma medication, and epinephrine auto-injectors maintained by students authorized to self-medicate, all student prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

Non-Prescription Medication

- A Request for Administration of Medication Form signed by the parent AND *signed by the medical doctor*, renewed annually at the beginning of the school year.
- Some non-prescription medications may be supplied by the school – please check your school for specifics.
- All medication needs to be labeled with the student's name and brought to school by a parent.
- Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student non-prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

Administration of Medical Cannabis by Parent

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student on school property or on the school bus by a parent under the following guidelines:

1. The parent of a student who is a minor must be registered with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child.
2. Both the student and parent possess valid registry identification cards issued by the IDPH.
3. Copies of the registry identification cards are provided to the Health Office.
4. An Administration of Medical Cannabis by Parent on School Property form signed by the parent AND *signed by the medical doctor*, renewed annually at the beginning of the school year.
5. After administering the product to the student, the parent must immediately remove the product from school property.

Medical cannabis infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis on school property or on the school bus is prohibited.

The product may not be administered in a manner that, in the opinion of the District, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this policy is prohibited. The District may not deny a student attendance at school solely because they require administration of the product during school hours.

Undesignated Asthma Medication

Public Act 100-0726 (the Act) amends the school code 105 ILCS 5/22-30 and 27A-5, to include undesignated asthma medication to the other undesignated emergency medications in Illinois schools. The Act permits schools to stock a supply of asthma medication and spacers; authorizes physicians to provide school districts and non-public schools with a standing order; and gives nurses or other trained personnel the authority to provide/administer Albuterol to any person (including parents, visitors and guests) that the nurse believes in good faith is experiencing respiratory distress. Undesignated Albuterol multi-dose inhalers and spacers are available in all school health offices during school hours.

Undesignated Epinephrine Auto Injectors (Epi-Pens)

The Emergency Epinephrine Act, P.A. 97-0361 (the Act) became law in Illinois in 2011. The Act permits schools to stock a supply of Epinephrine Auto-Injectors, authorizes physicians to provide school districts and non-public schools with a prescription to obtain the emergency auto-injectors from local pharmacists, and gives nurses or other trained personnel the authority to provide/administer the epinephrine to any person (including parents, visitors, and guests) the nurse believes in good faith is having an anaphylactic reaction. Undesignated Epi-Pens are available in all schools during school hours. The standing order and emergency auto-injectors are kept in the Health Office.

Undesignated Opioid Antagonists

Illinois School Code (105 ILCS 5/23-30(f)) and District Policy 7:270, *Administering Medicines to Students*, permits schools to maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors, including, but not limited to, naloxone hydrochloride (Narcan) or any other similarly acting drug approved by the U.S. Food and Drug Administration. A nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe that person is having an opioid overdose.

A copy of Policy 7:270, *Administering Medicines to Students*, is available on the District's website.

Huntley District 158 and its employees and agents, including the physician, physician assistant, or advance practice nurse providing the standing protocol or prescription for School District Supply of Undesignated Medications, shall incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of undesignated medication, including, but not limited to, asthma medication (inhaler), epinephrine auto injectors (Epi-Pen), diabetes medication (glucagon), or opioid antagonists, regardless of whether authorization was given by a student's parent/guardian, the student's physician, physician assistant, or advance practice nurse.

Self-Administration of Medication

Students are permitted by law to carry and self-administer diabetes medication, asthma inhalers, and epinephrine auto-injectors, where appropriate. The parent must sign a statement acknowledging that the District shall incur no liability as a result of any injury or claim arising from the self-administration of the medication or use of an epinephrine auto-injector regardless of whether authorization was given by the student's parent or by the appropriate medical official, and that the parent will indemnify and hold harmless the school district and its employees and agents against any such claims.

Asthma Medication

Students may carry and self-administer their own asthma inhaler. However, most parents of elementary aged students usually prefer the nurse monitor the student's use of the inhaler.

- If the parent would like their child to carry their own inhaler, the parent must provide:
  - Written authorization through the Request for Self Administration of Asthma Medication form signed by the parent, submitted annually at the beginning of the school year.
  - A prescription label with the name of the medication, the prescribed dosage and the time(s) or circumstances under which the medication is to be administered.
- Please also provide an Asthma Action Plan form completed by the student's physician and submitted every year at the beginning of the school year.

Diabetes Medication

Students may carry and self-administer their own diabetes medication. However, most parents of elementary aged students usually prefer the nurse monitor the student's diabetes.

- If the parent would like their child to administer the medication and glucose test independently, the parent must provide:
  - Written authorization through the Request for Self Administration of Diabetic Insulin and Glucose Testing form signed by the parent documenting that student has been instructed in the use and self-administration of the medication and glucose meter, AND *signed by the medical doctor*, renewed annually at the beginning of the school year.
  - A prescription label with the name of the medication, the prescribed dosage and the time(s) or circumstances under which the medication is to be administered.

Epinephrine Auto Injectors (Epi-Pens)

Students may carry and self-administer an Epi-Pen. However, most parents of elementary aged students usually prefer the Epi-Pen to be kept in the Health Office.

- If the parent would like their child to carry and self-administer their own Epi-Pen, the parent must provide:
    - Written authorization through the Request for Self Administration of Anaphylactic Medication form signed by the parent documenting that student has been instructed in the use and self-administration of the anaphylactic medication, AND *signed by the medical doctor*, renewed annually at the beginning of the school year.

If a student requires assistance with their Epi-Pen during a severe allergic reaction, a nurse or other trained staff member may administer the Epi-Pen.

Anaphylaxis Prevention

While it is not possible for the school or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parents and students who desire more information may contact the School Nurse.

Board Policy 7:285, *Anaphylaxis Prevention, Response, and Management Program,* is available on the District's website or a copy can be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Communicable Diseases



Please notify the Health Office as soon as possible if your child contracts any contagious disease. If such a disease is contracted, the child must be excluded from school. Communicable diseases such as chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis, norovirus, coronavirus, and strep throat are contagious before they reach a stage where they can be recognized and diagnosed. Certain communicable diseases will require a doctor's release for the student to re-enter school or may require documentation from the County Department of Health to re-enter school or school related activities. Please check with the school Health Office for specifics.

Concussions

If a student sustains a concussion, please notify the Health Office. The school will support a student with a concussion working with the student's physician and by providing a Return-to-Learn protocol. The student will check in with the nurse daily to evaluate symptom severity.

The Illinois Department of Public Health (IDPH) has adopted the U.S. Centers for Disease Control and Prevention's (CDC) *Heads Up* campaign brochures which include concussion fact sheets for parents available on the IDPH website.

If an accident or illness merits being excused from school and/or physical education or recess, a doctor's note is required that specifies when the student may return to normal activity. **The nurse will not be able to write a note to excuse the student from PE or recess.** A physician's release to return to PE and/or recess is required whenever a doctor's note has been issued for a concussion or other reason.

Emergency Contact Information

There are times when a student's illness or injury may require transportation to the hospital. The local rescue squad will transport the student to the appropriate medical facility. Every attempt will be made to notify the parent before transport. In order to contact parents quickly, it is required that we have complete and current information in PowerSchool on the following items:

- Your home address and telephone number
- Working status of parent(s), including the name of the company, the address and phone number where you can be reached
- The name and phone number of a neighbor, friend, or relative who is willing to attend to your child in an emergency.

It is the responsibility of the parent to notify the Registration Department at studentupdate@district158.org of any changes in the aforementioned items.

Epilepsy or Seizure Disorder

Parents of students who are diagnosed with epilepsy or a seizure disorder must submit a Seizure Action Plan at the beginning of each school year.

Life-Threatening Food Allergies or Life-Threatening Chronic Illnesses

State law requires District 158 to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and State rules.

Parents of students with food allergies should provide a Food Allergy Emergency Action Plan and Treatment Authorization form completed by the student's physician and submitted every year at the beginning of the school year.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your child has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the support needed for your child to access their education effectively.

While not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504, we may be able to appropriately meet a student's needs through other means.

Physical Examination and Immunization Requirements

In accordance with the Illinois Department of Public Health (IDPH) and the Illinois School Code, physical examinations are required for all students entering Kindergarten, sixth grade and ninth grade, and students transferring from out-of-state. Physicals are also required for students participating in interscholastic sports. The Illinois Certificate of Child Health Examination (school physical) form must include a record of all immunizations the child has received**.**

Every child who enters Preschool, Kindergarten, sixth or ninth grade and every child who enters an Illinois school for the first time, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (ISBE).

Students failing to meet the required immunizations against measles, tetanus, diphtheria, poliomyelitis, varicella, pertussis (whooping cough), meningitis, rubella, mumps, and Hepatitis B, will be excluded from all District schools. There are two exceptions to this State law:



- Children whose parents object to immunizations on religious grounds must present the IDPH's Religious Exemption to Required Immunizations/Examinations form to the Superintendent or designee. Upon receipt of the form, the Superintendent or designee shall immediately inform the parent of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- Per Illinois School Code, if the physical condition of the child is such that any one or more of the immunization agents should not be administered on medical grounds, the examining physician responsible for the performance of the health examination shall endorse such fact upon the health examination form.

All physical and immunizations must be submitted on the Illinois Certificate of Child Health Examination (school physical) form prior to the first day of school or students will not be allowed to attend school.

Dental and Vision Exam Requirements

A Dental Exam form must be provided to the Health Office before May 15 of the current year for students in Kindergarten, second, sixth, and ninth grades. A Vision Exam form must be provided to the Health Office for students entering Kindergarten or transfer students entering Illinois schools for the first time. A student may be exempt from the dental or vision examination requirements if the student's parent shows an undue burden or lack of access to a dentist or qualified physician/optometrist.

Restrictions for Activity, Physical Education, or Recess

At times, individual students may require special restrictions to their activity level due to a medical condition. Restrictions for activity, physical education class, or recess need to be submitted by a medical physician and must specify the amount of time the student is restricted from participation. Please note any physician directives for activity restrictions need to be reviewed and resubmitted each school year.

When To Keep Your Child at Home

Please keep your child at home during an illness to decrease the number of students who are exposed to the illness. Students who have been running a fever (100.4° F or greater) should be kept home fever-free for 24 hours before they return to school unless guidelines from the CDC or IDPH increase this timeframe. Students should also remain at home for 24 hours after vomiting has stopped and the student can tolerate a solid diet, and/or until diarrhea-free for 24 hours.

INTERNET ~~AND TECHNOLOGY~~

Access and Use

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behaviors by users. However, some specific examples are provided. **Failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Privileges

Use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The technology administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. The decision of the technology administrator is final. The technology administrator will work with the building administrator and the building administrator will deal directly with the violator.

Terms and Conditions for Internet Access

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.

Acceptable Use

Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. Use of the Internet, email, and other communication and collaboration tools to enhance productivity and enhance student learning is encouraged.

If students have been provided with a 1:1 technology device, the following are guidelines for the expectation of using technology responsibly:

a. Bringing a charged device to school every day;
b. Storing the device in the provided case when not in use;
c. Moving safely through the hallway while carrying the device;
d. Respecting the property and privacy of others by not using another student's device or account;
e. Using the device, app, and other information resources to support learning, complete school assignments, and gain understanding of how technology works; and
f. Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work.

Unacceptable Use

Staff and students are responsible for their own actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to, the following:

a. Using the electronic networks for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by Board Policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
l. Posting or sending material authored or created by another without their consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. Using the electronic networks while access privileges are suspended or revoked.

Indemnification

The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Staff members shall supervise students while students are using District Internet access to ensure students abide by the Terms and Conditions for Internet Access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The technology administrator and Building Principal shall monitor student and staff Internet use.

Internet and Network Security

Internet and network security is a high priority. If the user can identify a security problem on the network or Internet, the user must notify the Technology Department or Building Principal. If reported to the Building Principal, the Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network. **Keep your accounts and passwords confidential and do not use another individual's account.**

Network Etiquette

Staff and students are expected to abide by the generally accepted rules of network etiquette while using any means of electronic communication such as email, blogs, wikis, discussion boards, instant messaging, etc. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.

d. Recognize that the District's electronic networks are not private. People who operate the District's technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property.

No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Telephone Charges

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.



Use of Email

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the Technology Department. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
e. Use of the District's email system constitutes consent to these regulations.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Web Publishing Copyright Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
b. Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.
c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

d. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent and student.

TECHNOLOGY AND ARTIFICIAL INTELLIGENCE

Definition

Artificial Intelligence is technology that enables machines to simulate human intelligence and capabilities by processing and analyzing existing information using predefined actions or recommendations.

Purpose Statement

In Huntley District 158, students and educators will use relevant new technologies, such as Artificial Intelligence (AI), in structured learning experiences to support their education and prepare them for the future. The use of AI begins with human-driven questions and ends with human insight. AI will support inquiry, discovery, and reflection. We will ensure that AI tools are used responsibly and ethically to enhance learning. AI will support, rather than replace, thinking and learning and complement effective teaching methods. We will foster critical thinking, academic integrity, and access to learning while empowering students and educators.

Guiding Principles and Values

Whenever students and staff use new technologies to support education, we will ensure they align with our purpose, principles, and values. In Huntley District 158, we value:

1. AI as an Educational Tool
    - AI will complement, not replace, human learning and effort, aligning with educational goals.
    - AI will support critical thinking, creativity, and problem-solving.
    - Educators and students will use AI to personalize learning experiences, adapting to diverse student needs and learning styles to maximize individual growth.
    - AI will streamline tasks and optimize workflows, allowing educators to dedicate more time to instruction and student engagement.
    - AI will serve as an accessibility tool to support student engagement and access to curricular materials and services.
2. Ethical Use and AI Literacy
    - Human judgment will remain central in AI-assisted decision-making.
    - AI literacy will be fostered among students and educators, ensuring they understand AI's capabilities, limitations, ethical considerations, and societal impacts to enable informed and responsible use.
    - AI use will uphold academic integrity, ensuring students engage ethically and authentically in their learning.
    - Students will ensure that their work reflects their thinking and learning process, avoiding misrepresentation through AI-generated content.
    - Students and educators will disclose AI usage when appropriate and provide proper attribution.
3. Data Privacy, Safety, and Equitable Access
    - Student data privacy and online safety will be prioritized and adhere to relevant laws, including SOPPA, FERPA, COPPA, and CIPA.
    - All students will have equitable access to AI tools and resources.
    - AI tools will be developmentally appropriate for students.
    - Students and educators will understand how AI interacts with their data/information and comply with school and district policies and guidelines.
4. Oversight and Continuous Improvement
    - AI tools will be carefully evaluated and implemented to align with educational goals.
    - The district will develop and regularly refine clear guidelines and protocols for AI use.
    - The district will establish processes for ongoing monitoring and auditing of AI usage to ensure adherence to these principles and address potential misuse.

- The district will foster collaboration among educators, students, families, and the community in selecting, implementing, and evaluating AI tools and strategies.
- Students and educators will engage in training on AI tools, including their benefits, risks, and best practices.

AI Guidelines for Students

Artificial Intelligence (AI) can be a powerful tool to support student learning, but it's important to understand when and how it's appropriate to use. Huntley 158 has established clear AI Usage Guidelines to help students and teachers navigate expectations for assignments, assessments, and projects.

All assignments will fall under one of three categories in which teachers will provide guidance on the appropriate level of student use:

- **No Use (Default):** AI tools are not allowed. All work must be original and created without assistance.
- **Limited Use:** AI can be used only for specific purposes such as brainstorming, editing, or tasks defined by your teacher. All AI use must be clearly cited.
- **Integrated Use:** You may use AI tools freely with teacher approval, as long as you follow academic integrity practices and provide a rationale for your use.

Click here to view the full Huntley 158 AI Guidelines for Students Document.

SAFETY AND SECURITY

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. As such, District 158 has developed and maintains a comprehensive safety and security plan that includes, without limitation:

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

Campus Resource Officers

District 158 has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley, and Lake in the Hills Police Departments. As part of an intergovernmental agreement, this partnership helps create “effective and positive school student discipline that: (1) is part of District 158’s larger effort to address school safety and climate, (2) includes proactive and restorative methods rather than only punitive, and (3) is clear, consistent and equitable.”

Each CRO is equipped with a body worn camera as provided by law in accordance with Police Department policies. The CRO’s body worn camera will not record during the school day unless and until the CRO has reason to believe that a crime has been or is in the process of being committed. Further, in the event a CRO is in a hostile situation or perceives that a complaint will be raised, at the CRO’s discretion, the body worn camera can begin recording.

Emergency Procedure Terms

- **Lockdown:** A lockdown is declared when, in the opinion of an administrator, Campus Resource Officer, or staff member, a situation exists that threatens the safety of students and staff and requires them to take appropriate protective action – locking down in a classroom, hiding from the danger or safely getting out of the building.

- **Hold in Place and Teach:** This protocol is enacted when there is a situation *inside the building* that requires immediate action for all persons to remain in place. It is non-life threatening to the general population and to the school.
- **Secure the Building and Teach:** This protocol is enacted when there is a situation *outside the building* that requires all persons to remain inside the school building.
- **Severe Weather/Shelter in Place:** This protocol is enacted when there is a severe weather/tornado warning indicated in the area of the school(s). All staff and students, inside or outside of the school, will be advised to move to their designated safe areas within the school.

  Should a severe weather/tornado warning occur at dismissal time, students will be kept in the building until conditions improve or an all-clear signal is issued.

  In the event buses are in transit and a severe weather/tornado warning is announced, buses will go to the closest school building or predetermined location based on movement of the potential weather.

  - **Tornado Watch:** A tornado watch is used when conditions are favorable for tornadoes to form.
  - **Tornado Warning:** A tornado warning is used when a tornado funnel is signed or indicated by weather radar. Shelter should be taken immediately.

School Safety Drill Plan

In accordance with the School Safety Drill Act (105 ILCS 128/) and Board Policy 4:170, *Safety*, the following drills will be conducted:



1. Three school evacuation drills;
2. Two bus evacuation drills;
3. One severe weather/shelter in place drill;
4. One law enforcement lockdown drill.

Emergency drill procedures will be discussed with all students by their classroom teachers prior to each drill. If a parent would like to opt their child out of participating in the law enforcement lockdown drill, they must request this in writing to the Building Principal each school year.

School Bus Safety

All students shall be provided with instruction in safe bus riding practices at least twice during each school year. The instruction shall include two emergency bus evacuation drills, as well as the operation and use of the emergency door, windows (as a means of escape), and fire extinguisher.

Student Drop-Off and Pick-Up

In the interest of safety and security of all students and staff, please follow the pick-up/drop-off procedures specific to your school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME.
Vehicles located in these locations may be ticketed and/or towed by the police.

SEARCH AND SEIZURE

In an effort 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 include school liaison police officers (Campus Resource Officers).

School Property and Equipment
As Well as Personal Effects Left by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Search of Student Accounts or Profiles on Social Networking Websites

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 the student's parent to provide a password or other related account information to gain access to the student's account or profile on a social networking site.
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 the school's disciplinary rule or policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Searches of Students and/or Student's Personal Effects

School authorities may search a student and/or the student's personal effects in the student's possession (purses, wallets, knapsacks, book bags, lunch boxes, etc.), when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or District's rules and policies.

The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search will be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness; and
- By a certificated employee or school liaison police officer (Campus Resource Officer) of the same sex as the student.

Seizure of Property

If a search produces evidence that a student has violated or is violating either the law or the school or District's rules or policies, 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. The student's parent(s) shall be notified of the search as soon as possible.

A copy of Board Policy 7:140, *Search and Seizure*, can be found on the District's website or may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

SPECIAL EDUCATION

Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all students with disabilities enrolled in District 158, as required by the Individuals with Disabilities Education Act (IDEA). The term "children with disabilities" means children between ages 3 and

the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated and provided with appropriate educational services. Once a student is determined to have a disability under IDEA, an Individualized Education Program (IEP) will be developed by a team of educators along with parents.

For additional information, please contact the Special Services Department at (847) 659-6158.

Services and Programs

District 158 provides a continuum of services to students with IEPs. Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Program team, including the student's parent(s) and educators, meets annually to determine the needs of the student and the least restrictive environment. Students who move into District 158 with an IEP will be provided with the services listed in the Individualized Education Program plan.

Students with IEPs are afforded safeguards and rights described in the parent guide, *Educational Rights and Responsibilities: Understanding Special Education in Illinois*, available on the Illinois State Board of Education (ISBE) website.

Students with disabilities who do not qualify for an Individualized Education Program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

Access to Classroom for Special Education Observation or Evaluation

The parent of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the Building Principal.

Discipline of Special Education Students

The District will comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability.

Additional information, including laws, regulations, and guidance, is available at the Illinois State Board of Education (ISBE) website.

Behavioral Interventions

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

Physical Restraint, Time Out, and Isolated Time Out (RTO)

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Additional information for parents, including *The Physical Restraint, Time Out, and Isolated Time Out Bill of Rights*, is available on the Illinois State Board of Education (ISBE) website.

Exemption From PE Requirement for Special Education Students

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

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

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Related Service Logs

For a student with an IEP, the District must create related service logs that record the type of related services administered under the student's IEP and the minutes of each type of related service that has been administered.

STUDENT PRIVACY PROTECTIONS

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, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

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 may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This 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.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parents.
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.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs.

The student's parent 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 survey. The school will not penalize any student whose parent exercised this option.

Instructional Material

A student's parent 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.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may 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, the above paragraph does not apply: (1) if the student's parent 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.

A parent who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

Here is a link to the District's Student Data Privacy processes and procedures.

STUDENT RECORDS

The District will maintain two sets of records for each student: a permanent record and a temporary record.

Permanent Records

All student permanent records are maintained for at least 60 years after the student transfers, graduates, or permanently withdraws.

A student's permanent record may include:

- basic identifying information
- academic transcripts
- attendance records
- accident and health reports
- honors and awards
- school-sponsored activities and athletics
- information pertaining to the release of this record



Temporary Records

Student temporary records are maintained for at least five years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parent or to the student when

the student reaches 18 years of age, graduates from high school, marries, or enters military service, whichever comes first. Such students are called *eligible students*.

A student's temporary record may include:

- family background information
- intelligence and aptitude test scores
- psychological reports
- achievement test results
- participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- honors and awards received
- teacher anecdotal records
- disciplinary information
- special education files
- records associated with plans developed under Section 504 of the Rehabilitation Act of 1973
- verified reports of information from non-educational persons, agencies or organizations of clear relevance to the student's education
- information pertaining to the release of this record

Rights and Privacy Regarding Student Records

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records within 10 business days after the date the District receives a request for access.**
   A parent or student 18 years of age has the right to inspect and copy their permanent record. The parent or student should submit to the Building Principal or the Official Records Custodian a written request that identifies the record(s) they wish to inspect. The Building Principal will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.

   These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15).

2. **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, irrelevant, or improper.**
   A parent or eligible student may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write to the Building Principal or the Official Records Custodian, clearly identify the part of the record they want changed, and specify the reason.

   If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise the individual of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or ISSRA authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official

in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill professional responsibility or contractual obligations with the District.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to individuals, the parent or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-state suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   Student temporary records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parent names and addresses, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, or period of attendance in school.

   Any parent or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period unless the parent or eligible student is specifically informed otherwise.

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

   The name and address of the Office that administers FERPA is:

   U.S. Department of Education
   Student Privacy Policy Office
   400 Maryland Avenue, SW
   Washington, DC 20202

TRANSPORTATION

School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible.



It is the responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law. Decisions regarding special education students will take into account related disabilities and the student's IEP pertaining to transportation.

Transportation Department Staff

The District 158 Transportation Department staff are dedicated to the service, safety and well-being of all students that it transports. Bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. The bus driver is required to report students who violate the bus rules of proper behavior and conduct while riding the bus.

Bus Conduct, Expectations, and Discipline

Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their bus and will not be required to transport any student who is a disciplinary problem. The school discipline system applies to students at the bus stop, bus loading and unloading locations, on the ride, and throughout the school day. If a student's behavior is not acceptable, the right of riding the bus may be suspended and the student may face further consequences.

Bus Expectations

- Be on time
- Walk to and away from the bus
- Find a seat immediately and remain seated
- Maintain an appropriate noise level and use appropriate language
- Keep your hands, arms, feet, and all objects inside the bus and to yourself
- Follow directions from the bus driver and other adults
- Help keep the bus clean
- Report unsafe behavior to the bus driver
- Use only approved items on the bus

Bus Discipline

The bus is an extension of the school and classroom in which all school rules, regulations and discipline policies and procedures apply.

- Transportation is a right that can be suspended.
- Each student is responsible for their behavior while on the bus and in the school bus loading and unloading areas.
- Unacceptable conduct on the school bus or at a school stop may result in a warning, detention, suspension or expulsion from school.

Should a student's bus riding privilege be suspended, it then becomes the responsibility of the parent to transport the student. Revocation of a student's bus riding privilege is not considered an exclusion, expulsion or suspension from school. Students suspended from the school bus who do not have alternate transportation to school will have the opportunity to make up missed school work for equivalent academic credit. It is the responsibility of the parent to notify the school that the student does not have alternate transportation.

Bus Routes

Students are required to ride their designated routes and get on and off at their designated stops. Students must be picked-up and dropped-off at the same location Monday thru Friday. Transportation needs to keep track of students riding their designated routes in the event of an emergency (i.e. bus collision, lost or missing students, etc.). Due to the number of students being transported, it is not feasible to let students ride home on routes other than their designated routes.

In the event of an emergency, the parent must call the Transportation Department at (847) 659-3000 to request a change in their child's designated route. Requests for changes will be accepted or denied based on the number of students assigned to a particular bus route. If the request is approved, the Transportation Department will notify the school of the change.

Bus Stops

The Transportation Department requires that students be at the bus stop five (5) minutes before the regular pick-up times. The five minutes compensates for any variance in the bus run and allows the bus to stay on schedule. When the bus comes to a stop, the students can board the bus, and it can be on its way to the remaining stops. It is important for students to be present at their designated bus stop at least five minutes before the scheduled arrival time to ensure timely pick-ups. Due to multiple circumstances, the bus may arrive three to five minutes earlier or later than the posted time.

In areas where sidewalks are provided, students need to stand a safe distance on the sidewalk away from the curb and street. In areas where sidewalks are not provided, students need to stay off the road and out of harm's way of motorists using the roadway. The private property of those living near the bus stop is to be respected.

Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus in single file in an orderly fashion without pushing and shoving, and find a seat immediately.

When students need to cross a road before boarding or after exiting the bus, they must wait on the curb or edge of the roadway until the driver signals the student giving them permission to cross the road. Students should cross the road far enough in front of the bus (approximately 10 feet) so the driver can see the student and the student can see the driver.

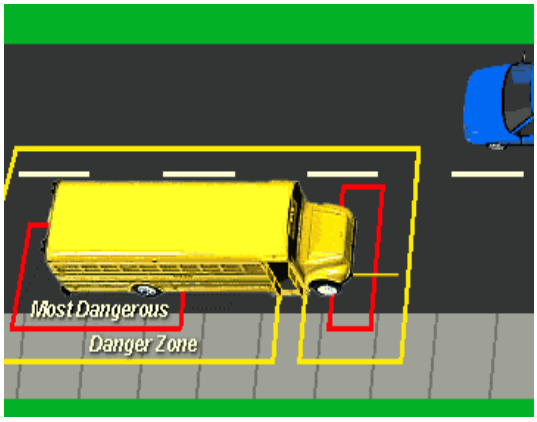
Not following these guidelines is a serious safety offense and drivers have been directed to submit bus conduct reports of students who do not follow these guidelines.

Bus Drop-Off for Kindergarteners

A parent/guardian must be present at the bus stop in order for the driver to release a Kindergarten student.

If a parent/guardian wishes to authorize the release of their child to an older sibling or other designated adult, they must submit a written request to the Transportation Department at Transportation@District158.org.

If no authorized individual is present at the bus stop during drop-off, every effort will be made to contact the parent/guardian. If contact cannot be made, the student will be returned to the school, and the parent/guardian will be required to pick them up.



Danger Zones Surrounding School Buses

Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus.

The area within 10 feet in the front, sides, and rear of the bus are known as the DANGER ZONE. As such, precautionary guidelines must be adhered to when students are loading and unloading.

At no time should a student walk directly alongside the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit and immediately step at least 10 feet away from the bus and proceed immediately to their destination.

If a student drops an item in front of, alongside of, or at the rear of the bus, the student should not retrieve the item until notifying the driver. The driver will then decide if it is safe for the student to retrieve the dropped item.

Not following these guidelines is a serious safety offense and drivers have been directed to submit bus conduct reports for students not following these guidelines.

Electronic Recordings on School Buses

The Board of Education has adopted a policy authorizing the use of electronic recordings on school buses when transportation is provided for a school activity.

Electronic video and audio recordings are viewed to investigate incidents reported by a bus driver, administrator, CRO, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to CROs and District personnel. These individuals must have (1) a law enforcement, security, or safety reason, or (2) a need to investigate and/or monitor student or driver conduct. A written log will be kept of those individuals viewing the recording stating the time, name of individual viewing, and date the recording was viewed.

The content of the recordings are student records and are subject to District policies and procedures concerning school student records. If the content of a recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Transportation of Students with Disabilities

All students with an IEP are provided transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. A parent wishing to waive the right to District approved transportation and desiring reimbursement for such services must seek reimbursement through the State of Illinois. District 158 will not provide reimbursement for expenses incurred by the parent.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

20254-20265

Middle School Student Academic, Activities, and Athletics Handbook

Square Barn Road Campus
Heineman Middle School

Reed Road Campus
Marlowe Middle School





Our learning community will educate and empower all students always

Approved: 07.08.24

Huntley School District 158 Middle Schools

Heineman Middle School

725 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-4300 - Office
(847) 659-4311 - Attendance Line

Office Hours: 7:00 am to 3:00 pm
School Day: 7:30 am to 2:25 pm

Mr. Stephen Mogni~~Andrew Gibbs~~, Principal
Ms. Jeanne Salazar, Assistant Principal
Ms. Shannon Seibert, Assistant Principal

Marlowe Middle School

9625 Haligus Road
Lake In The Hills, IL 60156
(847) 659-4700 - Office
(847) 659-4711 - Attendance Line

Office Hours: 7:00 am to 4:00 pm
School Day: 7:30 am to 2:25 pm

Mrs. Dana Halper, Principal
Ms. Sally Mueller, Assistant Principal
~~Ms. Gabrielle Clark~~, Mr. Justin Drennan, Assistant Principal
Mrs. Jillian Pearce, Assistant Principal





HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Schedule of Events 20254-20265

Institute Days
August 112, 20254
August 123, 20254
~~October 11, 2024~~
January 56, 20265
April 24, 2026
days)

Non Attendance Days - No School
November 267, 20254
February 134, 20265
April 318, 20265

Waived Holidays - School in Session
Veterans Day - November 11, 20254
Casimir Pulaski Day - March 23, 20265

Holidays - No School/Offices Closed
Independence Day - July 4, 20254
Labor Day - September 12, 20254
Columbus Day - October 134, 20254
~~Election Day - November 5, 2024~~
Thanksgiving Holiday - November 278-289, 20254
Break
Christmas Holiday - December 24-25, 20254
New Year Holiday - December 31, 20254 and January 1, 20265
Dr. Martin Luther King's Birthday - January 1920, 20265
Presidents Day - February 167, 20265
Memorial Day - May 256, 20265
Junteenth - June 19, 20265
School

School

SIP Early Release Days
September 254, 20254
October 10, 2025
December 1920, 20254
February 123, 20265
March 34, 20265
~~April 17, 2025~~
May 213, 20265

Middle School Dismissal at 12:30 pm on SIP Early Release Days

School Begins
August 134, 20254

Middle School Grading Periods
October 10, 20254 - End of 1st Quarter (421 days)
December 1920, 20254 - End of 2nd Quarter (443

March 134, 20265 - End of 3rd Quarter (46 days)
May 213, 20265 - End of 4th Quarter (424 days)

Parent Teacher Conferences - No School
November 245, 20254 – 9:00 am to 8:00 pm
November 256, 20254 – 7:00 am to 12:00 pm

Winter Break - No School
December 223, 20254 – January 56, 20265

Spring Break - No School
March 234, 20265 – March 278, 20265

Miscellaneous
December 1920, 20254 – Last day before Winter

January 67, 20265 – First day after Winter Break
March 201, 20265 – Last day before Spring Break
March 301, 20265 – First day after Spring Break

8th Grade Promotions
May 1921, 20265 - Heineman~~Marlowe~~ Middle

May 202, 20265 - Marlowe~~Heineman~~ Middle

* Friday, May 21, 2026 will be the earliest last day of school if NO emergency days are used.
* Friday, May 29, 2026 will be the last day of school if ALL 5 emergency days are used.

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Handbook Disclaimer

To ensure continued compliance with federal, state or local regulations, the rules, guidelines, and Board Policies published in this handbook are subject to review and may be amended during the year without notice as necessary for the routine operation of the school or District. Any amendment(s) made during the year will be posted at Student Handbooks.

Nothing in this handbook shall be construed in a manner contrary to Board of Education Policies, State, or federal law.

General Information

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. 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.

Animals on School Property

In order to ensure student health and safety, animals are not allowed on school property except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the Building Principal in the case of an educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or

with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Board Policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Video and Audio Monitoring System

A video and audio monitoring system is in use on school buses and a video monitoring system is in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Weapons Policy

It is the policy of District 158 to prohibit the possession or the assistance of possession of weapons on school grounds, at any school activity, on school transportation vehicles, or in any designated school transportation waiting area.

Notification of Nondiscrimination

Education of Homeless Children

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

Equal Educational Opportunities

Equal educational, co-curricular, and extracurricular opportunities shall be available for all students without regard to actual or perceived race, color, religion, sex, national origin, nationality, religion, sex, sexual orientation, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, or status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Any student may file a discrimination grievance by using Board Policy 2:260, *Uniform Grievance Procedure* or by completing and submitting a Formal Public Complaint form.

Sex Discrimination Policy

District 158 does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in employment. Inquiries about Title IX may be referred to Dr. Adam Zehr, Chief Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

Title IX Coordinators:

Dr. Adam Zehr	Mrs. Karrie Baughman
650 Dr. John Burkey Drive	650 Dr. John Burkey Drive
Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158
azehr@district158.org	kbaughman@district158.org

Contact information for Office of Civil Rights (OCR) is available here: https://ocrcas.ed.gov/contact-ocr.

District 158's sex nondiscrimination policy and grievance procedures are contained in Board policy 2:265, *Title IX Grievance Procedure*, a copy of which is available in the District Administrative Office, on the District website, or by contacting one of the individuals listed above. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact one of the Title IX Coordinators listed above.

Sex Equity Policy

No student shall, on the basis of sex, sexual orientation, or gender-related identity or expression 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, co-curricular, and extracurricular programs and activities. Any student may file a sex equity complaint by using Board Policy 2:260, *Uniform Grievance Procedure,* or by completing and submitting a Title IX Complaint form. A student may appeal the Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Uniform Grievance Procedure

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the procedure described in Board Policy 2:260, *Uniform Grievance Procedure*, a copy of which is available in the District Administrative Office, on the District website, or by contacting any of the individuals named below.

Concerns or complaints related to potential violations should be directed to:

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Mrs. Karrie Baughman
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Complaint Managers:

Dr. Amy MacCrindle
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Mrs. Karrie Baughman
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Mrs. Deanna Gill
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Mr. Mark Altmayer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

A student may appeal the Board's resolution of a complaint filed to the Regional Superintendent of Schools, and thereafter, to the State Superintendent of Education.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, parents are encouraged to first contact the appropriate staff member directly. If the problem is not resolved, parents should contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Administrative Office.

Emergency Communications

Emergency Notifications

District 158 will send out notification alerts in critical situations, such as emergency weather closures, crisis incidents, and other incidents affecting school operations through the School Messenger/Communicate program. This system integrates with PowerSchool, and parents can manage their contact information and preferences through the PowerSchool Parent Portal. For more information, please visit the Safety and Security webpage and select "Alerts" from the dropdown menu.

School Day Cancellations

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. Should the need to close occur, parents will be notified via School Messenger/Communicate, the District's automated messaging system. Information will also be posted to the District 158 website at www.huntley158.org. In the event school is closed, all after-school, co-curricular, and extracurricular activities are also cancelled.

Enrollment Information

Birth Certificate Requirement

Illinois law requires at registration, or within 30 days of registration, a certified copy of the student's birth certificate to be on file with the District. If a certified copy is not available at the time of registration, the District must be furnished at a minimum: the student's full legal name and date of birth. If a person enrolling a student fails to provide a certified copy of the student's birth certificate within 30 days of registration, 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 the person complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall refer the case.

Custody Arrangements

In order for school personnel to be aware of any custody arrangements, please provide legal custody/divorce settlement documents to the school prior to the beginning of the school year or as situations change.

Fees and Waivers

Waiver of student fees will be granted to those students who qualify. Parents may apply for waiver of school fees by completing and submitting the Application for Fee Waiver form and proof of current income.

Please note: In order to be eligible for a waiver of student registration fees, applications must be received *within thirty (30) days of the date your child enters school for the current school year*. Fees will not be waived until the Application for Fee Waiver form is received, reviewed and approved. If approved, other fees incurred after the date the application is received will be eligible for a fee waiver.

Board Policy 4:140, *Waiver of Student Fees*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Homeless Child's Rights

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For additional information, please contact:

Karrie Baughman, D158 Homeless Liaison
kbaughman@district158.org or (847) 659-6178

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. 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 District.

School and Community Relations

Care Solace

We are committed to the well-being of our students, staff and families to create a safe and healthy learning environment. In support of this ongoing commitment, Huntley 158 has partnered with Care Solace to provide an additional layer of care for our community.

If students, staff or their family members are looking for help with mental health or substance use, Care Solace can help you quickly find treatment options matched to your needs regardless of the circumstance. Care Solace is a complimentary and confidential service provided to students, staff, and their families by District 158. Care Solace's team is available 24 hours a day, 7 days per week, 365 days a year and can support you in any language.

If you would like to use Care Solace to help find a provider:

- Call 888-515-0595
- Visit www.caresolace.com/huntley and either search on your own OR click "Book Appointment" for assistance by video chat, email, or phone.

Care Solace is not an emergency response service or mental health services provider. In the event of a life threatening emergency, please call 9-1-1 or the National Suicide Hotline 1-800-273-8255.

Faith's Law Notifications – Employee Conduct Standards

School districts are required to include in their student handbook notification of the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students.

Board Policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, Board Policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors,* and a link to the Sexual Abuse Response and Prevention Resource Guide is available on the District website. Copies may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Gun-Free, Tobacco, Alcohol, and Drug-Free Zones

All District 158 buildings and grounds are gun-free, tobacco, alcohol, and drug-free zones. Cigarettes and alternative nicotine products are not permitted. This includes all after school activities and school-related events.

Mandated Reporter

All school personnel, including teachers, administrators, and support staff members, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Pesticide Application Notice

District 158 maintains a registry of employees and parents of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Communications and Public Engagement at (847) 659-6158.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

PowerSchool

Huntley 158 uses an internet-based student information system called PowerSchool. The PowerSchool Parent Portal gives parents access to real-time information including their child's schedule, attendance, assignments, and grades. Students also have their own accounts to access school information from home or at school.

Instructions to create a PowerSchool account, to add/link a student, along with information on the PowerSchool app and a login link is available at PowerSchool. Password information for students and parents is available from the District Registration Office at (847) 659-6147.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except in the following circumstances as they relate to the individual's child:

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or Board.

Any time a convicted child sex offender is present on school property for any reason – including the three reasons above – the individual is responsible for notifying the Building Principal upon arrival and upon departure. The convicted child sex offender must remain under the direct supervision of a school official at all times while in the presence or vicinity of children. A violation of this law is a Class 4 felony.

In addition, State law requires schools to notify parents that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer
- Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer
- Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

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 goals of the District.

The District maintains resources on suicide and depression awareness and prevention. Much of this information, including Board Policy 7:290, *Suicide and Depression Awareness and Prevention*, is available on the District website and a copy may be obtained by calling the school office.

In the event of a life threatening emergency, please call **911.**
For awareness, prevention, and/or mental health support, call or text **988.**

Visitor Guidelines

The safety and security of your children is our number one concern. In an effort to maintain a safe, disruption free educational environment for all students, we ask all visitors to use the same procedures when entering the building. The District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

- All schools are accessible only via the secured main entrance (Door #1).
- All visitors to elementary and middle school buildings must press the call button outside the front door, state their purpose for visiting, and wait to be buzzed into the building.
- All visitors must provide valid ID and be scanned into the Raptor Visitor Management System which will run an instant background check. You will be issued a visitor pass that should be worn visibly. At the conclusion of your visit, you will need to stop in at the office, sign-out and turn in your visitor's pass.
- Visitors with histories that appear on the Raptor check will be either denied access to the building, limited to conducting business in the front office, or will be provided escorted access to other parts of the building as is necessitated by circumstances and/or applicable law.

- Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.
- Student Visitors - Students are not permitted to bring guests to school during the school day.

Visits to Classrooms and Conferences

- All visits to classrooms must be pre-arranged with the teacher.
- Conferences will be held outside school hours or during the teacher's conference/preparation period.
- All visitors must follow the Visitor Guidelines as outlined above.

Volunteers

Those interested in volunteering must complete a Volunteer Registration form each school year before volunteering. In keeping with District guidelines, younger siblings are not permitted to accompany volunteers during volunteer activities. We appreciate everyone's understanding.

Additional information is available on the Volunteer webpage. If you are interested in volunteering, please contact the District's Volunteer Coordinator at (847) 659-6152.

Parents' Rights Notifications

Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and other information required by federal law. We encourage you to explore illinoisreportcard.com to view the Illinois School Report Card for District 158 or your child's school.

Assessments/Standardized Testing

Assessments are essential to a student's learning experience as they assist in providing information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms. Testing includes local assessments and State assessments as required by federal law.

Local Assessments

Assessment	Purpose	Dates
AimsWeb Literacy & Math	Administered to select grade 6-12 students in order to better identify specific strengths and areas of support for math and literacy skills.	Fall, Winter, Spring
STAR Reading and Math	Administered to all grade K-11 students in order to better identify specific strengths and areas of support in reading and math standards.	Fall, Winter, Spring

State Assessments

Assessment	Purpose	Dates
ACCESS	Administered to grade K-12 English Learners. Scores are used to assess progress and proficiency in English as well as determine placement in the EL program the following school year.	Winter~~January - March~~
DLM	Administered to grade 3-12 students eligible for alternative assessment in the areas of reading/language arts, mathematics, and science.	Spring~~March 16 - May 4~~
IAR	Achievement assessment for grade 3-8 students for reading/language arts and mathematics.	Spring~~April 11-22~~
ISA	Achievement assessment for grade 5, 8 ~~, and 11~~ students for science.	Spring~~March 14-18~~

Additional information regarding student assessments and information regarding interpreting scores is available under Assessments on the Learning & Innovation webpage.

School Visitation Rights for Parents

The School Visitation Rights Act permits employed parents, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Student Data Privacy; Notice to Parents About Educational Technology Vendors

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators.

SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent name and student or parent contact information, username/password and student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English Language Learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents
- Other activities that are for the use and benefit of the school district

Board Policy 7:345, *Student Data Privacy; Notice to Parents About Educational Technology Vendors*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Teacher Qualifications

Under Title I of the Elementary and Secondary Education Act, parents may request the professional qualifications of their child's classroom teachers and the paraprofessionals, if any, who assist them, including:

1. Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the teacher's licensure; and
4. Whether any instructional aides or paraprofessionals provide services to your child, and, if so, their qualifications.

This notice is required by federal law (20 U.S.C. §6312(e)(1)(A)). If you would like to receive any of this information, please contact the District 158 Administrative Office at (847)659-6158.

School Guidelines

School Hours

School hours for students in grades 6-8 are 7:30 am to 2:25 pm, and 7:30 am to 12:30 pm on early release days. Students remaining in the building after school hours are to report to a club, sport, or activity directly supervised by a staff member.

Access to Student Social Networking Passwords and Websites

Social networking websites and platforms means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service, (2) create a list of other users with whom they share a connection within the system, and (3) view and navigate their list of connections and those made by others within the system. Social networking websites include, but are not limited to, Facebook, Instagram, Twitter, TikTok, Snapchat, and ASKfm.

If a student has an account on a social networking website, 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 behavior 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. School officials may not request or require a student or the student's parent to provide a password or other related account information to gain access to the student's account or profile.

After School Hours

Students who are in the building after school is dismissed must be there for a specific activity or reason, including, but not limited to, participating in an extracurricular activity, meeting with a teacher for academic reasons, an assigned detention, or staying as a spectator for an athletic or other special event. All students staying after school are subject to the student behavior expectations and discipline consequences.

➔ *Students must make arrangements in advance for a ride home from school. If an activity concludes early, students must report to the supervised area until their ride arrives.*

Closed Campus

The middle schools maintain a closed campus policy. This means all students eat lunch at school. Students may only leave school with a written excuse for a doctor or dental appointment and must be signed out at the office by a parent.

Hall Passes

With the exception of passing periods, students in the halls must have a pass issued by a staff member.

Homework

Homework is an extension of learning in the classroom and is assigned to challenge, reinforce and motivate, and is not given for disciplinary reasons. The quantity of homework will increase throughout the grade school years as students are able to assume greater responsibilities and independence. Whenever possible, supervised study time will be given in the classroom to help students get off to a good start on their assignments. Homework is a good way of involving parents in the learning process and keeping them informed about their child's progress. It is important, however, that assignments be completed by the student in order for the teacher to make an accurate assessment of the student's learning. Both long-term and short-term homework assignments will help students establish regular study habits, learn to budget time, develop an interest in the work assigned and learn the importance of accomplishing and turning in the work on time.

Academic Limitations on Homework

- Homework will not account for more than 40% of a student's overall grade.
- Late assignments are defined as assignments not turned in to the teacher when they are requested.
- Late assignments may be accepted for partial credit during a particular unit of study. Assignments may not be accepted for credit when that unit of study has been completed.

- Extra credit may or may not be available in any given class at the discretion of the classroom teacher or team. Extra credit assignments shall not exceed 2% of a student's overall grade.

Academic Misconduct~~Dishonesty~~

I. **Definitions of Academic Misconduct**

A. **Academic Misconduct - Daily Work**:
Providing or receiving unauthorized assistance, with or without technology, during homework or practice activities because it prevents the teacher and/or school administration in arriving at an honest evaluation of learning. The unauthorized use of technologies to support academic work is also considered a form of academic misconduct unless permitted by the teacher.

B. **Cheating - Distribution**
Aiding other students in cheating, soliciting another person to take an exam or write a paper, as well as the theft, damage, sale, and/or distribution of course materials.

C. **Cheating - Plagiarism**
A form of cheating that involves presenting graded/assessed work as one's own, the ideas or work of another person or technology. Plagiarism is not a question of intent. Any use of the content or style of another's intellectual product without proper recognition of the source constitutes plagiarism. The unauthorized use of technologies to support academic work is also considered a form of cheating unless permitted by the teacher.

~~District 158's middle schools promote academic honesty. Students are expected to complete their own work. Therefore, credit will only be assigned to those students who submit their own original work. Academic dishonesty is defined as, but is not limited to, the following.¶~~

~~**Plagiarism** – using another person's ideas, expressions, or writings as one's own.¶~~

~~**Cheating** includes, but is not limited to:¶~~

- ~~cheat sheets for tests or quizzes¶~~
- ~~copying another person's work and turning it in¶~~
- ~~using notes or technology without permission and turning it in¶~~
- ~~telling other students what's on tests or quizzes¶~~

Consequences for Academic Misconduct~~Dishonesty~~

Students who are academically dishonest will be subject to one or more of the following consequences:

- phone call to parent(s)
- notification of and consequence assigned by a school administrator
- parent conference with parent(s), student, teachers, and administrator(s)

Identification Cards

Students will be given an identification card and a breakaway lanyard at the beginning of the school year. Students are required to wear and properly display the ID for the current school year. The ID card must be attached to a breakaway lanyard, worn around the neck, and visible at all times during the school day except when specifically exempted on a temporary basis by a staff member. Students may not embellish their ID card with any drawing or writing. Students without an ID card or lanyard must obtain a replacement card or lanyard immediately upon entering the school building. Lost ID cards must be replaced at the student's expense by reporting to the Main Office.

Lockers

Lockers are school property and are to be used only for the purpose of storing books, notebooks, lunches, coats, and other school related items. Students have no reasonable expectation of privacy in the locker assigned to them. Students may not display or store inappropriate or illegal materials in their lockers. Sharing of lockers is not permitted. Opening another student's locker or locker tampering of any kind may result in disciplinary action. Backpacks should be kept in lockers at all times unless authorized by an administrator due to a specific intervention or other special need.

School lockers are subject to random search, without notice or consent. Individual lockers may be searched where there is reasonable suspicion to do so. Additional information regarding locker searches is available under the "Search and Seizure" section of this Handbook and Board Policy 7:140, *Search and Seizure*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Messages and Dropping Off Items for Students

Delivering messages to students during class time is disruptive to the teaching and learning process. With this in mind, parents are urged to reserve such requests only for serious emergency situations. Arranging for medical appointments,

transportation requests, or family activities is best done before school. If an urgent and necessary message must be sent to your child, please call the school's main office.

Occasionally, students may forget homework or other school related items and may ask that you drop these items off. Please note that we will not interrupt classroom instruction to call the student down. The school has two general call-down times during the day in which students will be asked to pick up items.

Peer Relationships

In order that peer relationships remain at the highest level, the middle schools have established a "Hands Off Policy." Public displays of affection and inappropriate or unwanted touching are unacceptable behaviors and subject to disciplinary consequences. This policy is strictly adhered to in the building, on the campus, and at school related events.

Personal Electronic Devices

Electronic devices are prohibited from being seen, heard, or used during school hours unless the Building Principal has expressly authorized the use of a particular device. Cell phones and other electronic devices are not to create a disturbance to the educational environment. Students choosing to bring these items to school must store them in backpacks in the "off" position. Smartphones, smart watches, e-readers, and other educational electronic devices may be used for instructional purposes when deemed appropriate by the classroom teacher.

Consequences for inappropriate cell phone, smart watch or device usage may result in confiscation of the device, loss of privileges to have such device on school grounds, and/or parent pick-up of the device. Please be aware the school is not liable for the loss, damage, or theft of personal property.

Prohibited Personal Items

Personal items that students may not bring to school include, but are not limited to, ~~cards (playing, trading, magic, etc.~~), electronic games, matches, lighters, fireworks, over the counter and prescription medications.

Respect for Property

Students are to respect the property of others including that of students, staff and school. School issued materials such as textbooks, lab materials, etc. are on loan to students. Any damage or replacement costs are the student's responsibility. Student storage areas are school property and are to be used only for the purpose of storing books, notebooks, lunches, coats, etc. These areas are subject to search by school authorities.

School Dance Guidelines

Student Council, the staff for grades 6-8, and the school's parent organization sponsor a variety of school dances each year. It is expected that parent transportation will arrive and depart within 15 minutes of starting and ending times of the dance.

Student Appearance, Clothing, and Hygiene

Students are expected to keep themselves well-groomed and neatly dressed at all times. 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. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Both research and experience have shown that a student's personal appearance and mode of dress impact student conduct, identification with the school's purposes and activities, personal pride and self-respect, and even the student's level of learning responses. Students should dress neatly but simply for school, rejecting extreme fads concerning hairstyles, make-up or clothing.

We ask parents and students to become involved in supporting a "level of dress" that helps to promote a good atmosphere for learning. Through our health curriculum and in cooperation with community programs, we share in the effort of prevention and education regarding drug, marijuana and alcohol use and abuse among school age children. In view of this effort, the school does not view as appropriate dress clothing that advertises drugs, marijuana or alcoholic beverages. Articles of clothing that are considered inappropriate include, but are not limited to, shoes with wheels, overly revealing clothing, dangerous or disruptive accessories, and clothing making reference to drugs, marijuana, or alcoholic beverages. Outerwear (jackets) must be kept in the student's locker and not carried around or worn during school hours.

In addition to dress, cleanliness is of utmost importance. Since the physical well-being of all individuals in the school setting is at stake, building administration may at any time take disciplinary action against any student if the administrator reasonably believes the student's clothing or physical cleanliness is unsafe or interferes with the educational process.

Appearance/Dress Code

District 158 middle schools recognize there is a direct correlation between a student's appearance and the student's academic achievement. Our dress code is designed to eliminate distractions to students, staff, or other visitors that make up our school community while allowing for student comfort by promoting an environment conducive to academic success.

Acceptable clothing for students to wear:

- T-shirts that are free from inappropriate language, symbols, or graphics that make reference to drugs, marijuana, alcohol, tobacco, gangs, or innuendos that are suggestive in nature
- Shorts, slacks, skirts, or dresses that are worn and kept at the waist, that are free from writing across the seat and preferably extend to the knees
- Shoes that do not pose potential safety problems
    - State law requires that shoes be worn at all times in public buildings
- Coats and jackets are to be worn only when entering and departing from the building

Unacceptable clothing for students to wear:

- Clothing, jewelry, or other garments that threaten the educational process and compromise the safety of the school's occupants including, but not limited to, hanging chains, protruding objects, or revealing attire
- Clothing that allows boxer shorts or undergarments to be seen

- Face painting or face drawings
- Halter tops, swim suit tops, tank tops with straps less than 1" in width, off the shoulder or one shoulder tops, open back tops, bare midriff blouses and shirts, or any other clothing that bares the chest or midriff are not to be worn in school or at school sponsored events.

The administration reserves the right to make the final interpretation of the dress code guidelines. In addition, exceptions to this appearance code may be made for special school functions. Students will not be allowed to attend class until dressed properly. Parents should recognize that fad and fashion are not always appropriate for school and advise their children that appearance that is likely to be disruptive or dangerous will be prohibited.

Telecommunication Device Possession and Use

Students are allowed to possess cellular, radio, and/or other telecommunication devices at school, on school property, or at school-sponsored activities, but use of these devices is restricted to areas designated by the Building Principal before and after school hours only. During the school day, students will be expected to leave these devices in their backpacks or lockers in the "off" position. Cellular, radio, and other telecommunication devices found in a student's possession during the school day or outside designated areas may be confiscated, and the student may be subject to additional discipline. Parents are required to pick up confiscated items.

Students will not be allowed to make phone calls during the school day except as permitted by a staff member. Students generally are not called to the telephone from classes except for emergencies.

The District also restricts parents' and/or visitors' use of cellular, radio, and other telecommunication devices to appropriate areas to be used only in such instances in which either an emergency exists or the use of the device is not disruptive to the ongoing activity. Parents or visitors who violate this policy may be asked to leave the school building.

Trespassing

Suspended students are not permitted to be on campus or at school sponsored activities, either on or off campus, without specific permission from the Building Principal's office. Failure to obtain permission may result in arrest for trespassing and/or appropriate school consequences.

Students in the building during non-school times must receive prior permission or be subject to a charge of trespass. Students should not be in the school building after school is dismissed unless participating in an extracurricular activity, meeting with a teacher for academic reasons, or for an assigned detention. Loitering can result in disciplinary action or possible arrest for trespassing.

Uniforms for Physical Education Class

All students in grades 6-8 are required to wear a PE uniform while participating in Physical Education classes. In addition, we ask that all students purchase gym shoes to be worn exclusively for use during PE class.

Absences, Attendance, and Tardies

Students who stay home for trivial illnesses or because they do not feel like attending school are, in effect, hurting no one

but themselves. They are missing vital instruction in their education and, therefore, placing their future in jeopardy. We will closely monitor all absences and hope for the cooperation of parents in improving school attendance.

Absences

For students who are required to attend school there are two types of absences: excused and unexcused. The school may require documentation explaining the reason for the student's absence. The school administrator is the final decision maker as to whether an absence is Excused or Unexcused.

Excused Absences (EA)

1. Illness of the student
2. Mental or Behavioral Health Days – Students may utilize up to five mental or behavioral health days. After use of the second mental or behavioral health day, the student may be referred to the appropriate school support personnel.
3. Death in the immediate family
4. Family emergency
5. Religious holiday observance
6. Attending a military honors funeral to sound TAPS
7. A student will be excused for up to 5 days in cases where the student's parent 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.
8. Court appearance
9. Work or school sponsored activity approved by the school
10. Voting in a local, State, or federal election
11. College Visitation Days - Must be taken before May 1. A College Visit Verification form signed by the college or institution must be provided to excuse the absence as a college visit and be coded as College Visit (CV). Failure to follow the correct procedure will result in the absence being coded as an Unexcused Absence (UA). Only the day of the college visit can be excused under the College Visit (CV) attendance code. Days required to travel for a college visit do not count as excused absences and will be coded as an Unexcused Absence (UA).

Unexcused Absences (UA)

- All other absences are Unexcused.
- Tardies (late to school/class), vacations, and cultural trips are Unexcused Absences.

Procedures for Communicating Absences

In the event of any absence, the student's parent/guardian is required to call the school before school begins to explain the reason for the absence. If a call has not been made to the school by the start of the day of a student's absence, a school official will attempt to contact you to verify the absence. The purpose of this procedure is to determine if your child has arrived safely. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Middle Schools: When your child arrives after the official start time, parents are required to sign their child in at the school office. Students who leave school early for reasons of illness, appointments, or notes from home will be released only to the parent unless prior arrangements have been made through the school office. Parents are required to sign their child out in the office.

Make-Up Work

Parents are urged to request missed school work if their child is absent two or more consecutive days. Homework must be requested by 9:00 AM and may be picked up in the office between 2:30 and 3:30 PM. Please be aware that requests made after 9:00 AM may not be ready for pick up the same day.

Illnesses

If your child will be absent because of illness, you are required to call the school by the beginning of the school day and report the absence *each* day. If your child is absent and we do not receive a call, we will call you at home or your place of employment to verify the absence. The purpose of this procedure is to determine if your child has arrived safely to school.

During a long-term illness, a parent may call on the first day and notify the office of the anticipated length of the absence. After three consecutive days of illness, a written excuse from a doctor may be required for an absence to be considered excused. A doctor's note and/or school health office verification will change the absence code to "Medical Verification" for attendance purposes. If a pattern of non-attendance has been established by the building administrator, a written excuse from a doctor and/or school health office verification of illness may be required as part of a student's individualized attendance plan. In cases where a student visits the health office, the school nurse may assess the

student and determine if the student should be sent home; however, this does not constitute medical verification.

Family Emergencies

A student may be excused for extenuating circumstances such as a family emergency. The following examples do not constitute a family emergency and would therefore be recognized as an Unexcused Absence:

- Errands, which could be scheduled when a student is not required to be in school
- Oversleeping
- Car trouble
- Leaving school without receiving proper authorization
- Missing the bus
- Being tardy to school without a valid excuse (as defined by the State of Illinois)

Release Time for Religious Instruction & Observation

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent must give written notice to the Building Principal at least five (5) calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any missed work, including homework and tests, for equivalent academic credit.

After School, Co-Curricular, or Extra-Curricular Activities Attendance Requirements

Attendance is a factor in a student's eligibility to participate in extra-curricular activities. A student must be present at least the second-half of the school day. A student must be present at school a minimum of five (5) hours to be eligible for participation in after school, co-curricular, or extra-curricular activities such as athletics, concerts, presentations, plays, musicals, trips, etc. If a student goes home ill during the day, that student becomes ineligible for participation in any after school, co-curricular, or extra-curricular activities that day.

A student may not be on campus for any reason on a day they have been reported absent unless they have made arrangements with administration to do so. If there is a medical reason for missing school (and Physical Education), due to an extended illness/condition, a doctor's note will be required based on the nurse's recommendation. All notes should be turned into the Health Office.

Medical Appointments: A student who has a medical appointment that may cause absence from school for more than one-half of the school day may still be eligible to participate that day. This would be recorded in PowerSchool as MV (Medically Verified). To assure eligibility, arrangements should be made ahead of time with the school administrator (Activities Director, Athletic Director as applicable).

Absence Due to Participation in School-Sponsored Activity: A student's absence from school due to participation in school-sponsored activities or trips will be recorded in PowerSchool as SA (school activity), and the student remains eligible to participate in after school, co-curricular, and/or extracurricular activities.

In-School/Out-of-School Suspension: A student who is serving an in-school suspension (ISS) or an out-of-school suspension (OSS) is ineligible to participate in any school-related activities on the days of the intervention or suspension.

Truancy

A parent who knowingly and willfully permits a child to be truant is in violation of State law. Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and District.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and District will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located OR, after exhausting all available support services, cannot be compelled to return to school is subject to withdrawal from school.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center. Any student who has 10% or more absences of the school days each month will receive a letter or phone call home to discuss attendance and determine if there is a need to develop a plan of support. A meeting may be set with the family and school to determine if further absences would be marked unexcused without documentation for the remainder of that trimester.

Furthermore, State law provides that school districts are encouraged to provide a system of support strategies to students who are at risk of reaching or exceeding chronic absence levels. School districts are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The school and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, the student's parent(s) and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Extended Absences

For planned absences, parents should notify the academic team and office in writing in advance. This can be done through the Extended Student Absence Form.

While such absences are discouraged, alternative assignments may be provided, when possible, as long as teachers have sufficient notice. Please note that many extended absence reasons fall under unexcused absences. This form does not grant approval for the absence to be excused; it is used as a means of notification. Please review the District calendar to view days of non-attendance and if possible, schedule appointments and vacations on these dates.

Behavior and Discipline

Effective discipline is necessary if a school is to function in the most constructive manner for students. Through good discipline and self-control, students can work with the school to form a productive partnership. Good discipline requires teamwork and is the combined responsibility of students, parents, and staff. **Students are responsible for following all school rules and regulations, as well as all District policies, while attending any school-sponsored activity**.

School Code of Conduct

In order to support our students, parents, staff members, and school community, we want to take this opportunity to review our practices and expectations related to student conduct, including behavioral and social-emotional supports, behavioral interventions and discipline. The Code of Conduct is a multi-layered system that will require work by all stakeholders across all school and home settings to help our students with their social and emotional as well as academic needs. We want to create an environment where all stakeholders are aware of anc actively engage in their roles and responsibilities.

Parent-Teacher Advisory Committee

Per Policy 2:150, This committee shall assist in the development of student behavior policy and procedures, and provide information and recommendations to the Board. Its members may consist of parents/guardians, teachers, administrators and board members. Additional participants, whose expertise or experiences are needed, may be invited to participate in various meetings that are geared to specific topics (for example, when discussing school bus safety policies, transportation staff may be included.) The committee reviews such issues as administering medication in schools, reciprocal reporting between the School District and local law enforcement agencies, student discipline/handbooks, disruptive classroom behavior, school bus safety procedures and the dissemination of student conduct information.

Per Policy 7:190, 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.

We Believe:

To support our learners' Social, Emotional, and Academic and Behavior skills, we believe and understand the following:

1) Our school community will learn and behave at their best when they feel connected, cared for, and valued.
2) The purpose of discipline is to teach skills that empower learners to change their behaviors over time. If you expect it, you must teach it. Discipline is a meaningful response.
3) Learners will be empowered to be actively involved in identifying what went wrong and how they can help fix it.
4) Kids do well if they can. Challenging behaviors communicate unmet needs and/or areas where skills may be lacking which results in a need to determine the cause.
5) Dysregulated learners (learners who are having difficulty managing or regulating emotions and behaviors) need the supportive presence of a regulated adult to return to a regulated state.
6) A strong foundation in every school environment maximizes learners' access to instructional time and fosters a sense of belonging for all.
7) Proactively teaching social, emotional, and behavioral skills should be intentionally integrated across all environments and all aspects of learning.
8) Exclusionary forms of discipline (suspension, expulsion, and removal from the learning environment) can produce negative outcomes in students, schools, districts, and communities and therefore must be carefully used when intended to keep all learners safe.
9) It's important for us to work towards a shared understanding by using clear and specific language when discussing our thoughts and beliefs about social, emotional, and behavioral skills. This approach helps create a fair and inclusive system that supports all learners.
10) High expectations can be met for all learners when we appreciate, respect, and respond to the diverse needs within our schools and district. This ensures that each child receives the necessary support to reach their full academic and social potential.

We expect:

- Students to attend school each day, be conscientious in classroom work and take full advantage of the educational opportunities available
- Students, staff and families to build and sustain authentic, positive and meaningful relationships
- Student, staff and families to demonstrate civility and respect for one another and hold each other to high expectations
- Students, staff and families to all contribute to the safety of the learning environment for all
- Students to respect other people's property and exercise proper care when using public facilities and equipment
- Students to establish personal and educational goals with teachers, counselors, and family, and work consistently toward the achievement of your goals
- Students to be aware of the expectations for student behavior and accept personal responsibility for functioning successfully within these guidelines

We will:

- Implement strategies and supports that all students, staff and families to feel safe
- Promote a positive school comm
- Provide staff with the resources necessary to help with the implementation of this plan
- Partner with families to provide information for outside resources

Problem-Solving Suggestions for Students

- Talk with your parent about possible solutions
- Calmly discuss any issues with the teacher when other students are not present. This removes the pressure on both of you.
- If the matter is not resolved, talk with a trusted faculty member, Counselor, Dean, Associate Principal, or the Building Principal

Problem-Solving Suggestions for Parents

- Be sure of the facts. Although it may be difficult for you not to take sides, try to see the whole picture
- Contact the person with whom your child is having the problem
- If possible, include your child in conferences with teachers, Counselors, the Dean, Associate Principal, Building Principal, and other school personnel to help find solutions together

- Before you leave a conference, **be sure you understand** what is expected of you and your child and what the school staff will try to do
- Set a specific time when communication by phone or letter will be made on your child's progress

All violations of the school disciplinary policy will be maintained in the student's temporary record file.

Multi-Tiered Systems of Support Framework

Huntley 158 utilizes a Multi-Tiered System of Support (MTSS) framework to foster a positive learning environment and focuses on supporting the whole child.

MTSS is a term used to describe an evidence-based model of schooling that uses data-based problem-solving to integrate academic and behavioral instruction and intervention. All students are part of MTSS, including students with disabilities, as part of their education. In MTSS, integrated instruction and intervention is delivered in varying intensities (multiple tiers) based on student need. "Need-driven" decision-making seeks to ensure that district resources reach the appropriate levels to accelerate the performance of ALL students to achieve and/or exceed proficiency levels.

Tier 1 - Universal Interventions are what all students receive. This Tier focuses on the implementation of the district's core curriculum and is aligned with the Illinois Social Emotional Learning Standards.

Tier 2 - Secondary Interventions are what some students receive in addition to Tier 1 instruction. These services are more concentrated and are targeted interventions for small groups.

Tier 3 - Tertiary Interventions are what a few students receive. This is the most intense level of intervention a school can provide a student through the MTSS model. These services are typically provided to a very small group and/or one on one.

Restorative Practices

Huntley 158 uses Restorative Practices in our schools, which helps to shift the focus to building relationships among school community members and helps move away from a punitive mindset when there is conflict. Restorative Practices are NOT a replacement for a system of consequences or a code of conduct. Restorative Practices are not intended to remove accountability for students. Students who have broken school rules or harmed other school community members are still held accountable for their actions and may receive traditional consequences **alongside** restorative solutions or in conjunction with restorative practices.

Discipline of Special Education Students

The District will comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability. However, all students must conform to the Student Behavior policies as outlined in this Handbook.

Additional information regarding discipline of students with disabilities is located in the Special Education section of this handbook.

Aggressive Behavior

Illinois law requires school districts to notify the parent of a child who demonstrates behaviors that put the student at risk for aggressive behavior. Board Policy 7:190, *Student Behavior*, prohibits a student while at school or a school-related activity from: (1) engaging in any kind of behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct.

Bullying, Intimidation, Harassment, Hazing, and Sexting

Bullying, intimidation, harassment, hazing, and sexting 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

Bullying is defined as: (1) an act that is repetitive in nature (similar behavior which occurs more than once); (2) creates a power imbalance (by size, age, numbers or emotionally); and/or (3) is intended to hurt or harm the victim (socially, emotionally, or physically).

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, 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 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, 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.

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 which can reasonably be expected to have one or more of the following effects:

1. Placing the student or students in reasonable fear of harm to their 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 ability to participate in or benefit from the services, activities, or privileges provided by the school.

Students who feel they have been bullied should report the incident by:

1. Contacting the Complaint Manager or other administrator, counselor, teacher, or social worker
2. Using the ***Student Helpline***: Heineman students (815) 889-0583; Marlowe students (815) 889-0576
3. Using the District Bullying Report form.
4. Following the process outlined in Board Policy 2:260, *Uniform Grievance Procedure*, and this Handbook.

At its discretion, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences

up to and including a recommendation of expulsion, as well as possible referral to the appropriate law enforcement agency for criminal charges.

Questions or concerns should first be discussed with the staff member closest to the situation. It is always best to follow the chain of command to ensure that all parties involved are properly informed of the situation. Parents should expect a response from the staff member or their designee within 24 hours to discuss the concern. If no contact has been made, please proceed to the next step in the chain.

Teacher or Trusted Adult → Counselor or Social Worker → Assistant Principal →
Building Principal → Assistant Superintendent → Superintendent

Information Hotlines:

District Tip Line: (815) 889-0584
~~National~ Suicide ~~Prevention~ and Crisis Lifeline: Dial 988
Heineman Student Helpline: (815) 889-0583
Marlowe Student Helpline: (815) 889-0576

Board Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Harassment

It is the policy of District 158 to provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment. No person, including an employee or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race, color, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, sexual orientation, gender-related identity or expression, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Sexual harassment of students is prohibited. Sexual harassment means sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
    a. Substantially interfering with a student's educational environment;
    b. Creating an intimidating, hostile, or offensive educational environment;
    c. Depriving a student of educational aid, benefits, services, or treatment; or

d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Students are encouraged to report claims or incidences of sexual harassment to the Non-Discrimination Coordinator or Complaint Manager. Any student who believes they are being harassed may file a complaint by using the process outlined in Board Policy 2:269, *Uniform Grievance Policy*, and this Handbook.

A student's good faith action in reporting harassment will not result in any adverse actions against the complainant. However, if a student or witness is found to have made an intentionally false report of harassment, the student or witness shall be subject to discipline.

Board Policy 7:20, *Harassment of Students Prohibited,* is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Hazing

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. Hazing means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Sexting

Sexting is defined as an electronic transfer of any material that depicts an individual or multiple individuals fully or partially nude or engaged in any sexual or lewd conduct. Electronic transfers include any transfers made via computer or any other electronic communications device including cellular telephones and other handheld devices. It is a violation of Illinois law for anyone to possess or electronically transfer any material that depicts a minor fully or partially nude or engaged in any sexual or lewd conduct. Further, it is against District policy for any student—minor or above the legal age of consent—to partake in sexting or be in possession of any image procured through sexting. The District prohibits students from engaging in sexting, including possessing sexually explicit photographs, videos, or images on any electronic device regardless of whether the depiction violates State law. Any electronic device may be searched upon reasonable suspicion of sexting. All students involved in sexting may be disciplined. In all cases where sexting is suspected, school administrators may contact the police.

Conduct Motivated by Prohibited Discrimination

Conduct motivated in whole or in part by prohibited discrimination may be subject to increased disciplinary measures where determined to be appropriate by the administration. The Board of Education may also consider whether conduct was motivated in whole or in part by prohibited discrimination when determining whether to expel a student based on such conduct.

Prohibited discrimination means conduct based upon actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, or order of protection status.

Board Policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited,* is available on the District website or a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Dangerous Weapons

Board Policy 7:190, *Student Behavior*, prohibits the possession or the assistance of possession of weapons on school grounds, at any school activity, on school transportation vehicles, or in any designated school transportation waiting area. A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, any activity or event that bears a reasonable relationship to school, onto school transportation or to a designated school bus stop, 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 19 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

Nothing in this section shall prevent the administration from determining that an object not listed in paragraphs one or two is or is not intended to be used as a weapon, and assigning an appropriate penalty in accordance with the Behavior and Discipline section of this Handbook.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. Any item determined to have been possessed, used, transferred, or controlled in violation of this policy will be confiscated and retained by school officials, and either turned over to a parent at the end of the school year, or to the appropriate local law enforcement agency.

Board Policy 7:190, *Student Behavior*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Gang and Gang-Related Activity

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. Board Policy 7:190, *Student Behavior*, prohibits students from engaging in gang activity on school property or at any activity associated with or under the general guidance of school authorities. Gangs are defined as any group of two or more persons who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the District's policies, rules, and regulations.

No student:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other insignia which is evidence of membership or affiliation with any gang.
2. Shall draw gang graffiti or distribute gang related literature.
3. Shall use any speech, either verbal or non-verbal (such as gestures or hand-shakes), or act in furtherance of gang activity.
4. Shall solicit others for membership in any gang.
5. Shall request any person to pay protection or otherwise intimidate or threaten any person.
6. Shall commit any other illegal act or other violation of District policies in furtherance of gang related activities.
7. Shall incite other persons to inflict physical violence against any other person.
8. Shall participate in any activity that could be interpreted as relating to gangs or gang activity.

Penalties for Violations:

Any student found to have violated this policy shall be guilty of gross misconduct. All gang related paraphernalia or materials will be confiscated. Violation of this policy may result in disciplinary measures up to and including 10-days suspension with consideration for expulsion, and referral to appropriate law enforcement agency if a violation of the law is involved.

Board Policy 7:190, *Student Behavior*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/intimate-partner-violence/about/about-teen-dating-violence.html.

Board Policy 7:185, *Teen Dating Violence Prohibited,* is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Student Code of Conduct Matrices

The matrix below outlines student behaviors and corresponding levels of interventions or consequences that may be implemented in response to those behaviors. The list of behaviors and interventions/consequences is meant to be illustrative and non-exhaustive, and will not necessarily be implemented in progressive order. All interventions and consequences will be determined on a case-by-case basis and will take into consideration the developmental level of the student(s) involved. The matrix serves as a tool for administrators to respond appropriately when students have committed serious violations, per the Student Code of Conduct. This tool is designed to offer consistency at all levels across the District so that the students receive interventions and consequences fairly from school to school when their behaviors require.

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
Academic Misconduct	Academic Misconduct: Daily work	**1**	Providing or receiving unauthorized assistance, with or without technology, during ~~Copying a peer's on~~ homework or practice activities ~~in an attempt to defraud, deceive, or mislead~~ because it prevents the teacher and/or school administration in arriving at an honest evaluation of learning. The unauthorized use of technologies to support academic work is also considered a form of academic misconduct unless permitted by the teacher.	Teacher Managed
	Academic Misconduct: Cheating-Distribution	**2**	Aiding other students in cheating, soliciting another person to take an exam or write a paper, as well as the theft, damage, sale, and/or distribution of course materials.	Apology Conference with student Detention - with Office Explicit instruction of appropriate replacement behavior Loss of Privilege/Social Probation Parent Contact - Phone Call Parent/Student Conference Referral to counselor/social worker Restorative Practices Technology Restrictions
	Academic Misconduct: Cheating-Plagiarism	**2**	A form of cheating that involves presenting graded/assessed work as one's own, the ideas or work of another person or technology. Plagiarism is not a question of intent. Any use of the content or style of another's intellectual product without proper recognition of the source constitutes plagiarism. ~~Includes the inappropriate use of technology that transmits data and the use of AI-created composition as a substitute for original thoughts.~~ The unauthorized use of technologies to support academic work is also considered a form of cheating unless permitted by the teacher.	Apology Conference with student Detention - with Office Explicit instruction of appropriate replacement behavior Loss of Privilege/Social Probation Parent Contact - Phone Call Parent/Student Conference Referral to counselor/social worker Technology Restrictions
	Alcohol: In the presence of use and/or distribution	**2**	Student is knowingly in the presence of a peer who is using and/or distributing alcohol on school grounds and/or at school events and does not remove himself when given the opportunity.	Conference with student In-school Suspension Parent Contact - Phone Call Search of student and/or locker

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Alcohol: Possession and/or use (ISBE)	**3**	Student is under the influence or in possession of alcohol on school grounds and/or at school events	Behavior contract Conference with student In-school Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Out-of School Suspension Parent Contact - Phone Call Referral to drug/alcohol counseling Search of student and/or locker
	Alcohol: Distribution (ISBE)	**3**	Student is giving out/sharing/selling alcohol to students or others on school grounds and/or at school events.	Behavior contract Conference with student Expulsion In-school Suspension Law Enforcement Agency Referral Out-of School Suspension Parent Contact - Phone Call Referral to counselor/social worker Referral to drug/alcohol counseling Search of student and/or locker
Arson	Arson	**3**	Destruction of school property resulting from student use of fire regardless of intent or level of property damage	Behavior Contract Change of schedule Contact and/or referral to any other applicable outside agencies Expulsion In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Referral to counselor/social worker Safety plan developed Search of student and/or locker
	Conflict	**1**	Pattern of offending behavior where the student(s) is engaging in peer conflict with another student but shares equal power (physical/social), there is an equal emotional reaction and ownership over the conflict	Teacher managed May become leadership managed based on context Restorative Practices No Contact Contract

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Bullying	**3**	Board Policy 7.180: Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: 1. Placing the student or students in reasonable fear of harm to the student's or students' person or property; 2. Causing a substantially detrimental effect on the student's or students' physical or mental health; 3. Substantially interfering with the student's or students' academic performance; or 4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, 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. Cyberbullying 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	Behavior Contract Change of schedule No Contact Contract Class Removal Safety plan Expulsion Explicit Instruction of appropriate replacement behavior In-school and/or out-of-school suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Conference with student Restorative Practices Support / counseling services

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
			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. In order for an incident to be deemed "bullying" a trained investigator must complete a full investigation and deem the situation "founded".	
Dress Code	Dress Code: Minor	**1**	A student's appearance that disrupts the educational process but easily corrected at the classroom level	Classroom Managed
	Dress Code: Health/Safety	**2**	A student's appearance that disrupts the educational process or compromises standards of health, and safety. Clothing that draws attention or interferes with the ability to identify or communicate with students OR clothing that includes print and pictures of items that are illegal to minors.	Conference with student Explicit Instruction of appropriate replacement behavior Parent Contact
Drug Offenses	Drug Offenses: In the presence of use and/or distribution	**2**	Student is knowingly in the presence of a peer who is using and/or distributing illegal drugs, controlled substances, drug-related paraphernalia, prescription drugs not prescribed, or inhalants on school grounds, off school grounds during the school day (i.e. during off campus privileges), and/or at school events and does not remove self when given the opportunity	Conference with student Loss of Privilege/Social Probation Parent Contact Search of student and/or locker Detention - with Office In-school and/or out-of-school suspension
	Drug Offenses (ISBE): Possession and/or use	**3**	Student is under the influence or in possession of illegal drugs, look-alike drugs, drug-related paraphernalia, controlled substances, prescription drugs not prescribed, or inhalants or other controlled substances on school grounds and/or at school events	Athletic Suspension Behavior contract Law Enforcement Agency Referral Conference with student Expulsion In-school and/or out-of-school suspension Referral to drug/alcohol counseling Referral to counselor/social worker Loss of Privilege/Social Probation Parent Contact Restorative Practices Search of student and/or locker

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Drug Offenses (ISBE): Distribution	**3**	Student is giving out/sharing/selling illegal drugs, look-alike drugs, drug-related paraphernalia, controlled substances, prescription drugs not prescribed, or inhalants or other controlled substances to students or others on school grounds and/or at school events.	Athletic Suspension Behavior contract Conference with student Expulsion In-school and/or out-of-school suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Referral to drug/alcohol counseling Restorative Practices Search of student and/or locker
Falsification of Information	Falsification of Information	**2**	Delivering false or misleading information on a document and/or in the course of a school investigation or staff inquiry. Includes falsifying records or signatures, impersonation of another individual over electronic communication (phone, email)	Athletic Suspension Behavior contract Conference with student In-school and/or out-of-school suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices Search of student and/or locker
Gang-Related	Gang-Related: Paraphernalia	**2**	Displaying gang symbols or paraphernalia	Behavior contract Change of schedule Class Removal Expulsion In-school and/or out-of-school suspension Loss of Privilege/Social Probation Parent Contact Conference with student Search of student and/or locker
	Gang-Related: Activity	**3**	Being involved in gangs or gang-related activities (Board Policy 7:190) where two or more individuals who use common symbols, identifiers or behavior, and/or who assemble to conduct illegal activity or violation of school policies and/or intimidate individuals or groups.	Athletic Suspension Behavior contract Conference with student Expulsion In-school suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Out-of-school suspension Parent Contact Referral to counselor/social worker Restorative Practices Search of student and/or locker

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
Harassment	Harassment	**3**	Board Policy 7:20: 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 identify; 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. 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. In order for an incident to be deemed "harassment" a trained investigator must complete a full investigation and deem the situation "founded".	Investigation conducted Behavior Contract Change of schedule Class Removal Safety plan Expulsion Explicit Instruction of appropriate replacement behavior In-school and/or out-of-school suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Conference with student Restorative Practices Support / counseling services
	Insubordination/ Non-compliance: Low Intensity and/or Duration	**1**	Failure to act in accordance with given expectation or directive with increasing impact on learning environment (learning of the student and/or other students). Student engages in inappropriate verbal and/or non-verbal interruption to the environment that is low in duration and/or intensity.	Teacher Managed

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Insubordination/ Non-compliance: High Intensity and/or Duration	**2**	Prolonged refusal, refuses redirects, loss of instructional time Student engages in inappropriate verbal and/or non-verbal interruption to the environment that is high in duration and/or intensity	Class Removal Conference with student Detention - with Office In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
	Insubordination/ Non-compliance: Gross Misconduct	**3**	Interferes with the regular operation of the school building or event. Includes indecent exposure, behavior that requires crisis plan to be activated and/or refusal to follow directions in crisis response situations, as well as calling emergency without an emergency (pulling fire alarm, calling 911)	Athletic Suspension Behavior contract Class Removal Conference with student Detention - with Office Expulsion In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Peer Mediation Referral to counselor/social worker Restorative Practices Safety Plan
Language	Language: Non-directional swearing	**1**	Incidental swearing / nonverbal gesturing not directed at another person.	Teacher Managed
	Language: Directional swearing	**2**	Swearing / nonverbal gesturing or other abusive language directed at another person.	Behavior Contract Class Removal Conference with student Explicit Instruction of appropriate replacement behavior Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
	Language: Non-directional inflammatory or sexual language	**2**	Incidental use of inflammatory language / nonverbal gesturing or sexual language / nonverbal gesturing not directed at another person	Behavior Contract Conference with student Detention - with Office Explicit Instruction of appropriate replacement behavior In-school and/or Out-of School Suspension Parent Contact Referral to counselor/social worker

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Language: Directional inflammatory or sexual language	**3**	Language and nonverbal gesturing, including sexual language and nonverbal gesturing, that does or could cause to alienate an individual related to protected class status covered under Illinois code. Could include, but is not limited to hate speech OR descriptions, racial slurs, slang terminology and/or labels commonly understood to be offensive, demeaning or derogatory.	Conference with student Detention - with Office In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
Location	Location: Failure to report to designated area on time	**1**	Failure to report on time to designated area	Teacher Managed
	Location: Unassigned area	**2**	Hiding in unsupervised area, in unassigned location, leaving an assigned area without permission in the school building, misuse of pass, entering school property without authorization (trespassing) Elopement in school building.	Class Removal Conference with student Detention - with Office In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact
	Location: Off campus	**3**	Failing to report to school building or leaving school building without permission. Elopement off campus.	Behavior contract Change of schedule Conference with student In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Safety Plan
Property	Property: Misuse	**1**	Wasting materials or resources or using property in a way not intended. Includes not cleaning up after self. Does not include property damage.	Teacher Managed
	Property: Vandalism/Damage	**3**	Damage or destruction that occurs as a result of ignoring expectations. May require professional cleaning, repair or replacement. May disrupt the normal operations of the building. May include behavior that requires emergency response plan to be activated.	Behavior contract Change of schedule Conference with student Detention - with Office Expulsion In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restitution Restorative Practices Safety Plan Support / counseling services

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
Public Display of Affection	Public Display of Affection: Minor	**1**	Any consensual physical contact that includes kissing of any kind or for any length of time, having a student's arm/hands around another student's waist or any other body part, (head, neck, etc.), sitting between the legs of another student, rubbing up against another student	Teacher Managed
	Public Display of Affection: Major	**2**	Consensual groping of body parts, sexual activity	Behavior contract Class Removal Conference with student Explicit Instruction of appropriate replacement behavior In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
Technology	Technology: Off-task or inappropriate purpose	**1**	Use of technology for off-task or inappropriate purpose	Teacher Managed
	Technology: Disruptive-School Issued Device	**2**	Use of school-issued devices or access to accounts that disrupts access to the learning of self and/or others	Class Removal Conference with student Detention - with Office In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker
	Technology: Disruptive - Personal Device	**2**	Use of personal devices (cell phone, watch, tablet, Airpod, other) or access to accounts that disrupts access to the learning of self and/or others	Class Removal Conference with student Detention - with Office In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker
	Technology: Privacy or Acceptable Use Policy (AUP)	**3**	Any communication/media that includes sending, distributing, or viewing of unauthorized recording of videos and pictures with or without consent. This includes pornographic images (including sexting), violent images or materials that violate the rights of a protected class, and explicit language. This includes posting media of this nature on social media using school devices, personal devices, and/or infrastructure as well as to organize illegal activity, engage in illegal	Behavior Contract Conference with student Expulsion Law Enforcement Agency Referral Loss of Privilege/Social Probation In-school and/or Out-of School Suspension Referral to counselor/social worker Parent Contact Restorative Practices

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
			activity, or purchase illegal items.	
	Technology: Infrastructure	**3**	Hacking, modification, or damage of the technology infrastructure of the district such as the wireless network and servers. Attempts to breach secured electronic information or resources.	Behavior Contract Conference with student Expulsion In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
Theft	Theft: Personal Property	**2**	Entering an individual's personal space or property (desk, bag, purse, locker, car etc.) to take an item of value	Behavior Contract Conference with student Detention - with Office Explicit Instruction of appropriate replacement behavior Expulsion In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restitution
	Theft: School Property	**3**	Stealing materials belonging to the school	Conference with student Detention - with Office Explicit Instruction of appropriate replacement behavior In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restitution
Threat Communicated	Threat: Communicated to Individual	**3**	Communication of a threat through any form (included but not limited to verbal, non-verbal, social media, written)	Apology Behavior Contract Class Removal Conference with student Expulsion Law Enforcement Agency Referral Loss of Privilege/Social Probation In-school and/or Out-of School Suspension Parent Contact Referral to counselor/social worker Restorative Practices Peer Mediation Safety Plan Developed Threat Assessment

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Threat: Communicated to Group	**3**	Communication of a threat through any form (included but not limited to verbal, non-verbal, social media, written)	Apology Behavior Contract Class Removal Conference with student Expulsion Law Enforcement Agency Referral Loss of Privilege/Social Probation In-school and/or Out-of School Suspension Parent Contact Referral to counselor/social worker Restorative Practices Peer Mediation Safety Plan Developed Threat Assessment
	Threat: Communicated with Access to Weapon	**3**	Communication of a threat including mention of weapon through any form (included but not limited to verbal, non-verbal, social media, written)	Conference with student Expulsion In-school and/or Out-of School Suspension Safety Plan Developed Parent Contact Referral to counselor/social worker Threat Assessment
Tobacco	Tobacco: In the presence of use and/or distribution	**2**	Student is knowingly in the presence of a peer who is using and/or distributing tobacco, nicotine products, and/or vaping-related paraphernalia on school grounds and/or at school events and does not remove self when given the opportunity	Behavior Contract Conference with student Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker
	Tobacco: (ISBE) Possession and/or use	**3**	Student is under the influence of or in possession of tobacco, nicotine, look-alike product, and/or vaping-related paraphernalia on school grounds and/or at school events	Behavior Contract Conference with student Loss of Privilege/Social Probation In-school and/or Out-of School Suspension Parent Contact Referral to drug/alcohol counseling Referral to counselor/social worker
	Tobacco: (ISBE) Distribution	**3**	Student is giving out/sharing/selling tobacco products, nicotine products, look-alike product, and/or vaping-related paraphernalia to peers on school grounds and/or at school events	Behavior Contract Conference with student Loss of Privilege/Social Probation In-school and/or Out-of School Suspension Parent Contact Referral to drug/alcohol counseling Referral to counselor/social worker

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
Violence <u>With</u> Serious Physical Injury	Violence With Serious Physical Injury: Physical Aggression (ISBE)	**3**	Serious one-sided physical contact (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where either the offender(s) or victim(s) require off-site professional medical attention for extreme physical pain, protracted and obvious disfigurement, protracted loss or impairment of the function of a bodily member, organ, or faculty, or substantial risk of death. Sexual violence where either the offender(s) or victim(s) require off-site professional medical attention.	Apology Class Removal Conference with student Expulsion In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Law Enforcement Agency Referral Parent Contact Referral to counselor/social worker Restorative Practices
	Violence With Serious Physical Injury: Physical Fighting	**3**	Mutual physical fight where either the offender(s) or target(s) require off-site professional medical attention for extreme physical pain, protracted and obvious disfigurement, protracted loss or impairment of the function of a bodily member, organ, or faculty, or substantial risk of death.	Apology Class Removal Conference with student Expulsion Loss of Privilege/Social Probation Law Enforcement Agency Referral In-school and/or Out-of School Suspension Parent Contact Referral to counselor/social worker Restorative Practices
Violence <u>Without</u> Serious Physical Injury/Physical Aggression	Inappropriate physical contact	**1**	Physical contact that is not serious but is inappropriate and unwelcomed.	Teacher Managed
	Violence without Serious Physical Injury (ISBE): Physical Aggression with or without minor injury	**2**	Student engages in one-sided actions involving physical contact that is aggressive in nature (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). It may include minor injury where either the offender(s) or victim(s) require school-based medical attention (not off-site professional medical attention)	Behavior Contract Class Removal Conference with student In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
	Violence without Serious Physical Injury (ISBE): Physical Fighting with or without minor injury	**3**	Mutual physical fight where the offender(s) or target(s) do not require off-site professional medical attention, regardless of intent. ("Professional medical attention" may include the school nurse but not for minor care that any staff member could provide.)	Conference with student In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practice

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Violence without Serious Physical Injury (ISBE): Serious sexual contact	**3**	Serious, non-accidental, and non-consensual physical contact of a sexual nature (e.g., groping, intimating sexual acts, touching private areas, exposing other's private areas) where the offender(s) or target(s) do not require professional medical attention. ("Professional medical attention" may include the school nurse but not for minor care that any staff member could provide.). Includes any intentional contact with private areas of an individual, regardless of intent.	Behavior Contract Conference with student Explicit instruction of appropriate replacement behavior Expulsion In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker
Weapon	Weapon: Possession of Minor Weapon	**2**	Possession of a tool is readily capable of causing harm as determined by school administration but does not meet the state definition of a dangerous weapon. This could include pocket knives with blades less than 2.5 inches	Behavior Contract Conference with student Expulsion In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Safety Plan Developed Search of student and/or locker
	Weapon: (ISBE) Possession of Dangerous - Other	**3**	Student possesses dangerous weapon or realistic-looking fake dangerous weapon (does not include firearms) A device, instrument, material, or substance that is readily capable of causing death or serious bodily injury, except a firearm.	Conference with student Expulsion In-school and/or Out-of School Suspension Parent Contact Referral to counselor/social worker Safety Plan Developed Search of student and/or locker
	Weapon: (ISBE) Possession of Dangerous - Firearm	**3**	Possession of firearm on school grounds that is used for or readily capable of causing death (includes handgun, rifle, shotgun, multiple firearms)	Conference with student Expulsion In-school and/or Out-of School Suspension Parent Contact Safety Plan Developed Search of student and/or locker

Explanation of Disciplinary Consequences

Warning

A teacher/administrator/student conference may be held in hopes of eliminating further discipline consequences.

Lunch Restrictions/Isolated Lunch Detentions

Lunch restrictions/isolated lunch detentions assigned by classroom teachers are served during the student's lunch period with staff supervision. Students will be permitted to get their lunch and then should report to the supervising teacher for the remaining lunch period. Lunch restrictions/isolated lunch detentions are assigned in cases of first time or infrequent misconduct of a lesser nature. The staff member will inform the student and will call home.

Teacher Assigned Detentions

Teacher assigned detentions are detentions assigned by classroom teachers. They are served with the designated detention supervisor and are 75 minutes in length (1 hour and 15 minutes). Teacher assigned detentions are assigned in cases of first

time or infrequent misconduct. The staff member will inform the student and parent. Parents are responsible for providing transportation home. Transportation inconveniences are not a valid excuse for missing a detention. Failure to appear for an assigned detention may result in further disciplinary consequences.

Office Assigned Detentions

Detentions can be issued by any staff member. However, office assigned detentions are assigned in cases of serious misconduct and/or frequent misconduct of the same nature. An office assigned detention will be 75 minutes in length (1 hour, 15 minutes) and commence immediately after classes are dismissed for the day. Students and parents will be notified of the assigned date(s) of the consequence. Parents are responsible for providing transportation. Transportation inconveniences are not a valid excuse for missing a detention. Failure to appear for an assigned detention may result in additional disciplinary consequences.

Absence on the day of a detention will cause the detention to be served on the next detention day. Detentions will typically be assigned Tuesday through Thursday.

Behavior Contracts

An administrator may write a behavior contract to provide a more structured setting for a student in hopes of eliminating inappropriate and unacceptable behaviors.

No Contact Contracts: A No Contact Contract may be implemented to limit or eliminate contact between specific students when deemed necessary. Each contract is developed on an individual basis, with the knowledge of the student involved and notification to their parent or guardian. These agreements are reviewed regularly, and timelines for review and duration are clearly outlined within the contract

Restorative Practices and Interventions

The purpose of restorative practices is to engage students in an educational process including reflection, restoring the environment, and repairing relationships. Such interventions may include checking in with a teacher, administrator, or other staff member, targeted intervention groups with the counselor or social worker, peer mediation, peer mentoring, adult mentoring, reflection, apology, restorative projects such as reading articles, cleaning, or community service.

In-School or Out-of-School Suspension

Administration may assign a student an in-school suspension or out-of-school suspension for, but not limited to, chronic acts of misconduct, single acts of gross misconduct, gross insubordination, truancy, or dangerous and threatening actions to self and/or others. Parents will be notified of any in or out-of-school suspensions directly by an administrator, both in writing and by phone.

- ***In-School Suspension***
  Administration may assign a student an in-school suspension for serious misconduct or frequent misconduct of the same nature. Students will be in a supervised location working on classroom assignments. Any disruption may result in further disciplinary consequences.

- ***Out-of-School Suspension***
  A student who has been suspended from school will not be readmitted to school or to classes without a parent conference. Students may not participate in or attend after school, co-curricular, or extra-curricular activities while under suspension. At the time of a suspension the student will remain in the office until a parent or their designee comes to pick up the student from school.

A suspension may not exceed ten school days. Prior to a suspension, a student will be advised of the reason for the proposed suspension and afforded an opportunity to present information on their own behalf. It must be determined that the student is guilty of noncompliance with the school rule of the conduct charged, and that suspension is reasonably justified. Parents will be given prompt notice of the suspension and the reason thereof.

A suspended student shall have the opportunity to make up any assignments and tests missed during the suspension period. The school will provide work for the student so that future learning is not affected by the suspension. A student will receive credit for these assignments.

Parents have a right to request a review before the Board or an appointed hearing officer.

Right to Review Suspension

The Appeals process must follow these 3 steps:

A. Appeal to the Building Principal
B. Appeal to the Associate Superintendent or Designee

C. Appeal to the Board of Education

Board Policy 7:200, *Suspension Procedure* is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Expulsion

A student may be expelled for gross disobedience or misconduct. Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at a meeting of the Board, or to meet with a hearing officer appointed by the Board to discuss their child's behavior.

The request shall include:

a. Details regarding the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion;
b. The time, date, and place of the hearing;
c. A brief description of what will happen during the hearing;
d. A list of the student's previous suspensions;
e. A statement indicating that the School Code allows the Board to expel a student for a definite period of time not to exceed two calendar years; and
f. A request that the student or parent inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and the student's parent(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified on behalf of the administration, and otherwise present reasons why the student should not be expelled. After presentation of evidence, the Board shall decide the issue of guilt and take such action as it deems appropriate. If the Board decides to expel the student, the written expulsion decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. If a hearing officer is appointed by the Board, the hearing officer shall provide a written summary of the evidence heard to the Board. A student may be readmitted to school after expulsion by official action of the Board.

Board Policy 7:210, *Expulsion Procedure* is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Educational Programs

English Learners

District 158 provides programs to meet the needs of students whose native language is a language other than English. Opportunities are offered to support the growth of English language skills and academic skills for students so they may achieve at high levels in academic subjects and meet the same challenging State standards expected of all students.

- ***Transitional Bilingual Education (TBE)***
  At attendance centers with more than 20 students who speak the same language and qualify for English Learner services, the District is required to establish a Transitional Bilingual Education Program (TBE) for those students. The TBE program is for English language learners who have not reached the language proficiency criteria required by the State. Students receive explicit language instruction in the four domains: listening, speaking, reading and writing. This program provides instruction in the student's native language to facilitate the transition into English, and helps students acquire the concepts in the core academic subjects and acquire English skills at the same time.
- ***Transitional Program of Instruction (TPI)***
  At attendance centers with less than 20 students who speak the same language and qualify for English Learner services, the District will implement a Transitional Program of Instruction (TPI). The TPI program is an English program that serves identified English learners by providing a full-time teacher certified to provide supplementary instruction for all content area instruction. The program integrates English-as-a-second-language instruction with subject-matter instruction that focuses not only in learning a second language, but also using that language as a medium to learn mathematics, science, social studies, or other academic subjects.
- ***Two-Way Dual Language***
  For our Spanish speaking English Learners, we implement the dual language two-way model. The Spanish Dual Language program is made up of approximately half Spanish-speaking students and half English-speaking students. Students have access to a specially trained bilingual teacher. Students are integrated for instruction so that both groups of students serve in the role of language model and language learner at different times. The goal of the Dual Language program is to develop bilingualism, biliteracy, academic achievement, and cross-cultural competencies for students.

Parent Advisory Committee for English Learners

Parents of English learners will be informed how they can: (1) be involved in the education of their children; (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 Program's Parent Advisory Committee.

Family Life and Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if the student's parent submits a written objection. The parent's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents may examine the instructional materials to be used in any District sex education class or course by contacting the Building Principal.

Field Trips

We encourage all students to participate in field trips. We believe the whole world is a classroom and many sound educational activities that support the curriculum are best appreciated by actually visiting specific sites. Any admission fee and a prorated cost for transportation are assessed and payable prior to the trip. Occasionally a lunch stop is scheduled at a fast food restaurant and may be part of the fee. Students always have the option to bring a sack lunch if they so desire. Permission slips will be required and parents will be given appropriate time to complete the form and pay the fee.

Gifted and Talented Program

District 158 is committed to the belief that each student is a unique and valuable human being who possesses individual educational needs and abilities. It is the responsibility of the school to not only acknowledge this, but to identify those needs and abilities and then to provide appropriate educational experiences to optimize each child's individual development.

Although formal identification of eligibility for the Gifted and Talented Program starts at the end of grade 2, identification of students for the Gifted Program is an ongoing process that uses both formal and informal data, and requires the collection of a body of evidence over time to substantiate a student's talent in specific areas.

Students identified are placed in the program based upon Standardized test scores in math, reading and language arts, teacher input and Student Ability Index (SAI) scores. These measures are placed on a matrix for final selection. Students selected for the Gifted and Talented Program are placed with a teacher who has formal gifted training or experience with gifted students whenever possible.

The program is based on the Consultation Model. Consultation is a collaborative problem solving process between the teacher(s) and coordinator(s) through a sharing of expertise with the ultimate goals of better serving students. This model is based upon best practice in the field of Gifted Education.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates the student's absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Library Resource Center

The Library Resource Center (LRC) provides materials that support the mission and curriculum of the District as well as the mission, philosophy, and goals of the middle school. Materials circulate for a period of two weeks. A student ID is required for library check out. All materials will be due two weeks before the end of the school year for inventory. Periodicals, reference materials and media materials are available for students to use in the LRC but do not circulate.

Students are charged a fine of .10¢ per day for overdue books. Students having overdue materials or fines will not be allowed to check out additional materials until their account is clear. In addition, students will be required to pay for books that are lost or damaged before any more materials can be checked out.

The LRC is a classroom. Student conduct as mentioned in other sections of this handbook will apply to the LRC. The LRC staff work with both students and staff to provide reference/research assistance and bibliographic instruction to meet the needs of the curriculum.

Parents, employees, students, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using the procedure described in Board Policy 2:260, *Uniform Grievance Procedure*. Individuals who would like to submit feedback and/or complaints about the school's library media resources should complete and submit the Library Media Resource Objection form.

Multi-Tiered Systems of Support

Multi-Tiered Systems of Support (MTSS) is a multi-tier approach for early identification and support of students with learning and behavior needs. The MTSS process begins with high-quality instruction and universal screening of all students. Students with identified needs are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, paraprofessionals, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the dynamics, intensity and duration of interventions are based on individual student response to instruction. MTSS is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by student outcome data.

The State of Illinois provides districts and schools with a framework for using MTSS to determine a student's eligibility for and entitlement to special education services. Effective, research-based core instruction, interventions, and assessment plays a critical role in this process and data from the core curricula and instruction, as well as interventions, are used in the eligibility determination process. If the intervention plan shows the student demonstrates performance discrepancy as indicated by national, state and local assessments AND does not demonstrate educational progress through those established national, state or local norms, the team will then refer the student to the Individual Problem Solving Team to discuss the process of special education entitlement.

Physical Education

Physical education is taught in all grades and promotes the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities for students to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.

All students will be expected to participate in PE except those who have a written doctor's excuse. Normally a student who provides a note from a parent can be excused from PE for up to three days. After three days, a doctor's note must be provided. Parent notes will only be honored twice per semester. **An excuse from PE class applies to extracurricular sports as well.** A parent may request that a student be excused from physical activity in PE during a period of religious fasting by notifying the physical education teacher in writing.

School Wellness

District 158 promotes student wellness, including good nutrition and physical activity, throughout the educational program, school activities, and meal programs. Schools will foster the positive relationship between healthy nutrition, physical activity, and the capacity of students to develop and learn. In addition, schools will support and promote an active lifestyle.

Physical education is taught in all grades and promotes 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.

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).

Section 504

Students with disabilities who do not qualify for an Individualized Education Plan (IEP) under the Individuals with Disabilities Education Act and Illinois School Code may qualify for services under Section 504 of the Rehabilitation Act of 1973 if the child: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment. Any parent who is deaf or does not typically communicate using spoken English and who participates in a Section 504 meeting with a District representative

shall be entitled to the services of an interpreter. Parents seeking information about Section 504 rights and services should contact the Assistant Principal at their child's school.

Food Services and Cafeteria Expectations

Food Services Staff

The Food Services Department is made up of a team of food and nutrition professionals dedicated to students' health, well-being and their ability to learn. We support learning by promoting healthy habits for lifelong nutrition and fitness practices.

Meals, foods and beverages sold or served at schools meet state and federal requirements which are based on the USDA Dietary Guidelines. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students. All items are prepared and served by qualified child nutrition professionals.

Free and Reduced-Price Food Services Eligibility Criteria and Selection

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines and family-size income standards set annually by the U.S. Department of Agriculture. Those who feel they are in need are encouraged to complete the online Application for Free and Reduced Meals form. Eligibility requirements, the application process and other required information is made available through a secure, private, online form. Individuals who do not have access to a computer or are unable to apply online may pick up an application at the District Administrative Office. Once the application is processed, the parent(s) will receive a notification letter regarding eligibility status.

Breakfast and Lunch Menus

Monthly menus and meal prices, in addition to nutrition, fitness, and education information, the District's School Wellness Plan, and prepayment options are available on the Food Services webpage. All students are offered a complete meal that includes milk, grains, meat and meat alternatives, fruits, and vegetables that meet federal guidelines.

MySchoolBucks

District 158 schools offer MySchoolBucks as a convenient method to pay for student meals. This online payment service provides parents with a quick and easy way to add money to your child's meal account by using a credit/debit card or electronic check wherever you have Internet access.

By creating a secure online account, parents can manage their child's account easily and conveniently by taking advantage of some of its popular features:

- Spending History – View a seven day history of your child's purchases.
- Low Balance Email Notification – Receive email notification when your child's account balance is low.
- Smart Pay – Set accounts to automatically replenish.
- Expired Credit Card Notification – Receive email notification prior to credit card expiration.
- Multi Student Funding – Fund multiple children at the same time.
- Spending Limit Settings – Set daily and weekly spending limits for your child by calling the District's Food Service Office at (847) 659-6158.

Nutritious Food

All students are offered a complete meal that includes milk, grains, meat and meat alternatives, fruits, and vegetables that meet federal guidelines. Additional food items are also offered at a la carte pricing.

Providing Lunch/Food for Your Child

Lunches or food not purchased at school should be limited to just your child. Large quantities of lunches or food brought in during the school day causes an unnecessary disturbance in the building. If you choose to drop off food for your child, please note that we will not interrupt classroom instruction to call the student down. The school has two general call-down times during the day in which students will be asked to pick up items.

Purchasing Food

District 158 uses an electronic system for purchasing lunch which requires all students to use their ID card to make food purchases in the cafeteria. Parents may add funds to the student's lunch account by creating a secure online account at MySchoolbucks.com (funds may take 24 to 48 hours to be available in the students' account) or by bringing cash or a check

(made payable to Huntley Community School District 158) to the designated area in an envelope marked with their name and student ID number. The cafeteria staff will place these payments in the student's lunch account.

Students should only be purchasing food and drink that they can consume during their regular lunch period. Open food and beverage items (excluding water bottles with a cap) are not to be taken to lockers for future consumption.

Cafeteria Expectations

Students are expected to cooperate with the following procedures:

1. Place all lunch account checks/cash in the designated area upon arrival to school.
2. Deposit litter in the garbage cans provided.
3. Return all trays and utensils to the dishwashing area.
4. Leave the table and floor around the area in a clean condition for others.
5. Cafeteria lines will move with order and efficiency if all students have their ID card ready at the cash register and are patient and polite while waiting their turn.
6. Be considerate of others.

Health Services

Health Office Staff

The health program is designed primarily to maintain health and prevent serious injury or illness. A Registered Nurse is employed by the District in each school to be on duty when children are present during school hours.

Accident, Illness or Injury Procedure

When a student becomes ill at school, the student may visit the Health Office. The nurse will assess the seriousness of the illness or injury and administer first aid. If warranted, parents will be notified. Possible outcomes after being assessed by the nurse: (1) the student may return to class, (2) the student may be picked up by the parent, or (3) the student may be sent to the hospital via EMS.

If the student has a fever of 100.4° F or greater, the student MUST be picked up from school. Other situations where a student must be picked up from school include, but are not limited to: vomiting, diarrhea, open lesions that cannot be covered, lethargy, serious head injuries, undiagnosed persistent or disruptive cough, eye drainage or redness, undiagnosed or new rashes, and serious limb injuries. These situations will be given a "nurse home" attendance code. Parents are required to sign their child out in the office before leaving the building.

NOTE: Students must call their parents from the Health Office. Per school rules regarding cell phone use, students should not text or call their parents during the school day even if it pertains to illness.

Administering Medication to Students

Every attempt should be made to schedule medication administration outside of school hours. However, if under exceptional circumstances a child is required to take prescribed medication during school hours, all medication shall be transported to and from school by a parent. Students are not to transport or have medications in their possession except for the self-administration of diabetes medication, asthma medication, or epinephrine auto-injectors, as outlined below. The nurse, principal, or designee will administer the medication in compliance with the following regulations:

Prescription Medication

- A Request for Administration of Medication Form signed by the parent AND *signed by the medical doctor*, renewed annually at the beginning of the school year.
- The original prescription bottle must be brought to school by the parent. Students may NOT carry the medication to school.
- The prescription bottle label must contain the student's name, name of medication, time to be administered, dosage, possible side effects and termination date of administering the medication.
- Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

Non-Prescription Medication

- A Request for Administration of Medication Form signed by the parent AND *signed by the medical doctor*, renewed annually at the beginning of the school year. Some non-prescription medications may be supplied by the school – please check your school for specifics.

- All medication needs to be labeled with the student's name and brought to school by a parent.
- Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student non-prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

Administration of Medical Cannabis by Parent

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student on school property or on the school bus by a parent under the following guidelines:

1. The parent of a student who is a minor must be registered with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child.
2. Both the student and parent possess valid registry identification cards issued by the IDPH.
3. Copies of the registry identification cards are provided to the Health Office.
4. An Administration of Medical Cannabis by Parent on School Property form signed by the parent AND *signed by the medical doctor*, renewed annually at the beginning of the school year.
5. After administering the product to the student, the parent must immediately remove the product from school property.

Medical cannabis infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis on school property or on the school bus is prohibited.

The product may not be administered in a manner that, in the opinion of the District, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this policy is prohibited. The District may not deny a student attendance at school solely because they require administration of the product during school hours.

Undesignated Asthma Medication

Public Act 100-0726 (the Act) amends the school code 105 ILCS 5/22-30 and 27A-5, to include undesignated asthma medication to the other undesignated emergency medications in Illinois schools. The Act permits schools to stock a supply of asthma medication and spacers; authorizes physicians to provide school districts and non-public schools with a standing order; and gives nurses or other trained personnel the authority to provide/administer Albuterol to any person (including parents, visitors and guests) that the nurse believes in good faith is experiencing respiratory distress. Undesignated Albuterol multi-dose inhalers and spacers are available in all school health offices during school hours.

Undesignated Epinephrine Auto Injectors (Epi-Pens)

The Emergency Epinephrine Act, P.A. 97-0361 (the Act) became law in Illinois in 2011. The Act permits schools to stock a supply of Epinephrine Auto-Injectors, authorizes physicians to provide school districts and non-public schools with a prescription to obtain the emergency auto-injectors from local pharmacists, and gives nurses or other trained personnel the authority to provide/administer the epinephrine to any person (including parents, visitors, and guests) the nurse believes in good faith is having an anaphylactic reaction. Undesignated Epi-Pens are available in all schools during school hours. The standing order and emergency auto-injectors are kept in the Health Office.

Undesignated Opioid Antagonists

Illinois School Code (105 ILCS 5/22-30(f)) and District Policy 7:270, *Administering Medicines to Students*, permits schools to maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors, including, but not limited to, naloxone hydrochloride (Narcan) or any other similarly acting drug approved by the U.S. Food and Drug Administration. A School Nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe that person is having an opioid overdose.

A copy of Policy 7:270, *Administering Medicines to Students*, is available on the District's website.

Huntley District 158 and its employees and agents, including the physician, physician assistant, or advance practice nurse providing the standing protocol or prescription for School District Supply of Undesignated medications, shall incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an undesignated medication, including, but not limited to, asthma medication (inhaler), epinephrine auto injectors (Epi-Pen), diabetes medication (glucagon), or opioid antagonists, regardless of whether authorization was given by a student's parent/guardian, the student's physician, physician assistant, or advance practice nurse.

Self-Administration of Medication

Students are permitted by law to carry and self-administer diabetes medication, asthma inhalers, pancreatic enzymes, and epinephrine auto-injectors, where appropriate. The parent must sign a statement acknowledging that the District shall incur no liability as a result of any injury or claim arising from the self-administration of the medication or use of an epinephrine auto-injector regardless of whether authorization was given by the student's parent or by the appropriate medical official, and that the parent will indemnify and hold harmless the school district and its employees and agents against any such claims.

Asthma Medication

Students may carry and self-administer their own asthma inhaler. Occasionally parents will provide an additional inhaler to be kept as a back up in the Health Office.

- If the parent would like their child to carry their own inhaler, the parent must provide:
  - Written authorization through the Request for Self Administration of Asthma Medication form signed by the parent, submitted annually at the beginning of the school year.
  - A prescription label with the name of the medication, the prescribed dosage and the time(s) or circumstances under which the medication is to be administered.
- Please also provide an Asthma Action Plan form completed by the student's physician and submitted every year at the beginning of the school year.

Diabetes Medication

Students may carry and self-administer their own diabetes medication. However, parents may prefer the nurse monitor the student's diabetes.

- If the parent would like their child to administer the medication and glucose test independently, the parent must provide:
  - Written authorization through the Request for Self Administration of Diabetic Insulin and Glucose Testing form signed by the parent documenting the student has been instructed in the use and self-administration of the medication and glucose meter, AND *signed by the medical doctor*, renewed annually at the beginning of the school year.
  - A prescription label with the name of the medication, the prescribed dosage and the time(s) or circumstances under which the medication is to be administered.

Epinephrine Auto Injectors (Epi-Pens)

Students may carry and self-administer an Epi-Pen. However, parents may prefer the Epi-Pen be kept in the Health Office.

- If the parent would like their child to administer their own Epi-Pen, the parent must provide:
  - Written authorization through the Request for Self Administration of Anaphylactic Medication form signed by the parent documenting the student has been instructed in the use and self-administration of the anaphylactic medication, AND *signed by the medical doctor*, renewed annually at the beginning of the school year.

If a student requires assistance with their Epi-Pen during a severe allergic reaction, a nurse or other trained staff member may administer the Epi-Pen.

Anaphylaxis Prevention

While it is not possible for the school or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parents and students who desire more information may contact the nurse.

Board Policy 7:285, *Anaphylaxis Prevention, Response, and Management Program,* is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Communicable Diseases

Please notify the Health Office as soon as possible if your child contracts any contagious disease. If such a disease is contracted, the child must be excluded from school. Communicable diseases such as chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis, norovirus, coronavirus, and strep throat are contagious before they reach a stage where they can be recognized and diagnosed. Certain communicable diseases will require a doctor's release for the student to re-enter school or may require documentation from the County Department of Health to re-enter school or school related activities. Please check with the school Health Office for specifics.

Concussions

If a student sustains a concussion, please notify the Health Office. The school will support a student with a concussion working with the student's physician and by providing a Return-to-Learn protocol. The student will check in with the nurse daily to evaluate symptom severity.

The Illinois Department of Public Health (IDPH) has adopted the U.S. Centers for Disease Control and Prevention's (CDC) *Heads Up* campaign brochures which include concussion fact sheets for parents available on the IDPH website.

If an accident or illness merits being excused from school and/or physical education or recess, a doctor's note is required that specifies when the student may return to normal activity. **The nurse will not be able to write a note to excuse the student from PE.** A physician's release to return to PE and/or extracurricular athletic activities is required whenever a doctor's note for no PE has been issued for a concussion or other reason.

Emergency Contact Information

There are times when a student's illness or injury requires transportation to the hospital. The local rescue squad will transport the student to the appropriate medical facility. Every attempt will be made to notify the parent before transport. In order to contact parents quickly, it is required that we have complete and current information in PowerSchool on the following items:

- Your home address and telephone number
- Working status of parent(s), including the name of the company, the address and phone number where you can be reached
- The name and phone number of a neighbor, friend, or relative who is willing to attend to your child in an emergency.

It is the responsibility of the parent to notify the Registration Department at studentupdate@district158.org of any changes in the aforementioned items.

Epilepsy or Seizure Disorder

Parents of students who are diagnosed with epilepsy or a seizure disorder must submit a Seizure Action Plan at the beginning of each school year.

Life-Threatening Food Allergies or Life-Threatening Chronic Illnesses

State law requires District 158 to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and State rules.

Parents of students with food allergies should provide a Food Allergy Emergency Action Plan and Treatment Authorization form completed by the student's physician and submitted every year at the beginning of the school year.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the support needed for your student to access their education effectively.

While not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504, we may be able to appropriately meet a student's needs through other means.

Physical Examination and Immunization Requirements

In accordance with the Illinois Department of Public Health (IDPH) and the Illinois School Code, physical examinations are required for all students entering Kindergarten, sixth grade and ninth grade, and students transferring from out-of-state. Physicals are also required for students trying out for or participating in extracurricular athletics. The Illinois Certificate of Child Health Examination (school physical) form must include a record of all immunizations the child has received**.**

Every child who enters Preschool, Kindergarten, sixth or ninth grade and every child who enters an Illinois school for the first time, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (ISBE).

Students failing to meet the required immunizations against measles, tetanus, diphtheria, poliomyelitis, varicella, pertussis (whooping cough), meningitis, rubella, mumps, and Hepatitis B, will be excluded from all District schools. There are two exceptions to this State law:

- Children whose parents object to immunizations on religious grounds must present the IDPH's Religious Exemption to Required Immunizations/Examinations form to the Superintendent or designee. Upon receipt of the form, the Superintendent or designee shall immediately inform the parent of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- Per Illinois School Code, if the physical condition of the child is such that any one or more of the immunization agents should not be administered on medical grounds, the examining physician responsible for the performance of the health examination shall endorse such fact upon the health examination form.

All physical and immunizations must be submitted on the Illinois Certificate of Child Health Examination (school physical) form prior to the first day of school or students will not be allowed to attend school.

Dental and Vision Exam Requirements

A Dental Exam form must be provided to the Health Office before May 15 of the current year for students in Kindergarten, second, sixth, and ninth grades. A Vision Exam form must be provided to the Health Office for students entering Kindergarten or transfer students entering Illinois schools for the first time. A student may be exempt from the dental or vision examination requirements if the student's parent shows an undue burden or lack of access to a dentist or qualified physician/optometrist.

Reporting to the Health Office

Except in emergencies, students need a hall pass from their teacher to visit the Health Office. If a student decides they need to see the nurse during a passing period, the student should report to class and receive a hall pass from the teacher. If the nurse is not there or the Health Office is closed, the student should report to the office.

The Health Office is to be used for acute illness or injury, emergencies, or medication administration.
It is **NOT** to be used by students to sleep, congregate with others, or eat due to missed meals.
Our goal is to ensure the best possible education for our students by keeping students in class.

Restrictions for Activity or Physical Education

At times, individual students may require special restrictions to their activity level due to a medical condition. Restrictions for activity or physical education class need to be submitted by a medical physician and must specify the amount of time the student is restricted from participation. Please note any physician directives for activity restrictions need to be reviewed and resubmitted each school year.

When To Keep Your Child at Home

Please keep your child at home during an illness to decrease the number of students who are exposed to the illness. Students who have been running a fever (100.4° F or greater) should be kept home fever-free for 24 hours before they return to school unless guidelines from the CDC or IDPH increase this timeframe. Students should also remain at home for 24 hours after vomiting has stopped and the student can tolerate a solid diet, and/or until diarrhea-free for 24 hours.

Internet ~~and Technology~~

Access and Use

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behaviors by users. However, some specific examples are provided. **Failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Privileges

Use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The technology administrator will make all decisions

regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. The decision of the technology administrator is final. The technology administrator will work with the building administrator and the building administrator will deal directly with the violator.

Terms and Conditions for Internet Access

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.

Acceptable Use

Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. Use of the Internet, email, and other communication and collaboration tools to enhance productivity and enhance student learning is encouraged.

If students have been provided with a 1:1 technology device, the following are guidelines for the expectation of using technology responsibly:

a. Bringing a charged device to school every day;
b. Storing the device in the provided case when not in use;
c. Moving safely through the hallway while carrying the device;
d. Respecting the property and privacy of others by not using another student's device or account;
e. Using the device, app, and other information resources to support learning, complete school assignments, and gain understanding of how technology works; and
f. Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work.

Unacceptable Use

Staff and students are responsible for their own actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to, the following:

a. Using the electronic networks for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by Board Policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
l. Posting or sending material authored or created by another without their consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. Using the electronic networks while access privileges are suspended or revoked.

Indemnification
The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Internet Safety
Internet access is limited to only those acceptable uses as detailed in these procedures. Staff members shall supervise students while students are using District Internet access to ensure students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The technology administrator and Building Principal shall monitor student and staff Internet use.

Internet and Network Security
Internet and network security is a high priority. If the user can identify a security problem on the network or Internet, the user must notify the Technology Department or Building Principal. If reported to the Building Principal, the Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network. **Keep your accounts and passwords confidential and do not use another individual's account.**

Network Etiquette
Staff and students are expected to abide by the generally accepted rules of network etiquette while using any means of electronic communication such as email, blogs, wikis, discussion boards, instant messaging, etc. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers of students or staff.
d. Recognize that the District's electronic networks are not private. People who operate the District's technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property.

No Warranties
The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Telephone Charges
The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Use of Email
The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.

b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the technology administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
e. Use of the District's email system constitutes consent to these regulations.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Web Publishing Copyright Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
b. Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.
c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
d. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent and student

Technology and Artificial Intelligence

Definition: Artificial Intelligence is technology that enables machines to simulate human intelligence and capabilities by processing and analyzing existing information using predefined actions or recommendations.

Purpose Statement: In Huntley District 158, students and educators will use relevant new technologies, such as Artificial Intelligence (AI), in structured learning experiences to support their education and prepare them for the future. The use of AI begins with human-driven questions and ends with human insight. AI will support inquiry, discovery, and reflection. We will ensure that AI tools are used responsibly and ethically to enhance learning. AI will support, rather than replace, thinking and learning and complement effective teaching methods. We will foster critical thinking, academic integrity, and access to learning while empowering students and educators.

Guiding Principles and Values: Whenever students and staff use new technologies to support education, we will ensure they align with our purpose, principles, and values. In Huntley District 158, we value:

1. AI as an Educational Tool
    - AI will complement, not replace, human learning and effort, aligning with educational goals.
    - AI will support critical thinking, creativity, and problem-solving.
    - Educators and students will use AI to personalize learning experiences, adapting to diverse student needs and learning styles to maximize individual growth.
    - AI will streamline tasks and optimize workflows, allowing educators to dedicate more time to instruction and student engagement.
    - AI will serve as an accessibility tool to support student engagement and access to curricular materials and services.
2. Ethical Use and AI Literacy

- Human judgment will remain central in AI-assisted decision-making.
- AI literacy will be fostered among students and educators, ensuring they understand AI's capabilities, limitations, ethical considerations, and societal impacts to enable informed and responsible use.
- AI use will uphold academic integrity, ensuring students engage ethically and authentically in their learning.
- Students will ensure that their work reflects their thinking and learning process, avoiding misrepresentation through AI-generated content.
- Students and educators will disclose AI usage when appropriate and provide proper attribution.

3. Data Privacy, Safety, and Equitable Access
   - Student data privacy and online safety will be prioritized and adhere to relevant laws, including SOPPA, FERPA, COPPA, and CIPA.
   - All students will have equitable access to AI tools and resources.
   - AI tools will be developmentally appropriate for students.
   - Students and educators will understand how AI interacts with their data/information and comply with school and district policies and guidelines.
4. Oversight and Continuous Improvement
   - AI tools will be carefully evaluated and implemented to align with educational goals.
   - The district will develop and regularly refine clear guidelines and protocols for AI use.
   - The district will establish processes for ongoing monitoring and auditing of AI usage to ensure adherence to these principles and address potential misuse.
   - The district will foster collaboration among educators, students, families, and the community in selecting, implementing, and evaluating AI tools and strategies.
   - Students and educators will engage in training on AI tools, including their benefits, risks, and best practices.

AI Guidelines for Students: Artificial Intelligence (AI) can be a powerful tool to support student learning, but it's important to understand when and how it's appropriate to use. Huntley 158 has established clear AI Usage Guidelines to help students and teachers navigate expectations for assignments, assessments, and projects.

All assignments will fall under one of three categories in which teachers will provide guidance on the appropriate level of student use:

- **No Use (Default):** AI tools are not allowed. All work must be original and created without assistance.
- **Limited Use:** AI can be used only for specific purposes such as brainstorming, editing, or tasks defined by your teacher. All AI use must be clearly cited.
- **Integrated Use:** You may use AI tools freely with teacher approval, as long as you follow academic integrity practices and provide a rationale for your use.

Click here to view the full Huntley 158 AI Guidelines for Students Document.

Progress Reports, Report Cards, Grading, Retention, and Promotion

Progress Reports

Mid quarter progress report grades will be available on PowerSchool. A notification will be sent to parents via the School Messenger/Communicate program on the day that mid quarter progress report grades are updated. Parents may also access current grades at any time by using their parent account on PowerSchool.

Report Cards

Report cards for students in grades 6-8 are completed on a quarterly basis. Students will be assessed on end of the year grade-level standards in order to show what the student knows, or is able to do, in relation to the standard. The report cards show student progress towards mastery of specific learning targets. A notification will be sent to parents via the School Messenger/Communicate program on the day that report cards are distributed.

Grade Point Average (GPA) Calculation

In figuring grade point average, points are earned for each quarter grade. The points are then totaled and divided by the number of classes attempted.

A+ = 4.3	A = 4.0	A- = 3.7	160 C+ = 2.3	C = 2.0	C- = 1.7

B+ = 3.3	B = 3.0	B- = 2.7	D+ = 1.3	D = 1.0	D- = 0.7
				F = 0	

All classes are 1 credit. If a student is enrolled in ½ band or orchestra and ½ chorus, they will receive 0.5 credit for each class. Below is an example of how to calculate a GPA for a student who received the following grades in each class.

Example for calculation:

Class	Credit	Grade	Points	
Art	1	A-	3.7	
PE	1	A-	3.7	
½ Band	.5	A+	2.15	
½ Chorus	.5	A+	2.15	
Science	1	A	4	
Math	1	A-	3.7	
Literacy	1	B+	3.3	
History	1	A	4	
TOTAL	7		26.7	**26.7/7= GPA 3.814**

Grade Point Average (GPA) Calculation with Honors Courses

Algebra 1 (H), Geometry (H), and English 1 (H) are courses that have been determined to be taught at the rigor of an honors high school course and are therefore given extra consideration in determining grade point average.

Honor's weighted courses will use the following point system.

A+ = 4.8	A = 4.5	A- = 4.2	C+ = 2.8	C = 2.5	C- = 2.2
B+ = 3.8	B = 3.5	B- = 3.2	D+ = 1.3	D = 1.0	D- = 0.7
				F = 0	

Again, all classes are 1 credit. If a student is enrolled in ½ band or orchestra and ½ chorus, they will receive 0.5 credit for each class. Below is an example of how to calculate a GPA for a student enrolled in honors classes who received the following grades.

Example for calculation (with Honors classes):

Class	Credit	Grade	Points	
Art	1	A-	3.7	
PE	1	A-	3.7	
½ Band	.5	A+	2.15	
½ Chorus	.5	A+	2.15	
Science	1	A	4	
Algebra 1 (H)	1	A-	*4.2*	
English 1 (H)	1	B+	*3.8*	
History	1	A	4	
TOTAL	7		27.7	**27.7/7= GPA 3.957**

Remediation, Retention, and Promotion

The decision to retain or promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Illinois State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance.

Research indicates a negative outcome regarding retention, and as such, effective decision-making regarding retention will include a remediation plan developed throughout the school year in which administration will track student core class grades.

The remediation/retention process is a continuous process that may include communication home, team supports, MTSS supports, meeting with administration, and/or social-emotional supports. The plan becomes more intensive and restrictive as a student progresses through the remediation process.

Students who have failed two or more quarters of a core class at the end of the school year will be considered for summer school and/or retention. Retention will only occur if the remediation process is not successful. The Building Principal will have the final decision-making authority over retention decisions.

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. As such, District 158 has developed and maintains a comprehensive safety and security plan that includes, without limitation:

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

Campus Resource Officers

District 158 has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley, and Lake in the Hills Police Departments. As part of an intergovernmental agreement, this partnership helps create "effective and positive school student discipline that: (1) is part of District 158's larger effort to address school safety and climate, (2) includes proactive and restorative methods rather than only punitive, and (3) is clear, consistent and equitable."

Each CRO is equipped with a body worn camera as provided by law in accordance with Police Department policies. The CRO's body worn camera will not record during the school day unless and until the CRO has reason to believe that a crime has been or is in the process of being committed. Further, in the event a CRO is in a hostile situation or perceives that a complaint will be raised, at the CRO's discretion, the body worn camera can begin recording.

Emergency Procedure Terms

- **Lockdown:** A lockdown is declared when, in the opinion of an administrator, Campus Resource Officer, or staff member, a situation exists that threatens the safety of students and staff and requires them to take appropriate protective action – locking down in a classroom, hiding from the danger or safely getting out of the building.
- **Hold in Place and Teach:** This protocol is enacted when there is a situation *inside the building* that requires immediate action for all persons to remain in place. It is non-life threatening to the general population and to the school.
- **Secure the Building and Teach:** This protocol is enacted when there is a situation *outside the building* that requires all persons to remain inside the school building.
- **Severe Weather/Shelter in Place:** This protocol is enacted when there is a severe weather/tornado warning indicated in the area of the school(s). All staff and students, inside or outside of the school, will be advised to move to their designated safe areas within the school.

  Should a severe weather/tornado warning occur at dismissal time, students will be kept in the building until conditions improve or an all-clear signal is issued.

  In the event buses are in transit and a severe weather/tornado warning is announced, buses will go to the closest school building or predetermined location based on movement of the potential weather.

  - **Tornado Watch:** A tornado watch is used when conditions are favorable for tornadoes to form.
  - **Tornado Warning:** A tornado warning is used when a tornado funnel is signed or indicated by weather radar. Shelter should be taken immediately.

School Safety Drill Plan

In accordance with the School Safety Drill Act (105 ILCS 128/) and Board Policy 4:170, *Safety*, the following drills will be conducted:

1. Three school evacuation drills;
2. Two bus evacuation drills;
3. One severe weather and shelter-in-place drill;
4. One law enforcement lockdown drill.

Emergency drill procedures will be discussed with all students by their classroom teachers prior to each drill. If a parent would like to opt their child out of participating in the law enforcement lockdown drill, they must request this in writing to the Building Principal each school year.

School Bus Safety

All students shall be provided with instruction in safe bus riding practices at least twice during each school year. The instruction shall include two emergency bus evacuation drills, as well as the operation and use of the emergency door, windows (as a means of escape), and fire extinguisher.

Student Drop-Off and Pick-Up

In the interest of safety and security of all students and staff, parents are asked to please review the following drop-off and pick-up procedures:

Morning Drop-Off

All students should be dropped off in the single lane drop off area as designated curbside in the front of the school. Please use the entire front of the building to drop off, helping to efficiently drop off as many students in the quickest time possible.

Only buses are allowed in the back of the school. **No student should be dropped off in the parking lot**. Students at HMS will be allowed to enter the building at 7:00~~15~~ a.m. Students at MMS will be allowed to enter the building at 6:45am.

Afternoon Pick-Up

All students being picked up must be picked up in the single lane pick up area as designated curbside in the front of the school. Please use the entire front of the building to pick up, helping to efficiently pick up as many students in the quickest time possible.

Only buses are allowed in the back of the school. **No student should be picked up in the parking lot**. Adult supervision of car riders ends at 2:35 p.m. Students not involved in a school-sponsored activity may not remain on campus. If you cannot pick up your child by this time, please arrange for them to ride the bus home.

> Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME.
> Vehicles located in these locations may be ticketed and/or towed by the police.

Walking or Riding Bicycles To and From School

For safety purposes, it is not recommended that students walk or ride bicycles to or from school. ~~E~~e-bikes and other motorized bikes/scooters are prohibited.

Search and Seizure

In an effort 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 include school liaison police officers (Campus Resource Officers).

School Property and Equipment
As Well as Personal Effects Left by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Search of Student Accounts or Profiles on Social Networking Websites

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 the student's parent to provide a password or other related account information to gain access to the student's account or profile on a social networking site.
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 the school's disciplinary rule or policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Searches of Students and/or Student's Personal Effects

School authorities may search a student and/or the student's personal effects in the student's possession (purses, wallets, knapsacks, book bags, lunch boxes, etc.), when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or District's rules and policies.

The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search will be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness; and
- By a certificated employee or school liaison police officer (Campus Resource Officer) of the same sex as the student.

Seizure of Property

If a search produces evidence that a student has violated or is violating either the law or the school or District's rules or policies, 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. The student's parent(s) shall be notified of the search as soon as possible.

Board Policy 7:140, *Search and Seizure*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Special Education

Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all students with disabilities enrolled in District 158, as required by the Individuals with Disabilities Education Act (IDEA). The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated and provided with appropriate educational services. Once a student is determined to have a disability under IDEA, an Individualized Education Program (IEP) will be developed by a team of educators along with parents.

For additional information, please contact the Special Services Department at (847) 659-6158.

Services and Programs

District 158 provides a continuum of services to students with IEPs. Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Program team, including the student's parent(s) and educators, meets annually to determine the needs of the student and the least restrictive environment. Students who move into District 158 with an IEP will be provided with the services listed in the Individualized Education Program plan.

Students with IEPs are afforded safeguards and rights described in the parent guide, *Educational Rights and Responsibilities: Understanding Special Education in Illinois*, available on the Illinois State Board of Education (ISBE) website.

Students with disabilities who do not qualify for an Individualized Education Program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

Access to Classroom for Special Education Observation or Evaluation

The parent of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the Building Principal.

Discipline of Special Education Students

The District will comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability.

Additional information, including laws, regulations, and guidance, is available at the Illinois State Board of Education (ISBE) website.

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

- ***Physical Restraint, Time Out, and Isolated Time Out (RTO)***
  Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

  Additional information for parents, including *The Physical Restraint, Time Out, and Isolated Time Out Bill of Rights*, is available on the Illinois State Board of Education (ISBE) website.

Exemption From PE Requirement for Special Education Students

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

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

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Related Service Logs

For a student with an IEP, the District must create related service logs that record the type of related services administered under the student's IEP and the minutes of each type of related service that has been administered.

Student Privacy Protections

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, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

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 may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This 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.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parents.
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.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs.

The student's parent 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 survey. The school will not penalize any student whose parent exercised this option.

Instructional Material

A student's parent 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.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may 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, the above paragraph does not apply: (1) if the student's parent 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.

A parent who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

Here is a link to the District's Student Data Privacy processes and procedures.

Student Records

The District will maintain two sets of records for each student: a permanent record and a temporary record.

Permanent Records

All student permanent records are maintained for at least 60 years after the student transfers, graduates, or permanently withdraws.

A student's permanent record may include:

- basic identifying information
- academic transcripts
- attendance records
- accident and health reports
- honors and awards
- school-sponsored activities and athletics

- information pertaining to the release of this record

Temporary Records

Student temporary records are maintained for at least five years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parent or to the student when the student reaches 18 years of age, graduates from high school, marries, or enters military service, whichever comes first. Such students are called *eligible students*.

A student's temporary record may include:

- family background information
- intelligence and aptitude test scores
- psychological reports
- achievement test results
- participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- honors and awards received
- teacher anecdotal records

- disciplinary information
- special education files
- records associated with plans developed under Section 504 of the Rehabilitation Act of 1973
- verified reports of information from non-educational persons, agencies or organizations of clear relevance to the student's education
- information pertaining to the release of this record

Rights and Privacy Regarding Student Records

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records within 10 business days after the date the District receives a request for access.**
   A parent or student 18 years of age has the right to inspect and copy their permanent record. The parent or student should submit to the Building Principal or the Official Records Custodian a written request that identifies the record(s) they wish to inspect. The Building Principal will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.

   These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15).

2. **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, irrelevant, or improper.**
   A parent or eligible student may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write to the Building Principal or the Official Records Custodian, clearly identify the part of the record they want changed, and specify the reason.

   If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise the individual of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or ISSRA authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or

any parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill professional responsibility or contractual obligations with the District.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to individuals, the parent or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-state suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   Student temporary records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parent names and addresses, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, or period of attendance in school.

   Any parent or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period unless the parent or eligible student is specifically informed otherwise.

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

   The name and address of the Office that administers FERPA is:

   U.S. Department of Education
   Student Privacy Policy Office
   400 Maryland Avenue, SW
   Washington, DC 20202

Student Services

Counseling and Guidance

The guidance counseling staff are a resource to students in educational, social/emotional development, and career awareness activities. Academic counseling is available when students appear to have organizational or motivational problems in school. The counseling staff will help coordinate home-school communication as necessary and also act as a liaison between students and teachers.

Individual counseling may be provided upon request of the student, parent, or teacher. Such confidential discussions may be on any topic of concern including school adjustment problems and personal problems. Counselors do not provide therapy for students, but can and will provide referrals as needed. In addition to the above services, it is the goal of the counseling staff to provide for the personal growth and development of all students regarding such issues as self-esteem, decision making, social skills, life safety, etc.

Erin's Law Counseling Options, Assistance, and Intervention

Each middle school's counseling staff has identified 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.

Problem Solving Team

Students who are experiencing academic, behavioral or social/emotional concerns, which affect academic performance, may be referred to our Problem Solving Team (P.S.T.) This program is designed to assist and support students at-risk of academic failure. Staff and/or parents may refer students for this program to the student's guidance counselor. Based on the student's needs, an action plan will be developed and monitored to assist the student in achieving academic success.

Transportation

School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible. It is the responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law. Decisions regarding special education students will take into account related disabilities and the student's IEP pertaining to transportation.

Transportation Department Staff

The District 158 Transportation Department and its staff are dedicated to the service, safety and well-being of all students that it transports. Bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. The bus driver is required to report students who violate the bus rules of proper behavior and conduct while riding the bus. Bus drivers are not authorized to change routes or make unauthorized stops unless approved through the Transportation Department.

Bus Conduct, Expectations, and Discipline

Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their bus and will not be required to transport any student who is a disciplinary problem. The school discipline system applies to students at the bus stop, bus loading and unloading locations, on the ride, and throughout the school day. If a student's behavior is not acceptable, the right of riding the bus may be suspended and the student may face further consequences.

Bus Expectations

- Be on time
- Walk to and away from the bus
- Find a seat immediately and remain seated
- Maintain an appropriate noise level and use appropriate language
- Keep your hands, arms, feet, and all objects inside the bus and to yourself
- Follow directions from the bus driver and other adults
- Help keep the bus clean
- Report unsafe behavior to the bus driver
- Use only approved items on the bus

Bus Discipline

The bus is an extension of the school and classroom in which all school rules, regulations and discipline policies and procedures apply.

- Transportation is a right that can be suspended.
- Each student is responsible for their behavior while on the bus and in the school bus loading and unloading areas.
- Unacceptable conduct on the school bus or at a school stop may result in a warning, detention, suspension or expulsion from school.

Should a student's bus riding privilege be suspended, it then becomes the responsibility of the parent to transport the student. Revocation of a student's bus riding privilege is not considered an exclusion, expulsion or suspension from school. Students suspended from the school bus who do not have alternate transportation to school will have the opportunity to make up missed school work for equivalent academic credit. It is the responsibility of the parent to notify the school that the student does not have alternate transportation.

Bus Routes

Students are required to ride their designated routes and get on and off at their designated stops. Students must be picked-up and dropped-off at the same location Monday thru Friday. Transportation needs to keep track of students riding their designated routes in the event of an emergency (i.e. bus collision, lost or missing students, etc.). Due to the number of students being transported, it is not feasible to let students ride home on routes other than their designated route.

In the event of an emergency, the parent must call the Transportation Department at (847) 659-3000 to request a change in their child's designated route. Requests for changes will be accepted or denied based on the number of students assigned to a particular bus route. If the request is approved, the Transportation Department will notify the school of the change.

Bus Stops

The Transportation Department requires that students be at the bus stop five (5) minutes before the regular pick-up times. The five minutes compensates for any variance in the bus run and allows the bus to stay on schedule. When the bus comes to a stop, the students can board the bus, and it can be on its way to the remaining stops. It is important for students to be present at their designated bus stop at least five minutes before the scheduled arrival time to ensure timely pick-ups. Due to multiple circumstances, the bus may arrive three to five minutes earlier or later than the posted time.

In areas where sidewalks are provided, students need to stand a safe distance on the sidewalk away from the curb and street. In areas where sidewalks are not provided, students need to stay off the road and out of harm's way of motorists using the roadway. The private property of those living near the bus stop is to be respected.

Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus in single file in an orderly fashion without pushing and shoving, and find a seat immediately.

When students need to cross a road before boarding or after exiting the bus, they must wait on the curb or edge of the roadway until the driver signals the student giving them permission to cross the road. Students should cross the road far enough in front of the bus (approximately 10 feet) so the driver can see the student and the student can see the driver.

Not following these guidelines is a serious safety offense and drivers have been directed to submit bus conduct reports of students who do not follow these guidelines.

Danger Zones Surrounding School Buses

Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus.

The area within 10 feet in the front, sides, and rear of the bus are known as the DANGER ZONE. As such, precautionary guidelines must be adhered to when students are loading and unloading.

At no time should a student walk directly alongside the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit and immediately step at least 10 feet away from the bus and proceed immediately to their destination.

If a student drops an item in front of, alongside of, or at the rear of the bus, the student should not retrieve the item until notifying the driver. The driver will then decide if it is safe for the student to retrieve the dropped item.

Not following these guidelines is a serious safety offense and drivers have been directed to submit bus conduct reports for students not following these guidelines.

Electronic Recordings on School Buses

The Board of Education has adopted a policy authorizing the use of electronic recordings on school buses when transportation is provided for a school activity.

Electronic video and audio recordings are viewed to investigate incidents reported by a bus driver, administrator, CRO, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to CROs and District personnel. These individuals must have (1) a law enforcement, security, or safety reason, or (2) a need to investigate and/or monitor student or driver conduct. A written log will be kept of those individuals viewing the recording stating the time, name of individual viewing, and date the recording was viewed.

The content of the recordings are student records and are subject to District policies and procedures concerning school student records. If the content of a recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Transportation of Students with Disabilities

All students with an IEP are provided transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. A parent wishing to waive the right to District approved transportation and desiring reimbursement for such services must seek reimbursement through the State of Illinois. District 158 will not provide reimbursement for expenses incurred by the parent.

Middle School Extracurricular Handbook for Activities, Clubs and Athletics

Heineman Middle School
Ms. Jeanne Salazar, Activities & Athletics Director
Athletics Director
jsalazar@district158.org
(847) 659-4314

Marlowe Middle School
Mr. Justin Drennan~~Ms. Gabi Clark~~, Activities &
jdrennan@district158.org ~~gclark@district158.org~~
(847) 659-4718

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Get Involved

Middle school students are encouraged to become involved in activities outside the classroom. A variety of experiences, including clubs, sports, theater, music, and more, are offered in an effort to provide an enjoyable and healthful experience for students to develop present and future physical, social, mental, and moral maturity. Students who are involved in extracurricular activities learn time management skills, how to work with others, and develop social skills. In addition, students seem to enjoy their middle school years more and are less apprehensive about entering the high school environment.

Activities and Clubs

A wide variety of fun, enriching, hands-on, collaborative activities and clubs designed to extend student learning are available to all students in grades 6th, 7th, and 8th. Below is a list of those offered at both Heineman Middle School and Marlowe Middle School:

Academic Team
Art Club
Chamber Orchestra
Chess Club
Chinese Language & Culture Club
Ecology Club
Foods Club
GSA
Honors Choir
Jazz Band
Musical Performance
National Junior Honor Society
~~Newspaper Club~~
Performance Readings
Play Performance
Service Club
Ski & Snowboarding Club
Spanish Club
Student Council
Yearbook Club

In addition, the following activities and clubs are also available:

Heineman Middle School
~~Bowling Club~~
~~Chess Club~~
~~Chinese Cultures/Language~~
Disc Golf Club
Science Club

Marlowe Middle School
Coding Club
Junior Buddies Club
Lego Club
Police Explorer's Club
Robotics Club

Activities and clubs may be added based on student interest. For a complete list, please visit the Activities & Clubs page on your school's website at Heineman Middle School or at Marlowe Middle School.

Athletic Teams

District 158 middle schools are participating members of the Illinois Elementary School Association (IESA) for all athletics including the following:

Boys Sports
Basketball
Volleyball

Girls Sports
Basketball
Volleyball

Coed Sports
Cheerleading
Cross Country
Dance/Poms
Golf
Track
Wrestling

Bowling

Philosophy and Objectives

Extracurricular activities in District 158 are considered an important supplement to the educational program. As such, coaches and sponsors in the various activities are considered teachers in their respective areas and will conduct themselves in a professional and ethical manner at all times. Participation in extracurricular activities is a privilege. As representatives of District 158, students will conduct themselves in a positive manner at all times.

The general objectives of the extracurricular programs in District 158 are:

1. Provide a highly competitive experience grounded in sound educational practice.
2. Assist in the healthy development of the mind and body of the student and help promote healthy living and lifelong fitness.
3. Create an enjoyable experience for the players, student body, fans, and community by promoting sportsmanship, morale, and school spirit.
4. Instill qualities such as teamwork, pride, personal responsibility, self-sacrifice and discipline in its participants.

Eligibility for Participation

Participation in extracurricular activities is dependent upon school attendance, behavior, and academic performance.

***Attendance*:** Students must be in school a minimum of 5 hours of attendance. Students who go home sick are ineligible to participate in those days' activities.

***Behavior*:** All students are expected to follow school, classroom, and team rules. They are expected to project an image of positive leadership in the school and to show respect to students, teachers, administrators, and staff alike. If a participant must serve a detention because of a discipline consequence, the coach or activity/club sponsor will be notified by the Athletic/Activities Directory. Students who have a detention which prevents them from reporting to the bus on time for

away activity or athletic events may not participate. Additionally, students assigned to an in-school or out-of-school suspension are ineligible to participate during the consequence.

***Academic Performance/Grades*:** Students must maintain a high academic standard to be eligible to participate in extracurricular activities. A coach or activity/club sponsor may deny a student who is academically ineligible at the time of tryouts, auditions, etc., the ability to tryout, audition, or participate.

In addition, students participating in the following activities or athletics will be checked for academic eligibility on a weekly basis:

Academic Team	Cross Country	Musical Performance
Bowling	Dance/Poms	Play Performance
Boys Basketball	Girls Basketball	Golf ~~Performance Readings~~
Boys Volleyball	Girls Volleyball	Track
Cheerleading	~~Jr. Buddies Club~~	Wrestling

The Athletic/Activity Director or secretary will run a grade report on Monday for all students participating in any of the above activities or athletics. The Athletic/Activity Director will check eligibility and school staff will have the opportunity to address any necessary changes. The student and parent will receive written or verbal confirmation on Monday that indicates the period of ineligibility. It is our expectation that the student will take on the responsibility of letting the parent(s) know when they are ineligible.

The period of ineligibility runs from Monday to Sunday. The first eligibility check shall be made following the first full week of attendance in any new quarter. Students must be passing each subject each week in order to be eligible. Any student receiving an F in any class will be ineligible to participate for the following week beginning on Monday. Ineligible means the student may not participate in practices, games, events, or any team/club activity for the week.

Attendance at games or events during a period of ineligibility is at the discretion of the coach or activity/club sponsor. ~~If a student is required by the coach or activity/club sponsor or chooses to attend a home or away game or event with the team while ineligible, the student may not dress in uniform. ¶~~

~~During the week of ineligibility, the student will be required to go to the content area teacher of the class involved during all available study hall periods or before or after school. In addition, it is highly recommended that any ineligible student attend Homework Club after school during the period of ineligibility.~~ During the period of ineligibility, the student will be required to attend Homework Club after school. In addition, it is highly recommended that any ineligible student go to the content area teacher of the class involved during all available flex/study hall periods or make arrangements for before or after school.

Any participant who is ineligible for a total of three weekly periods due to unsatisfactory school work may be removed from the team or activity. ***Activity fees are non-refundable for any student who is removed from an extracurricular activity.***

If you have any questions regarding your child's grades or academic eligibility, please contact the teacher(s) or team leader. If you have any questions regarding the eligibility procedures, please contact the Athletic/Activities Director.
Please do not contact the coach or activity/club sponsor.

Sports Physical Requirement for Extracurricular Athletics

All students are required to have a current sports physical on file at school before they can tryout or participate in any extracurricular athletics. The physical must remain current during the entire duration of the athletic season for the particular sport (i.e. volleyball season, basketball season, cheerleading season, etc.). If a student's physical lapses prior to the end of that sports season, the student will be excluded from future participation until a new sports physical form is submitted.

A "current" sports physical is defined as a physical for participation in extracurricular athletics that has been completed within the previous 395 days of the tryout or participation date. An IESA/IHSA Pre-participation Examination form or an Illinois Certificate of Child Health Examination (school physical) form must be completed by the physician and parent. If your child is in 8th grade, it is advisable to have the Illinois Certificate of Child Health Examination (school physical) form filled out by the physician, as it will meet the physical form requirement needed for entry into 9th grade. Both forms are available on the District website.

Athletic Clearance/Concussion Screening

In addition to the requirement of a sports physical, all athletes must have a concussion baseline test completed before they can tryout. Concussion screening for students 12 and older is valid for 2 years, and concussion screening for students under the age of 12 is valid for 1 year. Initial Concussion screenings are conducted online. ~~at the school.~~

Code of Conduct for Extracurricular Activity, Club, and Athletic Participants

The Code of Conduct applies to all students and places an emphasis on the values and commitments necessary to create a safe and healthy environment. The Code of Conduct will: (1) take effect the first time a student becomes a member of an activity, and (2) is in effect year round, in and out of season, on and off school grounds, until the student is promoted from 8th grade.

Participants are considered representatives of District 158 and their school, and as such, are expected to conduct themselves in a manner that will give honor to self, the team, school, and community. Students should:

1. follow and demonstrate good rules of conduct and sportsmanship;
2. be good students working up to their capability in all school work and maintain satisfactory grades;
3. avoid detentions or misbehavior;
4. attend practices, games, meetings, etc. as scheduled by the coach or activity/club sponsor;
5. abstain from the use of alcohol, tobacco, drugs, marijuana, and other substances which are injurious to health, and minimize the effectiveness of the student's mind and body.

Students who do not adhere to the above guidelines are subject to penalty or ineligibility as deemed appropriate by the coach, activity or club sponsor, and/or school administrators. Students and their parents are encouraged to talk to the coaches, activity/club sponsors, or administrators regarding situations not indicated above.

Code of Conduct Violations

~~A verifiable Code of Conduct violation is deemed to have occurred when a District employee or law enforcement official, or representative thereof, personally confirms:¶~~

- ~~the student's possession or consumption of illegal substances;¶~~
- ~~a student's activity has violated the rights or property of others;¶~~
- ~~the student has associated with or attended an activity involving violations of the Code of Conduct or involving criminal or immoral activities as determined by State statute or certified school personnel.¶~~

~~Violations of the Code of Conduct include, but are not limited to, the following:¶~~

- ~~Acts of unsportsmanlike conduct in which the student is involved, such as cheating, fighting, or verbal abuse of students, school personnel, officials, contestants, coaches, sponsors, or spectators. This includes being ejected from a game, meet, or contest.¶~~
- ~~Association with or attendance at activities involving a violation of the Code of Conduct in which the student does not leave upon learning of said activities.¶~~
- ~~Any behavior that warrants an in-school or out-of-school suspension (including Level A & B offenses of the Middle School Student Handbook).¶~~
- ~~Any Level C offense as outlined in the Middle School Student Handbook will result in immediate removal from the extracurricular activity, club, or athletic team.~~

Code of Conduct Violations

1. Use, possession, or distribution of illegal substances, including, but not limited to, alcohol, marijuana, anabolic steroids, non-prescription drugs, and the abuse of prescription drugs.
2. Use or possession of tobacco, electronic smoking devices, similar look-a-like devices, or nicotine based products.
3. Theft or vandalism of any school, personal, or public property.
4. Inappropriate conduct in which the student is directly or indirectly involved, such as fighting, harassment, or verbal/physical abuse of others.
5. Academic dishonesty or misconduct in which the student is involved, such as obtaining or attempting to obtain credit by dishonest, deceptive, fraudulent, or unauthorized means.
6. An Internet posting on a social network that disrupts the educational or athletic/activity environment and may be threatening to or abusive of others.
7. Association with or attendance at activities involving a violation of the Code of Conduct in which the student does not leave immediately upon learning of said activities.

Consequences for Code of Conduct Violations

The following is a list of steps that may be used as disciplinary action for Code of Conduct violations. These steps are subject to change depending on the severity of the violation.

- **First Offense:** Suspension from 20% of the total scheduled games, meets, or contests.The suspension will include continued participation in practice, attending any events/meets.matches and supporting the team during the length of the suspension. The suspension carries over to the next activity if it is not completed during the current

activity.

- **Second Offense:** Suspension from 50% of the total scheduled games, meets, or contests.The suspension will include continued participation in practice, attending any events/meets.matches and supporting the team during the length of the suspension. The suspension carries over to the next activity if it is not completed during the current activity.
- **Third Offense:** Suspension from all extracurricular activities, clubs, or athletics for one academic year.
- **Fourth Offense:** Student forgoes the opportunity to participate in any extracurricular activities, clubs, or athletics for the remainder of the student's middle school career.
- Self-Reporting: If a student self-reports a first offense to an administrator, the student will be suspended from 10% of the regularly scheduled contests. The students must make their report immediately. The student will not be eligible for the terms of self-reporting after school authorities have been notified of the violation.

All violations will carry over to the next extracurricular activity, club, or athletic sport in which the student is involved if not completed in the current extracurricular activity, club, or athletic sport.

Clarifications/Definitions

- For suspensions that carry over to the next activity, club, or athletic sport, the student must complete the "next" season in good standing.
- A violation will be considered a second or third offense if it is committed within the same academic year of the previous violation. After the academic school year is completed, the violation will be dropped.
- A first violation in a season will not automatically result in forfeiting eligibility for school awards. A second violation in a season will result in forfeiture of all school awards.

Ultimate Authority

If any cases arise that are not covered by these policies or in some way requires special interpretation, the Building Principal will provide the decision. Appeals concerning the Code of Conduct may be made in accordance with provisions of the Code of Conduct. Appeals relating to other matters may be made to the Associate Superintendent and Board of Education within three school days of the Building Principal's decision.

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Suspension Appeal Process ¶

1. If the student and parent(s) wish to appeal a decision, they may do so by contacting the Activity/Athletic Director within three school days of being notified of the suspension.
2. The appeal process must follow:
    a. Appeal to the Athletic Director/Assistant Principal
    b. Appeal to the Building Principal
    c. Appeal to the Associate Superintendent or Designee
    d. Appeal to the Board of Education
3. If, during any step of the appeal process, the original suspension is reversed, the suspension will be declared void and all records of the suspension will be purged. The student shall return to the activity in good standing and without further consequence.

Additional Information for Extracurricular Athletics

Athletic Dual Participation

As member participants of the IESA for all athletics, IESA by-laws permit middle school athletes to participate on more than one school-sponsored athletic team at a time. Any athlete may participate in camps, clinics, or club teams as long as the middle school team takes first priority. Missed practices or games due to attendance at an out of school activity will result in disciplinary action at the coaches' discretion.

Organization of Teams

Teams will be composed of 7th and 8th graders for basketball, cheerleading, dance/poms, and girls volleyball. Students in

grades 6th - 8th may participate in bowling, boys volleyball, cross country, golf, track, and wrestling. Coaches will stress the importance of good sportsmanship while instilling a competitive and winning attitude. Playing time of participants is at the discretion of the coach.

Athletic Uniforms

Each student athlete will be issued a uniform. It is the responsibility of the participant to return the uniform in a good condition at the end of the season to the coach or Athletic/Activities Director if the coach is not a staff member. If the uniform is not returned within two weeks after the completion of the season, it is the responsibility of the parent to pay the replacement cost of the uniform.

General Practice Schedule

Coaches will make their practice schedules conform to the following regulations:

1. No practice will extend beyond two hours from the designated starting time for that practice. For example, if the starting time for basketball practice is set for 2:45 pm, it must end by 4:45 pm.
2. The total number of practices and athletic contests in a given week will not exceed six days.
    a. A practice or athletic contest may be rescheduled if an emergency school closing forces the cancellation of practice or contest.
    b. Coaches are urged to be reasonable in scheduling practices on holidays and during scheduled school breaks (Winter Break or Spring Break) by respecting a family's right to want their children with them on or near acknowledged family holidays. During scheduled school breaks, daytime practices should be scheduled while parents are normally at work.
    c. Coaches will finish practices on time and parents are asked to pick up their child on time or have other arrangements made in advance. On game days, participants are to be picked up immediately after the home contest is over. For away games, participants will know approximately what time to be picked up.

Schedule Conflicts

Occasionally students may have schedule conflicts with games and/or practices and to avoid confusion, the following policy will apply.

- ***School Sponsored Activity as Part of the Educational Program***

  Educational field trips generally do not conflict with practices or games. However, there are rare occasions when conflicts arise. The school will do everything possible to ensure conflicts are not scheduled. As a general policy, student athletes will not be penalized for missing or arriving late due to a school sponsored activity conflict.

- ***School Sponsored Social Activity***

  Students participate in athletics with the understanding that attendance at all practices and games is required. Attendance at school sponsored social activities (dances, dance preparations, clubs, etc.) does not exempt the athlete from their team responsibilities. An athlete must attend all practices except for the following reasons:

    - Illness
    - Emergency
    - Doctor's appointment that cannot be rescheduled
    - Family vacation
    - Death in the family, or
    - Conflicts with other scheduled school activities (arrangements must be made with the respective coach, activity or club sponsor)

  Athletes who miss games or practices without the coach's permission do so with the understanding they suffer the penalty that would be imposed for anyone who earned an unexcused absence. The second unexcused absence will result in the athlete missing one game. A third unexcused absence will result in the athlete missing two consecutive games for a total of three. A fourth unexcused absence will result in removal from the team.

- ***Participation in Extracurricular Activities Outside of Regular Season***

  It is not stated or implied that student athletes will suffer any penalty for participation in other school related

activities during school hours. However, coaches will use their professional discretion when making decisions in regard to student participation in an event or practice based on the individual coach, sport, activity attendance and participation policy.

Parent/Coach Relationship

Being a parent or a coach are very difficult vocations and each offers unique perspectives of a child's involvement in athletics. While there are times when perceptions of parents and coaches will be aligned, it is unrealistic to expect that this will always be the case. We believe it is important to clearly define what you can expect of our coaches. It is also important that parents have an understanding of the procedures for communications with the coach. Finally, providing support for all students participating in athletic competition is an important role played by both the parent and coach.

Coach Communications to the Parent

No later than the first practice, the following information will be provided in writing from the coach to all parents:

- A brief statement of the coach's philosophy
- Expectations the coach has for all team members
- Location and times of scheduled practices and games
- Procedures that will be followed in the event of an injury
- Discipline procedures the coach may implement
- Anticipated costs associated with participation and possible fundraising activities

Parent Communications to the Coach

Communication between a parent and coach is important and can play a vital role in resolving concerns. Parents are asked to communicate directly with the coach about concerns at an appropriate time and in a manner that is suited to both parties. Before, during, or immediately following a practice or game is not the appropriate time for addressing concerns, as it is not conducive to the successful resolution of a problem.

➢ ***Appropriate Concerns to Discuss with the Coach***

As a student becomes involved in athletic activities, the inevitable highs and lows that are a part of athletic competition are bound to occur. These experiences will provide participants with an opportunity to grow and learn skills and lessons the student can apply in life beyond the gym or playing field. If the lows, however, begin to get a student down, the parent is encouraged to speak with the coach. Other concerns to discuss with the coach include:

- Treatment of your child mentally, emotionally, and physically
- Ways to help your child improve
- Your child's behavior, attitude, and performance

➢ ***Inappropriate Concerns to Discuss with the Coach***

One of the most potentially problematic issues between coaches, players, and parents is playing time. Coaches make decisions based on what they believe to be best for the team and all students involved. Obviously, there may be times when parents do not agree with a coach's decision, but it is important to recognize some decisions are non negotiable and inappropriate for discussion between the parent and coach including the following:

- Playing time
- Team strategy
- Play calling
- Other student athletes

➢ ***Setting Up a Conference***

There may be situations that arise in which a conference between the parent, student athlete, and coach may require a conference. Such a meeting can lead to increased understanding between the parent, student athlete, and coach. When a conference is needed, please follow these steps:

- Call or email the coach to schedule an appointment
- If the coach cannot be reached, contact the Athletic/Activities Director and the Athletic/Activities Director will arrange a meeting time for the parent, student athlete, and coach

While, ideally, it is hoped that a conference with the coach will alleviate concerns, it should be recognized there may be times when the coach and parent do not achieve a shared understanding as a result of the conference. Should this occur, please call the school to schedule a meeting with the Athletic/Activities Director.

Supporting All Athletes

Your child's participation in athletics can be extremely rewarding, and we invite all parents, families, and community members to support all students by attending games and cheering in a positive and encouraging manner. A positive comment from any adult following a great victory or a tough loss means a great deal to a child. We would also encourage everyone to support all students through displaying good sportsmanship at all games. Each student athlete, regardless of individual skill and talent, normally tries to do their best. No one intentionally makes mistakes, but mistakes happen. By treating our opponents and the officials respectfully, we acknowledge their efforts and can express our appreciation through our applause and positive comments. By supporting everyone involved in the competition and displaying good sportsmanship, spectators provide an important and wonderful example for all students.

HUNTLEY HIGH SCHOOL

Student Academic, Activities, and Athletic Handbook
2024~~5~~-2025~~6~~

Our learning community will inspire, challenge and empower all students always.

<u>Harmony Road Campus</u>
Huntley High School
13719 Harmony Road
Huntley, IL 60142

Approved: 07.08.24
Updated: 08.19.24

CONTACT INFORMATION

Huntley High School Administrators

Marcus Belin, Principal	(847) 659-6601
Tom Kempf, Associate Principal	(847) 659-6696
~~Shelly Kish~~ Shaina Pocztowski, Associate Principal	
Danyce Letkewicz, Associate Principal	(847) 659-6605

Dean of Students

~~Jim Stotz~~, Grades 9-10, A-H	(847) 659-6506
Justin Stroh, Grades 9-10, I-Z	(847) 659-6683
Shawn Murphy, Grades 11-12, A-H	(847) 659-6762
Chris Klein, Grades 11-12, I-Z	(847) 659-6668

Department Chairs

Nick Wedoff, CTE	(847) 659-6655
~~Shaina Pocztowski~~, English	(847) 659-6536
~~Leah Novak~~, Fine Arts/World Languages	(847) 659-6562
Danielle Parker, Math	(847) 659-6767
Elliot Velez, PE	(847) 659-6748
Cindy Fuhrer, Science	(847) 659-6663
Richard Kurek, Social Studies	(847) 659-6693
Lita Kasper, Special Services Coord.	(847) 659-6585

HHS Athletics

Rita Castens, Athletic Director	(847) 659-6516
Matt Landvick, Asst. Athletic Director	(847) 659-6517
(847) 659-6602	

HHS Offices

Attendance Line (24 hours)	(847) 659-6611
Student Services Office, 9-10, A-H	(847) 659-6606
Student Services Office, 9-10-, I-Z	(847) 659-6630
Student Services Office, 11-12, A-H	(847) 659-6632
Student Services Office, 11-12, I-Z	(847) 659-6540

District 158 Offices

Administration Office	(847) 659-6158
Transportation Department	(847) 659-3000

Important Phone Numbers

HHS Student Helpline	(815) 889-0575
National Crisis Text Line	Dial 988
National Suicide Prevention LifeLine	Dial 988

Huntley High School Website

BELL SCHEDULES

Daily Schedule		Late Start Schedule		Pep Assembly Schedule		Raider Way Schedule	
Period	**Times**	**Period**	**Times**	**Period**	**Times**	**Period**	**Times**
1	7:30 - 8:17	1	8:00 - 8:43	1	7:30 - 8:06	1	7:30 - 8:12
2	8:22 - 9:09	2	8:48 - 9:31	2	8:11 - 8:47	2	8:17 - 8:59
3	9:14 - 10:06	3	9:36 - 10:24	3	8:52 - 9:32	3	9:04 - 10:16 (Lesson 9:04 - 9:34)
4	10:11 - 10:58	4	10:29 - 11:12	7	9:37 - 10:13	4	10:21 - 11:08
5	11:03 - 11:50	5	11:17 - 12:00	8	10:18 - 10:54	5	11:13 - 12:00
6	11:55 - 12:42	6	12:05 - 12:48	4	10:59 - 11:36	6	12:05 - 12:52
7	12:47 - 1:34	7	12:53 - 1:36	5	11:41 - 12:18	7	12:57 - 1:39
8	1:39 - 2:26	8	1:41 - 2:26	6	12:23 - 1:00	8	1:44 - 2:26
				Pep	1:00 - 2:26		

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Schedule of Events 20254-20265

Institute Days
August 112, 20254
August 123, 20254
~~October 11, 2024~~
January 56, 20265
April 24, 2026

Non Attendance Days - No School
November 267, 20254
days)
February 134, 20265
days)
April 3~~18~~, 20265

Waived Holidays - School in Session
Veterans Day - November 11, 20254
Casimir Pulaski Day - March 23, 20265

Holidays - No School/Offices Closed
Independence Day - July 4, 20254
Labor Day - September 12, 20254
Columbus Day - October 134, 20254
~~Election Day - November 5, 2024~~
Thanksgiving Holiday - November 278-289, 20254
Christmas Holiday - December 24-25, 20254
Break
New Year Holiday - December 31, 20254 and January 1, 20265
Dr. Martin Luther King's Birthday - January 1920, 20265
Presidents Day - February 167, 20265
Memorial Day - May 256, 20265
Junteenth - June 19, 20265

SIP Early Release Days
September 254, 20254
October 10, 2025
December 1920, 20254
February 123, 20265
March 34, 20265
~~April 17, 2025~~
May 213, 20265

High School Dismissal at 12:30 pm on SIP Early Release Days

School Begins
August 134, 20254

Back-to-School Night/Open House
~~August 27, 2024~~

High School Grading Periods
December 1920, 20254 - End of 1st Semester (864

May 213, 20265 - End of 2nd Semester (8890

Parent Teacher Conferences - No School
November 245, 20254 – 9:00 am to 8:00 pm
November 256, 20254 – 7:00 am to 12:00 pm

Winter Break - No School
December 223, 20254 – January 56, 20265

Spring Break - No School
March 234, 20265 – March 278, 20265

Miscellaneous
December 1920, 20254 – Last day before Winter

January 67, 20265 – First day after Winter Break
March 201, 20265 – Last day before Spring Break
March 301, 20265 – First day after Spring Break

Huntley High School Graduation
May 167, 20265

* Friday, May 21, 2026 will be the earliest last day of school if NO emergency days are used.

* Friday, May 29, 2026 will be the last day of school if ALL 5 emergency days are used.

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★ **HHS Extracurricular Activities and Athletics Handbook**

Handbook Disclaimer

To ensure continued compliance with federal, state or local regulations, the rules, guidelines, and Board Policies published in this handbook are subject to review and may be amended during the year without notice as necessary for the routine operation of the school or District. Any amendment(s) made during the year will be posted at Student Handbooks.

Nothing in this handbook shall be construed in a manner contrary to Board of Education Policies, State, or federal law.

Welcome to Huntley High School

This handbook is designed to acquaint you with the rules, regulations, and procedures used at Huntley High School. It will be your guide to available services, your key to responsibility, and your outline of acceptable conduct. Information in this handbook extends to all students during school hours, on District property and at all District sponsored and related activities, as well as, field trips and extra-curricular activities, whether held before or after school, evenings or weekends. Rules, expectations, and guidelines are also enforceable at the bus stop and on the bus. Read this handbook, familiarize yourself with it, and use it to make your time at HHS both rewarding and enjoyable.

General Information

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. 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.

Animals on School Property

In order to ensure student health and safety, animals are not allowed on school property except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the Building Principal in the case of an educational opportunity for students, provided tha:t (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role or making excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments

- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Board Policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Video and Audio Monitoring System

A video and audio monitoring system is in use on school buses and a video monitoring system is in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Weapons Policy

It is the policy of District 158 to prohibit the possession or the assistance of possession of weapons on school grounds, at any school activity, on school transportation vehicles, or in any designated school transportation waiting area.

Notification of Nondiscrimination

Education of Homeless Children

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

Equal Educational Opportunities

Equal educational, co-curricular, and extracurricular opportunities shall be available for all students without regard to actual or perceived race, color, religion, sex, national origin, nationality, religion, sex, sexual orientation, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, or status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Any student may file a discrimination grievance by using Board Policy 2:260, *Uniform Grievance Procedure* or by completing and submitting a Formal Public Complaint form.

Sex Discrimination Policy

District 158 does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in employment. Inquiries about Title IX may be referred to Dr. Adam Zehr, Chief Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

Title IX Coordinators:

Dr. Adam Zehr
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158
azehr@district158.org

Mrs. Karrie Baughman
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158
kbaughman@district158.org

Contact information for Office of Civil Rights (OCR) is available here: https://ocrcas.ed.gov/contact-ocr.

District 158's sex nondiscrimination policy and grievance procedures are contained in Board policy 2:265, *Title IX Grievance Procedure*, a copy of which is available in the District Administrative Office, on the District website, or by contacting one of the individuals listed above. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact one of the Title IX Coordinators listed above.

Sex Equity Policy

No student shall, on the basis of sex, sexual orientation, or gender-related identity or expression 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, co-curricular, and extracurricular programs and activities. Any student may file a sex equity complaint by using Board Policy 2:260, *Uniform Grievance Procedure* or by completing and submitting a Title IX Complaint form. A student may appeal the Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Uniform Grievance Procedure

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the procedure described in Board Policy 2:260, *Uniform Grievance Procedure*, a copy of which is available in the District Administrative Office, on the District website, or by contacting any of the individuals named below.

Concerns or complaints related to potential violations should be directed to:

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr	Mrs. Karrie Baughman
650 Dr. John Burkey Drive	650 Dr. John Burkey Drive
Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158

Complaint Managers:

Dr. Amy MacCrindle	Mrs. Karrie Baughman	Mrs. Deanna Gill	Mr. Mark Altmayer
650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey Drive	650 Dr. John Burkey Drive
Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158	(847) 659-6158	(847) 659-6158

A student may appeal the Board's resolution of a complaint filed to the Regional Superintendent of Schools, and thereafter, to the State Superintendent of Education.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, parents are encouraged to first contact the appropriate staff member directly. If the problem is not resolved, parents should then contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Administrative Office.

Emergency Communications

Emergency Notifications

District 158 will send out notification alerts in critical situations, such as emergency weather closures, crisis incidents, and other incidents affecting school operations through the School Messenger/Communicate program. This system integrates with PowerSchool, and parents can manage their contact information and preferences through the PowerSchool Parent Portal. For more information, please visit the Safety and Security webpage and select "Alerts" from the dropdown menu.

School Day Cancellations

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff, or school property. Should the need to close occur, parents will be notified via School Messenger/Communicate, the District's automated messaging system. Information will also be posted to the District 158 website at www.huntley158.org. In the event school is closed, all after-school, co-curricular, and extracurricular activities are also cancelled.

Enrollment Information

Birth Certificate Requirement

Illinois law requires at registration, or within 30 days of registration, a certified copy of the student's birth certificate to be on file with the District. If a certified copy is not available at the time of registration, the District must be furnished at a minimum: the student's full legal name and date of birth. If a person enrolling a student fails to provide a certified copy of the student's birth certificate within 30 days of registration, 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 the person complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall refer the case.

Fees and Waivers

Waiver of student fees will be granted to those students who qualify. Parents may apply for waiver of school fees by completing and submitting the Application for Fee Waiver form and proof of current income.

> **Please note**: In order to be eligible for a waiver of student registration fees, applications must be received *within thirty (30) days of the date your child enters school for the current school year*. Fees will not be waived until the Application for Fee Waiver form is received, reviewed and approved. If approved, other fees incurred after the date the application is received will be eligible for a fee waiver.

Board Policy 4:140, *Waiver of Student Fees*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Homeless Child's Rights

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For additional information, please contact:

Karrie Baughman, D158 Homeless Liaison
kbaughman@district158.org or (847) 659-6178

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. 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 District.

Student Transfer or Withdrawal From Huntley High School

If a student is going to transfer or withdraw from Huntley High School, please follow these procedures:

1. The student must present a written notice of withdrawal and request a Student Withdrawal form from the Student Services Office.
2. Turn in all textbooks to the office.
3. Pay all library fines and meet all other obligations.
4. Have the Building Principal or designee sign the Student Withdrawal form.
5. Return the Student Withdrawal form to the Student Services Office.

School and Community Relations

Care Solace

We are committed to the well-being of our students, staff and families to create a safe and healthy learning environment. In support of this ongoing commitment, Huntley 158 has partnered with Care Solace to provide an additional layer of care for our community.

If students, staff or their family members are looking for help with mental health or substance use, Care Solace can help you quickly find treatment options matched to your needs regardless of the circumstance. Care Solace is a complimentary and confidential service provided to students, staff, and their families by District 158. Care Solace's team is available 24 hours a day, 7 days per week, 365 days a year and can support you in any language.

If you would like to use Care Solace to help find a provider:

- Call 888-515-0595
- Visit www.caresolace.com/huntley and either search on your own OR click "Book Appointment" for assistance by video chat, email, or phone.

Care Solace is not an emergency response service or mental health services provider. In the event of a life threatening emergency, please call 9-1-1 or the National Suicide Hotline 1-800-273-8255.

Faith's Law Notifications – Employee Conduct Standards

School districts are required to include in their student handbook notification of the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students.

Board Policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, Board Policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and a link to the Sexual Abuse Response and Prevention Resource Guide is available on the District website. Copies may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Gun-Free, Tobacco, Alcohol, and Drug-Free Zones

All District 158 buildings and grounds are gun-free, tobacco, alcohol, and drug-free zones. Cigarettes and alternative nicotine products, including, but not limited to, e-cigarettes, vapes, or any other smoking devices are not permitted. This includes attendance at after school activities or school-related events.

Mandated Reporter

All school personnel, including teachers, administrators, and support staff, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Pesticide Application Notice

District 158 maintains a registry of employees and parents of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Communications and Public Engagement at (847) 659-6158.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

PowerSchool

Huntley 158 uses an internet-based student information system called PowerSchool. The PowerSchool Parent Portal gives parents access to real-time information including their child's schedule, attendance, assignments, and grades. Students also have their own accounts to access school information from home or at school.

Instructions to create a PowerSchool account, to add/link a student, along with information on the PowerSchool app and a login link is available on the PowerSchool page of the District website. Password information for students and parents is available from the District Registration Office at (847) 659-6147.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except in the following circumstances as they relate to the individual's child:

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or Board.

Any time a convicted child sex offender is present on school property for any reason – including the three reasons above – the individual is responsible for notifying the Building Principal upon arrival and upon departure. The convicted child sex offender must remain under the direct supervision of a school official at all times while in the presence or vicinity of children. A violation of this law is a Class 4 felony.

In addition, State law requires schools to notify parents that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer
- Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer
- Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

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 goals of the District.

The District maintains resources on suicide and depression awareness and prevention. Much of this information, including a copy of Board Policy 7:290, *Suicide and Depression Awareness and Prevention*, is posted on the District website and can also be obtained from the school office.

In the event of a life threatening emergency, please call **911.**
For awareness, prevention, or mental health support, call or text **988**.

Visitor Guidelines

The safety and security of your children is our number one concern. In an effort to maintain a safe, disruption free educational environment for all students, we ask all visitors to use the same procedures when entering the building. The District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

- All schools are accessible only via the secured main entrance (Door #1).
- All visitors must provide valid ID and be scanned into the Raptor Visitor Management System which will run an instant background check. You will be issued a visitor pass that should be worn visibly. At the conclusion of your visit, you will need to stop in at the office, sign-out and turn in your visitor's pass.
- Visitors with histories that appear on the Raptor check will be either denied access to the building, limited to conducting business in the front office, or will be provided escorted access to other parts of the building as is necessitated by circumstances and/or applicable law.
- Student Visitors - Students are **not** permitted to bring guests to school during the school day.
- Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Visits to Classrooms and Conferences

- All visits to classrooms must be pre-arranged with the teacher.
- Conferences will be held outside school hours or during the teacher's conference/preparation period.
- All visitors must follow the Visitor Guidelines as outlined above.

Parents' Rights Notifications

Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and other information required by federal law. We encourage you to explore illinoisreportcard.com to view the Illinois School Report Card for District 158 or your child's school.

Assessments/Standardized Testing

Assessments are essential to a student's learning experience as they assist in providing information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms. Testing includes local and State assessments as required by federal law. Additional information is available under Assessments on the Learning & Innovation webpage.

Local Assessments

Assessment	Purpose	Dates
AimsWeb Literacy & Math	Administered to select grade 6-12 students in order to better identify specific strengths and areas of support for math and literacy skills.	Fall, Winter, Spring
STAR Reading and Math	Administered to all grade K-11 students in order to better identify specific strengths and areas of support in reading and math standards.	Fall, Winter, Spring

State Assessments

Assessment	Purpose	Dates
ACCESS	Administered to English Learners. Scores are used to assess progress and proficiency in English as well as determine placement in the EL program the following school year.	Winter
ACT with Writing	Administered to grade 11 students for assessment in reading/language arts, mathematics, science, and writing.	Spring
DLM	Administered to grade 3-12 students eligible for alternative assessment in the areas of reading/language arts, mathematics, and science.	Spring
ISA	Achievement assessment for grade 5, 8~~, and 11~~ students for science.	Spring
PreACT 9 Secure and PreACT Secure	Grade 9 students will participate in the PreACT 9 Secure exam and grade 10 students will participate in the PreACT Secure exam in reading/language arts, mathematics, and science.	Spring
~~**PSAT & SAT**~~	~~Students must take an achievement exam in reading/language arts and mathematics. Students in grades 9-11 take either the PSAT 8/9, PSAT 10, or the SAT (11th grade).~~	~~April 13~~

School Visitation Rights for Parents

The School Visitation Rights Act permits employed parents, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Student Data Privacy; Notice to Parents About Educational Technology Vendors

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators.

SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent name and student or parent contact information, username/password and student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English Language Learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications

- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents
- Other activities that are for the use and benefit of the school district

Board Policy 7:345, *Student Data Privacy; Notice to Parents About Educational Technology Vendors*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Teacher Qualifications

Under Title I of the Elementary and Secondary Education Act, parents may request the professional qualifications of their child's classroom teachers and the paraprofessionals, if any, who assist them, including:

1. Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the teacher's licensure; and
4. Whether any instructional aides or paraprofessionals provide services to your child, and, if so, their qualifications.

This notice is required by federal law (20 U.S.C. §6312(e)(1)(A)). If you would like to receive any of this information, please contact the District 158 Administrative Office at (847)659-6158.

School Guidelines

Access to Student Social Networking Passwords and Websites

Social networking websites and platforms means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service, (2) create a list of other users with whom they share a connection within the system, and (3) view and navigate their list of connections and those made by others within the system. Social networking sites include, but are not limited to, Facebook, Instagram, Twitter, TikTok, Snapchat, and ASKfm.

If a student has an account on a social networking website, 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 behavior 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. School officials may not request or require a student or the student's parent to provide a password or other related account information to gain access to the student's account or profile.

After School Hours

Students who are in the building after school is dismissed must be there for a specific activity or reason, including, but not limited to, participating in an extracurricular activity, meeting with a teacher for academic reasons, an assigned detention, or staying as a spectator for an athletic or other special event. Students staying after school are subject to the student behavior expectations and discipline consequences. Loitering can result in disciplinary action or possible arrest for trespassing.

Appearance, Clothing, and Hygiene

Students are expected to wear clothing in a neat, clean, and well-fitting manner at all times while on school property and/or in attendance at school sponsored activities. A student's appearance, including dress and hygiene, must not disrupt 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.

Appearance/Dress Code

Students are to use discretion in their dress and are not permitted to wear apparel that causes or may cause a substantial disruption in the school environment. ***School administrators reserve the right to determine whether or not clothing is appropriate for the educational environment.***

- Clothing and accessories may not advertise, promote, picture, or contain graphics that make reference to drugs, marijuana, drug paraphernalia, alcohol, tobacco, gangs, or violent behavior
- Clothing and accessories may not contain lewd, vulgar, obscene, or offensive language, symbols, or innuendos that are suggestive in nature
- Clothing and accessories that pose a safety hazard are not permitted in the woodshop, laboratories, or during physical education class

- Long hair that may pose a safety hazard in the woodshop, laboratories, or during physical education class should be tied back or pulled up when possible
- The length of shorts, skirts, or dresses must be appropriate for the school environment.
  - The inseam of shorts must be at least the width of a school-issued ID card (approximately 3 ¼")
  - The hem of a skirt or dress may reach no higher than the student's fingertips when the student is standing with arms straight down at the sides
- Pants, slacks, or jeans must be kept at the waist so as not to allow exposure of undergarments or skin that would otherwise be covered
- State law requires that appropriate footwear be worn at all times in public buildings

A student whose clothing, accessories, appearance, or hygiene cause a substantial disruption or endangers the health, safety, or well-being of individuals in the school setting, may be asked to remove or change any inappropriate items of clothing or accessories or be subject to discipline. The Building Principal or designee reserves the right to make the final interpretation of these guidelines.

Consequences for Inappropriate Clothing or Accessories

- **First Incident**: Warning and removal or change of clothing when appropriate. Students may pick up the clothing item at the end of the school day in the Main Office.
- **Second Incident**: Removal or change of clothing when appropriate. The student's parent will be notified and the item will be returned to the parent.
- **Third Incident**: Removal or change of clothing when appropriate. The student's parent will be notified and the item will be returned to the parent. A one day In-School Intervention (ISI) will be issued to the student.
- **Fourth Incident**: Removal or change of clothing when appropriate. The student's parent will be notified and the item will be returned to the parent. An Out-of-School Suspension (OSS) may be issued to the student.

Dances

Only enrolled Huntley High School students and their guests are welcome at school dances.

1. All students must present their high school ID to enter a HHS dance.
2. Allowed guests must have attended high school and be under the age of 21. Students bringing guests shall ensure that their guests are informed of all rules applicable to the event, and are responsible for their guest's behavior.
3. All HHS alumni interested in attending a dance must be a registered guest with a valid ID.
4. Guests must be signed up by 3:00 pm on the day of the dance.
5. All requests are subject to the approval of the Administration and the Advisor of the sponsoring club.
6. Any organization or group desiring to have a dance MUST have prior approval of the Building Principal before any solicitation is made. In addition, contacts for bands or DJs MUST be signed by the Building Principal.

Early Dismissal

The high school is considered a closed campus for all Freshmen and Sophomores. Students must remain in the building for lunch and assemblies unless special permission is given by a school administrator and with parent consent. Permission to leave the school building must be obtained **in advance** by a note or phone call from the student's parent. All students must sign out in the Attendance Office if leaving early during the school day. **Leaving campus without authorization will result in unexcused absences for those class periods missed and may result in consequences according to the attendance policy.**

Electronics

- **Cell Phones:** Students are permitted to have cell phones at school. They are to be ***off and out of sight*** during class periods, which includes classrooms ~~(except Advisory/Lunch Study Hall classrooms during non-instructional, non-presenting days~~), locker rooms, restrooms, and study halls, during school hours from 7:30 am to 2:30 pm. Cell phones may be used during passing periods in hallways and during the student's scheduled lunch period. Any use of cell phones during the school day in inappropriate areas will result in a detention being assigned.
- **Listening and/or Entertainment Devices:** Students are permitted to use electronic listening and entertainment devices such as ~~MP3~~s, Handheld game systems, iPods, PDAs, etc., only in the cafeteria, hallways, or in the classroom at the teacher's discretion. Electronic devices used inappropriately must be surrendered upon request of administration or staff. Students shall be personally responsible for the security of their electronic devices. The District is not liable for the loss, damage, or theft of personal property.

Because of the sophisticated nature of electronic devices, any student with an electronic device, not specifically authorized by the classroom teacher, being used or visible during a test or quiz may be considered academic misconduct.

Using a cell phone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, to cheat, etc., 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 cell phone. Violation of this policy may result in confiscation of the property in question, detention, suspension, expulsion or other school-imposed penalty.

Fundraising

During the school year, including the summer months, any organization or group desiring to raise funds must have prior approval at least 60 days by the HHS Activities Director before any campaign is started, orders are written, or any type of solicitation is made. Solicitation in classrooms is not permitted.

Hall Passes

Students may not leave a classroom without permission of the teacher, and then only with a hall pass issued from the teacher in charge using Minga. ~~**The HHS Handbook will be used by all teachers and staff for hall passes.** Upon receiving permission, the student should proceed directly to their destination without delay.~~ If a student is found outside the classroom without a hall pass or somewhere other than the destination indicated on the pass, the student will be referred immediately to the Dean. ~~If a student loses their agenda, a new one may be purchased in the high school office for $5.00.~~

Identification Cards

Students will be given an identification card and a breakaway lanyard at the beginning of the school year and are required to wear and properly display the ID. The ID card must be attached to a breakaway lanyard, worn around the neck, and visible at all times during the school day except when specifically exempted on a temporary basis by a staff member.

Students may not embellish their ID card with any drawing or writing. Students must have their ID card in their possession when participating in, or attending, any school-related extracurricular activity. ID cards must be surrendered upon request of any staff member, including bus drivers and supervisors. The ID card must be shown when entering buses, checking out media materials, making up tests, gaining entrance to school activities and athletic events, and when entering or leaving the school for any purpose including non-attendance days of blended learning classes. Students without an ID card must obtain a replacement ID card or lanyard immediately upon entering the building. Lost ID cards must be replaced at the student's expense. Below are the procedures for obtaining a new and/or temporary ID card:

New ID: New IDs can be purchased in the East or West Pod for $5.~~The student or parent will purchase a new ID card through the District Webstore. After purchasing, a new ID will be printed out and delivered to the student at one of their classes within 24 hours of the purchase. A student may need to obtain a temporary ID card in the morning until a new ID is delivered.~~

Temporary ID: If a student does not have their ID, they must obtain a temporary ID upon entering the building.~~The student must report to their Pod to receive a temporary ID upon entering the building.~~

PLEASE NOTE: Students with temporary ID cards **WILL NOT** be allowed to leave campus during the school day.

Further disciplinary consequences will apply for failure to properly wear and display the current ID card.

Locker Assignments

Lockers are owned and maintained by the school and students are granted use of lockers solely in accordance with these regulations.

1. If a student's locker is not working properly, it is the student's responsibility to report the problem to a school secretary immediately.
2. The only items that may be placed in lockers are articles of clothing, school books or supplies relating to school use, lunches and personal items which the student is legally entitled to have in their possession.
3. The school is not responsible for lost or stolen property.
4. No lock other than a school-supplied lock may be used. Any other locking device is subject to removal and destruction without notice.
5. Students should make sure gym lockers are locked at all times.
6. Students have no reasonable expectation of privacy in the lockers assigned to them.
7. Students may not display or store inappropriate or illegal materials in their lockers.
8. Opening another student's locker or locker tampering of any kind may result in disciplinary action.

School lockers are subject to random search, without notice or consent. Individual lockers may be searched where there is reasonable suspicion to do so. Additional information regarding locker searches is available under the "Search and Seizure" section of this Handbook and a copy of Board Policy 7:140, *Search and Seizure*, can be found on the District's website or obtained by calling the District 158 Administrative Office at (847) 659-6158.

Lost and Found

Students who find lost articles are asked to take them to the Lost and Found area located in the UNV Office where the owner can claim them. Cell phones or other valuables should be turned into the Main Office.

Messages and Dropping Off Items for Students

Delivering messages to students during class time is disruptive to the teaching and learning process. With this in mind, parents are urged to reserve such requests only for serious emergency situations. Arranging for medical appointments, transportation requests, or family activities is best done before school. If an urgent and necessary message must be sent to your child, please call (847) 659-6600.

Occasionally, students may forget homework or other school related items and may ask that you drop these items off. Please note that we will not interrupt classroom instruction to call the student down. The item should be left on the table inside the Main Entrance for your child to pick up.

Off Campus Privileges

HHS has a closed campus for Freshman and Sophomores. In order to leave campus, Juniors and Seniors must have an Off Campus Authorization form signed and submitted by a parent. In addition, students may only leave with a current school ID; *temporary IDs will not be accepted for off campus privileges*. Off campus privileges may be restricted due to any infractions. Students who choose to leave must leave the campus. Sitting in vehicles in the parking lot is prohibited.

Juniors and Seniors will be permitted to leave campus during blended classes when not required to be in the classroom. Students who are permitted to leave must leave through Door #10 and must return to the building through Door #1.~~and return to the building through Door #1.~~ Students are required to show their student ID card upon re-entry. Students choosing to leave during this time must leave the campus. Sitting in vehicles in the parking lot is prohibited. Any abuse of this privilege, related truancies, or tardies, community disruptions, overdue detentions, etc., may result in having privileges revoked.

> Freshmen and Sophomores are **not** permitted to leave campus for lunch or blended classes and must remain on campus during the lunch period and blended classes when not required to be in the classroom. Any Freshman or Sophomore who leaves the campus during a lunch period will be considered absent without authorization and will receive disciplinary consequences.

Prohibited Personal Items

Personal items that students may not bring to school include, but are not limited to

~~, cards (playing, trading, magic, etc.)~~, electronic games, matches, lighters, laser pointers, mace/pepper spray, fireworks, over the counter and prescription medications.

Public Display of Affection

Students should demonstrate respect for themselves and others by governing themselves in a manner appropriate for a public place. A public display of affection is defined as displays of affection that are embarrassing or offensive to a reasonable student and/or adult. Excessive public displays of affection may be considered harassment or aggressive behavior and refusal to comply with staff enforcement of the policy is considered insubordination.

Respect for Property

Students are to respect the property of others including that of students, staff and school. School issued materials such as textbooks, lab materials, etc. are on loan to students. Any damage or replacement costs are the student's responsibility. Student storage areas are school property and are to be used only for the purpose of storing books, notebooks, lunches, coats, etc. These areas are subject to search by school authorities.

Signs, Posters, Handbills, and Publications

Posting signs and posters or distributing handbills, leaflets, and publications is prohibited without administrator approval. This may be completed in the Dean's office. All publications, posters, signs, etc. should be school appropriate. Appeals and questions regarding denial of the distribution or posting of material may be first heard by the Building Principal or designee and then by the District Administration.

Smoking

All District 158 buildings and grounds are smoke-free environments, which includes, but is not limited to, e-cigarettes, vapes, or any other smoking devices. This includes all after school activities and school-related events. Students found in the possession of or act of using tobacco/smoking products are subject to school discipline and police action.

Teacher Availability

Teachers are available before and after school for student or parent consultation and assistance. In addition, teachers have daily preparation periods which may be used for this purpose. Students or parents who wish to speak with a staff member should contact the teacher by using the Staff Directory, or by calling the school office at (847) 659-6600.

Trespassing

Suspended students are not permitted to be on campus or at school sponsored activities, either on or off campus, without specific permission from the Building Principal's office. Failure to obtain permission may result in arrest for trespassing and/or appropriate school consequences.

Students in the building during non-school times must receive prior permission or be subject to a charge of trespass. Students should not be in the school building after school is dismissed unless participating in an extracurricular activity, meeting with a teacher for academic reasons, or for an assigned detention. Loitering can result in disciplinary action or possible arrest for trespassing.

Absences, Attendance, and Tardies

School attendance is one of the most important tasks of a student. Accordingly, all students are expected to be present in all scheduled classes every school day unless absent for a valid reason.

Absences

For students who are required to attend school there are two types of absences: excused and unexcused. The school may require documentation explaining the reason for the student's absence. The school administrator is the final decision maker as to whether an absence is Excused or Unexcused.

Excused Absences (EA)

1. Illness of the student
2. Mental or Behavioral Health Days – Students may utilize up to five mental or behavioral health days *per school year*. After use of the second mental or behavioral health day, the student may be referred to the appropriate school support personnel.
3. Death in the immediate family
4. Family emergency
5. Religious holiday observance
6. Attending a military honors funeral to sound TAPSA student will be excused for up to 5 days in cases where the student's parent 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.
7. Court appearance
8. Work or school sponsored activity approved by the school
9. Voting in a local, State, or federal election
10. College Visitation Days - Must be taken before May 1. A College Visit Verification form signed by the college or institution must be provided to excuse the absence as a college visit and be coded as College Visit (CV). Failure to follow the correct procedure will result in the absence being coded as an Unexcused Absence (UA). Only the day of the college visit can be excused under the College Visit (CV) attendance code. Days required to travel for a college visit do not count as excused absences and will be coded as an Unexcused Absence (UA).

Unexcused Absences (UA)

- All other absences are Unexcused.
- Tardies (late to school/class), vacations,DMV appointments and cultural trips are Unexcused ~~Absences~~.

Responses to Unexcused Absences

The school provides a range of responses to unexcused absences, these include but are not limited to:

- Teacher-based intervention that could include a phone call home and/or conversation with the student
- Increased monitoring of attendance patterns
- Administrative communication home via letters and/or phone calls home
- Problem-solving meetings
- Interventions to support attendance
- Attendance Intervention Plan
- Resources provided to families to support attendance
- Potential referral to truancy officer

*Continued non-compliance with administratively established Attendance Intervention Plans may result in a range of consequences including but not limited to: detentions, removal of privileges, social probation, social action hours, etc

Tardy to School or Class

A student is tardy when they are not in their classroom when the ~~tardy~~ bell rings. ~~If a student is tardy to a class, they must report to the closest MINGA location for a pass to class.~~ Excessive tardiness may result in additional consequences.

Responses for Being Tardy (per Semester)

*Responses to Unexcused Absences apply as well (see above).

1st: Warning
2nd-6th: Lunch Detention
~~3rd: Lunch Detention¶~~
~~4th: Lunch Detention¶~~
~~5th: After School Detention¶~~
~~6th: After School Detention~~
7th-11th: After School Detention~~Dean Meeting and Privileges Revoked~~
12th-15th~~8th~~: Saturday Detention
16th+:~~9th:~~ In-School Intervention~~Parent and Dean Meeting (online or in-person) and Saturday Detention~~

Procedure for Communicating Absences

In the event of any absence, the student's parent is required to call the school before school begins to explain the reason for the absence. If a call has not been made to the school to report the student's absence by the start of the day, a school official will attempt to contact you to verify the absence. The purpose of this procedure is to determine if your child has arrived safely. If the parent cannot be contacted, the student will be required to submit a signed note from the parent explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent, the reason for the absence will be kept confidential.

Parents are required to notify the school by calling the Attendance Office at (847) 659-6611 on days when your child will be absent. The attendance phone number is available 24-hours per day, 7 days per week. **If a phone call or note is not received by the Attendance Office within 24 hours of the absence, the student will be marked as an unexcused absence.** Students and parents are reminded that class participation grades may be adversely affected by a student's absence. Participation grades may weigh heavily in the determination of final grades.

Students who are excessively absent from school or who skip classes may face the loss of their privilege to participate in athletics and extracurricular activities. In addition, students who are excessively absent, skip classes, and/or arrive late to school will also be subject to the loss of parking privileges and other disciplinary consequences. The school seeks the cooperation of parents in the matter of school attendance and punctuality.

A student may not be on campus for any reason on a day they have been reported absent unless they have made arrangements with administration to do so. If there is a medical reason for missing school (and Physical Education) due to an extended illness/condition, a doctor's note will be required based on the nurse's recommendation (typically every six weeks). All notes should be turned into the Health Office.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Generally speaking, students will have one day per day absent to make-up work. Students are urged to request missed school work in a timely manner when absent from school.

Make-Up Work Following Excused Absences

- Students and teachers will collaborate to ~~are expected to communicate with their teachers and~~ take the necessary steps to complete any missed assignments. In certain instances, arrangements for make-up work are made ~~collaboratively~~ before the absence occurs. Students are allotted one class period beyond the number of days missed to submit make-up work for full credit, with the exception of longstanding assignments. **Longstanding assignments, such as projects or essays with a duration of at least two weekends, are exempt from this policy.** For instance, if a student misses the due date for a research paper, the make-up policy does not apply, and the assignment remains due upon the student's return. In such cases, the continuity of long-term teacher instruction and planning takes precedence.
- When a student is suspended from school, they are responsible for contacting their teachers to obtain assignments. Full credit is granted for work completed during in-school intervention. To receive credit for missed work during either in-school intervention or out-of-school suspension, all completed homework must be submitted on the first day back to class. Additionally, any missed tests or quizzes must be made up promptly upon the student's return. The aim of make-up work is to maintain a continuous learning experience for the student. However, teachers are not obliged to arrange special labs or activities for make-up purposes.

Make-Up Work Following Unexcused Absences

- Students who are unexcused from any class are expected to make arrangements with the teacher to make-up any missed work within 48 hours of the absence. Failure to make these arrangements may result in the student receiving

NO CREDIT for all homework, tests, quizzes, or projects that were completed or collected the day of the unexcused absence. The decision whether an absence is excused or unexcused is at the discretion of the Building Principal or designee. Unless otherwise specified in the student's individualized attendance plan, as approved by a building administrator, students with unexcused absences may ~~In addition, students who are marked unexcused~~ forfeit the opportunity for remediation following completion of the assignment missed.

Illnesses

If your child will be absent because of illness, you are required to call the school by the beginning of the school day and report the absence *each* day. If your child is absent and we do not receive a call, we will call you at home or your place of employment to verify the absence. The purpose of this procedure is to determine if your child has arrived safely to school.

During a long-term illness, a parent may call on the first day and notify the office of the anticipated length of the absence. After three consecutive days of illness, a written excuse from a doctor may be ~~is~~ required for an absence to be considered excused. A doctor's note and/or school health office verification will change the absence code to "Medical Verification" for attendance purposes. If a pattern of non-attendance has been established by the building administrator, a written excuse from a doctor and/or school health office verification of illness may be required as part of a student's individualized attendance plan.

Family Emergencies

A student may be excused for extenuating circumstances such as a family emergency. The following examples do not constitute a family emergency and would therefore be recognized as an Unexcused Absence:

- Errands, which could be scheduled when a student is not required to be in school
- Oversleeping
- Car trouble
- Leaving school without receiving proper authorization
- Missing the bus
- Being tardy to school without a valid excuse (as defined by the State of Illinois)

Release Time for Religious Instruction & Observation

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent must give written notice to the Building Principal at least five (5) calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Release Time for Voting

A student may be excused for up to two hours to vote in a local, State, or federal election, provided the student presents their voter registration to their Dean and discusses the absence with their Dean in advance.

After School, Co-Curricular, or Extra-Curricular Activities Attendance Requirements

Attendance is a factor in a student's eligibility to participate in extra-curricular activities. A student must be present at least the second-half of the school day. A student must be present at school a minimum of five (5) hours to be eligible for participation in after school, co-curricular, or extra-curricular activities such as athletics, concerts, presentations, plays, musicals, trips, etc. If a student goes home ill during the day, that student becomes ineligible for participation in any after school, co-curricular, or extra-curricular activities that day.

A student may not be on campus for any reason on a day they have been reported absent unless they have made arrangements with administration to do so. If there is a medical reason for missing school (and Physical Education), due to an extended illness/condition, a doctor's note will be required based on the nurse's recommendation. All notes should be turned into the Health Office.

Medical Appointments: A student who has a medical appointment that may cause absence from school for more than one-half of the school day may still be eligible to participate that day. This would be recorded in PowerSchool as MV (Medically Verified). To assure eligibility, arrangements should be made ahead of time with the school administrator (Activities Director, Athletic Director as applicable).

Absence Due to Participation in School-Sponsored Activity: A student's absence from school due to participation in school-sponsored activities or trips will be recorded in PowerSchool as SA (school activity), and the student remains eligible to participate in after school, co-curricular, and/or extracurricular activities.

In-School Intervention/Suspended Students: A student who is serving an in-school suspension (ISS) or an out-of-school suspension (OSS) is ineligible to participate in any school-related activities on the days of the intervention or suspension.

Truancy

A parent who knowingly and willfully permits a child to be truant is in violation of State law. Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and District.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and District will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located OR, after exhausting all available support services, cannot be compelled to return to school is subject to withdrawal from school.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center. Any student who has 10% or more absences of the school days each month will receive a letter or phone call home to discuss attendance and determine if there is a need to develop a plan of support. A meeting may be set with the family and school to determine if further absences would be marked unexcused without documentation for the remainder of that trimester.

Furthermore, State law provides that school districts are encouraged to provide a system of support strategies to students who are at risk of reaching or exceeding chronic absence levels. Districts are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The school and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, the student's parent(s) and any school officials who may have information about the reasons for the student's attendance problems. Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Extended Absences

For planned absences, parents should notify the academic team and office in writing in advance. This can be done through the Extended Student Absence Form.

While such absences are discouraged, alternative assignments may be provided, when possible, as long as teachers have sufficient notice. Please note that many extended absence reasons fall under unexcused absences. This form does not grant approval for the absence to be excused; it is used as a means of notification. Please review the District calendar to view days of non-attendance and if possible, schedule appointments and vacations on these dates.

Absence Due to Participation in School Sponsored Activities

A student's absence from school due to participation in school-sponsored activities or trips will be recorded in PowerSchool as ***SA*** (school activity). Students will be allowed to make up all missed work if they have contacted their teacher prior to the school activity absence. Students will also be permitted to participate in after school, co-curricular, and/or extracurricular activities.

Single Period Class Callouts

In order to have an absence be excused, other than Juniors and Seniors leaving during their lunch period, students must have permission from administration and their parent prior to leaving. When students do leave, they must sign out in the Attendance Office and leave the campus. Parent excusals for a single class period while remaining on campus are not permitted. Failure to follow these procedures will result in the absence being recorded as unexcused. Students returning to school before the end of the day must sign in at the Attendance Office.

Students may also lose privileges, such as parking privileges, blended privileges, study hall exemption, late arrival or early release privileges, and participation in Homecoming activities, other dances, and Prom. No parent callouts will be accepted for students who have lost off campus privileges (either temporarily or permanently) without administration approval.

Academic Misconduct

I. Definitions of Academic Misconduct

A. **Academic Misconduct - Daily Work: ~~Scholastic Dishonesty~~**
Providing or receiving unauthorized assistance, with or without technology, during homework or practice activities because it prevents the teacher and/or school administration in arriving at an honest evaluation of learning. The unauthorized use of technologies to support academic work is also considered a form of academic misconduct unless permitted by the teacher. ~~A breach of the standards of academic integrity including all forms of academic cheating (e.g., plagiarism, collusion, falsifying academic records, intentionally providing work to another student) and any other act designed to give unfair academic advantage to a student.~~

B. **Cheating - Distribution**
Aiding other students in cheating, soliciting another person to take an exam or write a paper, as well as the theft, damage, sale, and/or distribution of course materials. ~~Any attempt to defraud, deceive, or mislead the teacher and/or school administration in arriving at an honest evaluation of learning. Cheating includes aiding other students in cheating, as well as the inappropriate use of technology that transmits data. Cheating includes the theft, damage, sale, and/or distribution of course materials.~~

C. **Cheating - Plagiarism**
A form of cheating that involves presenting graded/assessed work as one's own, the ideas or work of another person or technology. Plagiarism is not a question of intent. Any use of the content or style of another's intellectual product without proper recognition of the source constitutes plagiarism. The unauthorized use of technologies to support academic work is also considered a form of cheating unless permitted by the teacher.

D. ~~**Furnishing False Information**~~
~~Writing an exam or term paper for another student, soliciting another person to take an exam or write a paper for one's own class, submitting the same work in more than one course, or representing oneself as another person.~~

II. Academic Misconduct Procedure

When an incident of academic misconduct is suspected, the teacher will take reasonable action to establish whether it actually occurred and then contact the student and parent. After giving the student notice of the allegation(s) and an opportunity to explain their actions, the teacher will send a discipline referral to the Dean who will investigate the incident with the Department Chair. If it is determined that academic misconduct has occurred, the Dean will assign disciplinary actions, including, but not limited to, referral to the student's Problem Solving Team, restorative practices, and academic consequences.

III. Consequences for Academic Misconduct

First Occurrence

The student is given the following credit for work that is submitted and assessed accordingly:

- 50% credit for formative work
- 70% credit for summative work
- Dean's consequence (detention through in-school intervention)
- The Dean will refer the student to the Problem Solving Team and add restorative practices, as appropriate.

Subsequent Occurrences

1. The student is given 0% credit for formative or summative work.

2. If there are no further incidents of academic misconduct by the end of the grading term, the student can appeal to the teacher to resubmit/retake the assessment. The student will receive a 60% passing grade on the assessment. If they score below 60%, they will receive a replacement grade
3. Dean's consequence (detention through in-school intervention). The Dean will refer the student to the Problem Solving Team and add restorative practices, as appropriate.

Consequences for academic misconduct may be cumulative throughout the student's educational career. The consequences for violating this policy are separate from, and in addition to, those assigned for violating school rules, other District policies, and the law. Furthermore, this policy in no way limits the authority of the administration or Board of Education to impose other or additional consequences in accordance with school rules and District policies.

Behavior and Discipline

Effective discipline is necessary if a school is to function in the most constructive manner for students. Through good discipline and self-control, students can work with the school to form a productive partnership. Good discipline requires teamwork and is the combined responsibility of students, parents, and staff. **Students are responsible for following all school rules and regulations, as well as all District policies, while attending any school-sponsored activity**.

School Code of Conduct

In order to support our students, parents, staff members, and school community, we want to take this opportunity to review our practices and expectations related to student conduct, including behavioral and social-emotional supports, behavioral interventions and discipline. The Code of Conduct is a multi-layered system that will require work by all stakeholders across all school and home settings to help our students with their social and emotional as well as academic needs. We want to create an environment where all stakeholders are aware of anc actively engage in their roles and responsibilities.

Parent-Teacher Advisory Committee

Per Policy 2:150, This committee shall assist in the development of student behavior policy and procedures, and provide information and recommendations to the Board. Its members may consist of parents/guardians, teachers, administrators and board members. Additional participants, whose expertise or experiences are needed, may be invited to participate in various meetings that are geared to specific topics. (For example when discussing school bus safety policies, transportation staff may be included.) The committee reviews such issues as administering medication in schools, reciprocal reporting between the School District and local law enforcement agencies, student discipline/handbooks, disruptive classroom behavior, school bus safety procedures and the dissemination of student conduct information.

Per Policy 7:190, 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.

We Believe:

To support our learners' Social, Emotional, and Academic and Behavior skills, we believe and understand the following:

1) Our school community will learn and behave at their best when they feel connected, cared for, and valued.
2) The purpose of discipline is to teach skills that empower learners to change their behaviors over time. If you expect it, you must teach it. Discipline is a meaningful response.
3) Learners will be empowered to be actively involved in identifying what went wrong and how they can help fix it.
4) Kids do well if they can. Challenging behaviors communicate unmet needs and/or areas where skills may be lacking which results in a need to determine the cause.
5) Dysregulated learners (learners who are having difficulty managing or regulating emotions and behaviors) need the supportive presence of a regulated adult to return to a regulated state.
6) A strong foundation in every school environment maximizes learners' access to instructional time and fosters a sense of belonging for all.
7) Proactively teaching social, emotional, and behavioral skills should be intentionally integrated across all environments and all aspects of learning.
8) Exclusionary forms of discipline (suspension, expulsion, and removal from the learning environment) can produce negative outcomes in students, schools, districts, and communities and therefore must be carefully used when intended to keep all learners safe.
9) It's important for us to work towards a shared understanding by using clear and specific language when discussing our thoughts and beliefs about social, emotional, and behavioral skills. This approach helps create a fair and inclusive system that supports all learners.
10) High expectations can be met for all learners when we appreciate, respect, and respond to the diverse needs within our schools and district. This ensures that each child receives the necessary support to reach their full academic and social potential.

We expect:

- Students to attend school each day, be conscientious in classroom work and take full advantage of the educational opportunities available
- Students, staff and families to build and sustain authentic, positive and meaningful relationships
- Student, staff and families to demonstrate civility and respect for one another and hold each other to high expectations
- Students, staff and families to all contribute to the safety of the learning environment for all
- Students to respect other people's property and exercise proper care when using public facilities and equipment
- Students to establish personal and educational goals with teachers, counselors, and family, and work consistently toward the achievement of your goals
- Students to be aware of the expectations for student behavior and accept personal responsibility for functioning successfully within these guidelines

We will:

- Implement strategies and supports that all students, staff and families to feel safe
- Promote a positive school comm
- Provide staff with the resources necessary to help with the implementation of this plan
- Partner with families to provide information for outside resources

Problem-Solving Suggestions for Students

- Talk with your parent about possible solutions
- Calmly discuss any issues with the teacher when other students are not present. This removes the pressure on both of you.
- If the matter is not resolved, talk with a trusted faculty member, Counselor, Dean, Associate Principal, or the Building Principal

Problem-Solving Suggestions for Parents

- Be sure of the facts. Although it may be difficult for you not to take sides, try to see the whole picture
- Contact the person with whom your child is having the problem
- If possible, include your child in conferences with teachers, Counselors, the Dean, Associate Principal, Building Principal, and other school personnel to help find solutions together
- Before you leave a conference, **be sure you understand** what is expected of you and your child and what the school staff will try to do
- Set a specific time when communication by phone or letter will be made on your child's progress

All violations of the school disciplinary policy will be maintained in the student's temporary record file.

Multi-Tiered Systems of Support Framework

Huntley 158 utilizes a Multi-Tiered System of Support (MTSS) framework to foster a positive learning environment and focuses on supporting the whole child.

MTSS is a term used to describe an evidence-based model of schooling that uses data-based problem-solving to integrate academic and behavioral instruction and intervention. All students are part of MTSS, including students with disabilities, as part of their education. In MTSS, integrated instruction and intervention is delivered in varying intensities (multiple tiers) based on student need. "Need-driven" decision-making seeks to ensure that district resources reach the appropriate levels to accelerate the performance of ALL students to achieve and/or exceed proficiency levels.

Tier 1 - Universal Interventions are what all students receive. This Tier focuses on the implementation of the district's core curriculum and is aligned with the Illinois Social Emotional Learning Standards.

Tier 2 - Secondary Interventions are what some students receive in addition to TIer 1 instruction. These services are more concentrated and are targeted interventions for small groups.

Tier 3 - Tertiary Interventions are what a few students receive. This is the most intense level of intervention a school can provide a student through the MTSS model. These services are typically provided to a very small group and/or one on one.

Restorative Practices

Huntley 158 uses Restorative Practices in our schools, which helps to shift the focus to building relationships among school community members and helps move away from a punitive mindset when there is conflict. Restorative Practices are NOT a replacement for a system of consequences or a code of conduct. Restorative Practices are not intended to remove

accountability for students. Students who have broken school rules or harmed other school community members are still held accountable for their actions and may receive traditional consequences **alongside** restorative solutions or in conjunction with restorative practices.

Discipline of Special Education Students

The District will comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability. However, all students must conform to the Student Behavior policies as outlined in this Handbook.

Additional information regarding discipline of students with disabilities is located in the Special Education section of this handbook.

Aggressive Behavior

Illinois law requires school districts to notify the parent of a child who demonstrates behaviors that put the student at risk for aggressive behavior. Board Policy 7:190, *Student Behavior*, prohibits a student while at school or a school-related activity from: (1) engaging in any kind of behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct.

Bullying, Intimidation, Harassment, Hazing, and Sexting

Bullying, intimidation, harassment, hazing, and sexting 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

Bullying is defined as: (1) an act that is repetitive in nature (similar behavior occurring more than once); (2) creates a power imbalance (by size, age, numbers or emotionally); or (3) is intended to hurt the victim (socially, emotionally, or physically).

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, order of protection status, 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 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, 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.

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 which can reasonably be expected to have one or more of the following effects:

1. Placing the student or students in reasonable fear of harm to their 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 ability to participate in or benefit from the services, activities, or privileges provided by the school.

Students who feel they have been bullied should report the incident by:

1. Contacting the Complaint Manager or other administrator, counselor, teacher, or social worker
2. Using the ***Huntley High School Student Helpline***: (815) 889-0575
3. Using the District Bullying Report form.
4. Following the process outlined in Board Policy 2:260, *Uniform Grievance Procedure*, and this Handbook.

At its discretion, the District may make referrals of students who have demonstrated bullying behaviors to counselors or mental health professionals. Students determined to have committed an act of bullying may face disciplinary consequences up to and including a recommendation of expulsion, as well as possible referral to the appropriate law enforcement agency for criminal charges.

Questions or concerns should first be discussed with the staff member closest to the situation. It is always best to follow the chain of command to ensure that all parties involved are properly informed of the situation. Parents should expect a response from the staff member or their designee within 24 hours to discuss the concern. If no contact has been made, please proceed to the next step in the chain.

Teacher or Trusted Adult → Counselor or Social Worker → Assistant Principal →

Building Principal → Assistant Superintendent → Superintendent

Information Hotlines:

District Tip Line: (815) 889-0584
~~National~~ Suicide ~~Prevention~~ and Crisis Lifeline: Dial 988
Huntley High School Student Helpline: (815) 889-0575

Board Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment* is available on the District website or a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Harassment

It is the policy of District 158 to provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment. No person, including an employee or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race, color, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, sexual orientation, gender-related identity or expression, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Sexual harassment of students is prohibited. Sexual harassment means sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
    a. Substantially interfering with a student's educational environment;
    b. Creating an intimidating, hostile, or offensive educational environment;
    c. Depriving a student of educational aid, benefits, services, or treatment; or
    d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Students are encouraged to report claims or incidences of sexual harassment to the Non-Discrimination Coordinator or Complaint Manager. Any student who believes they are being harassed may file a complaint by using the process outlined in Board Policy 2:269, *Uniform Grievance Policy*, and this Handbook, or can **report harassment anonymously by utilizing the Huntley High School Student Helpline at (815) 889-0575.**

A student's good faith action in reporting harassment will not result in any adverse actions against the complainant. However, if a student or witness is found to have made an intentionally false report of harassment, the student or witness shall be subject to discipline.

Board Policy 7:20, *Harassment of Students Prohibited,* is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Hazing

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. Hazing means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Sexting

Sexting is defined as an electronic transfer of any material that depicts an individual or multiple individuals fully or partially nude or engaged in any sexual or lewd conduct. Electronic transfers include those made via computer or any other electronic communications device including cell phones and other handheld devices. It is a violation of Illinois law for anyone to possess or electronically transfer material that depicts a minor fully or partially nude or engaged in any sexual or lewd conduct. Further, it is against District policy for any student—minor or above the legal age of consent—to partake in sexting or be in possession of any image procured through sexting. The District prohibits students from engaging in sexting, including possessing sexually explicit photographs, videos, or images on any electronic device regardless of whether the depiction violates State law. Any electronic device may be searched upon reasonable suspicion of sexting. All students involved in sexting may be disciplined. In all cases where sexting is suspected, school administrators may contact the police.

Conduct Motivated by Prohibited Discrimination

Conduct motivated in whole or in part by prohibited discrimination may be subject to increased disciplinary measures where determined to be appropriate by the administration. The Board of Education may also consider whether the conduct was motivated in whole or in part by prohibited discrimination when determining whether to expel a student based on such conduct.

Prohibited discrimination means conduct based upon actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, or order of protection status.

Board Policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited,* is available on the District website or a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Dangerous Weapons

Board Policy 7:190, *Student Behavior*, prohibits the possession or the assistance of possession of weapons on school grounds, at any school activity, on school transportation vehicles, or in any designated school transportation waiting area. A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, any activity or event that bears a reasonable relationship to school, onto school transportation or to a designated school bus stop, 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 19 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

Nothing in this section shall prevent the administration or the Deans from determining that an object not listed in paragraphs one or two is or is not intended to be used as a weapon, and assigning an appropriate penalty in accordance with the Behavior and Discipline section of this Handbook.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. Any item determined to have been possessed, used, transferred, or controlled in violation of this policy will be confiscated and retained by school officials, and either turned over to a parent at the end of the school year, or to the appropriate local law enforcement agency.

Board Policy 7:190, *Student Behavior*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Gang and Gang-Related Activity

The Board of Education affirms its position that schools in District 158 shall provide an orderly place for learning. Board Policy 7:190, *Student Behavior*, prohibits students from engaging in gang activity on school property or at any activity associated with or under the general guidance of school authorities. Gangs are defined as any group of two or more persons who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the District's policies, rules, and regulations.

No student:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other insignia which is evidence of membership or affiliation with any gang.
2. Shall draw gang graffiti or distribute gang related literature.
3. Shall use any speech, either verbal or non-verbal (such as gestures or hand-shakes), or act in furtherance of gang activity.
4. Shall solicit others for membership in any gang.
5. Shall request any person to pay protection or otherwise intimidate or threaten any person.
6. Shall commit any other illegal act or other violation of District policies in furtherance of gang related activities.
7. Shall incite other persons to inflict physical violence against any other person.
8. Shall participate in any activity that could be interpreted as relating to gangs or gang activity.

Penalties for Violations:

Any student found to have violated this policy shall be guilty of gross misconduct. All gang related paraphernalia or materials will be confiscated. Violation of this policy may result in disciplinary measures up to and including 10-days suspension with consideration for expulsion, and referral to appropriate law enforcement agency if a violation of the law is involved.

Board Policy 7:190, *Student Behavior*, is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/intimate-partner-violence/about/about-teen-dating-violence.html.

Board Policy 7:185, *Teen Dating Violence Prohibited,* is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Student Code of Conduct Matrices

The matrix below outlines student behaviors and corresponding levels of interventions or consequences that may be implemented in response to those behaviors. The list of behaviors and interventions/consequences is meant to be illustrative and non-exhaustive, and will not necessarily be implemented in progressive order. All interventions and consequences will be determined on a case-by-case basis and will take into consideration the developmental level of the student(s) involved. The matrix serves as a tool for administrators to respond appropriately when students have committed serious violations, per the Student Code of Conduct. This tool is designed to offer consistency at all levels across the District so that the students receive interventions and consequences fairly from school to school when their behaviors require.

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
Academic Misconduct	Academic Misconduct: Daily work	**1**	Providing or receiving unauthorized assistance, with or without technology, during ~~Copying a peer's~~ homework or practice activities ~~in an attempt to defraud, deceive, or~~ because it prevents ~~mislead~~ the teacher and/or school administration in arriving at an honest evaluation of learning. The unauthorized use of technologies to support academic work is also considered a form of academic misconduct unless permitted by the teacher.	Teacher Managed
	Academic Misconduct: Cheating-Distribution	**2**	Aiding other students in cheating, soliciting another person to take an exam or write a paper, as well as the theft, damage, sale, and/or distribution of course materials.	Apology Conference with student Detention - with Office Explicit instruction of appropriate replacement behavior Loss of Privilege/Social Probation Parent Contact - Phone Call Parent/Student Conference Referral to counselor/social worker Restorative Practices Technology Restrictions

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Academic Misconduct: Cheating-Plagiarism	**2**	A form of cheating that involves presenting graded/assessed work as one's own, the ideas or work of another person or technology. Plagiarism is not a question of intent. Any use of the content or style of another's intellectual product without proper recognition of the source constitutes plagiarism. The unauthorized ~~Includes the inappropriate~~ use of technologies~~y~~ to support academic work is also considered a form of cheating unless permitted by the teacher. ~~that transmits data and the use of AI-created composition as a substitute for original thoughts.~~	Apology Conference with student Detention - with Office Explicit instruction of appropriate replacement behavior Loss of Privilege/Social Probation Parent Contact - Phone Call Parent/Student Conference Referral to counselor/social worker Technology Restrictions
Alcohol	Alcohol: In the presence of use and/or distribution	**2**	Student is knowingly in the presence of a peer who is using and/or distributing alcohol on school grounds and/or at school events and does not remove himself when given the opportunity.	Conference with student In-school Suspension Parent Contact - Phone Call Search of student and/or locker
	Alcohol: Possession and/or use (ISBE)	**3**	Student is under the influence or in possession of alcohol on school grounds and/or at school events	Behavior contract Conference with student In-school Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Out-of School Suspension Parent Contact - Phone Call Referral to drug/alcohol counseling Search of student and/or locker
	Alcohol: Distribution (ISBE)	**3**	Student is giving out/sharing/selling alcohol to students or others on school grounds and/or at school events.	Behavior contract Conference with student Expulsion In-school Suspension Law Enforcement Agency Referral Out-of School Suspension Parent Contact - Phone Call Referral to counselor/social worker Referral to drug/alcohol counseling Search of student and/or locker
Arson	Arson	**3**	Destruction of school property resulting from student use of fire regardless of intent or level of property damage	Behavior Contract Change of schedule Contact and/or referral to any other applicable outside agencies Expulsion In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Referral to counselor/social worker Safety plan developed Search of student and/or locker

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
Bullying	Conflict	**1**	Pattern of offending behavior where the student(s) is engaging in peer conflict with another student but shares equal power (physical/social), there is an equal emotional reaction and ownership over the conflict	Teacher managed May become leadership managed based on context Restorative Practices No Contact Contract
	Bullying	**3**	Board Policy 7.180: Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: 1. Placing the student or students in reasonable fear of harm to the student's or students' person or property; 2. Causing a substantially detrimental effect on the student's or students' physical or mental health; 3. Substantially interfering with the student's or students' academic performance; or 4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, 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. Cyberbullying 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	Behavior Contract Change of schedule No Contact Contract Class Removal Safety plan Expulsion Explicit Instruction of appropriate replacement behavior In-school and/or out-of-school suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Conference with student Restorative Practices Support / counseling services

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
			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. In order for an incident to be deemed "bullying" a trained investigator must complete a full investigation and deem the situation "founded".	
Dress Code	Dress Code: Minor	**1**	A student's appearance that disrupts the educational process but easily corrected at the classroom level	Classroom Managed
	Dress Code: Health/Safety	**2**	A student's appearance that disrupts the educational process or compromises standards of health, and safety. Clothing that draws attention or interferes with the ability to identify or communicate with students OR clothing that includes print and pictures of items that are illegal to minors.	Conference with student Explicit Instruction of appropriate replacement behavior Parent Contact
Drug Offenses	Drug Offenses: In the presence of use and/or distribution	**2**	Student is knowingly in the presence of a peer who is using and/or distributing illegal drugs, controlled substances, drug-related paraphernalia, prescription drugs not prescribed, or inhalants on school grounds, off school grounds during the school day (i.e. during off campus privileges), and/or at school events and does not remove self when given the opportunity	Conference with student Loss of Privilege/Social Probation Parent Contact Search of student and/or locker Detention - with Office In-school and/or out-of-school suspension
	Drug Offenses (ISBE): Possession and/or use	**3**	Student is under the influence or in possession of illegal drugs, look-alike drugs, drug-related paraphernalia, controlled substances, prescription drugs not prescribed, or inhalants or other controlled substances on school grounds and/or at school events	Athletic Suspension Behavior contract Law Enforcement Agency Referral Conference with student Expulsion In-school and/or out-of-school suspension Referral to drug/alcohol counseling Referral to counselor/social worker Loss of Privilege/Social Probation Parent Contact Restorative Practices Search of student and/or locker

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Drug Offenses (ISBE): Distribution	**3**	Student is giving out/sharing/selling illegal drugs, look-alike drugs, drug-related paraphernalia, controlled substances, prescription drugs not prescribed, or inhalants or other controlled substances to students or others on school grounds and/or at school events.	Athletic Suspension Behavior contract Conference with student Expulsion In-school and/or out-of-school suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Referral to drug/alcohol counseling Restorative Practices Search of student and/or locker
Falsification of Information	Falsification of Information	**2**	Delivering false or misleading information on a document and/or in the course of a school investigation or staff inquiry. Includes falsifying records or signatures, impersonation of another individual over electronic communication (phone, email)	Athletic Suspension Behavior contract Conference with student In-school and/or out-of-school suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices Search of student and/or locker
Gang-Related	Gang-Related: Paraphernalia	**2**	Displaying gang symbols or paraphernalia	Behavior contract Change of schedule Class Removal Expulsion In-school and/or out-of-school suspension Loss of Privilege/Social Probation Parent Contact Conference with student Search of student and/or locker
	Gang-Related: Activity	**3**	Being involved in gangs or gang-related activities (Board Policy 7:190) where two or more individuals who use common symbols, identifiers or behavior, and/or who assemble to conduct illegal activity or violation of school policies and/or intimidate individuals or groups.	Athletic Suspension Behavior contract Conference with student Expulsion In-school suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Out-of-school suspension Parent Contact Referral to counselor/social worker Restorative Practices Search of student and/or locker

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
Harassment	Harassment	**3**	Board Policy 7:20: 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 identify; 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. 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. In order for an incident to be deemed "harassment" a trained investigator must complete a full investigation and deem the situation "founded".	Investigation conducted Behavior Contract Change of schedule Class Removal Safety plan Expulsion Explicit Instruction of appropriate replacement behavior In-school and/or out-of-school suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Conference with student Restorative Practices Support / counseling services
	Insubordination/ Non-compliance: Low Intensity and/or Duration	**1**	Failure to act in accordance with given expectation or directive with increasing impact on learning environment (learning of the student and/or other students). Student engages in inappropriate verbal and/or non-verbal interruption to the environment that is low in duration and/or intensity.	Teacher Managed

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Insubordination/ Non-compliance: High Intensity and/or Duration	**2**	Prolonged refusal, refuses redirects, loss of instructional time Student engages in inappropriate verbal and/or non-verbal interruption to the environment that is high in duration and/or intensity	Class Removal Conference with student Detention - with Office In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
	Insubordination/ Non-compliance: Gross Misconduct	**3**	Interferes with the regular operation of the school building or event. Includes indecent exposure, behavior that requires crisis plan to be activated and/or refusal to follow directions in crisis response situations, as well as calling emergency without an emergency (pulling fire alarm, calling 911)	Athletic Suspension Behavior contract Class Removal Conference with student Detention - with Office Expulsion In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Peer Mediation Referral to counselor/social worker Restorative Practices Safety Plan
Language	Language: Non-directional swearing	**1**	Incidental swearing / nonverbal gesturing not directed at another person.	Teacher Managed
	Language: Directional swearing	**2**	Swearing / nonverbal gesturing or other abusive language directed at another person.	Behavior Contract Class Removal Conference with student Explicit Instruction of appropriate replacement behavior Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
	Language: Non-directional inflammatory or sexual language	**2**	Incidental use of inflammatory language / nonverbal gesturing or sexual language / nonverbal gesturing not directed at another person	Behavior Contract Conference with student Detention - with Office Explicit Instruction of appropriate replacement behavior In-school and/or Out-of School Suspension Parent Contact Referral to counselor/social worker

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Language: Directional inflammatory or sexual language	**3**	Language and nonverbal gesturing, including sexual language and nonverbal gesturing, that does or could cause to alienate an individual related to protected class status covered under Illinois code. Could include, but is not limited to hate speech OR descriptions, racial slurs, slang terminology and/or labels commonly understood to be offensive, demeaning or derogatory.	Conference with student Detention - with Office In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
Location	Location: Failure to report to designated area on time	**1**	Failure to report on time to designated area	Teacher Managed
	Location: Unassigned area	**2**	Hiding in unsupervised area, in unassigned location, leaving an assigned area without permission in the school building, misuse of pass, entering school property without authorization (trespassing) Elopement in school building.	Class Removal Conference with student Detention - with Office In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact
	Location: Off campus	**3**	Failing to report to school building or leaving school building without permission. Elopement off campus.	Behavior contract Change of schedule Conference with student In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Safety Plan
Property	Property: Misuse	**1**	Wasting materials or resources or using property in a way not intended. Includes not cleaning up after self. Does not include property damage.	Teacher Managed
	Property: Vandalism/Damage	**3**	Damage or destruction that occurs as a result of ignoring expectations. May require professional cleaning, repair or replacement. May disrupt the normal operations of the building. May include behavior that requires emergency response plan to be activated.	Behavior contract Change of schedule Conference with student Detention - with Office Expulsion In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restitution Restorative Practices Safety Plan Support / counseling services

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
Public Display of Affection	Public Display of Affection: Minor	**1**	Any consensual physical contact that includes kissing of any kind or for any length of time, having a student's arm/hands around another student's waist or any other body part, (head, neck, etc.), sitting between the legs of another student, rubbing up against another student	Teacher Managed
	Public Display of Affection: Major	**2**	Consensual groping of body parts, sexual activity	Behavior contract Class Removal Conference with student Explicit Instruction of appropriate replacement behavior In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
Technology	Technology: Off-task or inappropriate purpose	**1**	Use of technology for off-task or inappropriate purpose	Teacher Managed
	Technology: Disruptive-School Issued Device	**2**	Use of school-issued devices or access to accounts that disrupts access to the learning of self and/or others	Class Removal Conference with student Detention - with Office In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker
	Technology: Disruptive - Personal Device	**2**	Use of personal devices (cell phone, watch, tablet, Airpod, other) or access to accounts that disrupts access to the learning of self and/or others	Class Removal Conference with student Detention - with Office In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker
	Technology: Privacy or Acceptable Use Policy (AUP)	**3**	Any communication/media that includes sending, distributing, or viewing of unauthorized recording of videos and pictures with or without consent. This includes pornographic images (including sexting), violent images or materials that violate the rights of a protected class, and explicit language. This includes posting media of this nature on social media using school devices, personal devices, and/or infrastructure as well as to organize illegal activity, engage in illegal	Behavior Contract Conference with student Expulsion Law Enforcement Agency Referral Loss of Privilege/Social Probation In-school and/or Out-of School Suspension Referral to counselor/social worker Parent Contact Restorative Practices

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
			activity, or purchase illegal items.	
	Technology: Infrastructure	**3**	Hacking, modification, or damage of the technology infrastructure of the district such as the wireless network and servers. Attempts to breach secured electronic information or resources.	Behavior Contract Conference with student Expulsion In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
Theft	Theft: Personal Property	**2**	Entering an individual's personal space or property (desk, bag, purse, locker, car etc.) to take an item of value.	Behavior Contract Conference with student Detention - with Office Explicit Instruction of appropriate replacement behavior Expulsion In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restitution
	Theft: School Property	**3**	Stealing materials belonging to the school	Conference with student Detention - with Office Explicit Instruction of appropriate replacement behavior In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restitution
Threat Communicated	Threat: Communicated to Individual	**3**	Communication of a threat through any form (included but not limited to verbal, non-verbal, social media, written)	Apology Behavior Contract Class Removal Conference with student Expulsion Law Enforcement Agency Referral Loss of Privilege/Social Probation In-school and/or Out-of School Suspension Parent Contact Referral to counselor/social worker Restorative Practices Peer Mediation Safety Plan Developed Threat Assessment

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Threat: Communicated to Group	**3**	Communication of a threat through any form (included but not limited to verbal, non-verbal, social media, written)	Apology Behavior Contract Class Removal Conference with student Expulsion Law Enforcement Agency Referral Loss of Privilege/Social Probation In-school and/or Out-of School Suspension Parent Contact Referral to counselor/social worker Restorative Practices Peer Mediation Safety Plan Developed Threat Assessment
	Threat: Communicated with Access to Weapon	**3**	Communication of a threat including mention of weapon through any form (included but not limited to verbal, non-verbal, social media, written)	Conference with student Expulsion In-school and/or Out-of School Suspension Safety Plan Developed Parent Contact Referral to counselor/social worker Threat Assessment
Tobacco	Tobacco: In the presence of use and/or distribution	**2**	Student is knowingly in the presence of a peer who is using and/or distributing tobacco, nicotine products, and/or vaping-related paraphernalia on school grounds and/or at school events and does not remove self when given the opportunity	Behavior Contract Conference with student Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker
	Tobacco: (ISBE) Possession and/or use	**3**	Student is under the influence of or in possession of tobacco, nicotine, look-alike product, and/or vaping-related paraphernalia on school grounds and/or at school events	Behavior Contract Conference with student Loss of Privilege/Social Probation In-school and/or Out-of School Suspension Parent Contact Referral to drug/alcohol counseling Referral to counselor/social worker
	Tobacco: (ISBE) Distribution	**3**	Student is giving out/sharing/selling tobacco products, nicotine products, look-alike product, and/or vaping-related paraphernalia to peers on school grounds and/or at school events	Behavior Contract Conference with student Loss of Privilege/Social Probation In-school and/or Out-of School Suspension Parent Contact Referral to drug/alcohol counseling Referral to counselor/social worker

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
Violence <u>With</u> Serious Physical Injury	Violence With Serious Physical Injury: Physical Aggression (ISBE)	**3**	Serious one-sided physical contact (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where either the offender(s) or victim(s) require off-site professional medical attention for extreme physical pain, protracted and obvious disfigurement, protracted loss or impairment of the function of a bodily member, organ, or faculty, or substantial risk of death. Sexual violence where either the offender(s) or victim(s) require off-site professional medical attention.	Apology Class Removal Conference with student Expulsion In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Law Enforcement Agency Referral Parent Contact Referral to counselor/social worker Restorative Practices
	Violence With Serious Physical Injury: Physical Fighting	**3**	Mutual physical fight where either the offender(s) or target(s) require off-site professional medical attention for extreme physical pain, protracted and obvious disfigurement, protracted loss or impairment of the function of a bodily member, organ, or faculty, or substantial risk of death.	Apology Class Removal Conference with student Expulsion Loss of Privilege/Social Probation Law Enforcement Agency Referral In-school and/or Out-of School Suspension Parent Contact Referral to counselor/social worker Restorative Practices
Violence <u>Without</u> Serious Physical Injury/Physical Aggression	Inappropriate physical contact	**1**	Physical contact that is not serious but is inappropriate and unwelcomed.	Teacher Managed
	Violence without Serious Physical Injury (ISBE): Physical Aggression with or without minor injury	**2**	Student engages in one-sided actions involving physical contact that is aggressive in nature (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). It may include minor injury where either the offender(s) or victim(s) require school-based medical attention (not off-site professional medical attention)	Behavior Contract Class Removal Conference with student In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practices
	Violence without Serious Physical Injury (ISBE): Physical Fighting with or without minor injury	**3**	Mutual physical fight where the offender(s) or target(s) do not require off-site professional medical attention, regardless of intent. ("Professional medical attention" may include the school nurse but not for minor care that any staff member could provide.)	Conference with student In-school and/or Out-of School Suspension Law Enforcement Agency Referral Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker Restorative Practice

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
	Violence without Serious Physical Injury (ISBE): Serious sexual contact	**3**	Serious, non-accidental, and non-consensual physical contact of a sexual nature (e.g., groping, intimating sexual acts, touching private areas, exposing other's private areas) where the offender(s) or target(s) do not require professional medical attention. ("Professional medical attention" may include the school nurse but not for minor care that any staff member could provide.). Includes any intentional contact with private areas of an individual, regardless of intent.	Behavior Contract Conference with student Explicit instruction of appropriate replacement behavior Expulsion In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Referral to counselor/social worker
Weapon	Weapon: Possession of Minor Weapon	**2**	Possession of a tool is readily capable of causing harm as determined by school administration but does not meet the state definition of a dangerous weapon. This could include pocket knives with blades less than 2.5 inches	Behavior Contract Conference with student Expulsion In-school and/or Out-of School Suspension Loss of Privilege/Social Probation Parent Contact Safety Plan Developed Search of student and/or locker
	Weapon: (ISBE) Possession of Dangerous - Other	**3**	Student possesses dangerous weapon or realistic-looking fake dangerous weapon (does not include firearms) A device, instrument, material, or substance that is readily capable of causing death or serious bodily injury, except a firearm.	Conference with student Expulsion In-school and/or Out-of School Suspension Parent Contact Referral to counselor/social worker Safety Plan Developed Search of student and/or locker
	Weapon: (ISBE) Possession of Dangerous - Firearm	**3**	Possession of firearm on school grounds that is used for or readily capable of causing death (includes handgun, rifle, shotgun, multiple firearms)	Conference with student Expulsion In-school and/or Out-of School Suspension Parent Contact Safety Plan Developed Search of student and/or locker

Explanation of Disciplinary Consequences

An explanation of disciplinary consequences from least severe to most severe is provided below:

Teacher Detention: Detentions are issued for minor infractions. Detentions issued by classroom teachers must be served with that classroom teacher. Failure to serve a classroom detention will result in a discipline referral to the Dean. Detentions issued by a staff member supervising a study hall, extracurricular activity, lunchroom, and other school-related activity will be an after school detention. Failure to serve a detention will result in a discipline referral to the Dean.

Lunch Detention: This is an option which the Dean may select for Level I, II, or III offenses, or when an individual behavior otherwise indicates such consequence is appropriate. Students are expected to serve all assigned detentions. In addition, students must serve their detentions prior to taking final exams, earning/keeping parking privileges, and/or attending Homecoming, Prom, or other school events.

After-School Detention: This is an option which the Dean may select for Level I, II, or III offenses, or when an individual behavior otherwise indicates such consequence is appropriate. In rare instances, a student who fails to attend an assigned after-school detention may have it reassigned as a suspension. Students are expected to serve all assigned detentions. In

addition, students must serve their detentions prior to taking final exams, earning/keeping parking privileges, and/or attending Homecoming, Prom, or other school events.

Saturday Detention: A Saturday Detention can be given for a variety of infractions of the school rules. The detention will be from 8:00 am to 12:00 pm. The detentions will be held in the detention room and students should enter through Door #27. Students should come prepared with the proper materials and class work for the four hours. All school rules apply and no sleeping or eating will be permitted. If a student does not attend their assigned Saturday Detention, an In-School Intervention (ISI) may be assigned. Saturday Detentions will no longer be an option if the assigned detention is not served. Students are expected to serve all assigned detentions. In addition, students must serve their detentions prior to taking final exams, earning/keeping parking privileges, and/or attending Homecoming, Prom, or other school events.

Social Action Hours: Social Action Hours are volunteer hours that are utilized primarily by the Deans in order to provide students with not only an opportunity to correct wrongdoing through volunteer work and reflection, but to encourage students to be positive contributors to their communities. Assignment of these hours may be used as an alternative for some infractions rather than serving a detention or suspension. Privileges may be revoked until social action hours are completed. Assigned Social Action Hours cannot count toward Silver Cord or National Honor Society.

Restorative Circles: Students at odds meet with each other and two trained Student Support Team members to, at a minimum, work to learn how to coexist peacefully in a shared environment. Both parties need to agree for Restorative Circles to be utilized.

No Contact Contracts: A No Contact Contract may be implemented to limit or eliminate contact between specific students when deemed necessary. Each contract is developed on an individual basis, with the knowledge of the student involved and notification to their parent or guardian. These agreements are reviewed regularly, and timelines for review and duration are clearly outlined within the contract

In-School Intervention (ISI): Huntley High School operates an In-School Intervention program. Students assigned a day of ISI must report by 7:30 am and will be released at 2:30 pm. While serving an ISI, students remain in a quiet supervised study area for the entire day. They are not allowed to attend their classes or to socialize with other students. Prior to the first lunch period, students will be allowed into the Cafeteria but it is recommended they bring a sack lunch. During ISI, they are required to complete assignments for all of their classes and turn the assignments into the ISI Supervisor prior to leaving the ISI room. It is the student's responsibility to contact their teachers prior to arriving in ISI for assignments. Students will receive full credit for all work completed during the In-School Intervention. A student's absence on the date of an ISI must be verified by a parent or a student will be considered unexcused and receive additional consequences. A student failing to serve an ISI on the scheduled day will serve an ISI on the day of return. If a student is removed from ISI due to inappropriate behavior, the student will only receive credit for work completed prior to removal and will have to be picked up by a parent. ISI will also not be available as a discipline consequence for the remainder of the year.

- ★ **Students who have an IEP or a 504 will have access to all of their accommodations and supports while they are in ISI.**
- ★ **Students will not be allowed to participate in any athletic practice session or contest, or any co-curricular or extracurricular practices, rehearsals, or performances on the day of ISI.**

Out-of-School Suspension (OSS): An Out-of-School Suspension occurs when a student is temporarily suspended from school for a period of one to ten days. A suspended student will have the opportunity to make up any assignments and tests missed during the suspension period. It is the student's responsibility to contact their teachers for assignments. The teacher will provide all homework assignments. In order to receive credit, all completed homework must be handed in immediately on the first day that a student returns to classes. Also, all tests and quizzes must be made up immediately upon the student's return. When a student accumulates 20 days of Out-of-School Suspension per year, the administration may recommend an alternative educational setting to the Board of Education.

When a student is given an Out-of-School Suspension, that student will be suspended from the entire school program and its environment. The student will not be permitted to attend class, to be in the building, on school grounds, in the area of the school, or to participate in any co-curricular or extracurricular school sponsored functions.

Expulsion: The law gives the community, through its Board of Education, the right to exclude certain students from school. Students may be expelled for up to two calendar years for gross disobedience or misconduct. Additionally, students may be recommended to the Board of Education by the administration when it is determined that every avenue to solving the student's problem has been exhausted without positive results or potential success.

Student Rights in Disciplinary Actions

To ensure that the student receives fair treatment consistent with the fundamental requirement of due process, all student suspensions or recommendations for expulsion must be made in accordance with the following procedures:

Suspension

1. Students will be given the opportunity to present information on their own behalf prior to suspension. The suspension shall be reported by telephone immediately to the parent of each suspended student. The Board of Education and the parent, through the Superintendent, Associate Superintendent, the Building Principal, Associate Principal, or Dean of Students, shall be notified of the suspension through the US Mail or by personal delivery.
2. The letter shall give a full statement of the reasons for the suspension and notice to the parent of their right to a review of the suspension. The parent may request a review of any action of the Building Principal or Associate Superintendent by the Board of Education, or a hearing officer appointed by the Board. Such a request must be made to the Superintendent in writing. At such a hearing, the parents may appear and discuss the suspension with the Board or hearing officer, and may be represented by counsel.
3. A student shall be reinstated after suspension only by the Building Principal, Associate Principal, or Dean. Further continuance in school is contingent upon conduct of the student being consistent with what is expected of good school citizens.
4. A parent conference with the Dean may be required before a student's reinstatement. If a parent conference does not occur, the student shall remain in the in-school intervention room until the conference occurs.

DUE PROCESS FOR SUSPENSION: Parents have a right to request a review before the Board or an appointed hearing officer.

Right to Review Suspension:

The Appeals process must follow these steps:

A. Appeal to the Associate Principal
B. Appeal to the Building Principal
C. Appeal to the Associate Superintendent or Designee
D. Appeal to the Board of Education

Board Policy 7:200, *Suspension Procedure* is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Expulsion

Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at a meeting of the Board, or to meet with a hearing officer appointed by the Board to discuss their child's behavior.

The request shall include:

1. Details regarding the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion;
2. The time, date, and place of the hearing;
3. A brief description of what will happen during the hearing;
4. A list of the student's previous suspensions;
5. A statement indicating that the School Code allows the Board to expel a student for a definite period of time not to exceed two calendar years;
6. A statement regarding the interventions offered to the student;
7. A statement as to whether the student poses a continued risk of harm to other students, staff, or the school community; and
8. A request that the parent inform the District if the student will be represented by counsel at the hearing.

During the hearing, the student and the student's parent(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified on behalf of the administration, and otherwise present reasons why the student should not be expelled. After presentation of evidence, the Board shall decide the issue of guilt and take such action as it deems appropriate. If the Board decides to expel the student, the written expulsion decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. If a hearing officer is appointed by the Board, the hearing officer shall provide a written summary of the evidence heard to the Board. A student may be readmitted to school after expulsion by official action of the Board. Such reinstatement should occur only after the Board, Building Principal, and Superintendent or Associate Superintendent are satisfied that the student intends to correct the situation which led to expulsion.

Board Policy 7:210, *Expulsion Procedure* is available on the District website and a copy may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Course Credits and Schedules

Course Guide

Credit codes are listed after each course in the Course Catalog on the Course Registration page and indicate which requirements can be met by that course. Credit for each course taken may be applied to one subject area only.

Subject Area	222	Credits Needed	Credit Code

English	4.00	ENG
Math	3.00	MTH
Science	3.00	SCI
Global Studies/AP Human Geo/AP World History	1.00	SST
Personal Finance	0.50	CED
US Government	0.50	SST
US History	1.00	USH
Health	0.50	HLT
Physical Education	1.50	PED
Driver's Education	0.25	DEH
Electives	7.75	ELC
Total Credits	**23.00**	

* In order to advance to the next grade level, students must earn a specific number of credits. A student needs 5 credits to achieve sophomore status; 11 credits to achieve junior status; and 17 credits to achieve senior status. In order to participate in all graduation activities including the ceremony, a student must have the 23 credits required in the specific areas outlined above.

** Students cannot fail more than one class in the semester preceding their Driver's Education course. In order to take Driver's Education, a student must pass 8 classes in the preceding two semesters.

*** Students must pass the Illinois and US Constitution tests in order to graduate.

Transfer Credits

Huntley High School will accept credits from:

1. An accredited high school
2. An accredited correspondence school for credit recovery, enrichment, or a course not offered by Huntley High School that has been approved by the school counselor.*
   * Any student wishing to exceed these guidelines must submit a written request to the building administration. Credits can only be approved by the building administration.

Credits from Other Institutions

Students shall be permitted to attend classes at an approved institution for credit toward graduation from high school. Advance approval shall be secured through the guidance counselor and Building Principal with the appropriate paperwork completed and on file. The Building Principal must approve an official transcript in order to receive credit.

Course Load

All students are required to carry seven (7) classes each semester enrolled. Students taking dual enrollment courses will be accommodated based upon their dual enrollment courses.

Course Adds and Changes

Students may add or change a course the week before the first day of school during registration, providing that space for additional students in that course is available.

Adding a Course

Students may add a course to their schedule to replace a dropped course or study hall during the two "schedule change" days the week after schedule pick-up in August. This will be the only time that schedule changes will be honored.

Audit Option

Students who wish to participate in a course for no grade or credit may elect to AUDIT a course, with the teacher's approval. This option requires the teacher to establish guidelines and conditions for acceptance into the class. See the counselor for forms and information. All attendance policies apply for classes that are being audited.

Dropping a Course

Students enrolled in seven credit producing courses may withdraw from a course without academic penalty through the 20th day of the semester. After the 20th day of the semester, a drop from class will be denoted as a WF on the student's transcript. The grade of F will be used to calculate the student's grade point average. Approval of the counselor and parent are necessary in order to drop a course with a designation of WF.

Changing Levels

We expect students to be successful in the courses they have selected because they are assisted in making appropriate course selections and are provided with academic support. If there is a significant discrepancy between the student's performance and the expectations for that level of course work, considering the student's best efforts, a level change may be considered. A Level Change Form with teacher, parent, student, and department chair signature will be required. The Level Change Form can be found on the Counseling Department webpage under "documents & links". If the parent and

teacher are not in agreement, a conference should be held with the parent, teacher, counselor, student, and department chair to determine the appropriate placement. No changes will be made to accommodate personal preference.

Pass/Fail Option

One course per semester may be taken by juniors and seniors as PASS/FAIL. A PASS grade in a course earns credit towards graduation but does not affect a student's grade point average. A grade of FAIL earns no credit and does not lower a student's grade point average. The course selected cannot be a course required for graduation.

A decision to follow the PASS/FAIL option must be made during the first week of the semester and requires the permission of the parent, teacher, and counselor. Passing grades cannot be changed back to letter grades at a future time. A PASS will be awarded only for a grade of 60% or better. A grade lower than 60% will receive a FAIL. Forms and details are available from the Student Services Office.

Retaking a Course

Students with a low, but passing grade may apply with the administration to retake a course to achieve a higher grade. The class must be retaken at Huntley High School. Once the course is completed, the improved grade will be recorded and included in the student's grade point average (GPA). Students must see a counselor to begin the application process.

Schedule Changes

Every effort is made on the part of the administration, counselors, teachers, parents and students to determine the most appropriate courses for students. Courses are selected to best fulfill the student's needs, interests and capabilities. Once the final schedule has been printed, schedule changes are strongly discouraged unless a particular course does not match a student's ability level or the student does not qualify for the course due to failing a prerequisite. **Teacher preference and/or preferred time of day are not acceptable reasons for schedule changes.** Schedule changes should take place prior to the beginning of the school year.

Driving/Parking Privileges

The Board of Education recognizes that students may wish to drive to school. Students must meet the following criteria to obtain parking permit:

1. Must have achieved Junior level standing (third year student with Junior level credits);
2. Hold a valid driver's license with address matching registration address; and
3. Provide proof of insurance.

Students who earn parking privileges agree to abide by all rules and expectations as outlined below and understand that their privileges may be revoked at any time, without refund, at the Dean's or Administration's discretion. Sophomores who are caught driving to school may forfeit their ability to purchase a parking pass for the next year.

It is also understood that the school retains authority to conduct routine inspection of student parking lots and the exteriors of student vehicles on school property. As well, interiors of student vehicles may be searched by a school official, including a Campus Resource Officer, without notice, without student consent, and without a search warrant, where there is suspicion that such vehicle contains contraband or other evidence of a violation of school policy. (105 ILCS 5/10-22.6)

Application Process

In late May to early June (after grades are stored), Seniors are notified when the online signup period and required fee amount is to apply for a parking permit. Juniors will then receive notification of their signup period and required fee amount approximately two weeks later. Payment in full is made online during the signup period. If the student is not granted a parking permit, the fee will be refunded in full. *Students will then be put on a waiting list in the order in which the application was submitted.* After the open application period is closed, students may still make a request, but they will be placed on the waiting list in the order in which their request was made.

Students who will meet the credit requirement but will not get their license until after the school year begins should still apply prior to obtaining their license. If a student does not meet the criteria, the student may re-apply for a parking permit at the beginning of the next semester.

Prior to being issued a parking tag, driving to school, and parking on campus, students must complete the HHS Vehicle Registration Permit.

Parking Regulations

Students will need to abide by ALL of the following parking regulations or they may be assigned consequences and/or revocation of parking privileges:

- Parking tag must be clearly displayed via the rearview mirror facing out with the numbers visible. If the parking tag is lost, the student will need to pay a $25.00 replacement fee.

- Only school issued parking tags are valid – copying and/or distributing parking tags is not permitted and may result in immediate revocation of parking privileges.
- Park ONLY in designated student parking areas located in the East and North Lots. Students are not permitted to drive through or park in Visitor or Staff parking areas at all times.

- Forward pull through parking is acceptable.
- Adhere to 15 mph speed limit or slower as traffic dictates.
- No passing of any vehicle and no driving across parking spaces.
- No sitting/loitering in vehicles before, during, or after regular school hours or school activities.
- Once the school buses have started to exit the campus, no vehicles are allowed to cut in between or pass the buses.
- Exit via student exits only (East Lot via East driveway; North Lot via West driveway exit on the West side of the lot).
- Parking is on school days from 7:00 am to 2:30 pm or for during times of attendance at or participation in a school activity. If your vehicle might be at school overnight for a reason other than a school activity or trip, please contact your Dean.
- Students will not be issued passes to their vehicles for any reason without permission from an administrator. If permission is granted, the student must sign out/sign in at the Attendance Office.
- Students are responsible for proper driving and behaviors from the time they leave their house in the vehicle. These same expectations are included en route to or from their home. Improper driving or throwing things, etc., at other vehicles will be cause for suspension of driving privileges.
- It is recommended that vehicles are locked at all times. Board policies and school insurance do not cover damage to private vehicles. The owner of the vehicle must assume all losses. The school does not assume responsibility for vehicles, bicycles, and other personal property that are damaged or stolen while on school property.
- Students must report any accidents or damage to vehicles to an administrator and the Campus Resource Officer immediately.

Consequences for Parking Regulation Violations

Noncompliance with the aforementioned regulations may result in:

- **First Offense:** Warning sticker
- **Second Offense:** Warning sticker, wheel lock applied, and $25 fine
- **Third Offense:** Warning sticker, wheel lock applied, and $35 fine
- **Fourth Offense:** Vehicle may be towed at owner's expense AND revocation of all parking privileges for the remainder of the year

On some occasions, it may be necessary for a student to drive a vehicle to school other than the one indicated on the HHS Vehicle Registration Permit. Prior to doing so, the student must email or call their Dean to communicate the vehicle change. If no such identifying hanger is found in the different vehicle, a violation sticker will be placed on the window designating that the infraction has been documented. If a second or third infraction occurs, it will be documented and the owner/driver of the vehicle will be stickered and fined. If any further infractions occur, the vehicle may be towed at the owner's expense.

Students are allowed to park on school premises as a matter of privilege, not of right.

Huntley High School administration reserves the right to modify, suspend, or revoke a parking tag or privilege at any time for any reason without a refund, regardless of a first, second, third, or fourth offense of the parking regulations or other school infractions, including but not limited to: accumulated excessive absences, leaving campus without permission, and/or acquiring multiple tardies.

Educational Programs

Blended Learning Classes

Huntley High School offers blended courses in which students participate in education that provides a combination of online and classroom face-to-face activities resulting in less time spent in class during the school day. Blended courses emphasize student centric learning, independent learning skills, time management skills, flexible scheduling based upon content/student needs, enhanced communication skills and differentiated learning. Students are strongly encouraged to have access to technology when not at school, either at home or the ability to attend the public library and utilize their technology resources. An agreement outlining expectations regarding attendance and other blended learning issues will need to be signed by a blended student and the student's parent prior to enrollment in the class.

English Learners

District 158 provides programs to meet the needs of students whose native language is a language other than English. Opportunities are offered to support the growth of English language skills and academic skills for students so they may achieve at high levels in academic subjects and meet the same challenging State standards expected of all students.

- ***Transitional Bilingual Education (TBE)***

  At attendance centers with more than 20 students who speak the same language and qualify for English Learner services, the District is required to establish a Transitional Bilingual Education Program (TBE) for those students. The TBE program is for English language learners who have not reached the language proficiency criteria required by the State. Students receive explicit language instruction in the four domains: listening, speaking, reading and writing. This program provides instruction in the student's native language to facilitate the transition into English, and helps students acquire the concepts in the core academic subjects and acquire English skills at the same time.

- ***Transitional Program of Instruction (TPI)***

  At attendance centers with less than 20 students who speak the same language and qualify for English Learner services, the District will implement a Transitional Program of Instruction (TPI). The TPI program is an English program that serves identified English learners by providing a full-time teacher certified to provide supplementary instruction for all content area instruction. The program integrates English-as-a-second-language instruction with subject-matter instruction that focuses not only in learning a second language, but also using that language as a medium to learn mathematics, science, social studies, or other academic subjects.

Parent Advisory Committee for English Learners

Parents of English learners will be informed how they can: (1) be involved in the education of their children; (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 Program's Parent Advisory Committee.

Family Life and Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if the student's parent submits a written objection. The parent's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents may examine instructional materials used in any sex education class or course by contacting the Building Principal.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates the student's absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

The Hub - Library and Technology Learning Space

The Hub provides materials that support the mission and curriculum of the District as well as the mission, philosophy, and goals of the high school. Materials circulate for a period of three weeks. A student ID is required for library check out. All materials will be due two weeks before the end of the school year for inventory. Periodicals, reference materials and media materials are available for students to use in the Hub but do not circulate.

Students are charged a fine of .10¢ per day for overdue books, and can be paid with cash or Raider Way tickets (each ticket is worth $1). Fines are cut in half if paid at the time the overdue books are returned. Students having overdue materials or fines will not be allowed to check out additional materials until their account is clear. In addition, students will be required to pay for books that are lost or damaged before any more materials can be checked out.

The Hub is an academic school space. Student conduct as mentioned in other sections of this handbook will apply to the Hub. While the Hub serves as a reference and resource center for students, it also serves as a teaching space for staff.

Students need to respect this dual function and act in an appropriate and responsible manner.

Any computers provided are for students to access the library catalog, the Internet and any online resources. Computer use should be in support of education and research. Any student using computers in an inappropriate manner will lose their privileges.

Students needing articles from reference materials or periodicals may request use of the black and white photocopier or color copier. Black and white photocopies are .10¢ per page and color copies are .25¢ per page and require 24 hours advance notice. Contact a Media Aid for more information.

Parents, employees, students, and community members who believe that library media program resources violate rights guaranteed by any law or Board policy may file a complaint using the procedure described in Board Policy 2:260, *Uniform Grievance Procedure*. Individuals who would like to submit feedback and/or complaints about the school's library media resources should complete and submit the Library Media Resource Objection form.

Multi-Tiered Systems of Support & Positive Behavior Interventions

Academic and social/emotional support are provided for students through the Multi-Tiered Systems of Support (MTSS) and Positive Behavior Interventions and Supports (PBIS) systems. MTSS and PBIS are designed as proactive school based systems to provide students with the best opportunity to succeed academically, socially, emotionally, and behaviorally.

PBIS involves the concept of "The Raider Way" which includes the expectations to Be Respectful, Be Responsible, and Be Involved. These expectations are defined throughout the school, and interventions are put in place in order to help students who struggle with various aspects of social-emotional health and/or behavior at the high school level.

The Student Support Programming Map (inside back cover of the student planner) graphically represents all academic and behavioral interventions currently available and/or in the process of being developed. The map shows the ranges of programs from academic to social/emotional/behavioral, as well as, the intensity of these programs. This map has helped with the blending of PBIS and MTSS to create a seamless program. The development of this map has also allowed our SSP team to identify the gaps in programming leading to the development of additional interventions.

Some of the current interventions are listed below.

Tier I Programs and Interventions

Core Curriculum: The Core Curriculum for classes is currently being modified to reflect the Common Core Standards with a greater emphasis on Skill Development and Higher Level thinking.

Raider Aid: Raider Aid is a free tutoring program staffed by teachers from a variety of disciplines. Students can use this space to: (1) ask questions specifically on assignments or homework, (2) work quietly, or (3) work with individual teachers who are working on specific days. Raider Aid is open during school hours and most days after school until 4:00 pm. Students who stay after school have the opportunity to ride the Activity Bus home if they stay at Raider Aid for the entire period.

Freshman Advisory/Link Crew: Link Crew is a program where students are nominated to apply to be a Link Crew Leader in a freshman advisory. Advisory is run for half of the lunch period giving 22 minutes daily for student and teacher interaction. Link Crew students can apply each year and there is great competition to be chosen by the Link Crew Leaders and administration. Link Crew trains on Mondays and Tuesdays and are in the classroom with a group of freshmen students every Wednesday, Thursday, and Friday interacting with the students, presenting lessons on bullying, school information, study skills, specified Raider Way lessons, as well as, group activities and to have fun.

Safe School Ambassadors: At its core, the Safe School Ambassadors program is an "inside-out" approach to improving school climate, one that relies on social norms change and the power of students to help stop bullying and violence. Student bystanders see, hear, and know things adults don't can intervene in ways adults can't, and are often on the scene of an incident before an adult. They are a critical and under-utilized resource for positively impacting bullying in our school.

Raider Way Lessons (All School): All school lessons are conducted on a monthly basis in order to focus on a specific behavior within the school.

Tier II Programs and Interventions

Plato: This program will be used as skill building based on MAP scores of incoming students and may also be used for remediation for different subjects based on Classroom Benchmark Test Skill standards.

Academic Seminar: This program is offered to repeating freshmen who did not have enough credits to move to sophomore status. Academic Seminar is a course similar to the Freshman Advisory, but only with students who are in a similar situation. Students work with a teacher, counselor, and various other support staff to complete credit recovery as well as gain support to pass courses their second year.

Check-In/Check-Out: The Check-In/Check-Out (CICO) program is a school-wide prevention program for students struggling with academics or behavior. A student is selected to participate in CICO when the student receives two or more Level II (or greater) referrals from the Dean's Office for behavior **or** based on attendance or visits to the Student Services office. Students may also be referred to CICO by a teacher. CICO provides students with frequent, direct, positive feedback on their behavior and monitors their success in displaying the Raider Way behavior expectations.

Social/Academic Instructional Groups: Social/Academic Instructional Groups are run weekly by a group of teachers and clinicians to support students who need additional direct instruction and discussion on various behavior-related topics. Currently, groups are run weekly during alternating class periods to limit disruption to student schedules. Students can qualify after going through an earlier intervention for Re-Engagement, Positive Communication, or Academic Study Skills. Students are measured for success using a Google doc card that is created to measure specific goals for each group but is modeled off of the Check-In/Check-Out card for consistency.

Making Connections: The Making Connections program provides students the opportunity to experience daily positive interaction with a staff member mentor who recognizes and encourages their academic and behavioral successes, as well as their commitment to The Raider Way. This mentoring program has proven to be a beneficial and rewarding experience for students and mentors.

Tier III Programs and Interventions

Intensive S/AIGs: These are instructional groups just as created at the Tier II level, but more intensive in meeting and in the content presented. The content is more focused on issues that students have that affect grades and behavior in a more specific manner. These groups are conducted by school clinicians rather than general education teachers.

Clinical Case Management: Clinical Case Management provides for short-term case work management with a social worker or school counselor, that is tracked and within a certain time limit while services are needed. By adding this to the PBIS system, HHS has monitored data and created entry/exit criteria for individual students and allows student access to resources without creating permanent behavior plans.

Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP): An individualized FBA is conducted to explore the function of problematic behavior impacting academic success. The FBA is then used to create an individualized BIP to replace the problematic behavior with more appropriate behaviors.

RENEW: The RENEW program (**R**ehabilitation for **E**mpowerment, **N**atural Supports, **E**ducation and **W**ork) is a student-centered intervention based on the strengths of the individual designed to assist transition age youth in becoming empowered, healthy, confident, and capable adults. A supportive, hand-picked adult team helps the young person create a meaningful, personalized, individualized plan for the transition from high school to adult life. After one year, most participants obtain the skills and develop the social connections needed to pursue their goals.

Physical Education

All students will be expected to participate in PE except those who have a written doctor's excuse or those who are exempt from participation. ~~A student who provides a note from a parent can be excused from PE for up to three days. After three days, a doctor's note must be provided. Parent notes will only be honored twice per semester.~~ **An excuse from PE class applies to extracurricular sports as well.** A parent may request that a student be excused from physical activity in PE during a period of religious fasting by notifying the physical education teacher in writing.

Physical Education Exemption Policy

Students in grades 11 and 12 may request an exemption from physical education for the following reasons:

1. The student is participating in interscholastic, varsity-level athletics as certified by the Athletic Director. The participant can replace the physical education class with an additional class during the semester of their sport.
2. The student is participating in Cheerleading or Dance Team.
3. The student provides written evidence from an institution of higher education that a specific course not included in existing State or local school minimum graduation standards is required for admission. District 158 staff must verify that the student's present and proposed schedule will not permit completion of the needed course, because the student is already at the maximum course load.
4. The student lacks sufficient course credit in one or more courses required by the State statute or local Board policies for graduation. Students who have failed required courses, transferred into the District with deficient credits or who lack credits due to other causes will be eligible, if they are carrying the maximum course load.
5. Students in grades 9-12 may request exemption from physical education if they are a marching band participant. Students must first participate in band camp to receive the exemption.

Forms are available in the Student Services Office for those wanting to participate in the PE exemption program.

School Wellness

District 158 promotes student wellness, including good nutrition and physical activity, throughout the educational program, school activities, and meal programs. Schools will foster the positive relationship between healthy nutrition, physical activity, and the capacity of students to develop and learn. In addition, schools will support and promote an active lifestyle.

Physical education is taught in all grades and promotes 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.

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).

Section 504

Students with disabilities who do not qualify for an Individualized Education Plan (IEP) under the Individuals with Disabilities Education Act and Illinois School Code may qualify for services under Section 504 of the Rehabilitation Act of 1973 if the child: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment. Any parent who is deaf or does not typically communicate using spoken English and who participates in a Section 504 meeting with a District representative shall be entitled to the services of an interpreter. Parents seeking information about Section 504 rights and services should contact Danyce Letkewicz, Associate Principal at (847) 659-6505.

Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives

District 158 provides a program for students at risk of academic failure or dropping out of school. The program includes 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, guidance counselors, and/or psychologists
- Psychological testing
- Truants' alternative and optional education program
- 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
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if the student:

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.

Grades, Report Cards, and Semester Final Exams

Grades

Updated grades can be accessed weekly by parents by logging into PowerSchool.

Report Cards

Report cards for students in grades 9-12 are completed at the end of each semester and can be accessed by parents by logging into PowerSchool. Paper copies are no longer sent home.

Semester Final Exams

All semester final exams must be taken on the designated day for each class. **Under no circumstances will semester final exams be administered prior to the designated semester final exam week.** Students failing to take semester final exams during the assigned time will be issued a grade of F, and will have two weeks after the end of the semester to complete the exams, or the grade of F will be entered for their semester exam.

Grading Scale

Huntley High School's grading scale is as follows:

98 and above = A+	93-97 = A		90-92 = A-
87-89 = B+	83-86 = B	229	80-82 = B-

77-79 = C+	73-76 = C	70-72 = C-
67-69 = D+	63-66 = D	60-62 = D-
		Below 60 = F

Semester grades will include a semester exam. The weight assigned to the semester exam is determined by the teacher. If a semester exam is waived, then the semester grade will be the Term 2 grade.

Grade Point Average (GPA) Calculation

In figuring grade point average, points earned from each semester grade are multiplied by the number of credits each class is worth. These points are totaled and divided by the number of credits attempted. The grade point average is calculated from semester grades only and is cumulative from the freshman year to the end of high school attendance.

A+ = 4.3	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7
		F = 0

Grade Point Average (GPA) Calculation with Honors Courses

Courses that have been determined to be more rigorous than a typical high school course are given extra consideration in determining grade point average.

Honors weighted courses will use the following point system.

A+ = 4.8	A = 4.5	A- = 4.2
B+ = 3.8	B = 3.5	B- = 3.2
C+ = 2.8	C = 2.5	C- = 2.2
D+ = 1.3	D = 1.0	D- = 0.7
		F = 0

Grade Point Average (GPA) Calculation with Advanced Placement (AP) Courses

Courses that have been determined to be as rigorous as a college level course are also given extra consideration in determining grade point average. AP weighted courses will use the following point system.

A+ = 5.3	A = 5.0	A- = 4.7
B+ = 4.3	B = 4.0	B- = 3.7
C+ = 3.3	C = 3.0	C- = 2.7
D+ = 1.3	D = 1.0	D- = 0.7
		F = 0

Latin Honor System

Starting with the Class of 2020, Huntley High School implemented use of the Latin Honor System. Students will have the respective label designated on their transcript for acquiring a cumulative weighted grade point average noted as Cum Laude, Magna Cum Laude, or Summa Cum Laude.

The transcript designation is determined by the cumulative weighted grade point average as indicated below:

A+ = 4.3	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7
		F = 0

Cum Laude:	3.75 - 3.99
Magna Cum Laude:	4.00 - 4.249
Summa Cum Laude:	above 4.25

Remediation

Remediation is available to students who would like to improve their skills, knowledge, and mastery of a content area. The school-wide remediation process consists of the following minimum criteria:

1. Students must initiate the remediation process after the assessment has been taken by contacting their teacher in a timely manner, as defined by the teacher.
2. Students must meet with the teacher to develop a remediation plan. Components of this plan may include test corrections, tutoring, review packets, online work, and reflection on learning strategies.

3. Students must complete at least 80% of assignments (or higher as determined by each department). Students can complete the work after the original summative assessment is given but before the remediation assessment is given.
4. Students should demonstrate accountability by agreeing to and abiding by remediation deadlines determined by the teacher.
5. The score on the remediation assessment will replace the score of the original summative assessment.
6. Teachers may impose limits on the number of times an individual student is permitted to remediate.
7. Remediation may not be offered for some assessments.
8. AP and Dual Credit courses are not expected to offer remediation.

Graduation and Recognition Programs

To earn a high school diploma, a student must earn 23 credits. Students who transfer from another school district with less than 23 credits required for graduation may have their credit minimums adjusted to an appropriate level, but not less than the number of credits required at the previous school.

Early Graduation

The Board of Education highly recommends students attend high school for a minimum of eight semesters before graduation. In cases where the student and the family believe there are extenuating circumstances that would override this recommendation, the student may leave school early and earn a diploma after graduation requirements are met. Students must fill out an Early Graduation Request form available in the Student Services Office.

Illinois State Seal of Biliteracy

The Illinois State Seal of Biliteracy recognizes high school graduates who have attained a high level of proficiency in one or more languages in addition to English. All District 158 students who choose to take an AP world language exam or ELL students who take the ACCESS exam and meet qualifying scores are eligible for the Illinois State Seal of Biliteracy. Students may also earn Commendation toward Biliteracy for making great strides toward language proficiency. The seal is designated on both the high school transcript and diploma.

Qualifying Scores for the Seal of Biliteracy

To qualify for the Seal of Biliteracy, a student must achieve one of the following in addition to reaching a score of 480 or higher on the ELA portion of the SAT:

- Advanced Placement Exam (Spanish, Chinese, French) – Score of 4 or 5
- ACCESS for ELLs – 5 overall composite score and 4.2 in both reading and writing
- STAMP Test – A score of Intermediate High or above

To qualify for Commendation toward Biliteracy, a student must achieve one of the following:

- Advanced Placement Exam (Spanish, Chinese, French) – Score of 3
- ACCESS for ELLS – 3.5 literacy score
- STAMP Test – A score of Intermediate Low

Applying for the Seal of Biliteracy

Students do not need to apply for the Seal of Biliteracy. Students only need to take the ACCESS (for ELL students) or AP exam and have the scores reported to Huntley High School. The District Biliteracy Coordinator will use the scores to determine whether students meet the Seal or Commendation requirements, and the appropriate designation will be made on the transcript and diploma in the students' graduation year.

If scores are not available at the time of graduation, the District will still award the Seal of Biliteracy or Commendation toward Biliteracy to eligible students after graduation.

Costs for the Seal of Biliteracy

The only cost incurred by the student is for Advanced Placement testing or STAMP Testing. Please see the Counseling Department for more information about costs and testing dates.

Who to Contact with Questions

Please contact one of the following staff members with questions regarding the Illinois State Seal of Biliteracy Program:

~~Ms. Shelly Kish~~_____, District Seal of Biliteracy Coordinator: ~~skish@district158.org~~ _____
Ms. Kinsey Wright, ELL Instructor: kwright@district158.org

Silver Cord

Every student at HHS has the opportunity to earn a Silver Cord. A Silver Cord signifies that the wearer has earned 100 hours of community service throughout high school. A Silver cord represents the dedication and commitment a student has for their community.

Food Services and Cafeteria Expectations

Food Services Staff

The Food Services Department is made up of a team of food and nutrition professionals dedicated to students' health, well-being and their ability to learn. Meals, foods and beverages sold or served at schools meet State and federal requirements which are based on the USDA Dietary Guidelines. Students have access to a variety of affordable and appealing foods that meet the health and nutrition needs of students.

Free and Reduced-Price Food Services Eligibility Criteria and Selection

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines and family-size income standards set annually by the U.S. Department of Agriculture. Those who feel they are in need are encouraged to complete the online Application for Free and Reduced Meals form. Eligibility requirements, the application process and other required information is made available through a secure, private, online form. Individuals who do not have access to a computer or are unable to apply online may pick up an application at the District Administrative Office. Once the application is processed, the parent will receive a notification letter regarding eligibility status.

Breakfast and Lunch Menus

Monthly menus and meal prices, in addition to nutrition, fitness, and education information, the District's School Wellness Plan, and prepayment options are available on the Food Services webpage. All students are offered a complete meal that includes milk, grains, meat and meat alternatives, fruits, and vegetables that meet federal guidelines. Additional food items are also offered at a la carte pricing.

Delivery of Foods

Lunches and food not provided by the school should be limited to just your child. Large quantities of lunches/food brought in during the school day cause an unnecessary disturbance in the building. No deliveries of outside food will be allowed unless approved by a school administrator.

MySchoolBucks

District 158 schools offer MySchoolBucks as a convenient method to pay for student meals. This online payment service provides parents with a quick and easy way to add money to your child's meal account by using a credit/debit card or electronic check wherever you have Internet access.

By creating a secure online account, parents can manage their child's account easily and conveniently by taking advantage of some of its popular features:

- Spending History – View a seven day history of your child's purchases.
- Low Balance Email Notification – Receive email notification when your child's account balance is low.
- Smart Pay – Set accounts to automatically replenish.
- Expired Credit Card Notification – Receive email notification prior to credit card expiration.
- Multi Student Funding – Fund multiple children at the same time.
- Spending Limit Settings – Set daily and weekly spending limits for your child by calling the District's Food Service Office at (847) 659-6158.

Purchasing Food

District 158 uses an electronic system for purchasing lunch which **requires all students to use their ID card** to make purchases in the cafeteria. Funds may be added to the account by creating a secure online account at MySchoolbucks.com (funds may take 24 to 48 hours to be available) or by bringing cash or a check (made payable to Huntley School District 158) to the cafeteria. The cafeteria staff will place these payments on the student's lunch account. No change will be given.

Cafeteria Expectations

Students are expected to be courteous and mannerly. Parents will be advised of inappropriate behavior, which, if not corrected, will be followed up with appropriate school consequences such as, but not limited to, the loss of the privilege of eating in the cafeteria. Students are also expected to cooperate with the following procedures:

1. Deposit litter in the garbage cans provided. Failure to do so will result in detention.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around the area in a clean condition for others.
4. Cafeteria lines will move with order and efficiency if all students have their ID card ready at the cash register and are patient and polite while waiting their turn.
5. Be considerate of others.

Health Services

Health Office Staff

The health program is designed primarily to maintain health and prevent serious injury or illness. A Registered Nurse is employed by the District in each school to be on duty when children are present during school hours.

> The Health Office is to be used for acute illness or injury, emergencies, or medication administration.
> It is **NOT** to be used by students to sleep, congregate with others, or eat due to missed meals.
> Our goal is to ensure the best possible education for our students by keeping students in class.

Accident, Illness or Injury Procedure

When a student becomes ill at school, the student **MUST** visit the Health Office with a hall pass. The nurse will assess the seriousness of the illness or injury and administer first aid. If warranted, parents will be notified. Possible outcomes after being assessed by the nurse: (1) the student may return to class, (2) the student may be picked up by the parent, or (3) the student may be sent to the hospital via EMS.

If the student has a fever of 100.4° F or greater, the student **MUST** be picked up from school. Other situations where a student must be picked up from school include, but are not limited to: vomiting, diarrhea, open lesions that cannot be covered, lethargy, serious head injuries, undiagnosed persistent or disruptive cough, eye drainage or redness, undiagnosed or new rashes, and serious limb injuries.

Students are required to call their parent from the Health Office if they desire to leave the building due to illness.

High school students may be allowed to drive themselves home **after** an assessment by the nurse and with parental consent. If the student reports symptoms such as dizziness, lightheadedness, weakness, exhaustion or shakiness, they may NOT drive and must be picked up by the parent or designee. Students are required to sign out in the Attendance Office before leaving the building. A student who does not sign out in the Attendance Office may face school consequences, including receiving an unexcused absence and/or other consequences according to the attendance policy.

Unless it is deemed to be an emergency, the nurse will not interrupt classes to check on the health status of a student at the request of a parent. Students can be notified to report to the Health Office during the next passing period.

Administering Medication to Students

Every attempt should be made to schedule medication administration outside of school hours. However, if under exceptional circumstances a child is required to take prescribed medication during school hours, all medication shall be transported to and from school by a parent. Students are not to transport or have medications in their possession except for the self-administration of diabetes medication, asthma medication, or epinephrine auto-injectors, as outlined below. The nurse, principal, or designee will administer the medication in compliance with the following regulations:

Prescription Medication

- A Request for Administration of Medication Form signed by the parent AND *signed by the medical doctor*, renewed annually at the beginning of the school year.
- The original prescription bottle must be brought to school by the parent. Students may NOT carry the medication to school.
- The prescription bottle label must contain the student's name, name of medication, time to be administered, dosage, possible side effects and termination date of administering the medication.
- Except for diabetes medication, asthma medication, pancreatic enzymes and epinephrine auto-injectors maintained by students authorized to self-medicate, all student prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

Non-Prescription Medication

- A Request for Administration of Medication Form signed by the parent AND *signed by the medical doctor*, renewed annually at the beginning of the school year.
- The school will supply Tylenol or Ibuprofen. Other non-prescription medication needs to be supplied by the parent.
- All medication needs to be labeled with the student's name and brought to school by a parent.
- Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student non-prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

Administration of Medical Cannabis by Parent

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student on school property or on the school bus by a parent under the following guidelines:

1. The parent of a student who is a minor must be registered with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child.
2. Both the student and parent possess valid registry identification cards issued by the IDPH.
3. Copies of the registry identification cards are provided to the Health Office.
4. An Administration of Medical Cannabis by Parent on School Property form signed by the parent AND *signed by the medical doctor*, renewed annually at the beginning of the school year.
5. After administering the product to the student, the parent must immediately remove the product from school property.

Medical cannabis infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis on school property or on the school bus is prohibited.

The product may not be administered in a manner that, in the opinion of the District, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this policy is prohibited. The District may not deny a student attendance at school solely because they require administration of the product during school hours.

Undesignated Asthma Medication

Public Act 100-0726 (the Act) amends the school code 105 ILCS 5/22-30 and 27A-5, to include undesignated asthma medication to the other undesignated emergency medications in Illinois schools. The Act permits schools to stock a supply of asthma medication and spacers; authorizes physicians to provide school districts and non-public schools with a standing order; and gives nurses or other trained personnel the authority to provide/administer Albuterol to any person (including parents, visitors and guests) that the nurse believes in good faith is experiencing respiratory distress. Undesignated Albuterol multi-dose inhalers and spacers are available in all school health offices during school hours.

Undesignated Epinephrine Auto Injectors (Epi-Pens)

The Emergency Epinephrine Act, P.A. 97-0361 (the Act) became law in Illinois in 2011. The Act permits schools to stock a supply of Epinephrine Auto-Injectors, authorizes physicians to provide school districts and non-public schools with a prescription to obtain the emergency auto-injectors from local pharmacists, and gives nurses or other trained personnel the authority to provide/administer the epinephrine to any person (including parents, visitors, and guests) the nurse believes in good faith is having an anaphylactic reaction. Undesignated Epi-Pens are available in all schools during school hours. The standing order and emergency auto-injectors are kept in the Health Office.

Undesignated Opioid Antagonists

Illinois School Code (105 ILCS 5/22-30(f)) and District Policy 7:270, *Administering Medicines to Students*, permits schools to maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors, including, but not limited to, naloxone hydrochloride (Narcan) or any other similarly acting drug approved by the U.S. Food and Drug Administration. A nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe that person is having an opioid overdose.

A copy of Policy 7:270, *Administering Medicines to Students*, is available on the District's website.

Huntley District 158 and its employees and agents, including the physician, physician assistant, or advance practice nurse providing the standing protocol or prescription for School District Supply of Undesignated medications, shall incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an undesignated medication, including, but not limited to, asthma medication (inhaler), epinephrine auto injectors (Epi-Pen), diabetes medication (glucagon), or opioid antagonists, regardless of whether authorization was given by a student's parent/guardian, the student's physician, physician assistant, or advance practice nurse.

Self-Administration of Medication

Students are permitted by law to carry and self-administer diabetes medication, asthma inhalers, pancreatic enzymes and epinephrine auto-injectors, where appropriate. The parent must sign a statement acknowledging that the District shall incur no liability as a result of any injury or claim arising from the self-administration of the medication or use of an epinephrine

auto-injector regardless of whether authorization was given by the student's parent or by the appropriate medical official, and that the parent will indemnify and hold harmless the District and its employees and agents against any such claims.

Asthma Medication

Students may carry and self-administer their own asthma inhaler.

- The parent must provide:
  - Written authorization through the Request for Self Administration of Asthma Medication form (available on the District website) signed by the parent, submitted annually at the beginning of the school year.
  - A prescription label with the name of the medication, the prescribed dosage and the time(s) or circumstances under which the medication is to be administered.
- Please also provide an Asthma Action Plan form (available on the District website) completed by the student's physician and submitted every year at the beginning of the school year.

Diabetes Medication

Students may carry and self-administer their own diabetes medication.

- The parent must provide:
  - Written authorization through the Request for Self Administration of Diabetic Insulin and Glucose Testing form (which can be obtained on the website) signed by the parent documenting the student has been instructed in the use and self-administration of the medication and glucose meter, AND *signed by the medical doctor*, renewed annually at the beginning of the school year.
  - A prescription label with the name of the medication, the prescribed dosage and the time(s) or circumstances under which the medication is to be administered.

Epinephrine Auto Injectors (Epi-Pens)

Students may carry and self-administer an Epi-Pen.

- The parent must provide:
  - Written authorization through the Request for Self Administration of Anaphylactic Medication form (available on the District website) signed by the parent documenting the student has been instructed in the use and self-administration of the anaphylactic medication, AND *signed by the medical doctor*, renewed annually at the beginning of the school year.

If a student requires assistance with their Epi-Pen during a severe allergic reaction, a nurse or other trained staff member may administer the Epi-Pen.

Anaphylaxis Prevention

While it is not possible for the school or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parents and students who desire more information may contact the nurse.

Board Policy 7:285, *Anaphylaxis Prevention, Response, and Management Program,* is available on the District's website or a copy can be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Communicable Diseases

Please notify the Health Office as soon as possible if your child contracts any contagious disease. If such a disease is contracted, the child must be excluded from school. Communicable diseases such as chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis, norovirus, coronavirus, and strep throat are contagious before they reach a stage where they can be recognized and diagnosed. Certain communicable diseases will require a doctor's release for the student to re-enter school or may require documentation from the County Department of Health to re-enter school or school related activities. Please check with the school Health Office for specifics.

Concussions

If a student sustains a concussion, please notify the Health Office. The school will support a student with a concussion working with the student's physician and by providing a Return-to-Learn protocol. The student will check in with the nurse daily to evaluate symptom severity. Student athletes will also complete a Return-to-Learn protocol under the supervision of the Athletic Trainer.

The Illinois Department of Public Health (IDPH) has adopted the U.S. Centers for Disease Control and Prevention's (CDC) *Heads Up* campaign brochures which include concussion fact sheets for parents available on the IDPH website.

If an accident or illness merits being excused from school and/or physical education or recess, a doctor's note is required that specifies when the student may return to normal activity. **The nurse will not be able to write a note to excuse the**

student from PE. A physician's release to return to PE and/or extracurricular athletic activities is required whenever a doctor's note for no PE has been issued for a concussion or other reason.

Emergency Contact Information

There are times when a student's illness or injury requires transportation to the hospital. The local rescue squad will transport the student to the appropriate medical facility. Every attempt will be made to notify the parent before transport. In order to contact parents quickly, it is required that we have complete and current information in PowerSchool on the following items:

- Your home address and telephone number
- Working status of parent(s), including the name of the company, the address and phone number where you can be reached
- The name and phone number of a neighbor, friend, or relative who is willing to attend to your child in an emergency.

It is the responsibility of the parent to notify the Registration Department at studentupdate@district158.org of any changes in the aforementioned items.

Epilepsy or Seizure Disorder

Parents of students who are diagnosed with epilepsy or a seizure disorder must submit a Seizure Action Plan (available on the District website) at the beginning of each school year.

Life-Threatening Food Allergies or Life-Threatening Chronic Illnesses

State law requires District 158 to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and State rules.

Parents of students with food allergies should provide a Food Allergy Emergency Action Plan and Treatment Authorization form (which can be obtained on the District website) completed by the student's physician and submitted every year at the beginning of the school year.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the support needed for your student to access their education effectively.

While not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504, we may be able to appropriately meet a student's needs through other means.

Physical Examination and Immunization Requirements

In accordance with the Illinois Department of Public Health (IDPH) and the Illinois School Code, physical examinations are required for all students entering Kindergarten, sixth grade and ninth grade, and students transferring from out-of-state. Physicals are also required for students trying out for or participating in extracurricular athletics. The Illinois Certificate of Child Health Examination (school physical) form must include a record of all immunizations the child has received**.**

Every child who enters Preschool, Kindergarten, sixth or ninth grade and every child who enters an Illinois school for the first time, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (ISBE).

Students failing to meet the required immunizations against measles, tetanus, diphtheria, poliomyelitis, varicella, pertussis (whooping cough), meningitis, rubella, mumps, and Hepatitis B, will be excluded from all District schools. There are two exceptions to this State law:

- Children whose parents object to immunizations on religious grounds must present the IDPH's Religious Exemption to Required Immunizations/Examinations form to the Superintendent or designee. Upon receipt of the form, the Superintendent or designee shall immediately inform the parent of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- Per Illinois School Code, if the physical condition of the child is such that any one or more of the immunization agents should not be administered on medical grounds, the examining physician responsible for the performance of the health examination shall endorse such fact upon the health examination form.

All physical and immunizations must be submitted on the Illinois Certificate of Child Health Examination **(school physical) form prior to the first day of school or students will not be allowed to attend school**.

Dental and Vision Exam Requirements

A Dental Exam form must be provided to the Health Office before May 15 of the current year for students in Kindergarten, second, sixth, and ninth grades. A Vision Exam form must be provided to the Health Office for students entering

Kindergarten or transfer students entering Illinois schools for the first time. A student may be exempt from the dental or vision examination requirements if the student's parent shows an undue burden or lack of access to a dentist or qualified physician/optometrist.

Reporting to the Health Office

Except in emergencies, students need a hall pass from their teacher to visit the Health Office. If a student decides they need to see the nurse during a passing period, the student should report to class and receive a hall pass from the teacher.

Restrictions for Activity or Physical Education

At times, individual students may require special restrictions to their activity level due to a medical condition. Restrictions for activity or physical education class need to be submitted by a medical physician and must specify the amount of time the student is restricted from participation. Please note any physician directives for activity restrictions need to be reviewed and resubmitted each school year.

When To Keep Your Child at Home

Please keep your child at home during an illness to decrease the number of students who are exposed to the illness. Students who have been running a fever (100.4° F or greater) should be kept home fever-free for 24 hours before they return to school unless guidelines from the CDC or IDPH increase this timeframe. Students should also remain at home for 24 hours after vomiting has stopped and the student can tolerate a solid diet, and/or until diarrhea-free for 24 hours.

Internet ~~and Technology~~

Access and Use

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behaviors by users. However, some specific examples are provided. **Failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Privileges

Use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The technology administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. The decision of the technology administrator is final. The technology administrator will work with the building administrator and the building administrator will deal directly with the violator.

Terms and Conditions for Internet Access

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.

Acceptable Use

Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. Use of the Internet, email, and other communication and collaboration tools to enhance productivity and enhance student learning is encouraged.

If students have been provided with a 1:1 technology device, the following are guidelines for the expectation of using technology responsibly:

a. Bringing a charged device to school every day;
b. Storing the device in the provided case when not in use;
c. Moving safely through the hallway while carrying the device;
d. Respecting the property and privacy of others by not using another student's device or account;
e. Using the device, app, and other information resources to support learning, complete school assignments, and gain understanding of how technology works; and
f. Using the Internet to gather information related to school, and to communicate with other students, teachers, and experts as it relates to school work.

Unacceptable Use

Staff and students are responsible for their own actions and activities involving the use of computers and the network. Some examples of unacceptable uses include, but are not limited to, the following:

a. Using the electronic networks for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Using the electronic networks to engage in conduct prohibited by Board policy;
c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
e. Downloading of copyrighted material for other than personal use;
f. Using the electronic networks for private financial or commercial gain;
g. Wastefully using resources, such as file space;
h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
j. Using another user's account or password;
k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
l. Posting or sending material authored or created by another without their consent;
m. Posting or sending anonymous messages;
n. Creating or forwarding chain letters, spam, or other unsolicited messages;
o. Using the electronic networks for commercial or private advertising;
p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
q. Misrepresenting the user's identity or the identity of others; and
r. Using the electronic networks while access privileges are suspended or revoked.

Indemnification

The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Staff members shall supervise students while students are using District Internet access to ensure students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The technology administrator and Building Principal shall monitor student and staff Internet use.

Internet and Network Security

Internet and network security is a high priority. If the user can identify a security problem on the network or Internet, the user must notify the Technology Department or Building Principal. If reported to the Building Principal, the Building Principal is responsible for notifying the Technology Department. Do not demonstrate the problem to other users. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network. **Keep your accounts and passwords confidential and do not use another individual's account.**

Network Etiquette

Staff and students are expected to abide by the generally accepted rules of network etiquette while using any means of electronic communication such as email, blogs, wikis, discussion boards, instant messaging, etc. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
d. Recognize that the District's electronic networks are not private. People who operate the District's technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property.

No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Telephone Charges

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Use of Email

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the technology administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
e. Use of the District's email system constitutes consent to these regulations.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Web Publishing Copyright Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
b. Students and staff engaged in producing web content must have written permission from the original producer before adding the material to their web page.
c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
d. The fair use rules for student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent and student.

Technology and Artificial Intelligence

Definition

Artificial Intelligence is technology that enables machines to simulate human intelligence and capabilities by processing and analyzing existing information using predefined actions or recommendations.

Purpose Statement

In Huntley District 158, students and educators will use relevant new technologies, such as Artificial Intelligence (AI), in structured learning experiences to support their education and prepare them for the future. The use of AI begins with human-driven questions and ends with human insight. AI will support inquiry, discovery, and reflection. We will ensure that AI tools are used responsibly and

ethically to enhance learning. AI will support, rather than replace, thinking and learning and complement effective teaching methods. We will foster critical thinking, academic integrity, and access to learning while empowering students and educators.

Guiding Principles and Values

Whenever students and staff use new technologies to support education, we will ensure they align with our purpose, principles, and values. In Huntley District 158, we value:

1. AI as an Educational Tool
    - AI will complement, not replace, human learning and effort, aligning with educational goals.
    - AI will support critical thinking, creativity, and problem-solving.
    - Educators and students will use AI to personalize learning experiences, adapting to diverse student needs and learning styles to maximize individual growth.
    - AI will streamline tasks and optimize workflows, allowing educators to dedicate more time to instruction and student engagement.
    - AI will serve as an accessibility tool to support student engagement and access to curricular materials and services.
2. Ethical Use and AI Literacy
    - Human judgment will remain central in AI-assisted decision-making.
    - AI literacy will be fostered among students and educators, ensuring they understand AI's capabilities, limitations, ethical considerations, and societal impacts to enable informed and responsible use.
    - AI use will uphold academic integrity, ensuring students engage ethically and authentically in their learning.
    - Students will ensure that their work reflects their thinking and learning process, avoiding misrepresentation through AI-generated content.
    - Students and educators will disclose AI usage when appropriate and provide proper attribution.
3. Data Privacy, Safety, and Equitable Access
    - Student data privacy and online safety will be prioritized and adhere to relevant laws, including SOPPA, FERPA, COPPA, and CIPA.
    - All students will have equitable access to AI tools and resources.
    - AI tools will be developmentally appropriate for students.
    - Students and educators will understand how AI interacts with their data/information and comply with school and district policies and guidelines.
4. Oversight and Continuous Improvement
    - AI tools will be carefully evaluated and implemented to align with educational goals.
    - The district will develop and regularly refine clear guidelines and protocols for AI use.
    - The district will establish processes for ongoing monitoring and auditing of AI usage to ensure adherence to these principles and address potential misuse.
    - The district will foster collaboration among educators, students, families, and the community in selecting, implementing, and evaluating AI tools and strategies.
    - Students and educators will engage in training on AI tools, including their benefits, risks, and best practices.

AI Guidelines for Students

Artificial Intelligence (AI) can be a powerful tool to support student learning, but it's important to understand when and how it's appropriate to use. Huntley 158 has established clear AI Usage Guidelines to help students and teachers navigate expectations for assignments, assessments, and projects.

All assignments will fall under one of three categories in which teachers will provide guidance on the appropriate level of student use:

- **No Use (Default):** AI tools are not allowed. All work must be original and created without assistance.
- **Limited Use:** AI can be used only for specific purposes such as brainstorming, editing, or tasks defined by your teacher. All AI use must be clearly cited.
- **Integrated Use:** You may use AI tools freely with teacher approval, as long as you follow academic integrity practices and provide a rationale for your use.

Click here to view the full Huntley 158 AI Guidelines for Students Document.

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. As such, District 158 has developed and maintains a comprehensive safety and security plan that includes, without limitation:

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

Campus Resource Officers

District 158 has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley, and Lake in the Hills Police Departments. As part of an intergovernmental agreement, this partnership helps create "effective and positive school student discipline that: (1) is part of District 158's larger effort to address school safety and climate, (2) includes proactive and restorative methods rather than only punitive, and (3) is clear, consistent and equitable."

Each CRO is equipped with a body worn camera as provided by law in accordance with Police Department policies. The CRO's body worn camera will not record during the school day unless and until the CRO has reason to believe that a crime has been or is in the process of being committed. Further, in the event a CRO is in a hostile situation or perceives that a complaint will be raised, at the CRO's discretion, the body worn camera can begin recording.

Emergency Procedure Terms

- **Lockdown:** A lockdown is declared when, in the opinion of an administrator, Campus Resource Officer, or staff member, a situation exists that threatens the safety of students and staff and requires them to take appropriate protective action – locking down in a classroom, hiding from the danger or safely getting out of the building.
- **Hold in Place and Teach:** This protocol is enacted when there is a situation *inside the building* that requires immediate action for all persons to remain in place. It is non-life threatening to the general population and to the school.
- **Secure the Building and Teach:** This protocol is enacted when there is a situation *outside the building* that requires all persons to remain inside the school building.
- **Severe Weather/Shelter in Place:** This protocol is enacted when there is a severe weather/tornado warning indicated in the area of the school(s). All staff and students, inside or outside of the school, will be advised to move to their designated safe areas within the school.

  Should a severe weather/tornado warning occur at dismissal time, students will be kept in the building until conditions improve or an all-clear signal is issued.

  In the event buses are in transit and a severe weather/tornado warning is announced, buses will go to the closest school building or predetermined location based on movement of the potential weather.

  - **Tornado Watch:** A tornado watch is used when conditions are favorable for tornadoes to form.
  - **Tornado Warning:** A tornado warning is used when a tornado funnel is signed or indicated by weather radar. Shelter should be taken immediately.

School Safety Dog

The campus is routinely visited by school safety dogs certified in the detection of narcotics, alcohol, gunpowder, commonly abused prescriptions, and over-the-counter medications. These visits are random and do not interfere with instruction. While safety dogs are on campus, the school will be placed in a Hold and Teach protocol and students will not be allowed to leave or enter campus.

School Safety Drill Plan

In accordance with the School Safety Drill Act (105 ILCS 128/) and Board Policy 4:170, *Safety*, the following drills will be conducted:

1. Three school evacuation drills;
2. Two bus evacuation drills;
3. One severe weather and shelter-in-place drill;
4. One law enforcement lockdown drill.

Emergency drill procedures will be discussed with all students by their classroom teachers prior to each drill. If a parent would like to opt their child out of participating in the law enforcement lockdown drill, they must request this in writing to the Building Principal each school year.

School Bus Safety

All students shall be provided with instruction in safe bus riding practices at least twice during each school year. The instruction shall include two emergency bus evacuation drills, as well as the operation and use of the emergency door, windows (as a means of escape), and fire extinguisher.

Student Drop-Off and Pick-Up

In the interest of safety and security of all students and staff, parents are asked to please review the following drop-off and pick-up procedures:

Morning Drop-Off

Parents are asked to follow the flow of traffic in a single line to drop off students at the back of the school by the Field House. Students will enter the building through Door #10. Please use the entire sidewalk area next to the building to drop off, helping to efficiently drop off as many students in the quickest time possible. **No student should be dropped off in the parking lot**.

Afternoon Pick-Up

All students being picked up must be picked up in the single lane pick up area as designated curbside in the front of the school. Please use the entire front of the building to pick up, helping to efficiently pick up as many students in the quickest time possible. **No student should be picked up in the parking lot**. Students not involved in a school-sponsored activity may not remain on campus. If you cannot pick up your child by this time, please arrange for them to ride the bus home.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME.
Vehicles located in these locations may be ticketed and/or towed by the police.

Search and Seizure

In an effort 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 include school liaison police officers (Campus Resource Officers).

School Property and Equipment As Well as Personal Effects Left by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Search of Student Accounts or Profiles on Social Networking Websites

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 the student's parent to provide a password or other related account information to gain access to the student's account or profile on a social networking site.
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 the school's disciplinary rule or policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

A social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within the bounded system created by the service; (2) create a list of other users with whom they share a connection within in the system; and (3) view and navigate their list of connections and those made by others within the system. Social networking websites include, but are not limited to, Facebook, Instagram, Twitter, TikTok, Snapchat, and ASKfm.

Searches of Students and/or Student's Personal Effects

School authorities may search a student and/or the student's personal effects in the student's possession (purses, wallets, backpacks, lunch boxes, etc.), which may include the use of a metal detector wand, when there is reasonable grounds for

suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or District's rules and policies.

The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search will be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness; and
- By a certificated employee or school liaison police officer (Campus Resource Officer) of the same sex as the student.

Seizure of Property

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

If a search produces evidence that a student has violated or is violating either the law or the school or District's rules or policies, 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. The student's parent(s) shall be notified of the search as soon as possible.

A copy of Board Policy 7:140, *Search and Seizure*, can be found on the District's website or may be obtained by calling the District 158 Administrative Office at (847) 659-6158.

Special Education

Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all students with disabilities enrolled in District 158, as required by the Individuals with Disabilities Education Act (IDEA). The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated and provided with appropriate educational services. Once a student is determined to have a disability under IDEA, an Individualized Education Program (IEP) will be developed by a team of educators along with parents.

For additional information, please contact the Special Services Department at (847) 659-6158.

Services and Programs

District 158 provides a continuum of services to students with IEPs. Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Program team, including the student's parent(s) and educators, meets annually to determine the needs of the student and the least restrictive environment. Students who move into District 158 with an IEP will be provided with the services listed in the Individualized Education Program plan.

Students with IEPs are afforded safeguards and rights described in the parent guide, *Educational Rights and Responsibilities: Understanding Special Education in Illinois*, available on the Illinois State Board of Education (ISBE) website.

Students with disabilities who do not qualify for an Individualized Education Program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

Access to Classroom for Special Education Observation or Evaluation

The parent of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the Building Principal.

Discipline of Special Education Students

The District will comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability.

Additional information, including laws, regulations, and guidance, is available at the Illinois State Board of Education (ISBE) website.

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

- ***Physical Restraint, Time Out, and Isolated Time Out (RTO)***
  Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

  Additional information for parents, including *The Physical Restraint, Time Out, and Isolated Time Out Bill of Rights*, is available on the Illinois State Board of Education (ISBE) website.

Exemption From PE Requirement for Special Education Students

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

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

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Related Service Logs

For a student with an IEP, the District must create related service logs that record the type of related services administered under the student's IEP and the minutes of each type of related service that has been administered.

Student Privacy Protections

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, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

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 may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This 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.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parents.
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.

8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs.

The student's parent 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 survey. The school will not penalize any student whose parent exercised this option.

Instructional Material

A student's parent 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.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may 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, the above paragraph does not apply: (1) if the student's parent 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.

A parent who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

Here is a link to the District's Student Data Privacy processes and procedures.

Student Records

The District will maintain two sets of records for each student: a permanent record and a temporary record.

Permanent Records

All student permanent records are maintained for at least 60 years after the student transfers, graduates, or permanently withdraws.

A student's permanent record may include:

- basic identifying information
- academic transcripts
- attendance records
- accident and health reports
- honors and awards
- school-sponsored activities and athletics
- information pertaining to the release of this record

Temporary Records

Student temporary records are maintained for at least five years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parent or to the student when the student reaches 18 years of age,

graduates from high school, marries, or enters military service, whichever comes first. Such students are called *eligible students*.

A student's temporary record may include:

- family background information
- intelligence and aptitude test scores
- psychological reports
- achievement test results
- participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- honors and awards received
- teacher anecdotal records
- disciplinary information
- special education files
- records associated with plans developed under Section 504 of the Rehabilitation Act of 1973
- verified reports of information from non-educational persons, agencies or organizations of clear relevance to the student's education
- information pertaining to the release of this record

Rights and Privacy Regarding Student Records

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records within 10 business days after the date the District receives a request for access.**
   A parent or student 18 years of age has the right to inspect and copy their permanent record. The parent or student should submit to the Building Principal or the Official Records Custodian a written request that identifies the record(s) they wish to inspect. The Building Principal will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.

   These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15).

2. **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, irrelevant, or improper.**
   A parent or eligible student may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write to the Building Principal or the Official Records Custodian, clearly identify the part of the record they want changed, and specify the reason.

   If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise the individual of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or ISSRA authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill professional responsibility or contractual obligations with the District.

   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to individuals, the parent or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

   Academic grades and references to expulsions or out-of-state suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   Student temporary records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to: name, address, grade level, birth date and place, parent names and addresses, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, or period of attendance in school.

   Any parent or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period unless the parent or eligible student is specifically informed otherwise.

6. **The right in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through any right secured under State law.**

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

   The name and address of the Office that administers FERPA is:

   U.S. Department of Education
   Student Privacy Policy Office
   400 Maryland Avenue, SW
   Washington, DC 20202

Student Services

Student Services are available through the Student Services Department for every student in the school. These services include: assistance with educational planning, interpretation of test scores, occupational information, career information, study help, assistance with home, school or social concerns, or any question a student may feel they would like to discuss with a counselor. Counselors and social workers are available to students, parents, and teachers for special conferences about students, problems, and programs.

Academic Advisement

Graduating on time with all the credits needed and having the courses required for college admission is no accident. Each Spring, students (with their parent) will need to choose classes for the next year, but throughout the year students and parents need to work together with the counselor to develop and/or revise a four year plan that meets the student's goals. Graduation Status Reports will be reviewed with students to inform them of their progress toward graduation requirements.

Students are encouraged to complete the college application process by mid-October in order to meet early consideration deadlines. Some public universities may also reach their enrollment quotas for incoming Freshmen in late Fall.

College Representatives

The best source of information, of course, is the first-hand visitation to the area of interest. This however, is not always possible; therefore, we try to bring the area of interest to students by having a representative come to HHS for a college visit. Students are encouraged to login to Naviance and view college visits by selecting the "Colleges" tab.

A college/career fair is also offered at McHenry County College in mid-October. Over 100 schools, universities, and other educational opportunities are represented at the fair. These are our best sources of information on specific schools and occupations. Other information can be obtained from a counselor or by reading resource materials in the Student Services Office. Please listen for announcements of representative visits and participate in them. If there is a school or occupational area of interest you wish to have visit HHS, please make us aware of this interest.

Counseling and Guidance

The guidance counseling staff are a resource to students in educational, social/emotional development, and career awareness activities. Academic counseling is available when students appear to have organizational or motivational problems in school. The counseling staff will help coordinate home-school communication as necessary and also act as a liaison between students and teachers.

Individual counseling may be provided upon request of the student, parent, or teacher. Such confidential discussions may be on any topic of concern including school adjustment problems and personal problems. Counselors do not provide therapy for students, but can and will provide referrals as needed.

In addition to the above services, it is the goal of the counseling staff to provide for the personal growth and development of all students regarding such issues as self-esteem, decision making, social skills, life safety, etc.

Erin's Law Counseling Options, Assistance, and Intervention

The counseling staff has identified 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.

Naviance

Naviance is an Internet-based career and college exploration and planning tool students can utilize to explore career and college options, and develop a post-secondary plan. It can be accessed from anywhere there is access to the Internet. To login, go to the HHS webpage and click "Students" on the main page and select "Counseling Department" from the dropdown options. Click the "Naviance" banner and you will be brought to the "Family Connection" page for Naviance login. To login, enter your student district email. Your password is your Student ID number (without the S).

Problem Solving Team

Students who are experiencing academic, behavioral or social/emotional concerns, which affect academic performance, may be referred to our Problem Solving Team (P.S.T.) This program is designed to assist and support students at-risk of academic failure. Staff and/or parents may refer students for this program to the student's guidance counselor. Based on the student's needs, an action plan will be developed and monitored to assist the student in achieving academic success.

Transportation

School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible. It is the responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law. Decisions regarding special education students will take into account related disabilities and the student's IEP pertaining to transportation.

Transportation Department Staff

The District 158 Transportation Department and its staff are dedicated to the service, safety and well-being of all students that it transports. Bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. The bus driver is required to report students who violate the bus rules of proper behavior and conduct while riding the bus.

Bus drivers are not authorized to change routes or make unauthorized stops unless approved through the Transportation Department.

Bus Conduct, Expectations, and Discipline

Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their bus and will not be required to transport any student who is a disciplinary problem. The school discipline system applies to students at the bus stop, bus loading and unloading locations, on the ride, and throughout the school day. If a student's behavior is not acceptable, the right of riding the bus may be suspended and the student may face further consequences.

Bus Expectations

- Be on time
- Walk to and away from the bus
- Find a seat immediately and remain seated
- Maintain an appropriate noise level and use appropriate language
- Keep your hands, arms, feet, and all objects inside the bus and to yourself

- Follow directions from the bus driver and other adults
- Help keep the bus clean
- Report unsafe behavior to the bus driver
- Use only approved items on the bus

Bus Discipline

The bus is an extension of the school and classroom in which all school rules, regulations and discipline policies and procedures apply.

- Transportation is a right that can be suspended.
- Each student is responsible for their behavior while on the bus and in the school bus loading and unloading areas.
- Unacceptable conduct on the school bus or at a school stop may result in a warning, detention, suspension or expulsion from school.

Should a student's bus riding privilege be suspended, it then becomes the responsibility of the parent to transport the student. Revocation of a student's bus riding privilege is not considered an exclusion, expulsion or suspension from school. Students suspended from the school bus who do not have alternate transportation to school will have the opportunity to make up missed school work for equivalent academic credit. It is the responsibility of the parent to notify the school that the student does not have alternate transportation.

Bus Routes

Students are required to ride their designated routes and get on and off at their designated stops. Students must be picked-up and dropped-off at the same location Monday thru Friday. Transportation needs to keep track of students riding their designated routes in the event of an emergency (i.e. bus collision, lost or missing students, etc.). Due to the number of students being transported, it is not feasible to let students ride home on routes other than their designated routes.

In the event of an emergency, the parent must call the Transportation Department at (847) 659-3000 to request a change in their child's designated route. Requests for changes will be accepted or denied based on the number of students assigned to a particular bus route. If the request is approved, the Transportation Department will notify the school of the change.

Bus Stops

The Transportation Department requires that students be at the bus stop five (5) minutes before the regular pick-up times. The five minutes compensates for any variance in the bus run and allows the bus to stay on schedule. When the bus comes to a stop, the students can board the bus, and it can be on its way to the remaining stops. It is important for students to be present at their designated bus stop at least five minutes before the scheduled arrival time to ensure timely pick-ups. Due to multiple circumstances, the bus may arrive three to five minutes earlier or later than the posted time.

In areas where sidewalks are provided, students need to stand a safe distance on the sidewalk away from the curb and street. In areas where sidewalks are not provided, students need to stay off the road and out of harm's way of motorists using the roadway. The private property of those living near the bus stop is to be respected. Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus in single file in an orderly fashion without pushing and shoving, and find a seat immediately.

When students need to cross a road before boarding or after exiting the bus, they must wait on the curb or edge of the roadway until the driver signals the student giving them permission to cross the road. Students should cross the road far enough in front of the bus (approximately 10 feet) so the driver can see the student and the student can see the driver.

Not following these guidelines is a serious safety offense and drivers have been directed to submit bus conduct reports of students who do not follow these guidelines.

Danger Zones Surrounding School Buses

Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus.

The area within 10 feet in the front, sides, and rear of the bus are known as the DANGER ZONE. As such, precautionary guidelines must be adhered to when students are loading and unloading. At no time should a student walk directly alongside the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit and immediately step at least 10 feet away from the bus and proceed immediately to their destination. If a student drops an item in front of, alongside of, or at the rear of the bus, the student should not retrieve the item until notifying the driver. The driver will then decide if it is safe for the student to retrieve the dropped item.

Not following these guidelines is a serious safety offense and drivers have been directed to submit bus conduct reports for students not following these guidelines.

Electronic Recordings on School Buses

The Board of Education has adopted a policy authorizing the use of electronic recordings on school buses when transportation is provided for a school activity.

Electronic video and audio recordings are viewed to investigate incidents reported by a bus driver, administrator, CRO, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to CROs and District personnel. These individuals must have (1) a law enforcement, security, or safety reason, or (2) a need to investigate and/or monitor student or driver conduct. A written log will be kept of those individuals viewing the recording stating the time, name of individual viewing, and date the recording was viewed.

The content of the recordings are student records and are subject to District policies and procedures concerning school student records. If the content of a recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Transportation of Students with Disabilities

All students with an IEP are provided transportation entirely at District expense. The mode of transportation will be determined via the IEP conference. A parent wishing to waive the right to District approved transportation and desiring reimbursement for such services must seek reimbursement through the State of Illinois. District 158 will not provide reimbursement for expenses incurred by the parent.

HHS EXTRACURRICULAR ACTIVITIES AND ATHLETICS HANDBOOK

Ms. Rita Castens
Athletic Director
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(847) 659-6516

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ULTIMATE AUTHORITY DISCLAIMER

Circumstances that arise, which are not covered in this handbook or become a matter of interpretation, will be decided by a meeting of the Activity Director, and/or Athletic Director and Building Principal. The appeal process for any decision is described in The Code of Conduct Section of this handbook.

PHILOSOPHY, OBJECTIVES, AND EXPECTATIONS OF EXTRACURRICULAR PARTICIPATION

Huntley High School's extracurricular programs (athletics, activities, and clubs) are provided as a privilege to those students having the desire to engage in and/or compete in programs to enhance their overall abilities. Students who choose to participate are considered representatives of the school and District 158 and are expected to demonstrate good character, high morals, and an attitude of giving their best. In addition, student representatives are expected to show good sportsmanship and self-discipline. Because the Board of Education, administration, and staff expect these attributes, the HHS Extracurricular Code of Conduct is used to ensure these qualities are demonstrated by all participants.

The objectives of the extracurricular programs at Huntley High School are to:

1. Provide a highly engaging/competitive experience grounded in sound educational practice.
2. Assist in the safe and healthy development of the participant.
3. Create an enjoyable experience for the participants, student body, fans, and community by promoting sportsmanship, morale, and school spirit.
4. Instill qualities such as teamwork, pride, work ethic, personal responsibility, and self-discipline in its participants.
5. Promote the education and development of students through extracurricular participation.

ACTIVITIES AND CLUBS

Huntley High School currently sponsors more than 45 extracurricular activities and clubs for students to participate in. These activities are designed to enrich the student experience, provide opportunities for teamwork, personal growth, and social inclusivity, and to offer skill-building. A student may participate in as many clubs/activities as interest and schedule allows. Participation is subject to guidelines as outlined in the Athletic and Activities Handbook section.

Listed below is a list of activities and clubs available to students. Please note activities and club offerings are subject to change depending on student interest. For more information, visit Activities & Clubs.

After School Choir: Mixed & Treble
Art Club
Band (Marching/Pep)
Buddies Club
Chess Team
Color Guard
Community Service Club
Competitive eSports
Computer Club
Contest Theatre
Creative Writing Club
Culinary Club
Orchesis Dance Program
Dungeons and Dragons Club
Drone Club
Environmental Club
Fishing Club
Film Club
Freshman/Sophomore One Acts
Genders Sexualities Alliance (GSA)
Hope Squad
HOSA (Future Healthcare Professionals) Medical Club
Investing and Economics Club
Jazz Band
Leos Club
Math Team

Mock Trial
Model UN (United Nations)
MSA (Muslim Student Association)
NHS (National Honor Society)
Philosophy Club
Play (All-school)
RAD Student Committee
Raider Nation
Red Raider Robotics
Scholastic Bowl Team
Silver Cord
SnowRaiders (Ski/Snowboarding)
Spanish Honor Society
Speech Team
Spring Musical (All-school)
Student Council (STUCO)
Technical Theatre Club
Thespian Show
Thespian Troupe Club
TV Production Club
Yearbook
Zoology Club

ATHLETIC TEAMS

The HHS Athletics Department offers a full slate of fall, winter, and spring interscholastic sports for students to participate in under the Illinois High School Association (IHSA). Participation is subject to guidelines as outlined. For more information, visit Athletics.

Fall Sports
Cross Country (Boys & Girls)
Flag Football (Girls)
Football
Golf (Boys)
Golf (Girls)
Soccer (Boys)
Swimming (Girls)
Tennis (Girls)
Volleyball (Girls)

Winter Sports
Basketball (Boys)
Basketball (Girls)
Bowling (Boys)
Bowling (Girls)
Cheerleading
Dance Team
Swimming (Boys)
Wrestling

Spring Sports
Baseball (Boys)
Lacrosse (Boys)
Lacrosse (Girls)
Soccer (Girls)
Softball
Tennis (Boys)
Track & Field (Boys)
Track & Field (Girls)
Volleyball (Boys)

ATTENDANCE REQUIREMENT FOR EXTRACURRICULAR ACTIVITIES

Attendance is a factor in a student's eligibility to participate in extracurricular activities. A student must be in school at least the second-half of the school day. A student who goes home sick is ineligible to participate that day.

A student who has a medical appointment that may cause absence from school for more than one-half of the school day may still be eligible to participate that day. To assure eligibility, arrangements should be made ahead of time with the Activities Director or Athletic Director.

- **Absence Due to Participation in School-Sponsored Activity:** A student's absence from school due to participation in school-sponsored activities or trips will be recorded in PowerSchool as ***SA*** (school activity), and the student remains eligible to participate in after school, co-curricular, and/or extracurricular activities.
- **In-School Intervention/Suspended Students:** A student who is serving an in-school intervention (ISI) or an out-of-school suspension (OSS) is ineligible to participate in any school-related activities on the days of the intervention or suspension.

CONSENT TO RANDOM TESTING PROGRAM

District 158 Drug and Alcohol Testing Program

The District 158 Board of Education instituted an extracurricular drug and alcohol testing program to promote healthy and drug-free participation of students in extracurricular activities. Each student and the student's parent must consent to having the student submit to random drug and alcohol testing in order to participate in any extracurricular activity.

The D158 Consent to Participate in Drug and Alcohol Testing Program and the Drug Testing Program Consent Form through Partnering for Prevention, LLC forms should be returned to the coach or activities sponsor and will be kept on file in the Athletic Director's Office or the Assistant Athletic & Activities Director's Office. Failure to sign the required forms will result in non-participation.

IHSA Performance-Enhancing Substance Testing Program

In accordance with the work of its Sports Medicine Advisory Committee and Public Act 096-0132, the Illinois High School Association (IHSA) has implemented a performance-enhancing substance testing program for student-athletes at IHSA member schools.

The IHSA will test randomly selected individuals and teams throughout the school year and those participating in State series competitions for banned substances. Any student athlete who ingests or otherwise uses substances from the IHSA

banned drug classes, without written permission by a licensed physician to treat a medical condition, violates IHSA By-law 2.170 and its subsections, and is subject to IHSA penalties, including ineligibility from competition.

No student-athlete may participate in an IHSA competition unless the student and the student's parent consent to random testing. The consent is part of the Huntley High School Sports Participation Information sheet. A list of IHSA Banned Substances is available on the IHSA website.

ACTIVITY/PARTICIPATION FEES

An activity fee assessed by the Board of Education for participation in athletics, plays, musicals, and other activities is required. Activity fees should be paid online through the District Webstore or by check or cash directly to the coach or activity sponsor. Activity fees will not be refunded for any student who quits or is dismissed from a sport or activity.

Participation fees may be required for specific activities or clubs based on expenses incurred. Participation fees should be paid directly to the activity/club sponsor and will be credited to the group's activity account. Any student who quits or is dismissed from a club will not have a fee refunded.

SPORTS PHYSICAL REQUIREMENT FOR ATHLETICS

All students are required to have a current sports physical on file at school before they can tryout or participate in any extracurricular athletics. The physical must remain current during the entire duration of the athletic season for the particular sport (i.e. volleyball season, basketball season, cheerleading season, etc.), meaning it has been completed within the past 12 months of the tryout or participation date. If a student's physical lapses prior to the end of that sports season, the student will be excluded from future participation until a new sports physical form is submitted.

An IESA/IHSA Pre-participation Examination form or an Illinois Certificate of Child Health Examination (school physical) form must be completed by the physician and parent.

CODE OF CONDUCT

Participation in activities at Huntley High School is a privilege and students who choose to take part are considered representatives of the school and District 158. It is the hope of the Board of Education, administration, and staff that students participate in activities in such a manner as to not abuse the privilege of participation. In addition, the Code of Conduct places an emphasis on the values and commitments necessary to create a safe and healthy environment for participation.

- The Code of Conduct takes effect the first time a student becomes a member of a club/activity.
- The Code of Conduct is in effect year round, in and out of season, on and off school grounds, until graduation.
- A verifiable violation of the Code of Conduct is deemed to have occurred when a District 158 employee or a law enforcement agency (or representative thereof) confirms the student's involvement; an internet posting depicts inappropriate behavior; or a student admits guilt.

Code of Conduct Violations

1. Use, possession, or distribution of illegal substances, including, but not limited to, alcohol, marijuana, anabolic steroids, non-prescription drugs, and the abuse of prescription drugs.
2. Use or possession of tobacco, electronic smoking devices, similar look-a-like devices, or nicotine based products.
3. Theft or vandalism of any school, personal, or public property.
4. Inappropriate conduct in which the student is directly or indirectly involved, such as fighting, harassment, or verbal/physical abuse of others.
5. Academic dishonesty or misconduct in which the student is involved, such as obtaining or attempting to obtain credit by dishonest, deceptive, fraudulent, or unauthorized means.
6. An Internet posting on a social network that disrupts the educational or athletic/activity environment and may be threatening to or abusive of others.
7. Association with or attendance at activities involving a violation of the Code of Conduct in which the student does not leave immediately upon learning of said activities.
8. A verified positive test result in the IHSA or D158 random drug testing programs. This will include a refusal to participate or complete the IHSA or D158 random drug testing.

Code of Conduct Violation Consequences

First Offense: Suspension from 20% (or closest percentage to 20%) of the regularly scheduled contests. The suspension will include continued participation in practice, attending any events/meets/matches, and supporting the

team during the length of the suspension. The suspension carries over to the next activity if it is not completed during the current activity.

Second Offense: Suspension of 50% from the regularly scheduled contests. The suspension will include continued participation in practice, attending any events/meets/matches, and supporting the team during the length of the suspension. The suspension will carry over to the next activity in which the student is involved if not completed in the current activity.

Third Offense: Suspension from all activities for one calendar year (365 days).

Fourth Offense: Dropped from all activities for the remainder of the student's high school career.

Self-Reporting: If a student self-reports a first offense to an administrator, the student will be suspended from 10% of the regularly scheduled contests. The student must make their report immediately. The student will not be eligible for the terms of self-reporting after school authorities have been notified of the violation.

Clarifications/Definitions

- For suspensions that carry over from a previous activity or that occur before the next activity, the student must complete the next season in good standing to fulfill the terms of the suspension.
- **Athletic Code violations are cumulative:** Each violation remains on record and may impact future consequences. However, students are eligible for a one-time expungement during their high school career, which will remove a single offense—regardless of whether it was the first or a subsequent violation—after 365 days **without any additional violations.** This expungement may occur **only once during a student's high school caree**r.
- One calendar year is defined as 365 days from the date on the letter notifying the student and parent of the suspension.
- A first violation in a season will not automatically result in forfeiting eligibility for school awards. A second violation in a season will result in forfeiture of all school awards.
- A suspended student is expected to attend practice.
- A suspended student is expected to sit with the team, out of uniform, during contests.
- In circumstances when a student is participating in a combination of more than one athletic, activity, or club, the Athletic Director, Administration, or their designees will work together to discuss the current disciplinary action and determine the appropriate consequence.

Appeal Process

1. If the student and parent(s) wish to appeal a decision, they may do so by contacting the Activity/Athletic Director within three school days of being notified of the suspension.
2. The appeal process must follow:
    a. Appeal to the Associate Principal
    b. Appeal to the Building Principal
    c. Appeal to the Associate Superintendent or Designee
    d. Appeal to the Board of Education
3. If, during any step of the appeal process, the original suspension is reversed, the suspension will be declared void and all records of the suspension will be purged. The student shall return to the activity in good standing and without further consequence.

HAZING

The District does not condone any form of initiation, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer, or employee shall solicit, plan, direct, encourage, assist or engage in any hazing activity. In addition, the District directs that no administrator, coach, sponsor, volunteer, or employee shall permit, condone, or tolerate any form of hazing.

Delegation of Responsibility

District administrators shall promptly investigate all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Administrators, coaches, sponsors, employees, and volunteers shall be alert to incidents of hazing and shall report such conduct to the Activity Director, Athletic Director, or Building Principal.

The District shall annually inform students, parents, coaches, sponsors, volunteers, and employees that hazing of students is prohibited by means of:

- Publication in this handbook
- Verbal instruction from the coach

Complaint Procedure:

1. When a student believes they have been subject to hazing, the student shall promptly report the incident orally or in writing to their coach and the Activity Director or Athletic Director.
2. The Activity Director or Athletic Director shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The Activity Director or Athletic Director shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the Activity Director or Athletic Director shall recommend appropriate disciplinary action, including possible suspension or expulsion, as circumstances warrant.

SPORTSMANSHIP

Huntley High School will emphasize and enforce all District 158, Illinois High School Association (IHSA), and Fox Valley Conference policies on sportsmanship. Students are expected to adhere to the highest standards for behavior at all school-sponsored activities.

ATHLETIC PRACTICE SCHEDULES

The start of practice for each sport will be announced well in advance of the first practice date. Practice schedules will be distributed to participants the first day of practice. District 158 does not allow mandatory practices on Sundays except under special circumstances and only with the permission of the Activity Director and/or Athletic Director.

Because of the necessity to share facilities, practice times may need to be staggered. Efforts will be made to equally distribute practice times among the various levels of programs. Likewise, unforeseen circumstances may force a change in practice schedules. Participants will be notified, as soon as possible, of any schedule changes.

Conflicts in regard to practices will be handled in the following manner:

1. Educational Field Trips
   Should a conflict arise with an educational field trip, the coach and teacher should be in communication with each other and attempt to minimize the impact of the conflict. Participants should not be penalized for missing a practice, or arriving late to a practice, due to attending an educational field trip.
2. School Sponsored Social Activities
   Attendance at school sponsored social activities does not exempt participants from team responsibilities. Participants who miss events or practices to attend school sponsored social activities, without the coach/sponsor's permission, will be considered unexcused and be subject to established team policy regarding unexcused absences.
3. Non-School Activities
   Each coach/sponsor will establish an attendance policy, with approval from the Activity/Athletic Director, and inform participants of the policy in regard to excused and unexcused absences.
4. Skiing and Similar Activities
   Coaches should inform participants of the dangers of participating in skiing/similar activities but may not make a policy prohibiting participation in these activities during non-school hours. A participant injured during skiing/similar activities holds no right to their position upon returning to their team.

ELIGIBILITY FOR PARTICIPATION IN IHSA COMPETITIONS

Huntley High School is a member participant of the Illinois High School Association (IHSA) and as such, follows IHSA guidelines regarding eligibility as follows:

Weekly Eligibility

A student participating in a sport is subject to the weekly eligibility check during the season for that activity. A student must pass 25 credit hours of high school work per week (Monday through Sunday). Generally, 25 credit hours is the equivalent of five .5 credit courses (2.5 full credits).

Weekly eligibility is based on a student's grades as they accumulate from the first week to the last week of the semester. The criterion used by the IHSA is what the student's grade would be if they transferred to another school during the course of the semester.

Semester Eligibility

By IHSA regulations, a student must pass 2.5 credits per semester to be eligible for the next semester. This is the equivalent of five (5) .5-credit classes. The criterion for weekly and semester eligibility is detailed in the IHSA eligibility rules.

TRANSPORTATION

The sponsors will make transportation arrangements for all extracurricular events through the District 158 Transportation Department. Participants are required to ride district-provided transportation to and from away events.

Parents may transport their child home from away events by signing the transportation sign-out sheet provided at the event. Parents may only sign-out their own child. A parent may grant permission for their child to ride home with another parent by providing advanced written notification to the Principal, Activity/Athletic Director, or coach/sponsor. The parent who is being granted permission will, in turn, need to sign the participant out after the event. Under no circumstances will District 158 take the responsibility of releasing a participant to be transported by anyone other than a parent.

If a participant misses the bus, they may only be transported to the event by their parent. Upon arriving at the site of the event, the participant's parent needs to present the participant to the coach. Under any other conditions, the student will not be permitted to participate. Any student missing the bus due to a detention will not be allowed to participate. Unforeseen or extenuating circumstances will require permission of the Activity/Athletic Director.

AWARDS

Awards acknowledge the achievement, participation, and membership of the participants in interscholastic competition. To be eligible for these awards, participants must be in good standing in school and the activity. Students who drop out of the activity or are dismissed by the coach/sponsor before the end of the season will not be eligible to receive any awards. A coach may deny a participant, who meets minimum letter requirements, their letter if that participant's conduct is deemed detrimental to the school and the program. A participant who becomes injured or ill during the season, but remains a member of the team, may be issued an award at the discretion of the coach.

Award Distribution

1. First year participants will receive Numerals if not already received by participation in another sport/activity.
2. A student who has not previously received a Letter in the activity will receive a Letter and Bar.
3. If a student has previously received a Letter, the student will be issued a Bar representing another year's participation.
4. Plaques are presented to any Senior who has participated all season, all 4 years of high school.

Special Awards

The sponsor may distribute awards to individual students as they so choose.

INFORMATION FOR PARENTS

BOOSTER ORGANIZATIONS

The HHS Athletic Boosters is a parent organization that supports all high school athletic programs. Parents volunteer to work concessions at football games, basketball games, and other events. In addition, the Boosters sell HHS spiritwear at various events throughout the year including home football games, RaiderFest, and Freshman Orientation Nights. Funds raised provide for Student Athlete Scholarships for graduating Seniors. For more information, like them on Facebook, or follow them on X and Instagram.

The Huntley High School Band Boosters is a very active group supporting the marching band, color guard, and other band programs at the school. The organization's goal is to provide the support needed to assist with funding a successful, educational and fun band, marching band, and color guard program. Parents volunteer their time and efforts to build props for the annual marching band competition programs, fundraise for scholarships, instrument and equipment purchases, new music, professional clinicians, and so much more. See how you can get involved by visiting their website.

The Fine Arts Boosters is a parent organization supporting, encouraging, and promoting the Theatre, Choir, and Speech fine arts programs at Huntley High School. The Fine Arts Boosters work as an independent organization to raise funds to provide scholarships to graduating Seniors and grants and mini-scholarships to current students participating in fine arts activities beyond those offered at HHS. The group also assists in a variety of ways for theater performances and student participation in Contest Theatre. For more information, like them on Facebook, or follow them on X and Instagram.

PARENT AND COACH COMMUNICATION

Philosophy

Participation in extracurricular activities provides the possibility to extend and enhance student learning and personal growth beyond the classroom setting. Participation often includes important lessons about working together toward shared goals, communicating effectively, overcoming challenges, maintaining a positive attitude, practicing sportsmanship, and winning or losing with dignity. Regardless of the amount of level of participation/playing time or whether the team has a winning season, these lessons remain embedded within the experience.

While acknowledging that "winning isn't everything," coaches are committed to providing teams with the best opportunity to win within the rules of the game, and representing the school and communities of District 158 in a manner which inspires and exemplifies pride.

Parent/Coach Relationship

Both parenting and coaching are very difficult vocations. Each role offers unique perspectives of a child's involvement in activities. While there are times when perceptions of parents and coaches are aligned, it is unrealistic to expect this will always be the case. We believe it is important to clearly define what you can expect of our coaches. It is also important for you to have an understanding of the procedures for communication between you and your child's coach. Finally, providing support for all students participating in extracurricular activities is an important role played by both parents and coaches.

Coach's Communication to the Parent

You may expect to receive the following information in writing from the coach no later than the first practice:

- Brief statement of the coach's philosophy
- Expectations the coach has for all team members
- Location and times of scheduled practices and games
- Procedure to be followed if your child is injured
- Discipline procedures the coach may implement
- Anticipated costs associated with participation and possible fundraising activities

Parents' Communication to the Coach

- Communicate directly with the coach about any concerns
- Provide written notification of schedule conflicts well in advance

As your child becomes involved in activities at HHS, the inevitable highs and lows that are a part of extracurricular competition are bound to occur. These experiences will provide your child with an opportunity to grow and learn skills and lessons they may apply in aspects of their life beyond the competitive/performing arena. If the lows, however, begin to get your child down, we encourage you to speak with the coach.

Appropriate Concerns to Discuss with Coaches

- The treatment of your child – mentally, emotionally, and physically
- Ways to help your child improve
- Concerns about your child's behavior, attitude, and performance

One of the most potentially problematic issues between coaches, students, and parents is competitive level/performance time. Decisions regarding these are at the sole discretion of the coach. As professionals, coaches make decisions based on what they believe to be best for the team and for all students involved. Obviously, there may be times when you do not agree with a coach's decisions, but it is important to recognize that decisions about the student's role and the student's role on the team are decisions which are not negotiable between a parent and a coach.

Inappropriate Concerns to Discuss with Coaches

- Level of participation/playing time
- Team strategy
- Play calling
- Other student-athletes (unless verbal/physical harassment occurs)

Setting up a Conference

There are situations that may require a conference between the parent(s), student, and coach. **It is necessary that all three entities – parent(s), student, and coach – be involved in the meeting.** Such a meeting can lead to increased understanding. When a conference is needed, please follow these steps:

- Call the coach to schedule an appointment
- If the coach cannot be reached, contact the Activity/Athletic Director and they will arrange a time for you, your child, and the coach to meet.

Communication between the coach and parent(s) can play a vital role in resolving concerns; however, before, during, or immediately following a practice or competition is not the appropriate time for addressing concerns. Please do not attempt to discuss a concern with a coach at these times, as they are not conducive to the successful resolution of a problem.

While, ideally, it is hoped that a conference with the coach will alleviate concerns, it should be recognized there may be times when the coach and the parent do not achieve a shared understanding as a result of their conference.

The Next Step

Contact the Activity/Athletic Director. A meeting will be scheduled for the parent(s), student, coach and Activity/Athletic Director.

Support

Your child's participation in extracurricular activities should be extremely rewarding. You are invited to support students by becoming involved in the Parent Booster Organizations available at Huntley High School. You are also invited to attend events, and cheer in a positive and encouraging manner. By supporting everyone involved in competition and displaying good sportsmanship, you provide an important and wonderful example for students. It is hoped this information will serve as the foundation of a rewarding experience in activities for your child.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

Date: June 12, 2025
To: Board of Education
From: Dr. Amy MacCrindle
Cc: Ms. Jessica Lombard, Superintendent
Subject: **Curriculum Updates**

Executive Summary

This memo aims to provide information on continued work within the Learning & Innovation Department over the past month.

Middle School Schedule

A representative group of teachers, building administrators, and district leaders met throughout this school year to continue reviewing the current middle school schedule and explore opportunities to better meet the academic and developmental needs of students. The focus was on strengthening Tier 1 instruction, increasing access to targeted supports during Flex time, and enhancing the purpose and structure of Advisory. This work built upon the updates shared last spring and continues to reflect the district's commitment to continuous improvement.

While the original goal was to implement a revised schedule in the 2025–2026 school year, the timeline has been adjusted to 2026–2027. This shift allows additional time to refine the schedule and ensure it reflects staff input from both Heineman and Marlowe. Priorities include aligning time for core subjects, ensuring all students have access to intervention and enrichment, increasing consistency in Advisory, and improving scheduling flexibility—particularly for students in music, special education, and exploratory classes.

This spring, staff feedback reaffirmed the importance of a schedule that prioritizes time for core subjects, supports for students performing below and above proficiency, and maintains access to music, electives, and enrichment. A new need arose about having a schedule that reduces current challenges faced by special education and related service staff who work across grade levels on different bell schedules.

The middle school scheduling team will reconvene in Fall 2025 to finalize recommendations for a common schedule to launch in the 2026–2027 school year. We will continue to update the Board and community as this work progresses.

Artificial Intelligence Update

This year, Huntley 158's Artificial Intelligence (AI) Taskforce—composed of teachers, instructional coaches, and administrators—worked to establish a thoughtful and future-ready approach to AI in education. With the rapid growth of AI technologies, the taskforce focused on creating foundational guidance to ensure these tools are used ethically, responsibly, and in ways that enhance learning. Their work resulted in the development of a Huntley 158 AI Purpose Statement and Definition, a set of AI Guiding Principles and Values, Student Usage Guidance, and Staff Usage Guidance to help educators and students navigate appropriate and effective AI use. This work was shared with the PTAC committee at the May 6, 2025 meeting.

The AI Purpose Statement outlines our vision that AI begins with human questions and ends with human insight. AI tools in District 158 will be used to support—not replace—thinking, learning, and teaching. The accompanying principles emphasize AI as a tool to support instruction, foster critical thinking, improve accessibility, and maintain academic integrity. The Student Usage Guidance further defines expectations in the classroom, grouping assignments into three categories: No Use, Limited Use, and Integrated Use, based on teacher direction and instructional goals.

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
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To ensure students and families have clear and consistent expectations regarding the appropriate use of AI, this information has been incorporated into the 2025–2026 student handbook. Including this information will provide transparency, reinforce the district's values around ethical technology use, and ensure students are equipped to use AI responsibly across all learning environments.

The AI Taskforce's work reflects Huntley 158's commitment to preparing students for the future while ensuring the safe, ethical, and equitable use of emerging technologies. The next steps include sharing these resources with staff, families, and students and providing ongoing training and support for educators, students, and families.

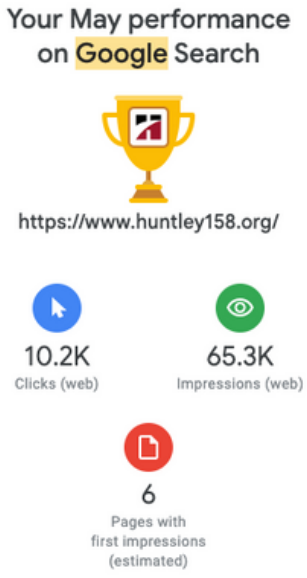
Recommendation
This report is for information only.

DISTRICT COMMUNICATION DASHBOARD

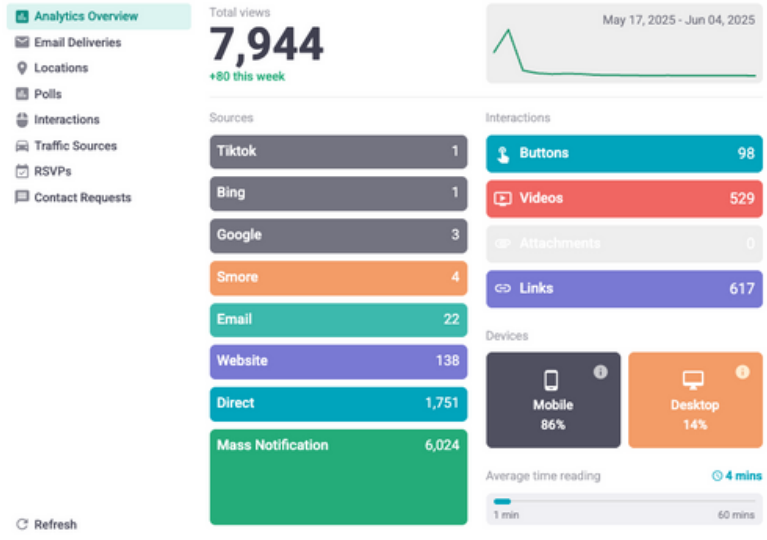
JUNE 2025

(based on 5/1-5/31 data)

Website



Newslettter



Web Pages Most Visited

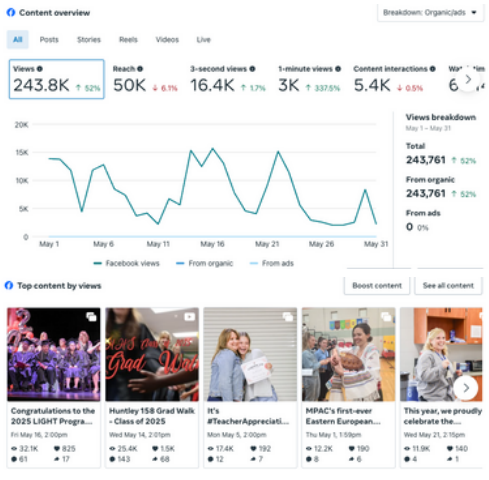
Top pages	Clicks	Impressions
https://www.huntley158.org/	3,700	43,270
https://www.huntley158.org/news-events/calendars	2,113	20,413
https://www.huntley158.org/parent-info/parent-info/powerschool	1,038	8,611
https://www.huntley158.org/departments/human-resources	622	11,811
https://www.huntley158.org/departments/human-resources/collective-bargaining	360	3,132
https://www.huntley158.org/departments/fiscal-services/reports	259	1,160
https://www.huntley158.org/departments/human-resources/employment-opportunities-faq	221	5,250
https://www.huntley158.org/district/staff-directory	185	6,751
https://www.huntley158.org/schools	170	10,736
https://www.huntley158.org/departments/transportation	109	1,109

DISTRICT COMMUNICATION DASHBOARD

JUNE 2025

(based on 5/1-5/31 data)

Facebook



YouTube

Subscribers: 2.7K

Followers: 979

Instagram



262

Events / Community Engagement



Silver Passes
573

District Events

May RAD event - 5/6
35 attendees

Dual Language picnic - 5/16
400 RSVPs

Other Media

SHAW MEDIA

- HHS graduation photos - Northwest Herald 5/27
- 3 suburban school superintendents say business partnerships are key to shaping future of education - Daily Herald 5/17
- 3 local **school** superintendents say business partnerships are key to shaping future of **education** - Northwest Herald 5/17
- Heineman Middle **School** in Algonquin names new principal - Northwest Herald 5/17
- Grade A: Educators of the Year awards for McHenry County recognize top teachers - Northwest Herald 5/13
- **Huntley** teacher commits to cancer research by shaving her head in honor of former student - Northwest Herald 5/8
- After voters choose different direction for **District 158 board**, members select new president - Daily Herald 5/4
- New Huntley 158 board president - Northwest Herald 5/4

DISTRICT COMMUNICATION DASHBOARD

TERMINOLOGY DEFINED

Website

Clicks = The number of times users actively interact with a clickable element on a website, such as a link, button, or ad. Measures engagement rather than visibility.

Impressions = The total number of times a web page is displayed on a user's screen.

Newsletters

Total views = The number of visitors newsletter received from the date it was published. *Note: Every visitor is counted as a unique view.*

Sources = The channels/platforms through which people have found/accessed the newsletter. *See below.*

- Google/Bing = Search engines
- Smore = Emailed directly from Smore (superintendent only)
- Website = Newsletter link (posted under News & Events on district website)
- Direct = Web browser URL
- Mass notification = Emailed from School Messenger

Interactions = How recipients are interacting with the newsletter by clicking on different links, buttons, etc. *Note: Videos category pertains to monthly views of Raider Roundtable video.*

Social Media

Views = When a post appears on someone's screen, whether their News Feed, a friend's timeline, group, or a page

Reach = The number of people who saw posts at least once.

Engagement = The number of reactions, comments, shares and clicks on posts.

Interactions = Likes, comments, shares, saves

D158 FOIA Report as of 6/5/2025									
Request #	**Date Rec'd**	**Type**	**Requested by:**	**Request:**	**Status:**	**Date Completed:**	**Time Spent Preparing**	**Approx. Cost to D158**	**Notes**
2024-66	5/15/25	Email	Chip Lemberg	All written documentation, notes, reports, summaries, and findings related to the harassment investigation involving **REDACTED** a student at Leggee Elementary School. 1. Any written or recorded statements provided by students, parents (including those of **REDACTED**), staff members, or administrators during the course of the investigation. 2. Any correspondence (including emails, memos, and letters) among the following parties related to the investigation. ○ Dr. Adam Zehr ○ Mrs. Karrie Baughman ○ Principal Iddings and staff of Leggee Elementary ○ Superintendent Jessica Lombard 3. Any documented disciplinary actions or safety plans enacted as a result of the investigation under Board Policy 7:20.	COMPLETE	5/20/25	2 hours	$200	
2024-67	5/23/25	Email	Caryn Hursey	Please provide the profits realized from Food Services for the last 5 years broken out by year.	COMPLETE	5/28/25	1 hour	$60	

Regular Meeting with Closed Session
Thursday, May 15, 2025 6:00 PM Central

District Office
650 Dr. John Burkey Drive
Door 2
Algonquin, IL 60102

Mr. Andrew Bittman:	Present
Rich Bobby:	Present
Sean Cratty:	Present
Andy Fekete:	Present
Melissa Maiorino:	Absent
Mrs. Laura Murray:	Present
Mr. Paul Troy:	Present

Present: 6, Absent: 1.
Mr. Troy called to order the May 15, 2025, Board of Education meeting at 6:00 p.m. A quorum was met.

Melissa Maiorino: Present, arrived during Executive Closed Session

Present: 7.

1. **Call to Order / Roll Call (A)** (Mr. Troy)
Called to order the Regular Meeting at 6:00 p.m. A quorum was met.
Roll Call: Ayes 7 / Absent 1 / Motion Carried
Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy
Mr. Troy called to order the May 15, 2025, Board of Education meeting at 6:00 p.m.

2. **Closed Session / Roll Call (A)** (Mr. Troy)
Move to enter into closed session at 7:00 p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: **(1)** The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(2)** Collective negotiating matters; **(9)** Student Disciplinary; **(11)** Litigation; **(21)** Discussion of minutes of meetings lawfully closed under this Act.
Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy
Roll Call: Ayes 6 / Nays 0 / Absent 1 / Motion Carried
To enter closed session at 7:00 p.m. This motion, made by Mr. Paul Troy and seconded by Sean Cratty, Passed.
Mr. Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 7, Nay: 0
Mr. Troy motioned and Mr. Cratty seconded to move into closed session at 6:01 p.m. This motion, made by Mr. Paul Troy and seconded by Sean Cratty, Passed.
Mr. Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 7, Nay: 0

2.1. **Exit or Suspend Closed Session / Voice Call (A)**
Move to exit or suspend closed session at ___:___ p.m. and return to open session.
Voice Call: Ayes 7 / Nays 0 / Motion Carried

To suspend closed session at 7:00 p.m. This motion, made by Mr. Paul Troy and seconded by Melissa Maiorino, Passed.
Mr. Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 7, Nay: 0
Mr. Troy moved and Ms. Maiorino seconded to suspend closed session at 7:00 p.m.

3. **Resume in Public Session / Roll Call (A)** (Mr. Troy) *approx. 7:00 p.m.*
Resume the Regular meeting at 7:05 p.m.
Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy
Roll Call: Ayes 7 / Absent 0 / Motion Carried
Mr. Troy resumed the public session at 7:05 p.m.

3.1. **Action as Required / Roll Call** (Mr. Troy)
Will come from the Board.
~~**Roll Call: Ayes / Nays /Absent / Motion**~~
~~**Action:** Recommendation will come from the Board.~~
Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy
No action came from closed session.

4. **Pledge of Allegiance** (Mr. Troy)
The Robotics Club led us in the pledge.
James Williams, Declan Crowley, Yuvati Sivakumar, Sidak Sandhu - Conley Elementary
Elise Morfoot, Lincoln Harden, Wyatt Anderson, Alexander (Alex) Abucewicz - Leggee Elementary
Ryan Krauss, Evan Bolger, Annabelle Konczyk, Hailey West - Martin Elementary
The Robotics Club led us in the pledge. The students then shared what they liked about Robotics Club and gave a demonstration of some robots they have created.

5. **Student Recognition (R)** (Mr. Troy)

5.1. **HHS Journalism Team Wins IHSA State Competition**
Cooper Wackerlin, Mia Ascencio, William Mize, Jocelyn Jones, Elaina Satalino, Addison Stone, Kaylee Coleman, Sophia Mitchell, Santino Bedolla, Maya Hiermann, Emma Christenson, Laura Langkan, Ly Martil, Carrie Willig, Alexis Davis, Sofia Bondi, Kacey Laput, Alyssa McQueen, Taryn Rainey, Drew Diversey
The Board recognized the Huntley High School Journalism Team for their State Championship win at the Illinois High School Association State Competition. The team was presented by Lauren Teeter and Mr. Brown.

5.2. **RNN News Crew Wins National Academy of Television Arts and Sciences Award**
William Mize, Jocelyn Jones, Addison Stone, Caden Slad and Dylan Fekete
The Riders Nation News Crew were recognized by the Board for winning the National Academy of Television Arts and Science Award. The team was presented by Lauren Teeter.

6. **Public Comment** (Mr. Troy)
As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

Mary Holzhaugh made comments about an issue her student is having at Marlowe Middle School.

7. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Troy)
Move to adopt the agenda as presented (or with changes).
Action: Adoption of the Agenda.
Voice Call: Ayes 7 / Nays 0 / Motion Carried
Mr. Troy motioned and Mr. Cratty seconded to adopt the agenda as presented.

8. **Superintendent's Report** (R) (Ms. Lombard)
Updates will be provided at this time.
Recommendation: For informational purposes only.
Ms. Lombard presented the Superintendent's updates.

8.1. **Donations (R)** (Ms. Lombard)
Polish and Slavic Federal Credit Union - $300 Multilingual Parent Advisory Committee
Montage Saxophone Quartet - $200 Huntley High School Marching Band
Ms. Lombard presented the donations made to the district.

8.2. **FY24-25 Final School Calendar (R)** (Ms. Lombard)
Recommendation: For informational purposes only.
Ms. Lombard presented the 2024-2025 final school calendar.

8.3. **Strategic Plan- Huntley2030- Building Tomorrow Together (A)** (Ms. Lombard)
Ms. Lombard will share the journey of the updated Strategic Plan, Huntley2030- Building Tomorrow Together, along with the recommended plan.
Recommendation: Seeking approval at the June 12, 2025 Regular Board of Education Meeting
Ms. Lombard presented the Strategic Plan - Huntley2030 - Building Tomorrow Together. The Board discussed their experience on the committee and thanked Ms. Lombard and the team for their hard work.

9. **Assistant Superintendent Learning and Innovation (R)** (Dr. MacCrindle)
Updates will be provided at this time.
Recommendation: For informational purposes only.
Dr. MacCrindle presented the Learning and Innovation updates, including the Illinois Report Cards, Huntley University courses and the ECRA EL Consortium. The Board asked questions and Dr. MacCrindle responded.

10. **Chief Financial Officer/Treasurer (R)** (Mr. Altmayer)
Updates will be provided at this time.
Recommendation: For informational purposes only.
Mr. Altmayer gave the fiscal updates. The Board discussed the updates.

11. **Associate Superintendent of Human Resources (R)** (Dr. Zehr)
Updates will be provided at this time.
Recommendation: For informational purposes only.
Ms. Lombard presented the Human Resources updates. The Board asked questions and Ms. Lombard responded.

12. **Assistant Superintendent of Special Services (R)** (Mrs. Gill)
Updates will be provided at this time.
Recommendation: For informational purposes only.
Ms. Gill presented an update on the Special Olympics Team. The Board commented.

13. **Director of Communications and Public Engagement (R)** (Ms. Barr)
Updates will be provided at this time.
Recommendation: For informational purposes only.
Ms. Barr presented the communication dashboard. The Board commented. She then shared the numerous events happening in the district, including that Superintendent Jessica Lombard received the 2025 Transformative Superintendent Award, presented by 7 Mindsets, a national leader in mindset-based empowerment and health learning solutions for schools.

13.1. **FOIA Requests (R)** (Ms. Barr)
A monthly report on the FOIA requests is provided in the packet.
Ms. Barr presented the FOIA requests. The Board commented and asked questions and Ms. Barr responded.

14. **President's Report** (Mr. Troy)

14.1. **Board Discussion (D)** (Mr. Troy)
The Board will discuss new business items.
Paul Troy requested the student Board member policy be looked into. Board members feel a student's voice would be beneficial to the Board.
The Board questioned how the athletics department receives feedback and their desire to have parental and student input. The Board discussed the situation and ways to improve it.

14.2. **Committee Structure 2025-2027 (A) (Mr. Troy)**
The Committee of the Whole (COW) will continue to meet on the first of each month, with the following exceptions: No COW meetings will be held in the months of July, November, January or June.
Members submitted their preference to serve on the Board's Committees to Mr. Troy.

Committee	Chair	Members	Administrator
Building and Grounds	Mr. Troy	Mr. Bobby and Mr. Cratty	Mr. Lindquist
Community Relations and Student Outreach	Mrs. Murray	Mr. Fekete and Mrs. Maiorino	Ms. Barr
Curriculum and Instruction	Mr. Fekete	Mr. Bittman and Mr. Bobby	Dr. MacCrindle
Finance	Mr. Cratty	Mr. Bittman and Mr. Troy	Mr. Altmayer
Human Resources	Mr. Bittman	Mr. Fekete and Mr. Cratty	Mr. Zehr
Policy and Legislation	Mrs. Maiorino	Mrs. Murray and Mr. Troy	Ms. Lombard
Special Education	Mr. Bobby	Mrs. Maiorino and Mrs. Murray	Ms. Gill

Approve the board president's assignment of committees. This motion, made by Mr. Paul Troy and seconded by Andy Fekete, Passed.
Mr. Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 7, Nay: 0
The Board discussed the Committee Structure assignments.

14.3. **Minutes (D)** (Mr. Troy)
The following minutes have been prepared for review:
May 1, 2025, COW Meeting Minutes
Recommendation: Seeking to move these minutes forward for approval at the next Board of Education meeting.
The minutes from the May 1, 2025, Committee of the Whole meeting were reviewed and moved forward for approval at the next regular Board of Education meeting.

15. **Consent Agenda (A)** (Mr. Troy)
The following Consent Agenda items have gone through the Committee of the Whole. Prior to adoption, revisions are presented here.
Roll Call: Ayes 7 / Nays 0 / Motion Carried
Recommendation: Seeking approval and adoption of the Consent Agenda as follows:
This motion, made by Mr. Paul Troy and seconded by Sean Cratty, Passed.
Mr. Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 7, Nay: 0

15.1. **Materials Adoption for new or updated HHS Courses for the 2025-26 School Year (A)** (Dr. MacCrindle)
Dr. MacCrindle requests the selected materials for approval after being placed on a 30-day review at the April 3, 2025, COW.
Recommendation: Seeking approval as presented.

15.2. **Professional Learning Contracts for 2025-2026 (A)** (Dr. MacCrindle)
Dr. MacCrindle and Ms. Gill requests the Professional Learning Contracts for the 2025-206 school year in support of the professional learning plan for approval.
Recommendation: Seeking approval as presented.

15.3. **Consolidated District Plan (A)** (Dr. MacCrindle)
Dr. MacCrindle requests that the Consolidated District Plan, a state-mandated plan to guide the use of federal grants, presented during the May 1, 2025 COW for approval.
Recommendation: Seeking approval as presented

15.4. **Payables (A)** (Mr. Altmayer)
Mr. Altmayer will seek approval of the Purchase Orders issued at $816,804.04; Imprest issued at $138,283.84 and Disbursements issued at $3,514,784.50, as presented.
Recommendation: Seeking approval of the Board as presented.

15.5. **Revenue Contracts (A)** (Mr. Altmayer)
Mr. Altmayer will seek approval of the revenue contracts for various fundraising activities.
Recommendation: Seeking approval of the Board as presented.

15.6. **Drivers Ed Vehicles - Enterprise Fleet Management (A)** (Mr. Altmayer)
Mr. Altmayer will present a proposal for the purchase/lease of new drivers' education vehicles.
Recommendation: Seeking approval of the Board as presented.

15.7. **Minutes (A)** (Mr. Troy)
The following minutes are presented for approval.
April 17, 2025 BOE Meeting Minutes

April 17, 2025 Executive Session Meeting Minutes
April 29, 2025 Special Board of Education Meeting Minutes
Recommendation: Seeking approval of the Board as presented.

16. **Action Items / Roll/ Voice Call** (Mr. Troy)
Action items require a motion and a second; discussion if needed; and roll.

16.1. **HR Personnel (A)** (Dr. Zehr)
Seeking approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.
Recommendation: Seeking approval by the Board as presented.
Roll Call: Ayes 7 / Nays 0 / Motion Carried
Approval of the Human Resources Personnel report. This motion, made by Mr. Paul Troy and seconded by Mr. Andrew Bittman, Passed.
Mr. Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 7, Nay: 0

16.2. **Northwestern Worksite Statement of Work (A)** (Dr. Zehr)
Dr. Zehr will seek the approval of the Statement of Work
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes 7 / Nays 0 / Motion Carried
Approval of the Northwestern Worksite Statement of Work. This motion, made by Mr. Paul Troy and seconded by Melissa Maiorino, Passed.
Mr. Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 7, Nay: 0

16.3. **Supplemental Purchase Orders and Accounts Payable** (A) (Mr. Altmayer)
Administration recommends approval of the Supplemental Purchase Orders Report at $3,062,747.21 and Supplemental Accounts Payable at $21,108.42 as presented.
Recommendation: Seeking approval by the Board as presented.
Roll Call: Ayes 7 / Nays 0 / Motion Carried
Approval of the Supplemental Purchase Orders and Accounts Payable. This motion, made by Mr. Paul Troy and seconded by Sean Cratty, Passed.
Mr. Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 7, Nay: 0

17. **Public Comment** (Mr. Troy)
As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.
No public comments were made at this time.

18. **Adjournment (A)** (Mr. Troy)
Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy
Motion to adjourn the meeting at 10:37 p.m.
Voice Call: Ayes 7 / Nays 0 / Motion Carried

Mr. Troy moved to exit open session and resume closed session at 8:42 p.m. This motion, made by Mr. Paul Troy and seconded by Melissa Maiorino, Passed.
Mr. Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 7, Nay: 0
Resumed open session at 10:37 p.m. No action from closed session. Adjourned the meeting at 10:37 p.m. This motion, made by Mr. Paul Troy and seconded by Andy Fekete, Passed.
Mr. Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 7, Nay: 0

Submitted by,
Sharon Piemonte, Board Operations
Melissa Maiorino, Board Secretary

_____ _____

President Date Secretary Date

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Academic Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.district158.org

Date: June 12, 2025

To: Board of Education

From: Dr. Amy MacCrindle, Assistant Superintendent for Learning and Innovation

Cc: Jessica Lombard, Superintendent

Subject: **E-Learning Plan Resolution 2025-2028**

Executive Summary

According to Section 10-20.56 of the School Code [105 ILCS 5/10-20.56], school districts may, by adopted resolution, utilize "e-Learning days" in lieu of emergency days. There are specific criteria that must be met in order to be in compliance with the school code, which are addressed in Huntley Community School District 158's e-learning days plan such as:

- Ensures and verifies at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-Learning day
- Ensures access from home or other appropriate remote facility for all students participating in the program including availability of non-electronic materials to students who do not have access to the required technology.
- Ensures appropriate learning opportunities for students with special needs.
- Ensures the monitoring and verification of each student's electronic participation.
- Addresses the extent to which student participation is within the student's control as to the time, pace, and means of learning.
- Provides effective notice to students and their parents or guardians of the particular days for eLearning.
- Provides staff and students with adequate training for eLearning days' participation.
- Ensures an opportunity for any collective bargaining negotiations that would be legally required.
- Reviews the program as implemented to address difficulties confronted through revision or otherwise.
- Ensures that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, students, and parents at least 30 days prior to utilization.
- Ensures all teachers and staff who may be involved in the provision of eLearning have access to any and all hardware and software that may be required for the program.
- Will be verified by the Regional Office of Education for the school district to ensure access for all students.
- Will be implemented for a period of 3 years prior to renewal.

RECOMMENDATION

Administration requests that the Board of Education move the E-Learning Plan Resolution forward for a public hearing and approval at the July 17, 2025 Board of Education Meeting.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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Date: June 12, 2025

To: Board of Education

From: Dr. Amy MacCrindle, Assistant Superintendent for Learning and Innovation and Ms. Dede Gill, Assistant Superintendent for Special Services

Cc: Jessica Lombard, Superintendent

Subject: **KPI 2.2 Update**

Executive Summary

The Learning and Innovation Department has completed the comprehensive review outlined in Key Performance Indicator (KPI) 2.2 of the district's Strategic Planning Measures. This KPI focused on evaluating educational programming designed to support students' college and career readiness, including post-secondary outcomes in employment, education and training, and independent living for all students from Pre-K through age 22.

The review process included:

- Consideration of the Illinois Postsecondary and Career Expectations (PaCE) Framework
- Analysis of existing curriculum and instructional practices across all grade levels
- Examination of student feedback on college and career opportunities at the HS level
- Identification of strengths and opportunities for improvement in current programming

As a result of the review, the following actions have been identified and will guide continued work:

Program Expansion and Alignment

- Develop a consistent, structured middle school exploratory program aligned to the Illinois PaCE framework, emphasizing increased career exploration and common experiences across all buildings.
- Expand and align course offerings—such as Dual Credit, AP, pathway-specific, and certification-based options—based on student interests and postsecondary goals, including exploration of future middle school offerings.
- Incorporate real-world connections across all programs to provide students with authentic career experiences.
- Conduct an inventory of PreK–5 career awareness activities to identify opportunities for earlier exposure to careers, interests, and community roles.
- LIGHT Program Environment Development - Expansion of Community Immersion
    - "Life is NOT a one-stop-shop" -Multiple locations to support program needs
        - Secured Site for Vocational Training (Vine Street)
        - Secured sites for day trips to support independent living (Deicke Park)
        - Continue to use McHenry County College to support post-secondary education

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- Engaged in targeted technical assistance through the University of Illinois-Illinois Center for Transition and Work (ICTW)

Student Planning and Support

- Ensure all students engage in intentional college and career experiences supported by tools and guidance for informed decision-making, including education/training options and financial aid.
- Establish a structured approach for every student to develop a personalized post-high school plan.
- Ensure appropriate staffing and facilities to support expanded programming, including increasing teacher certifications (e.g., Dual Credit, AP, and course-specific) and exploring facility upgrades (e.g., labs, culinary, and healthcare spaces).
- Gather feedback from students, families, and staff to assess the effectiveness of postsecondary planning and real-world readiness supports.
- Measure of LIGHT Program Student Centered Learning Outcomes
- LIGHT-Development of Scope and Sequence of Targeted Skills (ICTW Collaboration)
- Assessment of Functional Living Skills (AFLS) Assessment utilized in LIGHT program
- Host "Future Ready Event" combining our special education "Transition to Adult Services Resources Fair" and the annual College Fair at Huntley High School

Community Partnerships and Real-World Experiences

- Strengthen and expand partnerships to increase real-world learning opportunities, including access to a minimum of 60 hours of Career Development Experiences/Internships (paid or for high school credit).
- Current examples of partnerships include: Burns & McDonnell, Del Webb, ComEd, Klein Tools, Ozinga Concrete, Huntley Chamber of Commerce, Oracle, Stryker Medical, Scot Forge, and HR Green.

Community Partnerships with Targeted Support for Students Ages 18–22

- Review and strengthen supports for students in this age range to ensure readiness for employment, further education/training, and independent living.
- Expand work-based learning opportunities in partnership with local businesses and community organizations to increase job readiness and real-world experience.
- Develop individualized transition plans that include measurable goals aligned to student interests and postsecondary aspirations
- Host events with community partners to increase awareness on career readiness and opportunities for career exploration and development for students with special needs
- Offer college/career readiness learning resources through our Family Learning Series and Special Education Talks

Monitoring and Evaluation

- Monitor and analyze key outcome data, disaggregated by student group, to evaluate equity of access and effectiveness.

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- Develop a program review rubric aligned with the Illinois PaCE framework and postsecondary outcomes.
- Establish a regular reporting cycle to share college and career readiness data and program impact with district leadership and the Board.
- College/Career outcomes measured annually for students with IEPs (Indicator 14)

This work reflects the district's ongoing commitment to ensuring that all students graduate ready for employment, education and training, and independent living. View the full presentation here.

RECOMMENDATION
This report is for informational purposes only.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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Date: June 12, 2025

To: Board of Education

From: Dr. Amy MacCrindle, Assistant Superintendent for Learning and Innovation

Cc: Jessica Lombard, Superintendent

Subject: **Social Studies Materials Update**

Executive Summary

This memo provides an update on the two-part 6–12 Literacy Curriculum Review, which spans English Language Arts and Social Studies. The purpose of the review is to ensure alignment with the Huntley 158 Literacy Vision Statement, the Huntley 158 Social Studies Vision Statement, and the Illinois Comprehensive Literacy Plan (ICLP), particularly its emphasis on Tier 1, evidence-based, high-quality literacy instruction. This work supports the district's ongoing commitment to academic rigor, equity, and coherence in instructional materials across disciplines.

Focus on Social Studies

The Social Studies portion of the review is aligned with the College, Career, and Civic Life (C3) Framework for Social Studies State Standards, which Illinois has adopted. A key priority is ensuring that students engage regularly with complex, grade-level informational texts and disciplinary literacy practices.

Reading for information and disciplinary literacy are essential components of effective social studies instruction. The C3 Framework emphasizes the development of inquiry-based skills, including the ability to analyze, evaluate, and synthesize information from a variety of sources. These practices are supported by the Common Core State Standards for Literacy in History/Social Studies, which call for students to cite textual evidence, determine central ideas, and understand text structure. Together, these frameworks promote the integration of literacy and content knowledge, ensuring students are prepared to engage critically with civic and historical topics.

The Illinois Comprehensive Literacy Plan highlights the importance of comprehension, vocabulary, and writing across all disciplines. It calls for explicit, systematic instruction aligned to grade-level standards to ensure equitable access to high-quality education. Our curriculum review has prioritized these elements by supporting meaningful, engaging opportunities for students to interact with texts and express their understanding through writing. These experiences are essential for building content knowledge, critical thinking, and communication skills.

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Resources

This year's review focused specifically on high school courses, with plans to expand to middle school next year.

- 9th Grade – Geography: Given the visual and spatial elements inherent to geography instruction, a central text was necessary to ground instruction while also providing students with relevant, rigorous reading materials aligned to social studies literacy standards.
- 10th and 11th Grade – American Government and U.S. History: These courses primarily rely on primary source analysis. Since primary source documents are widely accessible and well-aligned with our standards and instructional goals, no new textbook purchase is necessary at this time.

The following textbook is proposed for adoption and approval for the 2025–2026 academic year. These resources are designed to support curriculum writing and revisions in social studies as part of the broader literacy review. Our work this year began with high school courses. The freshman course will focus on geography and will incorporate a central text from TCI. Sophomore and junior courses will continue using teacher-curated and primary source materials. Middle school curriculum work will begin in the 2025–2026 school year. To prepare for that process, we will renew our current materials with McGraw-Hill for one additional year.

The proposed materials will be available for public review starting on June 12, 2025. Following the review period, a recommendation for approval will be brought before the Board of Education at the July 17, 2025 meeting. Anyone interested in reviewing the materials may contact Mr. Brian Truax or Dr. Amy MacCrindle for more information.

Course	Publisher	Title	ISBN or Product Code
Global Studies - 9th grade	*Teacher's Curriculum Institute (TCI)*	*Geography Alive! Regions and People 3e-2024*	978-1-68468-237-9

RECOMMENDATION
Administration recommends that the Curriculum and Instruction Committee place the Teachers' Curriculum Institute (TCI) materials on 30 day review beginning on June 12, 2025, with a final approval recommendation to the Board of Education at the July 17, 2025 board of education meeting.

Huntley Community School District 158

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Date: June 12, 2025

To: Board of Education

From: Dr. Amy MacCrindle, Assistant Superintendent for Learning and Innovation

Cc: Ms. Jessica Lombard, Superintendent

Subject: **Materials Adoption for 25-26 New HHS Courses**

The following materials are proposed for adoption and approval for the 2025-2026 academic year. These materials are designed to support and implement our new courses that were approved by the Board of Education during the December 19, 2024, meeting, as well as to address updates in Dual Credit courses where necessary.

Included in the proposed materials are two textbooks for Dual Credit French III. The open-source textbook Let's Chat! French and the McGraw-Hill textbook *En avant! Beginning French* are required as part of our partnership with MCC to support students as they progress through DC French III.

The proposed materials will be available for public review starting on June 12, 2025. After the review period, a recommendation for approval will be brought before the Board of Education at the July 17, 2025 meeting. Anyone interested in reviewing the materials can contact Mr. Brian Truax or Dr. Amy MacCrindle for further details.

Course	Title	ISBN or Product Code	Further Information
Dual Credit French III	*Let's Chat! French*	Open Source Let's Chat! French – Simple Book Publishing	Dual Credit Course
Dual Credit French III	*En avant! Beginning French*	9781260941661	Dual Credit Course

Recommendation

The Administration requests that the proposed materials are approved at the July 17,2025 Board meeting as presented.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
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To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 12, 2025

Subject: **Monthly Fiscal Updates**
Board of Education Meeting, June 12, 2025
Finance Committee

Listed below are major tasks and/or projects the Fiscal Department has been working on during the month.

GENERAL

During the month, Fiscal's primary projects included:

- ✓ **April month-end Close** - See the Executive Summary under separate cover
- ✓ **Budget & 5 Year Plan** - Continuing the process of accumulating data and resources for the District's FY26 Budget and 5 Year Plan. The next draft of the budget will be shared at this month's Board Meeting.
- ✓ **Year end Audit Preparation** – Beginning the process of pulling together documentation for the annual audit. The Audit is scheduled to begin the second week of August.
- ✓ **Drivers Education Vehicles** - During the month Administration finalized the agreement with Enterprise Fleet Management and received the vehicles previously approved by the Board. The vehicles are having the aftermarket passenger side brakes installed so that these vehicles can be used for Summer school drivers education.
- ✓ **Skyward Implementation –** The implementation has started. The team, including HR, Fiscal and Payroll have been meeting with Skyward weekly.
- ✓ **Hazardous Designation – Transportation** – Each year the Board approves a resolution noting that we are still eligible for the hazardous designation for the Transportation Reimbursement Claim. After speaking with the folks at ISBE, the resolution is required if and only if material changes have been made that would impact the District's ability to receive the hazardous designation. ISBE only requires a letter from the District noting that no material changes have been made and that we are still a hazardous designation district. Thus, there is no resolution required at this time.

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- **June (TBD)** – Investigation and Ascertainment of Prevailing Rate of Wages: Requires a School Board to adopt a resolution establishing prevailing rates for its area, publicly post or keep available for inspection the prevailing rate of wages, file a certified copy of the resolution with the Secretary of State and the Department of Labor in Springfield no later than July 15 of each year, and publish a legal notice of its wage rate determination within 30 days of the filing (820 ILCS 130/9).
- **June (TBD)** – Prepare for Year-End Closing:
- **June 30** – Last day of the fiscal year for most Illinois school districts.

COMING UP IN JULY 2025

- First day of the new fiscal year for most Illinois school districts
- Prevailing Wage: School districts must file a certified copy of the prevailing rate of wages with the Secretary of State and the Department of Labor in Springfield, and publish a legal notice of its wage rate determination within 30 days of the filing (820 ILCS 130/9).

- File IDEA Part B Grants Completion/Final Expenditure Report

Huntley Community School District 158

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To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 12, 2025

Subject: **Activity Fund Balance Report**
Board of Education Meeting – June 12, 2025
Finance Committee

Presented for the Committee's review is the Activity Fund Balance Report as of April 30, 2025.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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April 30, 2025 Financial Executive Summary - Activity Accounts

The Month to Date results are as follows:

Activity Accounts by Building/Class	Beginning Balance	Revenues	Expenses	Ending Balance
District Office	108,487.48	$ 2,500.60	$ 499.76	$ 110,488.32
Scholarships	14,580.89	-	-	14,580.89
Early Childhood	2,798.46	2,000.00	40.38	4,758.08
Mackeben	11,702.46	5,921.10	2,444.00	15,179.56
Conley	27,579.78	10,300.18	3,426.02	34,453.94
Chesak	27,675.33	11,174.69	1,356.15	37,493.87
Leggee	28,806.41	11,432.45	814.57	39,424.29
Martin	36,135.70	5,620.43	6,163.11	35,593.02
Heineman	60,147.46	11,091.30	6,458.07	64,780.69
Marlowe	73,501.20	31,289.14	4,053.13	100,737.21
High School Athletics	340,305.06	81,211.88	61,571.69	359,945.25
High School Activities	224,728.82	146,826.23	111,781.25	259,773.80
Total All Funds	**$ 956,449.05**	**$ 319,368.00**	**$ 198,608.13**	**$ 1,077,208.92**

The material transactions involving Revenues and Expenditures for the month are as follows:

Mackeben: The $5,900 of revenue was from the Library book fair $5,400 and Field Trips $500. The majority of the ($2,400) of expenditures was for the Summerfield Zoo (In & Out) field trip ($2,100), and Library book fair start-up cash ($300).

Conley: The majority of the $10,300 of revenue was from Library book fair $8,000, and PE $1,000. The majority of the ($3,400) of expenditures was for Library book fair start-up cash, televison, & printer ($1,600), Field Trips to Volkening Farms ($900), and Yearbooks - extra copies ($500).

Chesak: The majority of the $11,200 of revenue was from the Library book fair $8,500, Field Trips - 2nd grade Discovery Center Museum $1,900, and In & Out for Heart challenge fundraiser $800. The majority of the ($1,400) of expenditures was for In & Out donation to American Heart Association ($600), and Library book fair start-up cash ($400).

Leggee: The majority of the $11,400 of revenue was from Library book fair $9,100, Field Trips $1,000, and Donations & Grants $500. The ($800) of expenditures were from the Library book fair start-up cash ($400) and Chorus/Band meals ($400).

Martin: The majority of the $5,600 of revenue was from Field Trips $4,200, Library $500, Chorus/Band meals $400, and In & Out $400. The majority of the ($6,200) of expenditures was for the Volkening Farms Field Trips ($5,000) and In & Out for general supplies ($600).

Heineman: The majority of the $11,100 of revenue was from 8th Grade Six Flags trip $9,100, Chorus/Band $600, PE $400, and NJHS $400. The majority of the ($6,500) of expenditures was for Snow Hawks ski trip ($1,500), 8th Grade Holocaust Museum trip ($1,000), Chorus/Band supplies ($900), 7th Grade Top Golf outing ($900), 8th Grade promotion ceremony supplies ($600), and Student Council supplies ($500).

Marlowe: The majority of the $31,300 of revenue was from 8th Grade $13,400, 7th Grade $9,500, Outdoor Activity $2,100, Boys Basketball $ 1,900, Girls Basketball, $1,600, Spanish Club $1,100, and Pop $500. The majority of the ($4,100) of expenditures was for Philanthropy fundraising donation to Water for South Sudan ($1,500) and Snow Stangs ski trip ($1,200).

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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April 30, 2025 Financial Executive Summary - Activity Accounts

High School Athletics: The majority of the $81,200 of revenue was from Softball $12,600, Football $10,700, Girls Basketball $9,800, Soccer $9,500, Baseball $9,400, Girls Lacrosse $9,000, Boys Basketball $6,800, Athletics $6,200, Girls Track $3,000, Boys Track $1,900, and Girls Volleyball $1,000. The majority of the ($61,600) of expenditures was for Football middle school & strength training camp coaches, and practice jerseys ($26,000), Cheerleading camp deposit and choreography ($6,700), Soccer team jackets ($5,200), Girls Basketball feeder team summer league entry fees, scouting & stats package, and end of season banquet ($4,000), Boys Basketball summer league registrations, and end of season banquet catering ($4,000), Boys Lacrosse helmets ($3,500), Girls Lacrosse jackets & hoodies, ($3,400), Girls Track indoor tournament timing services, meals, & senior gifts ($2,400), Boys Track uniforms, meals, & senior banners ($1,700), Athletics FVC indoor track tournament timing services, winter banquet, & supplies ($1,700), Boys Tennis apparel & court rental ($1,300), and Baseball senior gifts and supplies ($1,000).

High School Activities: The majority of the $146,800 of revenue was from Student Council $130,000, Marching Band $5,100, Journalism $3,500, Drama Club $1,500, NHS $1,100, Community Service Club $900, Fishing Club $800, Wellness $800, Orchestra $800, and Raider Nation $700. The majority of the ($111,800) of expenditures was for Student Council 2025 Prom venue balance, DJ serices, & photobooth ($93,300), Snow Raiders ski trips ($4,300), Assessments table rentals & food ($3,400), Drama Club IHSA Sectional judges & supplies ($1,900), Orchesis Club costume rentals ($1,900), Fishing Club fundraiser ($1,200), Yearbook camera supplies ($900), Co-Op (VICA) end of year outing ($700), and Marching Band end of year awards ($600).

For further detail, see attached list of major cash expenditures and revenues received.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

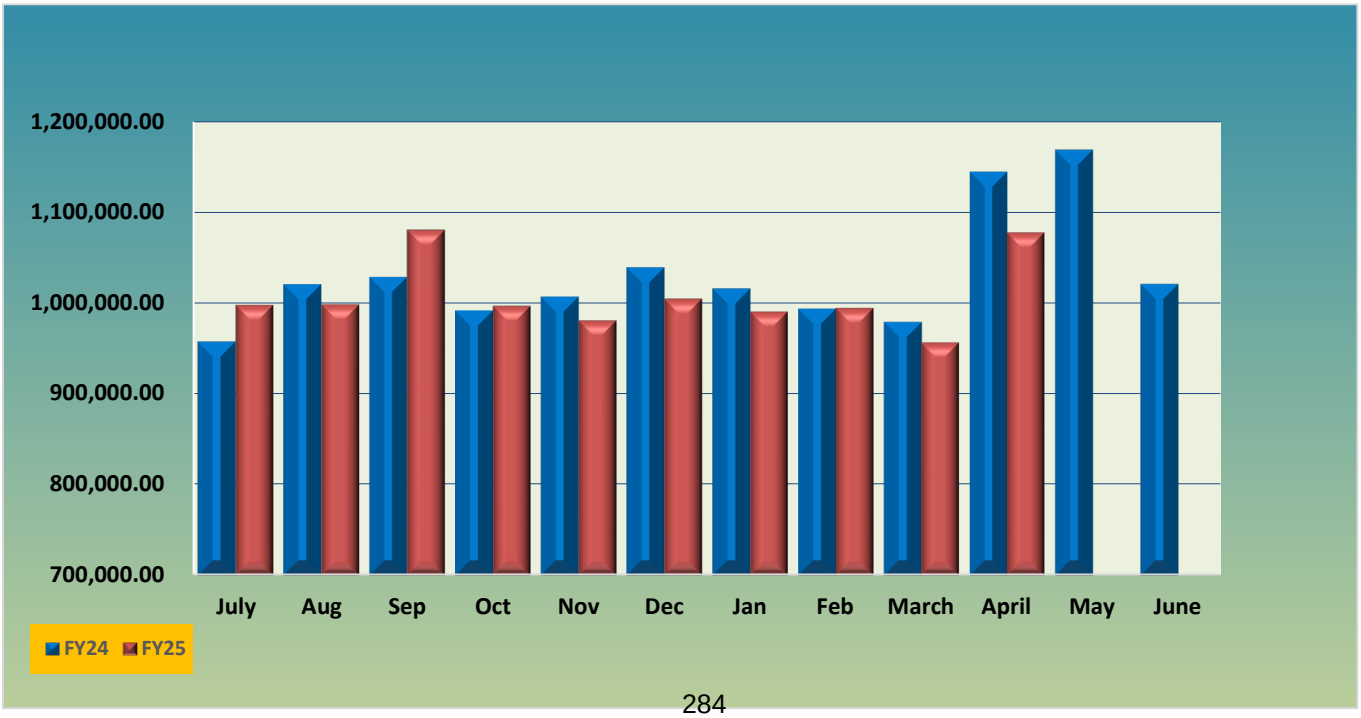
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April 30, 2025 Financial Executive Summary - Activity Accounts

Major transactions for the Month include:

Major Cash Expenditures		Description	Major Revenues Received	
Crowne Plaza Hotel & Conference Center	82,605.59	HS Prom venue balance	HS Student Council	130,000.00
Huntley Community School Dist 158	25,930.65	P-Card charges (2/21/25 - 3/20/25)	Marlowe 8th Grade	13,364.12
Huntley Community School Dist 158	16,425.00	HS Football agility camp coaches	HS Softball	12,637.10
MVMT Events	10,600.00	HS Prom DJ & photobooth services	HS Football	10,656.00
Edge Sports Apparel, The	10,121.00	Multiple HS teams uniform apparel	HS Girls Basketball	9,819.80
National Cheerleaders Association	6,920.00	HS Cheerleading camp & choreography	Marlowe 7th Grade	9,519.00
Challenger Learning Center	4,200.00	Martin Challenger field trips balance	HS Soccer	9,501.75
Lax.com	3,545.85	HS Boys Lacrosse helmets	HS Baseball	9,386.50
Barone, Phillip	3,037.50	HS Football agility camp coach	Leggee Library	9,095.45
Alpine Valley Resort	2,760.00	HMS/MMS ski club trips	Heineman 8th Grade Trips	9,094.24
Ed`s Rental & Sales Inc # 1	2,560.00	HS Assessments ISA testing tables	HS Girls Lacrosse	8,953.75
Summerfield Zoo	2,144.00	Mackeben field trip balance	Chesak Library	8,479.69
BSN Sports LLC	2,108.69	HS Football practice jerseys	Conley Library	7,992.74
Bear Basketball Fundamentals LLC	1,800.00	HS Girls Basketball feeder league fees	HS Boys Basketball	6,834.70
Bihun, William	1,687.50	HS Football agility camp coach	HS Athletic Varsity	6,242.88
Kaczmarski, Renee	1,481.42	Reimb. HS Boys BB banquet catering	Mackeben Library	5,403.10
St. Charles East Boys Basketball	1,200.00	HS Boys Basketball summer league reg	HS Marching Band	5,112.60
Country Meats.com	1,180.00	HS Fishing Club fundraiser	Martin Fieldtrips	5,031.51
Papa Saverios Pizza	1,128.00	Martin/Leggee/Conley Orchestra meals	HS Journalism	3,465.60
Remind101 Inc	1,064.00	HS Football annual subscription	HS Girls Track	3,015.00
CDW Government Inc	971.56	Conley Library projector & printer	Marlowe Outdoor Activity	2,125.00



Fund Balance Report

Printed: 5/14/2025 7:50 AM

Huntley Community School District 158

		Month to Date		Year to Date		Fund Balance		
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
100	District In & Out	0.00	0.00	5,844.52	5,844.52	0.00	60.00	60.00
101	Interest/Service Charge	0.00	680.86	0.00	8,769.11	8,769.11	88,579.99	97,349.10
102	District Pepsi Account	36.76	78.74	361.20	333.40	(27.80)	5,164.02	5,136.22
104	Activity Food Service	0.00	0.00	106.33	0.00	(106.33)	237.37	131.04
105	District Recycling	0.00	0.00	0.00	0.00	0.00	5,069.22	5,069.22
111	Huntley Hootenanny	0.00	0.00	6,000.00	3,000.00	(3,000.00)	3,000.00	0.00
112	Foundation Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
113	Schaffenegger Memorial	0.00	0.00	0.00	0.00	0.00	14,580.89	14,580.89
1202	Mackeben Pop	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1203	Mackeben Recycling	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1204	Mackeben Art	0.00	0.00	0.00	1,542.24	1,542.24	8.44	1,550.68
1205	Mackeben Read-A-Thon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1209	Mackeben Field Trips	0.00	518.00	1,550.00	2,048.00	498.00	2,181.46	2,679.46
1210	Mackeben Library	300.00	5,403.10	2,069.64	8,887.89	6,818.25	5.72	6,823.97
1240	Mackeben In & Out	2,144.00	0.00	7,739.38	11,681.30	3,941.92	183.53	4,125.45
1400	Heineman LRC	259.99	3.00	2,733.52	2,495.53	(237.99)	991.46	285 753.47
1401	Heineman Snow Hawks	1,545.00	0.00	15,224.00	16,509.17	1,285.17	4,002.63	5,287.80
1402	Heineman Chess Club	0.00	0.00	240.00	320.00	80.00	0.00	80.00
1403	Heineman Yearbook	0.00	104.00	0.00	104.00	104.00	1,941.98	2,045.98
1404	Heineman PBIS	0.00	0.00	101.85	0.00	(101.85)	130.17	28.32
1405	Heineman Service Club	0.00	0.00	0.00	37.10	37.10	0.00	37.10
1406	Heineman Chorus/Band	946.11	611.80	28,841.94	34,256.80	5,414.86	8,248.20	13,663.06
1407	Heineman Wrestling	116.00	0.00	206.00	102.70	(103.30)	171.16	67.86
1408	Heineman Cheerleading	0.00	0.00	3,742.08	4,260.00	517.92	324.87	842.79
1409	Heineman Track	0.00	0.00	0.00	493.75	493.75	535.70	1,029.45
1410	Heineman Charitable Contributions	0.00	0.00	0.00	2,010.00	2,010.00	1,161.03	3,171.03
1411	Heineman Cross Country	0.00	0.00	1,049.55	1,018.00	(31.55)	269.95	238.40
1412	Heineman Volleyball	0.00	0.00	984.50	985.00	0.50	110.43	110.93
1413	Heineman PE	0.00	367.00	6,028.00	8,353.00	2,325.00	3,557.45	5,882.45
1414	Heineman Student Council	475.15	300.00	2,663.53	3,169.30	505.77	1,574.48	2,080.25
1415	Heineman Disc Golf Club	54.26	54.26	54.26	54.26	0.00	0.00	0.00
1416	Heineman Poms	0.00	0.00	901.12	995.00	93.88	745.20	839.08
1417	Heineman Girls Basketball	0.00	0.00	0.00	0.00	0.00	25.66	25.66
1418	Heineman Outdoor Activity	0.00	0.00	23,397.77	22,542.25	(855.52)	8,138.79	7,283.27
1419	Heineman Athletics	0.00	0.00	105.49	0.00	(105.49)	155.58	50.09
1420	Heineman Boys Basketball	0.00	0.00	3,003.68	4,025.72	1,022.04	1,674.32	2,696.36

Fund Balance Report

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		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
1421	Heineman Ecology Club	0.00	0.00	73.98	82.42	8.44	35.43	43.87
1422	Heineman Computer Lab	0.00	0.00	0.00	0.00	0.00	97.27	97.27
1423	Heineman Art Club	0.00	0.00	0.00	0.00	0.00	823.20	823.20
1424	Heineman NJHS	357.00	357.00	357.00	1,357.00	1,000.00	0.00	1,000.00
1425	Heineman Engineering Club	0.00	0.00	0.00	0.00	0.00	23.34	23.34
1440	Heineman In & Out	159.47	200.00	2,167.53	1,853.61	(313.92)	354.45	40.53
1441	Heineman Foods Club	82.09	0.00	610.19	1,005.00	394.81	1,043.85	1,438.66
1461	Heineman 6th Grade Team 1	0.00	0.00	0.00	0.00	0.00	368.50	368.50
1462	Heineman 6th Grade Team 2	0.00	0.00	0.00	0.00	0.00	224.80	224.80
1471	Heineman 7th Grade Team 1	440.00	0.00	440.00	0.00	(440.00)	1,009.10	569.10
1472	Heineman 7th Grade Team 2	440.00	0.00	440.00	0.00	(440.00)	0.00	(440.00)
1480	Heineman 8th Grade Trips	958.00	9,094.24	958.00	9,713.81	8,755.81	4,112.00	12,867.81
1481	Heineman 8th Grade Team 1	312.50	0.00	312.50	0.00	(312.50)	415.96	103.46
1482	Heineman 8th Grade Team 2	312.50	0.00	312.50	0.00	(312.50)	1,719.30	1,406.80
1701	Conley PE	0.00	1,008.00	40.38	1,008.00	967.62	1,197.28	2,164.90
1702	Conley Pop	0.00	0.00	252.36	622.48	370.12	142.41	286 512.53
1703	Conley Recycling	0.00	0.00	86.45	(20.49)	(106.94)	106.94	0.00
1704	Conley PBIS	0.00	0.00	0.00	(2.00)	(2.00)	2.00	0.00
1706	Conley Band	376.00	0.00	1,890.49	2,599.00	708.51	1,777.67	2,486.18
1707	Conley Jean Fund	0.00	0.00	0.00	(19.24)	(19.24)	19.24	0.00
1708	Conley Disc Golf Club	0.00	0.00	654.72	1,009.00	354.28	323.96	678.24
1709	Conley Field Trips	852.50	234.00	3,896.00	4,538.00	642.00	721.28	1,363.28
1710	Conley Library	1,605.65	7,992.74	10,866.86	16,695.76	5,828.90	12,076.65	17,905.55
1712	Conley Art	47.87	0.00	47.87	1,492.15	1,444.28	2,893.32	4,337.60
1713	Conley Yearbook	544.00	18.00	544.00	785.71	241.71	2,691.44	2,933.15
1740	Conley In & Out	0.00	1,047.44	381.41	1,297.44	916.03	1,156.48	2,072.51
194	Special Olympics Pgm	0.00	0.00	0.00	275.00	275.00	0.00	275.00
195	LIGHT Program	463.00	1,741.00	1,331.17	1,741.00	409.83	1,506.34	1,916.17
198	MS Orchestra District-wide	0.00	0.00	0.00	0.00	0.00	551.57	551.57
199	Preschool	40.38	2,000.00	1,195.43	3,120.24	1,924.81	2,833.27	4,758.08
202	Chesak Pop	0.00	0.00	0.00	13.94	13.94	137.80	151.74
203	Chesak Recycling	0.00	0.00	0.00	0.00	0.00	9.49	9.49
204	Chesak Art	132.39	0.00	132.39	2,238.37	2,105.98	3,155.99	5,261.97
205	Chesak Yearbook	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206	Chesak Music	239.93	0.00	239.93	50.90	(189.03)	488.00	298.97
209	Chesak Field Trips	0.00	1,920.00	0.00	1,920.00	1,920.00	0.00	1,920.00

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Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
210	Chesak Library	363.83	8,479.69	6,891.09	15,322.35	8,431.26	16,340.45	24,771.71
212	Chesak Dine & Share	0.00	0.00	0.00	0.00	0.00	1,275.58	1,275.58
240	Chesak In & Out	620.00	775.00	3,738.00	4,150.00	412.00	3,392.41	3,804.41
301	Leggee School Store	0.00	0.00	875.00	0.00	(875.00)	2,221.99	1,346.99
302	Leggee Pop	0.00	0.00	0.00	49.14	49.14	402.82	451.96
303	Leggee Recycling	0.00	0.00	0.00	0.00	0.00	15.92	15.92
304	Leggee Art	0.00	0.00	0.00	2,089.59	2,089.59	4,861.19	6,950.78
305	Leggee Chorus/Band	376.00	0.00	1,438.00	1,949.00	511.00	1,562.90	2,073.90
306	Leggee Fundraisers	0.00	0.00	0.00	0.00	0.00	551.10	551.10
307	Leggee Donations & Grants	0.00	500.00	11.99	500.00	488.01	2,695.63	3,183.64
308	Leggee Music	0.00	0.00	433.00	539.00	106.00	0.00	106.00
309	Leggee Field Trips	0.00	987.00	750.00	987.00	237.00	879.11	1,116.11
310	Leggee Library	426.00	9,095.45	7,568.90	17,792.74	10,223.84	9,923.98	20,147.82
311	Leggee Recreation	12.57	850.00	577.70	1,250.00	672.30	795.61	1,467.91
313	Leggee Yearbook	0.00	0.00	705.87	0.00	(705.87)	2,011.02	1,305.15
340	Leggee In & Out	0.00	0.00	338.38	110.00	(228.38)	935.39	287 707.01
400	Marlowe LRC	0.00	0.00	17.00	55.00	38.00	303.12	341.12
401	Marlowe Pop	185.50	502.18	1,227.25	2,000.87	773.62	372.38	1,146.00
402	Marlowe Jr Buddies Club	0.00	0.00	381.71	333.96	(47.75)	702.95	655.20
403	Marlowe Yearbook	0.00	0.00	35.00	20.00	(15.00)	242.27	227.27
404	Marlowe School Store	0.00	0.00	0.00	0.00	0.00	0.00	0.00
405	Marlowe Student Council	0.00	0.00	109.87	354.50	244.63	216.07	460.70
406	Marlowe Chorus/Band	0.00	0.00	73,629.07	76,600.64	2,971.57	24,411.59	27,383.16
407	Marlowe Wrestling	0.00	0.00	449.00	0.00	(449.00)	783.89	334.89
408	Marlowe Cheerleading	0.00	0.00	8,517.35	7,600.80	(916.55)	2,443.98	1,527.43
409	Marlowe Track	0.00	0.00	432.95	0.00	(432.95)	951.56	518.61
410	Marlowe Spanish Club	0.00	1,122.84	35.18	1,418.84	1,383.66	1.57	1,385.23
411	Marlowe Cross Country	0.00	0.00	892.50	281.60	(610.90)	908.25	297.35
412	Marlowe Volleyball	0.00	0.00	438.92	0.00	(438.92)	2,360.74	1,921.82
413	Marlowe Philanthropy	1,483.67	119.00	5,811.72	1,602.67	(4,209.05)	6,301.47	2,092.42
414	Marlowe Academic Club	0.00	0.00	0.00	120.00	120.00	11.68	131.68
415	Marlowe Play	338.39	0.00	1,108.34	685.00	(423.34)	516.74	93.40
416	Marlowe Service Club	80.00	0.00	217.61	12.00	(205.61)	1,005.05	799.44
417	Marlowe Girls Basketball	176.88	1,632.00	3,719.17	1,632.00	(2,087.17)	5,104.59	3,017.42
418	Marlowe Outdoor Activity	0.00	2,125.00	45,316.29	45,466.00	149.71	3,843.83	3,993.54
419	Marlowe Athletics	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
420	Marlowe Boys Basketball	0.00	1,944.00	13,964.68	(681.22)	(14,645.90)	19,178.27	4,532.37
421	Marlowe Snow Stangs	1,215.00	0.00	16,396.31	15,709.84	(686.47)	1,295.00	608.53
422	Marlowe Tech	0.00	0.00	0.00	0.00	0.00	124.00	124.00
423	Marlowe Art Class	0.00	0.00	0.00	240.00	240.00	1,890.78	2,130.78
424	Marlowe PE	0.00	340.00	85.99	2,842.00	2,756.01	8,638.28	11,394.29
425	Marlowe Ecology	208.84	205.00	675.81	1,231.00	555.19	0.00	555.19
426	Marlowe Dance	87.90	0.00	366.54	72.00	(294.54)	1,941.52	1,646.98
427	Marlowe Musical	0.00	0.00	1,117.25	1,967.68	850.43	0.95	851.38
428	Marlowe Chess Club	0.00	0.00	0.00	560.00	560.00	0.00	560.00
429	Marlowe Golf	0.00	0.00	0.00	0.00	0.00	1.00	1.00
430	Marlowe Boys Volleyball	0.00	0.00	350.00	350.00	0.00	0.00	0.00
440	Marlowe In & Out	264.05	384.00	1,925.08	3,268.51	1,343.43	108.49	1,451.92
441	Marlowe Foods Club	0.00	32.00	0.00	142.00	142.00	310.02	452.02
461	Marlowe 6th Grade	0.00	0.00	13.93	0.00	(13.93)	28.90	14.97
471	Marlowe 7th Grade	0.00	9,519.00	2,535.80	9,519.00	6,983.20	3,296.46	10,279.66
481	Marlowe 8th Grade	12.90	13,364.12	3,289.08	17,287.12	13,998.04	5,809.40	19,807.44
500	HS Leos Club	0.00	0.00	2,590.01	2,919.75	329.74	855.81	1,185.55
501	HS Raider Nation	500.00	684.98	3,000.00	3,298.98	298.98	0.00	298.98
502	HS Art	0.00	0.00	0.00	0.00	0.00	0.00	0.00
503	HS Yearbook	948.23	32.74	1,206.72	1,743.53	536.81	2,335.57	2,872.38
504	HS Girls Cross Country	0.00	0.00	0.00	(1,934.39)	(1,934.39)	1,934.39	0.00
505	HS Student Council	93,337.23	130,000.00	190,378.51	190,120.87	(257.64)	36,577.92	36,320.28
506	HS Chorus	0.00	0.00	7,923.00	9,804.00	1,881.00	179.60	2,060.60
507	HS Girls Flag Football	0.00	0.00	0.00	0.00	0.00	0.00	0.00
508	HS Pop	0.00	98.00	1,224.54	1,183.80	(40.74)	506.75	466.01
509	HS Math Club	0.00	180.00	315.16	480.00	164.84	1,638.12	1,802.96
510	HS Girls Golf	0.00	0.00	5,307.93	6,805.13	1,497.20	4,713.62	6,210.82
511	HS Drama Club	1,869.44	1,520.00	14,655.04	16,440.54	1,785.50	4,060.47	5,845.97
512	HS Pom Pons	68.87	230.40	62,689.87	44,115.30	(18,574.57)	36,709.08	18,134.51
513	HS SnowRaiders Club	4,337.00	(62.40)	58,969.57	65,301.76	6,332.19	6,557.97	12,890.16
514	HS Spanish Honor Society	0.00	0.00	2,657.00	3,420.61	763.61	519.59	1,283.20
515	HS Boys Track	1,708.52	1,880.00	8,152.25	10,224.00	2,071.75	5,098.81	7,170.56
516	HS Activities Director	18.83	400.00	2,093.56	(119.19)	(2,212.75)	9,941.74	7,728.99
517	HS HOSA Medical Club	492.22	0.00	5,701.11	5,800.67	99.56	1,928.92	2,028.48
518	HS NHS	262.76	1,086.85	1,261.35	2,543.04	1,281.69	3,491.18	4,772.87
519	HS Co-Op (VICA)	687.76	0.00	1,806.98	0.00	(1,806.98)	4,872.43	3,065.45

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Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
520	HS Musical	0.00	0.00	0.00	0.00	0.00	479.17	479.17
521	HS Athletic Varsity	1,675.71	6,242.88	30,915.15	46,945.07	16,029.92	13,426.34	29,456.26
522	HS Girls Volleyball	266.00	992.00	44,826.74	32,951.60	(11,875.14)	14,865.42	2,990.28
523	HS Boys Golf	0.00	0.00	6,339.53	8,158.87	1,819.34	4,155.23	5,974.57
524	HS Softball	264.83	12,637.10	10,790.04	17,795.10	7,005.06	14,185.57	21,190.63
525	HS Baseball	970.74	9,386.50	12,890.55	16,081.50	3,190.95	6,249.13	9,440.08
526	HS Girls Basketball	4,044.56	9,819.80	37,340.65	28,469.80	(8,870.85)	17,189.09	8,318.24
527	HS Boys Basketball	4,031.42	6,834.70	46,225.09	39,969.21	(6,255.88)	27,002.57	20,746.69
528	HS Cheerleading	6,684.93	0.00	120,887.95	96,166.80	(24,721.15)	51,234.87	26,513.72
529	HS Wrestling	0.00	72.00	16,620.46	12,487.00	(4,133.46)	24,035.89	19,902.43
530	HS Cross Country	0.00	0.00	5,284.20	3,557.19	(1,727.01)	7,255.86	5,528.85
531	HS FBLA	0.00	0.00	7,768.00	1,000.00	(6,768.00)	8,852.41	2,084.41
532	Heuck Memorial Scholarship	0.00	0.00	969.88	2,078.35	1,108.47	816.36	1,924.83
533	HS Speech	0.00	0.00	0.00	0.00	0.00	1,896.47	1,896.47
534	HS Academic Team	0.00	0.00	212.00	98.00	(114.00)	172.31	58.31
535	HS Journalism	419.54	3,465.60	23,125.56	28,126.17	5,000.61	1,296.63	289 6,297.24
536	HS Soccer	5,173.22	9,501.75	37,722.49	35,691.00	(2,031.49)	79,518.32	77,486.83
537	HS Field Trips	0.00	45.00	1,026.00	1,811.00	785.00	1,582.75	2,367.75
538	HS Football	26,005.38	10,656.00	164,645.36	145,206.27	(19,439.09)	62,975.79	43,536.70
539	HS Special Olympics	0.00	0.00	0.00	0.00	0.00	445.09	445.09
540	HS In & Out	0.00	(594.98)	299.00	5,075.00	4,776.00	1,704.37	6,480.37
541	HS Industrial Arts	532.96	197.22	11,360.07	14,086.22	2,726.15	2,164.32	4,890.47
542	HS Wellness	0.00	835.12	12,108.74	31,722.07	19,613.33	8,558.03	28,171.36
543	HS Girls Track	2,377.20	3,015.00	19,205.84	21,420.00	2,214.16	6,863.99	9,078.15
544	HS Blooms Courtyard	0.00	0.00	0.00	0.00	0.00	540.90	540.90
545	HS Girls Tennis	0.00	0.00	4,457.34	6,018.40	1,561.06	3,080.58	4,641.64
546	HS Media Center	0.00	0.00	9.00	0.00	(9.00)	1,782.25	1,773.25
547	HS Buddies Club	0.00	220.00	280.39	841.00	560.61	388.24	948.85
548	HS Robotics Club	0.00	0.00	7,999.84	12,262.00	4,262.16	3,162.50	7,424.66
549	HS Assessments	3,422.61	48.00	7,571.03	3,312.00	(4,259.03)	20,160.10	15,901.07
550	HS Community Service Club	266.52	872.64	266.52	872.64	606.12	2,734.57	3,340.69
551	HS Custom Designs	0.00	0.00	343.58	623.20	279.62	1,958.12	2,237.74
552	HS Orchesis Club	1,854.31	0.00	2,005.27	2,062.20	56.93	3,944.08	4,001.01
553	HS Environmental Club	0.00	180.86	0.00	180.86	180.86	411.50	592.36
554	HS Art Club	0.00	0.00	613.16	916.00	302.84	615.94	918.78
555	HS Boys Lacrosse	3,545.85	0.00	5,390.85	4,808.80	(582.05)	7,857.81	7,275.76

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556	HS Marching Band	592.00	5,112.60	46,801.96	32,602.48	(14,199.48)	28,414.85	14,215.37
557	HS Culinary Club	0.00	0.00	0.00	0.00	0.00	67.50	67.50
558	HS Fashion Club	0.00	0.00	294.34	15.00	(279.34)	462.81	183.47
559	HS Social Studies Trips	0.00	240.00	458.84	240.00	(218.84)	809.27	590.43
560	HS PBIS Raider Way	0.00	0.00	1,263.99	260.00	(1,003.99)	2,525.70	1,521.71
561	HS Girls Bowling	0.00	0.00	1,016.56	2,652.00	1,635.44	1,943.26	3,578.70
562	HS Girls Swimming	0.00	500.00	7,328.34	8,591.27	1,262.93	1,726.11	2,989.04
563	HS Fishing Club	1,180.00	846.00	2,049.20	2,346.00	296.80	47.73	344.53
564	HS Science Club	0.00	0.00	41.85	0.00	(41.85)	3,222.97	3,181.12
565	HS Hope Squad	0.00	0.00	1,500.00	1,480.00	(20.00)	2,603.89	2,583.89
566	HS Horticulture Club	384.79	424.00	384.79	464.00	79.21	3,294.07	3,373.28
567	HS Orchestra	0.00	760.00	2,005.93	3,595.00	1,589.07	521.55	2,110.62
568	HS Medical Academy	0.00	0.00	1,186.83	870.00	(316.83)	3,024.82	2,707.99
569	HS Athletic Trainers	0.00	0.00	0.00	0.00	0.00	13.17	13.17
570	HS SES Program	0.00	0.00	105.34	0.00	(105.34)	281.00	175.66
571	HS Girls Lacrosse	3,430.46	8,953.75	13,653.71	12,663.35	(990.36)	17,936.57	290 16,946.21
572	HS Autos Club	228.75	0.00	3,211.31	2,912.80	(298.51)	2,296.10	1,997.59
573	HS Boys Volleyball	0.00	370.00	938.07	2,937.80	1,999.73	3,134.30	5,134.03
574	HS Life Skills	0.00	0.00	285.81	0.00	(285.81)	287.24	1.43
575	HS Job Skills	416.42	234.00	1,711.05	1,673.00	(38.05)	5,174.24	5,136.19
576	HS Chess Team	0.00	0.00	1,845.10	3,396.00	1,550.90	1,227.20	2,778.10
577	HS Boys Bowling	0.00	0.00	4,781.66	5,366.00	584.34	2,784.74	3,369.08
578	HS Boys Tennis	1,324.00	120.00	1,324.00	4,325.40	3,001.40	476.46	3,477.86
579	HS Boys Swimming	0.00	0.00	1,132.00	1,433.00	301.00	539.44	840.44
598	HS Incubator Pgm	29.88	0.00	1,382.03	6,250.00	4,867.97	37,372.15	42,240.12
599	HS Senior Class Gift	0.00	0.00	0.00	0.00	0.00	1,168.14	1,168.14
701	Martin School Store	722.61	0.00	2,315.54	1,411.91	(903.63)	3,422.43	2,518.80
702	Martin Pop	0.00	0.00	0.00	(455.31)	(455.31)	455.31	0.00
704	Martin Art	25.20	0.00	1,768.76	2,521.19	752.43	7,097.71	7,850.14
706	Martin Band	376.00	0.00	1,770.00	3,400.00	1,630.00	3,492.32	5,122.32
709	Martin Fieldtrips	4,200.00	5,031.51	10,224.00	8,641.20	(1,582.80)	3,482.05	1,899.25
710	Martin Library	475.00	0.00	12,977.72	13,245.15	267.43	12,685.46	12,952.89
712	Martin Fundraising	0.00	0.00	4,098.56	1,566.10	(2,532.46)	2,537.57	5.11
713	Martin Yearbook	0.00	0.00	268.61	0.00	(268.61)	4,637.34	4,368.73
714	Martin Wellness	0.00	0.00	1,427.09	1,394.00	(33.09)	33.09	0.00
740	Martin In & Out	364.30	588.92	2,614.76	2,809.12	194.36	681.42	875.78

Fund Balance Report

Printed: 5/14/2025 7:50 AM

Huntley Community School District 158

Fund	Description	Month to Date Expense	Month to Date Income	Year to Date Expense	Year to Date Income	Fund Balance YTD Change	Fund Balance Start of Year	Fund Balance Current
		$198,608.13	$319,368.00	$1,488,167.48	$1,544,193.95	$56,026.47	$1,021,182.45	$1,077,208.92

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HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive (formerly Academic Drive)
Algonquin, Illinois 60102
(847) 659-6158 • huntley158.org

April 2025 Financial Executive Summary

The April 2025 month and YTD results are as follows:

Operating Funds: 10, 20, 40, 50, and 70	FY25 April	FY25 YTD	FY25 Budget	
Total Local	$ 7,752,320	$ 72,888,092	$ 90,758,598	**80%**
Total State	4,059,371	33,852,391	$ 38,774,782	**87%**
Total Federal	595,294	2,443,176	$ 3,920,625	**62%**
Operating Revenues	**$ 12,406,986**	**$ 109,183,660**	**$ 133,454,005**	**82%**
Salaries	$ 6,868,036	$ 67,269,486	$ 81,071,209	**83%**
Employee Benefits	$ 2,186,376	$ 21,640,357	$ 24,505,586	**88%**
Purchased Services	$ 984,773	$ 9,672,591	$ 11,784,504	**82%**
Supplies & Materials	$ 789,256	$ 7,084,183	$ 8,846,973	**80%**
Capital Outlay	$ -	$ 1,996,764	$ 2,780,105	**72%**
Other Objects	$ 367,903	$ 2,801,296	$ 3,585,734	**78%**
Operating Expenses	**11,196,345**	**110,464,678**	**132,574,111**	**83%**
Net Operating Surplus (Deficit)	**$ 1,210,641**	**$ (1,281,018)**	**$ 879,894**	

All Funds:	FY25 April	FY25 YTD	FY25 Budget	
Total Revenues	$ 13,318,342	$ 119,855,722	$ 146,014,284	**82%**
Total Expenses	11,033,571	122,747,650	145,291,499	**84%**
Net All Funds Surplus (Deficit)	**$ 2,284,771**	**$ (2,891,928)**	**$ 722,785**	

Primarily driven by timing of revenues, as well as health insurance claims trending over budget, the District closed April 2025 with a YTD net operating deficit of ($1.2M).

April operating revenues of $12.4M are mainly due to the recognition of $7.4M levy 2023 property taxes, $3M Evidence Based Funding (EBF), Transportation Regular $535k, IDEA Flow Through $452k, and Student Food purchases $260k.

Approximately 80% of March operating expenditures cover Salaries and Benefits. Major expenditures making up the $984k in operating Purchased Services for the month was for contracted custodial service ($195k), Vocation Education Tuition ($103k), Curriculum contracted services ($99k), software maintenance ($91k), and buildings repairs and mainteance ($77k). The $789k in monthly Supplies and Materials includes technology equipment ($296k), cafeteria supplies ($140k), Title I supplies ($86k), natural gas ($46k), electricity ($32k), and IDEA supplies ($23k) . The majority of the Other Objects for the month is for special ed tution.

The District began FY25 with $58.4 million in cash and as of the end of April 2025, the cash balance approximated $21 million. The District holds $3M with BMO, $10.4M through PMA, and $8.2M with Fifth Third.

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
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April 2025 Financial Executive Summary

Major transactions for April include:

Non-Salary Major Cash Expenditures			Major Revenues Received/Recognized	
Blue Cross Blue Shield (Medical Ins)	$	1,511,878	Monthly Levy 2023 Recognition	$7,450,747
CDWG Capital One (Technology)	$	747,693	Evidence Based Funding	$3,015,386
GSF USA Inc (Contraced Maint)	$	206,065	Transportation SpEd	$535,177
BMO Mastercard (P-Card)	$	136,177	IDEA Flow Through	$260,712
McHenry County College (Voc Tuition)	$	104,250	SpEd Facility	$234,020
Gordon Food Service (Café Supplies)	$	103,650	Transportation Regular	$216,140
MetLife (Dental Ins)	$	100,494		
Lexia Learning Systems (Curriculum)	$	67,000		
Midwest Mechanical (O&M)	$	64,879	April 2025 ISBE (State) Receivable	
Benchmark Education (Curriculum)	$	59,828		
Easterseals (SpEd Tuition)	$	53,822	Teacher Vacancy	$835
Northwestern Ill Assoc (SpEd Tuition)	$	48,750	Drivers Ed	$5,900
CT Veach (O&M)	$	41,012		
Fox Valley Fire (O&M)	$	40,946	Total	$6,735
Olivet Nazarene (Teacher Vacancy Tuit)	$	39,600		
Schoolbells (Transportation)	$	36,115		
Symmetry Energy (Natural Gas)	$	35,500		

Monthly Insurance Update:

Claims Paid	**Feb 2025**	**Mar 2025**	**Apr 2025**	**FY25 YTD**
	$ 1,202,523	$ 1,187,772	$ 1,157,309	$ 12,166,052
Total	$ 1,202,523	$ 1,187,772	$ 1,157,309	$ 12,166,052
Settlement Costs - BC/BS	266,424	273,548	276,264	2,327,013
Average Monthly Claims Based upon the last 12 months of claims	$ 1,110,221	$ 1,123,745	$ 1,127,814	
Total Insurance Costs	$ 1,535,544	$ 1,414,599	$ 1,157,309	$ 13,171,784
Includes employee contributions				
FY25 Budget				$ 14,224,393

April 2025 claims of $1.1M evenly compares to $1.1M in April 2024. Average claims per month for FY25 is $1.1M and compares to $1M for the same period in FY24. Year to date claims of $12.1M reporesent an increase of 16% increase over prior year to date claims of $10.4M.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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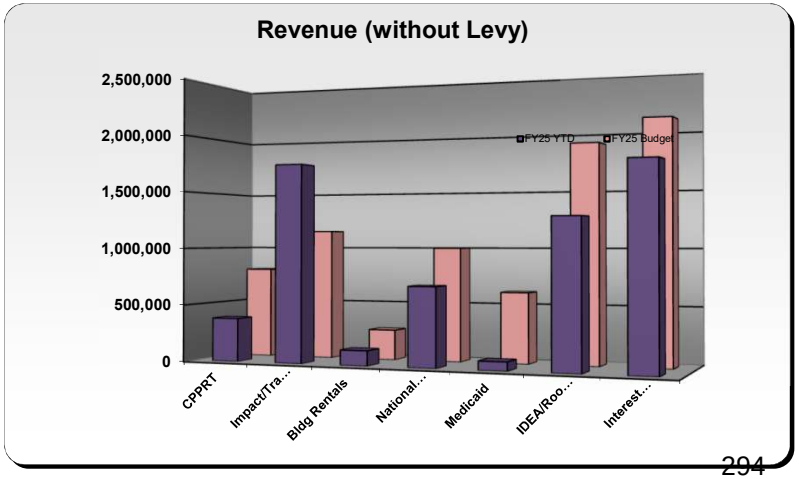
April 2025 Dashboard

Revenue					
	Prior YTD	FY25 YTD	FY25 Budget	%	Variance
Operating Levies	62,331,660	66,810,404	86,587,245	77%	19,776,841
MCATs	3,741,150	3,079,278	4,981,052	62%	1,901,774
CPPRT	541,406	379,374	800,000	47%	420,626
Impact/Transition Fees	1,218,335	1,730,097	1,150,000	150%	(580,097)
Bldg Rentals	118,643	130,989	265,000	49%	134,011
National School Lunch	774,943	683,480	1,000,000	68%	316,520
Medicaid	115,561	77,720	617,000	13%	539,280
IDEA/Room & Board	829,233	1,269,094	1,900,527	67%	631,433
Interest Earnings-Total	1,880,361	1,725,385	2,099,999	82%	374,614

Tracking with Budget
Plus or minus 10 percent of Budget
Unfavorable budget variance exceeding 10%

Monthly Notes - Revenue

►Impact transition fees are trending favorably.
►All other items in red tranding as expected due to timing or recognition.
►CPPRT trending below budget, however, 2 more payments from the state are expected.

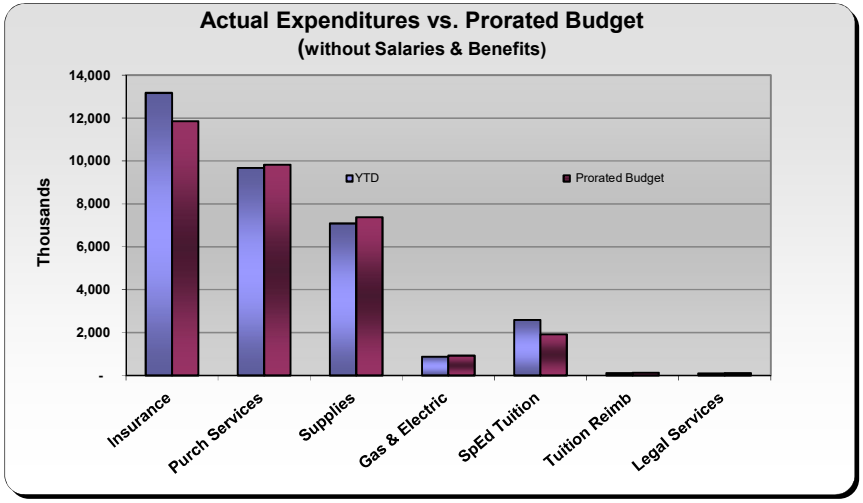


Key Operating Expenditures					
	Prior YTD	FY25 YTD	FY25 Budget	%	Budget Bal.
Salaries & Benefits	82,879,859	88,909,843	105,442,575	84%	16,532,732
Insurance	11,514,502	13,171,784	14,224,393	93%	1,052,609
Purchased Services	9,804,958	9,672,591	11,784,507	82%	2,111,916
Supplies	6,373,568	7,084,183	8,846,973	80%	1,762,790
Gas & Electric	755,492	870,949	1,108,000	79%	237,051
SpEd Tuition	1,682,481	2,583,108	2,297,500	112%	(285,608)
Tuition Reimb	109,307	105,039	150,000	70%	44,961
Legal Services	149,452	92,138	125,000	74%	32,862

Tracking with Budget
Plus or minus 10 percent of Budget
Unfavorable budget variance exceeding 10%

Monthly Notes - Expenditures

►Insurance is trending high, as anticipated.
►SpEd Tuition is tracking higher than expected.



Huntley Community School District 158

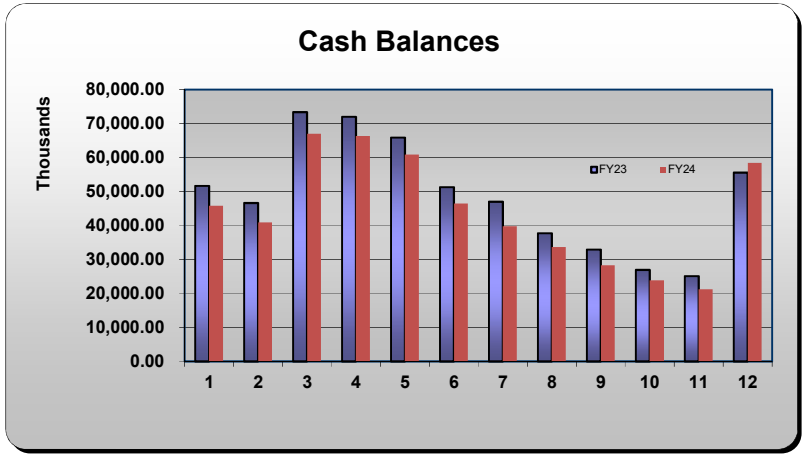
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April 2025 Dashboard

Balance Sheet - Cash Flow				
	Prior YTD	FY25 YTD	%	Variance
Cash and Investments	23,880,338	21,744,697	91%	(2,135,641)
A/R Total	613,433	494,389	81%	(119,044)
A/R State	349,616	119,484	34%	(230,132)
Deferred Revenue	60,033,752	62,013,154	103%	1,979,402
Contracts Payable	7,978,429	10,125,962	127%	2,147,533
Self Insurance Res.	3,340,050	3,340,050	100%	0

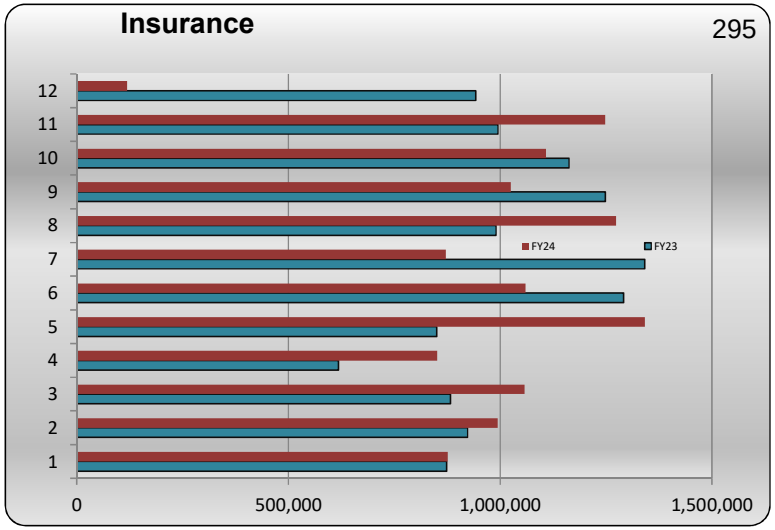
Monthly Notes - Balance Sheet

►Contracts Payable has been adjusted for 2025 summer payrolls.



FY24 AFR Data				
	FY24	FY23	%	Variance
Fund Balance to Revenue Ratio	0.29	0.30	96%	(0.01)
Expenditure to Revenue Ratio	1.00	1.02	102%	0.02
Days Cash on Hand	136.90	134.59	102%	2.31
Percent Short-Term Borrowing Max Rem	100.00	100.00	100%	0.00
Percent Long-Term Debt Margin Remain	58.77	57.99	101%	0.78
ISBE Rating	**3.80**	**3.45**	110%	0.35
Operating Expense per Pupil	15,537.00	15,164.00	102%	373.00
	RECOGNITION	REVIEW		

► The District ISBE rating increased to Financial Recognition in FY24.



Revenue Report

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Huntley Community School District 158

Educational Fund 10

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1100	Designated Levies	5,815,926.55	53,206,624.78	(64,783,389.00)	(11,576,764.22)	82.13		
1200	Payments In Lieu Of Taxes	40,323.73	379,374.37	(684,292.00)	(304,917.63)	55.44		
1300	Tuition	3,800.00	13,610.00	(336,982.00)	(323,372.00)	4.04		
1500	Earnings On Investments	20.96	284,598.38	(672,952.00)	(388,353.62)	42.29		
1600	Food Service	260,712.21	2,091,707.36	(2,675,196.00)	(583,488.64)	78.32		
1700	District/School Activity Income	20,648.75	490,906.11	(1,393,613.00)	(902,706.89)	35.23		
1800	Textbook Income	10,958.09	825,567.47	(1,350,367.00)	(524,799.53)	61.13		
1900	Other Local Revenues	3,010.58	613,113.78	(545,624.00)	82,489.78	115.12		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	6,155,400.87	57,905,502.25	(72,442,415.00)	(14,521,912.75)	79.96	*	Source of Revenue
3001	General State Aide	3,035,941.29	27,159,029.29	(31,072,418.00)	(3,913,388.71)	87.41		
3100	Special Education	242,584.66	766,076.95	(1,328,982.00)	(562,905.05)	57.64		
3200	Career And Technical Education (Cte) - Tech Prep	0.00	17,250.00	(34,500.00)	(17,250.00)	50.00		
3300	Bilingual/StateFreeLunch/Dr Ed	49.96	28,728.09	(77,280.00)	(48,551.91)	37.17		
3500	Transportation - Reg/Voc/SpEd	0.00	0.00	0.00	0.00	0.00		
3700	Early Childhood	29,479.00	228,794.00	(305,634.00)	(76,840.00)	74.86		
3900	Other State Revenue	0.00	319,904.00	(319,435.00)	(3,531.00)	98.91		
3000	RECEIPTS/REVENUE FROM STATE SOURCES	3,308,054.91	28,519,782.33	(33,138,249.00)	(4,622,466.67)	86.05	*	Source of Revenue
4100	Title V	0.00	0.00	0.00	0.00	0.00		
4200	Child Nutrition	86,913.80	733,254.00	(1,005,803.00)	(272,549.00)	72.90		
4300	Title I - Low Income	31,183.00	80,971.00	(176,151.00)	(95,180.00)	45.97		
4400	Title IV - Safe And Drug-Free Schools - Formula	0.00	0.00	(13,169.00)	(13,169.00)	0.00		
4620	Federal Special Education - IDEA Flow-Through/ Low	452,932.00	1,269,094.00	(1,900,527.00)	(631,433.00)	66.78		
4700	CTE	0.00	19,500.00	(39,500.00)	(20,000.00)	49.37		
4800	Federal - ARRA	0.00	0.00	0.00	0.00	0.00		
4900	Other Restricted Grants Received From Federal	23,240.58	339,332.19	(785,475.00)	(1,206,142.81)	21.96		
4000	RECEIPTS/REVENUE FROM FEDERAL SOURCES	594,269.38	2,442,151.19	(3,920,625.00)	(2,238,473.81)	52.18	*	Source of Revenue
7100	Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00		
7200	Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00		
7300	Sale Or Compensation For Loss Of Fixed Assets	0.00	0.00	0.00	0.00	0.00		

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Revenue Report

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Huntley Community School District 158

Educational Fund 10

Source of Revenue 7000 SOURCES OF FUNDS
Source of Revenue 7400 Transfers From Other Funds To Pay Principal On Cap

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget	Account Number	
7400	**Transfers From Other Funds To Pay Principal On Cap**	0.00	0.00	0.00	0.00	0.00		
7500	**Transfers From Other Funds To Pay Interest On Capi**	0.00	0.00	0.00	0.00	0.00		
7900	**Isbe Loan Proceeds**	0.00	0.00	0.00	0.00	0.00		
7000	**SOURCES OF FUNDS**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
10	**Educational Fund**	10,057,725.16	88,867,435.77	(109,501,289.00)	(21,382,853.23)	80.61		Fund

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Revenue Report

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Huntley Community School District 158

Operations & Maintenance Fund 20

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1100	**Designated Levies**	774,469.02	7,056,423.07	(8,701,215.00)	(1,644,791.93)	81.10		
1500	**Earnings On Investments**	33,394.91	400,058.99	(483,684.00)	(83,625.01)	82.71		
1900	**Other Local Revenues**	4,823.75	457,756.37	(280,000.00)	179,471.37	164.10		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	812,687.68	7,914,238.43	(9,464,899.00)	(1,548,945.57)	83.63	*	Source of Revenue
3001	**General State Aide**	0.00	0.00	(2,096,243.00)	(2,096,243.00)	0.00		
3900	**Other State Revenue**	0.00	50,000.00	0.00	50,000.00	0.00		
3000	**RECEIPTS/REVENUE FROM STATE SOURCES**	0.00	50,000.00	(2,096,243.00)	(2,046,243.00)	2.39	*	Source of Revenue
4500		0.00	0.00	0.00	0.00	0.00		
4900	**Other Restricted Grants Received From Federal**	0.00	0.00	0.00	0.00	0.00		
4000	**RECEIPTS/REVENUE FROM FEDERAL SOURCES**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
7100	**Transfers From Various Funds**	0.00	0.00	0.00	0.00	0.00		
7200	**Proceeds From The Sale Of Bonds**	0.00	0.00	0.00	0.00	0.00		
7300	**Sale Or Compensation For Loss Of Fixed Assets**	0.00	0.00	0.00	0.00	0.00		
7900	**Isbe Loan Proceeds**	0.00	0.00	0.00	0.00	0.00		
7000	**SOURCES OF FUNDS**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
20	**Operations & Maintenance Fund**	812,687.68	7,964,238.43	(11,561,142.00)	(3,595,188.57)	68.90		Fund

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Revenue Report

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Huntley Community School District 158

Debt Service Fund or Fund Group 30

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1100	Designated Levies	879,072.31	8,671,333.53	(11,272,891.00)	(2,601,557.47)	76.92		
1500	Earnings On Investments	55,251.19	724,198.30	(374,298.00)	349,900.30	193.48		
1900	Other Local Revenues	0.00	229.10	0.00	229.10	0.00		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	934,323.50	9,395,760.93	(11,647,189.00)	(2,251,428.07)	80.67	*	Source of Revenue
7100	Transfers From Various Funds	0.00	0.00	0.00	0.00	0.00		
7200	Proceeds From The Sale Of Bonds	0.00	0.00	0.00	0.00	0.00		
7400	Transfers From Other Funds To Pay Principal On Cap	0.00	0.00	0.00	0.00	0.00		
7500	Transfers From Other Funds To Pay Interest On Capi	0.00	0.00	0.00	0.00	0.00		
7600	Transfers From Other Funds To Pay Principal On Rev	0.00	0.00	0.00	0.00	0.00		
7700	Transfers From Other Funds To Pay Interest On Reve	0.00	0.00	0.00	0.00	0.00		
7900	Isbe Loan Proceeds	0.00	0.00	0.00	0.00	0.00		299
7000	SOURCES OF FUNDS	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
30	Debt Service Fund or Fund Group	934,323.50	9,395,760.93	(11,647,189.00)	(2,251,428.07)	80.67		Fund

Revenue Report

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Huntley Community School District 158

Transportation Fund 40

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number	
1100	**Designated Levies**	367,334.85	3,349,540.88	(4,223,007.00)	(873,466.12)	79.32			
1400	**Transportation Fees**	0.00	0.00	(69,700.00)	(69,700.00)	0.00			
1500	**Earnings On Investments**	16,248.04	195,166.74	(273,387.00)	(78,220.26)	71.39			
1900	**Other Local Revenues**	0.00	459.20	0.00	459.20	0.00			
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	383,582.89	3,545,166.82	(4,566,094.00)	(1,020,927.18)	77.64	*	Source of Revenue	
3500	**Transportation - Reg/Voc/SpEd**	751,316.29	2,267,223.11	(3,540,290.00)	(1,273,066.89)	64.04			
3900	**Other State Revenue**	0.00	0.00	0.00	0.00	0.00			
3000	**RECEIPTS/REVENUE FROM STATE SOURCES**	751,316.29	2,267,223.11	(3,540,290.00)	(1,273,066.89)	64.04	*	Source of Revenue	
7300	**Sale Or Compensation For Loss Of Fixed Assets**	0.00	0.00	0.00	0.00	0.00			
7900	**Isbe Loan Proceeds**	1,025.00	4,424.16	0.00	4,424.16	0.00			
7000	**SOURCES OF FUNDS**	1,025.00	4,424.16	0.00	4,424.16	0.00	*	Source of Revenue	300
40	**Transportation Fund**	1,135,924.18	5,816,814.09	(8,106,384.00)	(2,289,569.91)	71.76		Fund	

Revenue Report

Printed: 5/12/2025 2:00 PM
Huntley Community School District 158

Municipal Retirement and Social Security Fund 50

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1100	**Designated Levies**	306,500.62	2,794,116.93	(3,441,005.00)	(646,888.07)	81.20		
1200	**Payments In Lieu Of Taxes**	0.00	0.00	(115,708.00)	(115,708.00)	0.00		
1500	**Earnings On Investments**	17,299.16	212,445.67	(168,238.00)	44,207.67	126.28		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	323,799.78	3,006,562.60	(3,724,951.00)	(718,388.40)	80.71	*	Source of Revenue
50	**Municipal Retirement and Social Security Fund**	323,799.78	3,006,562.60	(3,724,951.00)	(718,388.40)	80.71		Fund

Revenue Report

Printed: 5/12/2025 2:00 PM
Huntley Community School District 158

Capital Projects Fund or Fund Group 60

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1500 Earnings On Investments

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget		Account Number
1500	**Earnings On Investments**	363.20	3,959.08	(63,089.00)	(59,129.92)	6.28		
1900	**Other Local Revenues**	131.812.95	1,480,307.55	(850,000.00)	630,307.55	174.15		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	132,176.15	1,484,266.63	(913,089.00)	571,177.63	162.55	*	Source of Revenue
3900	**Other State Revenue**	0.00	0.00	0.00	0.00	0.00		
3000	**RECEIPTS/REVENUE FROM STATE SOURCES**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
7100	**Transfers From Various Funds**	0.00	0.00	0.00	0.00	0.00		
7200	**Proceeds From The Sale Of Bonds**	0.00	0.00	0.00	0.00	0.00		
7300	**Sale Or Compensation For Loss Of Fixed Assets**	0.00	0.00	0.00	0.00	0.00		
7900	**Isbe Loan Proceeds**	0.00	0.00	0.00	0.00	0.00		
7000	**SOURCES OF FUNDS**	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
60	**Capital Projects Fund or Fund Group**	132,176.15	1,484,266.63	(913,089.00)	571,177.63	162.55		Fund

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Revenue Report

Printed: 5/12/2025 2:00 PM
Huntley Community School District 158

Working Cash Fund 70

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget	Account Number	
1100	**Designated Levies**	44,282.94	403,698.46	(497,151.00)	(93,452.54)	81.20		
1500	**Earnings On Investments**	2,445.60	29,981.30	(63,089.00)	(33,107.70)	47.52		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	46,728.54	433,679.76	(560,240.00)	(126,560.24)	77.41	* Source of Revenue	
70	**Working Cash Fund**	46,728.54	433,679.76	(560,240.00)	(126,560.24)	77.41	Fund	

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Revenue Report

Printed: 5/12/2025 2:00 PM
Huntley Community School District 158

Fire Prevention and Safety Fund or Fund Group 90

Source of Revenue 1000 RECEIPTS/REVENUE FROM LOCAL SOURCES
Source of Revenue 1100 Designated Levies

	Description	M.T.D. Revenue	Y.T.D. Revenue	Adopted Budget	Budget Balance Revenue	% of Budget	Account Number	
1100	**Designated Levies**	0.00	0.00	0.00	0.00	0.00		
1500	**Earnings On Investments**	0.00	0.04	(1,262.00)	(1,261.96)	0.00		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	0.00	0.04	(1,262.00)	(1,261.96)	0.00	*	Source of Revenue
90	**Fire Prevention and Safety Fund or Fund Group**	0.00	0.04	(1,262.00)	(1,261.96)	0.00		Fund
	Report Total:	13,443,364.99	116,968,758.25	(146,015,546.00)	(29,794,072.75)	79.70		

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Expenditure Report - Board of Education

Report as of: 4/30/2025

Printed: 5/9/2025 10:10 AM
Huntley Community School District 158

Educational Fund 10

Function 1000 INSTRUCTION
Object 100 SALARIES

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
100	SALARIES	4,617,107.56	45,497,702.79	0.00	55,408,472.00	10,171,675.21	81.73		
200	EMPLOYEE BENEFITS	1.590.489.87	12,473,405.06	2,148,628.97	14,277,774.00	(905,752.94)	106.34		
300	PURCHASED SERVICES	233.924.94	1,186,546.48	245,867.42	1,464,892.00	(59,147.82)	104.29		
400	SUPPLIES & MATERIALS	130,913.27	2,106,350.96	113,230.34	2,964,468.00	651,190.62	77.72		
500	CAPITAL OUTLAY	0.00	18,700.00	6,384.95	20,000.00	32,165.05	43.82		
600	OTHER OBJECTS	1,440.00	64,766.77	914.00	1,017,689.00	950,133.23	6.50		
700	NON-CAPITALIZED EQUIPMENT	0.00	52,638.70	11,299.91	142,005.00	(15,198.89)	128.84		
1000	INSTRUCTION	6,573,875.64	61,400,110.76	2,526,325.59	75,295,300.00	10,825,064.46	85.64	*	Function
100	SALARIES	1,839,442.84	17,933,952.83	0.00	20,659,597.00	2,445,703.17	88.00		
200	EMPLOYEE BENEFITS	302,531.00	4,049,002.04	55,035.81	4,199,729.00	51,767.17	98.77		
300	PURCHASED SERVICES	299,667.97	3,436,188.80	520,777.86	4,170,527.00	625,557.04	86.40		305
400	SUPPLIES & MATERIALS	505,438.80	3,097,079.94	881,811.33	3,163,662.00	(902,122.62)	127.83		
500	CAPITAL OUTLAY	0.00	4,070.63	4,684.10	35,000.00	1,245.27	87.55		
600	OTHER OBJECTS	40,393.00	197,993.12	13,481.00	97,374.00	34,754.88	86.04		
700	NON-CAPITALIZED EQUIPMENT	0.00	13,091.95	0.00	21,947.00	19,185.05	40.56		
2000	SUPPORT SERVICES	2,987,473.61	28,731,379.31	1,475,790.10	32,347,836.00	2,276,089.96	93.04	*	Function
100	SALARIES	5,947.92	76,548.31	0.00	90,295.00	3,451.69	95.69		
300	PURCHASED SERVICES	8,182.50	114,986.06	9,692.50	104,300.00	(68,628.56)	222.33		
400	SUPPLIES & MATERIALS	1,098.80	14,904.09	976.34	5,000.00	19,569.57	44.80		
700	NON-CAPITALIZED EQUIPMENT	470.00	6,957.90	0.00	0.00	12,542.10	35.68		
3000	COMMUNITY SERVICES	15,699.22	213,396.36	10,668.84	199,595.00	(33,065.20)	117.31	*	Function
300	PURCHASED SERVICES	918.75	3,581.25	0.00	10,000.00	25,918.75	12.14		
600	OTHER OBJECTS	325.308.92	2,444,485.56	757,454.52	2,297,500.00	(904,440.08)	139.37		
4000	PAYMENTS TO OTHER DISTRICTS AND GOVERNMENTAL UNITS	326,227.67	2,448,066.81	757,454.52	2,307,500.00	(878,521.33)	137.75	*	Function
10	Educational Fund	9,903,276.14	92,792,953.24	4,770,239.05	110,150,231.00	12,189,567.89	88.98		Fund

Expenditure Report - Board of Education

Printed: 5/9/2025 10:10 AM
Huntley Community School District 158

Operations & Maintenance Fund 20

Function 2000 SUPPORT SERVICES
Object 100 SALARIES

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
100	SALARIES	119,309.25	1,327,666.16	0.00	1,625,995.00	298,328.84	81.65		
200	EMPLOYEE BENEFITS	(4,970.10)	2,131,797.20	0.00	324,006.00	(1,807,791.20)	657.95		
300	PURCHASED SERVICES	385,300.11	4,032,411.08	862,410.16	4,948,368.00	14,771.47	99.70		
400	SUPPLIES & MATERIALS	107,933.05	1,300,087.61	100,356.24	1,828,843.00	299,857.20	83.60		
500	CAPITAL OUTLAY	0.00	1,977,303.59	311,746.19	2,325,105.00	36,055.22	98.45		
600	OTHER OBJECTS	200.00	4,129.47	100.00	3,000.00	(1,229.47)	140.98		
2000	SUPPORT SERVICES	607,772.31	10,773,395.11	1,274,612.59	11,055,317.00	(1,160,007.94)	110.49	*	Function
600	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00		
5000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	*	Function
20	Operations & Maintenance Fund	607,772.31	10,773,395.11	1,274,612.59	11,055,317.00	(1,160,007.94)	110.49		Fund

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Expenditure Report - Board of Education

Printed: 5/9/2025 10:10 AM
Huntley Community School District 158

Debt Service Fund or Fund Group 30

Function 5000 DEBT SERVICE
Object 600 OTHER OBJECTS

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
600	**OTHER OBJECTS**	0.00	12,415,963.89	0.00	12,249,890.00	(166,073.89)	101.36		
5000	**DEBT SERVICE**	0.00	12,415,963.89	0.00	12,249,890.00	(166,073.89)	101.36	*	Function
30	**Debt Service Fund or Fund Group**	0.00	12,415,963.89	0.00	12,249,890.00	(166,073.89)	101.36		Fund

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Expenditure Report - Board of Education

Printed: 5/9/2025 10:10 AM
Huntley Community School District 158

Transportation Fund 40

Function 2000 SUPPORT SERVICES
Object 100 SALARIES

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget	Account Number	
100	SALARIES	286,228.87	2,433,615.68	0.00	3,286,852.00	853,236.32	74.04		
200	EMPLOYEE BENEFITS	(16,921.33)	129,881.59	0.00	2,165,697.00	2,035,815.41	6.00		
300	PURCHASED SERVICES	56,778.92	898,877.16	77,948.47	1,086,420.00	87,438.67	91.79		
400	SUPPLIES & MATERIALS	43,872.12	565,760.65	210,436.17	885,000.00	72,026.72	91.86		
500	CAPITAL OUTLAY	0.00	(3,309.80)	1,178,458.00	400,000.00	(775,148.20)	293.79		
600	OTHER OBJECTS	90.90	17,232.50	4,605.95	6,219.00	(15,619.45)	351.16		
2000	SUPPORT SERVICES	370,049.48	4,042,057.78	1,471,448.59	7,830,188.00	2,257,749.47	71.09	*	Function
40	Transportation Fund	370,049.48	4,042,057.78	1,471,448.59	7,830,188.00	2,257,749.47	71.09		Fund

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Expenditure Report - Board of Education

Printed: 5/9/2025 10:10 AM
Huntley Community School District 158

Municipal Retirement and Social Security Fund 50

Function 1000 INSTRUCTION
Object 200 EMPLOYEE BENEFITS

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
200	EMPLOYEE BENEFITS	123,316.17	975,206.48	0.00	1,423,715.75	448,509.27	68.50		
1000	INSTRUCTION	123,316.17	975,206.48	0.00	1,423,715.75	448,509.27	68.50	*	Function
200	EMPLOYEE BENEFITS	190.975.86	1,870,980.33	0.00	2,113,271.00	242,290.67	88.53		
2000	SUPPORT SERVICES	190,975.86	1,870,980.33	0.00	2,113,271.00	242,290.67	88.53	*	Function
200	EMPLOYEE BENEFITS	954.92	10,084.70	0.00	0.00	(10,084.70)	0.00		
3000	COMMUNITY SERVICES	954.92	10,084.70	0.00	0.00	(10,084.70)	0.00	*	Function
50	Municipal Retirement and Social Security Fund	315,246.95	2,856,271.51	0.00	3,536,986.75	680,715.24	80.75		Fund

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Expenditure Report - Board of Education

Printed: 5/9/2025 10:10 AM
Huntley Community School District 158

Capital Projects Fund or Fund Group 60

Function 5000 DEBT SERVICE
Object 600 OTHER OBJECTS

	Description	M.T.D. Activity	Y.T.D. Activity	Open Enc	Adopted Budget	Budget Balance	% of Budget		Account Number
600	**OTHER OBJECTS**	0.00	0.00	0.00	467,498.00	467,498.00	0.00		
5000	**DEBT SERVICE**	0.00	0.00	0.00	467,498.00	467,498.00	0.00	*	Function
60	**Capital Projects Fund or Fund Group**	0.00	0.00	0.00	467,498.00	467,498.00	0.00		Fund
	Report Total:	11,196,344.88	122,880,641.53	7,516,300.23	145,290,110.75	14,269,448.77	90.21		

Policy Committee

650 Dr. John Burkey Drive · Algonquin, IL 60102 · (847) 659-6158 · Huntley158.org

TO: Board of Education and Cabinet Members

FROM: Jessica Lombard, Superintendent
Lorie Woods, Director of Administrative Services

DATE: June 12, 2025

RE: Recommended Changes for Board Policy
PRESS Updates – April 2025, Issue 118

POLICY RECOMMENDATIONS

PRESS UPDATE – April 2025, Issue 118

- **2:260** **Uniform Grievance Procedure**
  Policy is updated for continuous improvement.
- **2:265** **Title IX Grievance Procedure**
  Updated for continuous improvement.
- **4:15** **Identity Protection**
  The policy is updated in response to 2 C.F.R. Part 200, addressing safeguarding of information under grant awards and updating definitions for *personally identifiable information* and *protected personally identifiable information*.
- **4:80** **Accounting and Audits**
  The policy is updated in response to 2 C.F.R. Part 200, addressing disposition and retention of property acquired under grant awards, including increase in the capitalization threshold from $5,000 to $10,000 for capital assets.
- **5:10** **Equal Employment Opportunity and Minority Recruitment**
  Updated for continuous improvement.
- **5:20** **Workplace Harassment Prohibited**
  Updated for continuous improvement.
- **5:60** **Expenses**
  Legal References updated in response to a five-year review.
- **5:100** **Staff Development Program**
  The policy, Legal References, and Cross References are updated requiring training for staff members designated as resource persons and complaint resolvers for Article 26A Student.
- **6:150** **Home and Hospital Instruction**
  The policy and Cross References are updated requiring home instruction for students unable to attend school due to pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health or safety concerns arising from domestic or sexual violence.

- **6:235** **Access to Electronic Networks**
  Policy updated to address the use of artificial intelligence-enabled tools in schools.
- **7:10** **Equal Educational Opportunities**
  Policy, Legal References, and Cross References are updated.
- **7:20** **Harassment of Students Prohibited**
  Policy, Legal References, and Cross References are updated.
- **7:50** **School Admissions and Student Transfers To and From Non-District Schools**
  Legal References are updated.
- **7:60** **Residence**
  Legal References and Cross References are updated.
- **7:70** **Attendance and Truancy**
  The Policy, Legal References, and Cross References are updated adding more valid causes for student absence and for continuous improvement.
- **7:180** **Prevention of and Response to Bullying, Intimidation, and Harassment**
  The Policy is updated for continuous improvement.
- **7:190** **Student Behavior**
  Incorporate recommended update regarding Artificial Intelligence (AI) from PRESS October 2023, Issue 113 (indicated in blue) in addition to current recommended changes to policy and updates to Legal References.
- **7:200** **Suspension Procedures**
  The policy is updated providing that during a suspension review hearing or expulsion hearing, students may disclose any factor to be considered in mitigation and students must be allowed to appear with a representative and a support person. Includes updates for continuous improvement.
- **7:210** **Expulsion Procedures**
  Provides update that during an expulsion hearing, students may disclose any factor to be considered in mitigation and students must be allowed to appear with a representative and a support person. Includes updates for continuous improvement.
- **7:250** **Student Support Services**
  Policy, Legal References and Cross References are updated requiring students 12 years of age and older be annually notified of the availability of counseling without parent/guardian consent under 405 ILCS 5/3-550, and the designation of at least one staff member in each building as a resource person for Article 26A Students.
- **7:255** **Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence -- NEW**
  Policy created in response to 105 ILCS 5/26A, requiring districts to ensure they have policies, procedures, and resources in place to ensure Article 26A Students are provided with support services necessary to enable them to meet State educational standards and successfully attain a school diploma.
- **7:270** **Administering Medicines to Students**
  Policy is updated for continuous improvement to clarify students may self-carry supplies when authorized by their diabetes care plan and/or seizure action plan. Legal References updated for continuous improvement and to add Seizure Smart School Act.

- **7:310** **Restrictions on Publications; Elementary Schools**
  The policy and Cross References are updated in response to the addition of a definition of *sexting* and for continuous improvement.
- **7:315** **Restrictions on Publications; High Schools**
  The policy and Cross References are updated in response to the addition of a definition of *sexting* and for continuous improvement.
- **7:340** **Student Records**
  The Legal References, Cross References, and Administrative Procedures are updated in response to restrictions regarding disclosure of information about a student's status as a parent, expectant parent, or victim of domestic and sexual violence; and providing that a student's temporary records include information about a student's status as a parent, expectant parent, or victim of domestic and sexual violence.
- **8:30** **Visitor to and Conduct on School Property**
  The Legal References are updated with a minor style change.

Recommendation

Administration requests the Policy Committee recommend the above policies be moved forward for a first reading by the Board at the next Regular BOE meeting.

Please contact me or Mrs. Woods with any questions or concerns.

LRW
Attachments

ISSUE 118
April 2025

Update Memo

Please distribute to board members and appropriate staff.

PRESS

Policy Reference Education Subscription Service

Contents

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Next Issue: Summer Five-Year Reviews

Online Instructions

Please follow these four easy steps to log in to **PRESS**:

- Go to www.iasb.com and click on the Member Login button on the top navigation.

1. Enter your email address and password.
   - If you do not know your password, do not create a new account; reset your password using your district email address. Use the "forgot your password?" link. Make sure to check your spam folder for an email from info@iasb.com, if you do not see it in your email inbox.
   - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
   - If you continue to have difficulty signing on to www.iasb.com, please contact Michael Ifkovits at mifkovits@iasb.com.
3. Click the Hi [Your Name] button on the top navigator bar. This will bring you to your account page
4. Under "**My Account Links**," click on "**PRESS Login**."

IASB Illinois Association of School Boards
Lighting the Way to Excellence in School Governance

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Debra Jacobson, Associate General Counsel and **PRESS** Editor, djacobson@iasb.com; Jeremy Duffy, IASB Deputy Executive Director/General Counsel and Assistant **PRESS** Editor, jduffy@iasb.com; Maryam Brotine, Associate General Counsel and Assistant **PRESS** Editor, mbrotine@iasb.com; or Megan Mikhail, Assistant General Counsel and Assistant **PRESS** Editor, mmikhail@iasb.com.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated **P**olicy **R**eference **M**anual (**PRM**) pages.

The Committee Worksheets, found by selecting a *PRESS Issue* at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** material by striking out deleted words and underscoring new words, a.k.a. "tracked changes."

For answers to common questions about using **PRESS**, see Q&A: Getting the Most Out of Your **PRESS** Subscription, now available on IASB's website.

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download and use **PRM** pages to update your policy manual, please go to www.iasb.com/policy/ to view the **PRESS** video tutorial located under the header entitled: **PRESS – P**olicy **R**eference **E**ducation **S**ubscription **S**ervice.

For answers to common questions about using **PRESS**, see Q&A: Getting the Most Out of Your **PRESS** Subscription, now available on IASB's website.

PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 7.

Please spend time reviewing the **PRESS** online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Have feedback on **PRESS** materials?
Click on the **PRESS** Feedback Button, located on the header bar of **PRESS** Online. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.

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Title IX Reversion to 2020 Regulations

On January 9, 2025, in the case State of Tennessee v. Cardona, the U.S. District Court in the Eastern District of Kentucky (Court) struck down the 2024 Title IX sex discrimination regulations that went into effect August 1, 2024. The result of this ruling was to restore the 2020 Title IX regulations issued during the first Trump administration. On February 4, 2025, the U.S. Dept. of Education's Office for Civil Rights issued a *Dear Colleague* letter in which it confirmed the 2020 Title IX regulations are in effect and advised schools to immediately reevaluate open Title IX investigations initiated under the 2024 regulations to ensure consistency with the requirements of the 2020 Title IX regulations.

In response to these legal developments, the following **PRESS** materials are updated:

- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 2:260, Uniform Grievance Procedure
- 2:265, Title IX Grievance Procedure – **REWRITTEN**
- 2:265-AP1, Title IX Response – **REWRITTEN**
- 2:265-AP2, Formal Title IX Complaint Grievance Process – **REWRITTEN**
- 2:265-AP3, Title IX Coordinator – **DELETED**
- 2:265-E, Title IX Glossary of Terms – **REWRITTEN**
- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:20, Workplace Harassment Prohibited
- 5:100, Staff Development Program
- 7:10, Equal Educational Opportunities
- 7:10-AP1, Accommodating Transgender, Nonbinary, or Gender Nonconforming Students
- 7:10-AP2, Accommodating Breastfeeding Students
- 7:20, Harassment of Students Prohibited
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment
- 7:185, Teen Dating Violence Prohibited
- 7:190-E2, Student Handbook Checklist

Ensuring Success in School Law

The Ensuring Success in School (ESS) Law, Public Act 102-466, effective 7-1-25, creates new School Code Article 26A, *Children and Students Who Are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence.* Article 26A requires districts to ensure they have policies, procedures, and resources in place to ensure that students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) are provided with support services necessary to enable them to meet State educational standards and successfully attain a school diploma. Specifically, Article 26A requires that at least one staff member in each school building be identified and trained as a resource person for Article 26A Students, and that each district have a complaint resolution procedure to resolve complaints of alleged violations of Article 26A. These requirements are set forth in a new 7:255 policy suite. 315

PRESS Terminology

What are the meanings of the "AP" and "E" after certain policy numbers?

The **PRESS P**olicy **R**eference **M**anual (**PRM**) is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

Policy. The board develops policies with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policies, often after more than one consideration.

> **After adoption by the board, each policy should have an adoption date.**

Administrative Procedures. Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

> **Administrative procedures should be dated for implementation by the administrative staff and kept separately from the board policy manual.**

Exhibits. Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, Board Policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

> **Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.**
>
> **Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.**

Please note that since the ESS Law requires an Article 26A Resource Person in each school building, each school will need to have its own version of **NEW** sample administrative procedure, 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, and Victims of Domestic or Sexual Violence.*

The ESS Law also amends the following:

1. 105 ILCS 5/10-22.6, amended by P.A. 102-466, eff. 7-1-25, provides that during a suspension review hearing or expulsion hearing, students may disclose any factor to be considered in mitigation, including the student's status as a parent, expectant parent, or victim of domestic or sexual violence. It also requires that students be allowed to appear with a representative and/or a support person at disciplinary hearings.
2. 105 ILCS 5/10-22.6a, amended by P.A. 102-466, eff. 7-1-25, requires that home instruction be available for students unable to attend school because of pregnancy-related conditions (previously *pregnancy*), the fulfillment of parenting obligations related to the health of the child, or health or safety concerns arising from domestic or sexual violence.
3. 105 ILCS 5/26-2a, amended by P.A. 102-466, eff. 7-1-25, adds the following as valid causes for student absence: attendance at a verified medical or therapeutic appointment, appointment with a victim services provider, the fulfillment of a parenting responsibility, and addressing circumstances resulting from domestic or sexual violence.
4. 105 ILCS 10/2(f), amended by P.A. 102-466, eff. 7-1-25, provides that a student's temporary records shall include information concerning a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence.

The following **PRESS** materials are created or updated in response to this law:

2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
5:100, Staff Development Program
6:150, Home and Hospital Instruction
7:10, Equal Educational Opportunities
7:10-AP2, Accommodating Breastfeeding Students
7:50, School Admissions and Student Transfers To and From Non-District Schools
7:50-AP, School Admissions and Student Transfers To and from Non-District Schools
7:60, Residence
7:70, Attendance and Truancy
7:190-E2, Student Handbook Checklist
7:200, Suspension Procedures
7:210, Expulsion Procedures
7:210-E1, Notice of Expulsion Hearing
7:250, Student Support Services
7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs
7:255, Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence – **NEW**
7:255-AP1, Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence – **NEW**
7:255-AP2, Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence – **NEW**
7:340, Student Records
7:340-AP1, School Student Records
7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

Artificial Intelligence

The use of artificial intelligence (AI)-enabled tools in K-12 has become a hot topic nationwide, as schools begin to grapple with how AI can be best utilized to improve instruction, support educators, and reduce administrative burdens. In October 2024, the U.S. Dept. of Education issued a toolkit (Toolkit) to support the safe, ethical, and equitable integration of AI in K-12 schools. Like other technological tools, it is important to keep in mind that boards have many existing board policies that already govern conduct that could involve the use of AI-enabled tools, such as policies addressing equal opportunity for students and employees, staff professional conduct, bullying, and student behavior. In recognition of the increasing role of AI in K-12 education, sample **PRESS** policy 6:325, *Access to Electronic Networks*, is updated to include a new, optional subhead to address the use of AI-enabled tools. **NEW** sample administrative procedure 6:235-AP3, *Development of an Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines*, provides a framework, based on the Toolkit, to assist districts as they develop their own AI plans and responsible use guidelines that reflect local needs and conditions.

The following **PRESS** materials are updated or created:

2:150-AP, Superintendent Committees
6:235, Access to Electronic Networks
6:235-AP1, Acceptable Use of the District's Electronic Network
6:235-AP3, Development of an Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines – **NEW**

Federal Uniform Guidance for Awards

In October 2024, the Office of Management and Budget (OMB) issued final rules to comprehensively update and streamline the OMB *Guidance for Grants and Agreements*, now called the OMB *Guidance for Federal Financial Assistance*, located at 2 C.F.R. Part 200. The final rules are intended to improve federal financial assistance management, transparency, and oversight through more accessible and comprehensible guidance. At the State level, the amended federal rules continue to apply to State grants governed by the Ill. Grant Accountability and Transparency Act.

The following **PRESS** materials are updated in response to this regulatory update:

4:15, Identity Protection
4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards
4:60-AP5, Federal and State Award Procurement Procedures
4:80, Accounting and Audits
4:80-AP3, Inventory Management for Federal and State Awards

Sexting

In response to the use of technologies to produce harmful and sexually explicit "deepfakes", 720 ILCS 5/11-23.7, added by P.A. 103-825, criminalizes the *non-consensual dissemination of sexually explicit digitized depictions.* **PRESS** sample policy 7:190, *Student Behavior,* has been updated to include a definition of the term *sexting*, which incorporates this criminal offense, along with other offenses referenced in sample administrative procedure 7:190-AP6, *Guidelines for Investigating Sexting Allegations*.

The following **PRESS** materials are updated:

7:190, Student Behavior
7:190-AP5, Student Handbook – Electronic Devices
7:190-AP6, Guidelines for Investigating Sexting Allegations
7:310, Restrictions on Publications; Elementary Schools
7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools
7:315, Restrictions on Publications; High Schools
7:315-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools

103rd General Assembly Lame Duck Session

During its final lame duck session, the 103rd General Assembly passed bills impacting schools:

1. 105 ILCS 5/2-3.204, added by P.A. 103-1076, requires the Ill. State Board of Education to secure one or more statewide master contracts for Halal and Kosher meals so districts may purchase them, subject to appropriation of funds by the General Assembly.
2. Income Tax Act, 35 ILCS 5/231(b), amended by P.A. 103-1059, extends until 1-1-26, a tax credit for employers that incur qualified expenses on behalf of an apprentice under a registered apprenticeship program.
3. Criminal Code of 2012, 720 ILCS 5/11-9.3, amended by P.A. 103-1071, eff. 7-1-25, amends the definition of *child sex offender* to incorporate changes made to titles of certain prostitution-related offenses.

The following **PRESS** materials are updated in response to this legislation:

4:120, Food Services
6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
8:30, Visitors to and Conduct on School Property

PRESS Issue 118 Trivia

378 pages • 166,597 words • 67 PRM materials

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Five-Year Reviews

PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB **PRESS PRM** occurs once every five years. The **PRM** contains approximately 480 separate pieces of material, including policies, administrative procedures, and related exhibits. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 7.

The following **PRESS** materials are updated:

4:170-AP6, E1, School Staff AED Notification Letter
5:60, Expenses
5:60-AP, Federal and State Grant Travel Expense Procedures
5:60-E1, Employee Expense Reimbursement Form
5:60-E2, Employee Estimated Expense Approval Form
5:170-AP4, Designation of District Millenium Copyright Act (DMCA) Agent; Registration Process
7:190-AP2, Student Handbook – Gang Activity Prohibited
7:220-AP, Electronic Recordings on School Buses
7:325-E, Application and Procedures to Involve Students in Fundraising Activities
7:345-AP, E1, Student Covered Information Reporting Form
7:345-AP, E2, Student Data Privacy; Notice to Parents About Educational Technology Vendors
7:345-AP, E3, Parent Notification Letter for Student Data Breach
8:30-E1, Letter to Parent Regarding Visits to School by Child Sex Offenders
8:30-E2, Child Sex Offender's Request for Permission to Visit School Property

Miscellaneous

The following **PRESS** materials are updated due to legislation, administrative rule and/or continuous improvement changes, including subscriber feedback. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 7.

The following **PRESS** material is updated:

7:270, Administering Medicines to Students
7:270-AP2, Checklist for District Supply of Undesignated Medication(s)

Please also spend time reviewing the **PRESS** Online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Certain **PRM** materials in a **PRESS** Issue may be labeled in the **PRESS** Bundles, Revision Table and Committee Worksheets with one or more of the following categories:

NEW. This material is brand new to the **PRM**.

DELETED. This material has been deleted from the **PRM**.

RENUMBERED. This material has been assigned a new number within the **PRM**, usually due to the addition of **NEW** material.

RENAMED. The title of the material has been amended.

REWRITTEN. The material has undergone significant revisions. To preserve the readability of the Committee Worksheets, suggested changes are not shown as tracked changes.

REFORMATTED. Non-substantive changes in formatting, e.g., list renumbering, have been applied for consistency throughout the **PRM**. To preserve the readability of the Committee Worksheets, such formatting changes are not reflected as tracked changes.

Progress Report - The contents of this table frequently change.

Topics	Our Response
Governor Supports Cell Phone Ban Legislation During his State on the State Address to the Ill. General Assembly on February 19, 2025, Governor Pritzker announced his support for legislation that would require school boards to adopt policies banning the use of cell phones during instructional time, with certain exceptions. IASB is monitoring the relevant bills on this topic as the spring legislative session progresses.	If new legislation goes into effect, affected **PRESS** materials, including sample policy 7:190, *Student Behavior*, will be updated in the fall.
Presidential Executive Orders Address K-12 Issues, including Potential Immigration Enforcement in Schools Since taking office, the President has issued many Executive Orders (EOs), directing various federal agencies to implement his administration's policy priorities. Several of the EOs may impact K-12 schools, including an EO directed at dismantling the U.S. Dept. of Education and others addressing gender classification, diversity, equity, and inclusion efforts, and immigration enforcement. IASB continues to monitor the actions of the new federal administration, including the U.S. Dept. of Education, for lasting impacts on **PRESS** materials. Districts with specific questions on the local impacts of these actions should contact their board attorneys for guidance. Regarding the issue of immigration, the new administration announced a change to a previous federal policy which had limited immigration enforcement authorities from conducting activities at protected areas such as schools. In response to this development, the Ill. School Board of Education issued non-regulatory guidance indicating that districts should work with their board attorneys to develop procedures to follow should immigration authorities seek to gain access to their schools or other records. The Ill. Council of School Attorneys (ICSA) has also updated its guidance document, *Guidelines for Interviews of Students at School by Law Enforcement Authorities*, to address these issues. The ICSA Guidelines, which are referred to in sample administrative procedure 7:150-AP, *Agency and Police Interviews*, are available at: www.iasb.com/policy-services-and-school-law/guidance-and-resources/guidelines-for-interviews-of-students/.	No **PRESS** materials are affected at this time.
Cook County Issues Guidance for School Districts on Paid Leave Ordinance The Cook County Paid Leave Ordinance (Ordinance) became effective for certain school districts within Cook County on 1-1-25. Many districts in Cook County are exempt from the Ordinance because the home-rule municipality in which they are located took official action to opt out from the Ordinance. On 1-10-25, the Cook County Commission on Human Rights issued Paid Leave Guidance for School Districts for those districts affected. Given the scope and complexity of the Ordinance of and its implementing regulations, impacted districts should work with their board attorneys to ensure the proper policy and/or procedures are in place.	No **PRESS** materials are affected.

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions
2:150-AP, Superintendent Committees	The procedure is updated in response to the creation of 6:235-AP3, *Development of Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines*, and for continuous improvement. ☐
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	The exhibit is updated in response to: 1. State of Tennessee v. Cardona, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations; 2. 105 ILCS 5/26A-20(d), added by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25, providing protections for students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students); 3. 105 ILCS 5/10-20.84(a), added by P.A. 102-917 and renumbered by P.A. 103-154, requiring districts to post on their websites their local postsecondary and career expectations frameworks; and 4. Continuous improvement. ☐
2:260, Uniform Grievance Procedure	The policy and footnotes are updated in response to State of Tennessee v. Cardona, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations, and for continuous improvement. The footnotes are also updated in response to the Whistleblower Act, 740 ILCS 174/, amended by P.A. 103-867, broadening the scope of legal protections for whistleblowers. ☐
2:265, Title IX Grievance Procedure	**REWRITTEN.** The policy is updated in response to State of Tennessee v. Cardona, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations, and for continuous improvement. ☐
2:265-AP1, Title IX Response	**REWRITTEN.** The procedure is updated for the reasons stated in 2:265, *Title IX Grievance Procedure*, above. ☐
2:265-AP2, Formal Title IX Complaint Grievance Process	**REWRITTEN.** The procedure is updated for the reasons stated in 2:265, *Title IX Grievance Procedure*, above. ☐
2:265-AP3, Title IX Coordinator	**DELETED.** The procedure is deleted in response to State of Tennessee v. Cardona, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. ☐
2:265-E, Title IX Glossary of Terms	**REWRITTEN.** The procedure is updated for the reasons stated in 2:265, *Title IX Grievance Procedure*, above. ☐
4:15, Identity Protection	The policy and footnotes are updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg 30046, addressing the safeguarding of information under grant awards and updating the definitions for *personally identifiable information* and *protected personally identifiable information*. ☐
4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards	The procedure is updated for the reason stated in 4:15, *Identity Protection,* above. ☐
4:60-AP5, Federal and State Award Procurement Procedures	The procedure is updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046, revising general procurement standards, competition, methods of procurement, procurement of recovered materials, contract cost and price, and federal agency or pass-through entity review; and for continuous improvement. ☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

4:80, Accounting and Audits	The policy and footnotes are updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046, addressing the disposition and the retention of property acquired under grant awards, including an increase in the capitalization threshold from $5,000 to $10,000 for capital assets. The footnotes are also updated for continuous improvement.	☐
4:80-AP3, Inventory Management for Federal and State Awards	The procedure is updated for the reasons stated in 4:80, *Accounting and Audits*.	☐
4:120, Food Services	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/2-304, added by P.A. 103-1076, requiring the Ill. State Board of Education (ISBE) to secure one or more master contracts for Halal and Kosher meals, subject to appropriation.	☐
4:170-AP6, E1, School Staff AED Notification Letter	The procedure is updated in response to a five-year review.	☐
5:10, Equal Employment Opportunity and Minority Recruitment	The policy is updated for the reasons stated in 2:265, *Title IX Grievance Procedure*, above.	☐
5:20, Workplace Harassment Prohibited	The policy and footnotes are updated for the reasons stated in 2:265, *Title IX Grievance Procedure*, above.	☐
5:60, Expenses	The Legal References and footnotes are updated in response to a five-year review.	☐
5:60-AP, Federal and State Grant Travel Expense Procedures	The procedure is updated in response to a five-year review.	☐
5:60-E1, Employee Expense Reimbursement Form	The exhibit is unchanged in response to a five-year review.	☐
5:60-E2, Employee Estimated Expense Approval Form	The exhibit is unchanged in response to a five-year review.	☐
5:100, Staff Development Program	The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/26A-25 and 26A-35, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requiring training for staff members designated as resource persons and complaint resolvers for Article 26A Students. The policy and footnotes are also updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896, requiring ongoing professional development for all personnel on the requirements of 105 ILCS 5/10-22.6 and 5/10-20.14, as well as trauma-responsive learning environments, and in response to State of Tennessee v. Cardona, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. Continuous improvement updates are also made to the footnotes.	☐
5:170-AP4, Designation of District Millenium Copyright Act (DMCA) Agent; Registration Process	The procedure is updated in response to a five-year review.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:150, Home and Hospital Instruction	The policy, Cross References, and footnotes are updated in response to 105 ILCS 5/10-22.6a, amended by P.A. 102-466, a/k/a *ESS Law,* eff. 7-1-25, requiring home instruction for students unable to attend school due to pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health or safety concerns arising from domestic or sexual violence.	☐
6:235, Access to Electronic Networks	The policy and footnotes are updated to address the use of artificial intelligence-enabled tools in schools. A new, optional **Use of Artificial Intelligence (AI)-Enabled Tools** subhead is added to the policy. The footnotes are also updated in response to a U.S. Surgeon General's Advisory addressing the safety of social media use for children, and for continuous improvement.	☐
6:235-AP1, Acceptable Use of the District's Electronic Network	The procedure is updated to include reference to a district's AI Responsible Use Guidelines, for those districts whose boards adopt the **Use of Artificial Intelligence (AI)-Enabled Tools** subhead in 6:235, *Access to Electronic Networks*.	☐
6:235-AP3, Development of an Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines	**NEW.** The procedure is created to address the development of an AI plan and guidelines regarding the responsible use of artificial intelligence-enabled tools in schools.	☐
6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students	The policy is unchanged. Footnote 11 is updated in response to the Ill. Income Tax Act, 35 ILCS 5/231(b), extending until 1-1-26, a tax credit for employers that incur qualified expenses on behalf of an apprentice under a registered apprenticeship program. Other continuous improvement updates are also made to the footnotes.	☐
7:10, Equal Educational Opportunities	The policy and footnotes are updated in response to State of Tennessee v. Cardona, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations, and for continuous improvement. The Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requiring schools to facilitate the full participation of Article 26A Students.	☐
7:10-AP1, Accommodating Transgender, Nonbinary, or Gender Nonconforming Students	The procedure is updated for the reasons stated in 2:265, *Title IX Grievance Procedure*, above.	☐
7:10-AP2, Accommodating Breastfeeding Students	The procedure is updated for the reasons stated in 7:10, *Equal Educational Opportunities*, above.	☐
7:20, Harassment of Students Prohibited	The policy and footnotes are updated in response to State of Tennessee v. Cardona, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations, and for continuous improvement. The Legal References and Cross References are updated in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.	☐
7:50, School Admissions and Student Transfers To and From Non-District Schools	The Legal References are updated with minor style changes. The footnotes are updated in response to 105 ILCS 5/10-22.6, amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requiring boards with a policy requiring suspended/expelled students to complete the term of their suspension/expulsion in an alternative learning opportunities program under 105 ILCS 5/13B to consider any mitigating factors for the student. Continuous improvement updates are also made to the footnotes.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:50-AP, School Admissions and Student Transfers to and from Non-District Schools	The procedure is updated for the reasons stated in 7:50, *School Admissions and Student Transfers To and From Non-District Schools,* above.	☐
7:60, Residence	The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, permitting but not requiring the interdistrict transfer of students who are parents, expectant parents, or victims of domestic or sexual violence. Continuous improvement updates are also made to the footnotes.	☐
7:70, Attendance and Truancy	The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/26-2a, amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, adding more valid causes for student absence. Continuous improvement updates are also made to the policy and footnotes.	☐
7:180, Prevention of and Response to Bullying, Intimidation, and Harassment	The policy is updated in response to State of Tennessee v. Cardona, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations, and for continuous improvement. Continuous improvement updates are also made to the footnotes.	☐
7:185, Teen Dating Violence Prohibited	The policy is updated in response to State of Tennessee v. Cardona, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations.	☐
7:190, Student Behavior	The policy, Legal References and footnotes are updated. The policy and footnotes are updated in response to: 1. The addition of a definition for *sexting* that includes Criminal Code of 2012, 720 ILCS 5/11-23.7, added by P.A. 103-825, criminalizing the *non-consensual dissemination of sexually explicit digitized depictions*; 2. 105 ILCS 5/22-100, added by P.A. 103-806, defining *corporal punishment*; 3. 105 ILCS 5/24-24, amended by P.A. 103-806, permitting school employees to only use reasonable force with respect to a student as permitted under 105 ILCS 5/10-20.33; 4. 105 ILCS 5/10-27.1A and 10-27.1B, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling), requiring the superintendent to annually report to ISBE by July 31 certain incidents on school grounds involving firearms, drugs, and battery against staff members; and 5. Continuous improvement. The Legal References are updated for reason #2 listed above. The footnotes are also updated in response to: 1. 105 ILCS 5/10-20.14, amended by P.A. 103-896, requiring ISBE to publish guidance for the development of reciprocal reporting systems and evidence-based intervention procedures by 7-1-25; 2. Ill. Human Rights Act, 775 ILCS 5/2-101(N), added by P.A. 103-804, eff. 1-1-26, defining *generative artificial intelligence*; 3. 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896, requiring districts to make reasonable efforts to provide ongoing professional development to school personnel on 105 ILCS 5/10-22.6 and 105 ILCS 5/10-20.14 and trauma responsive learning environments; 4. A.A. v. Summit Sch. Dist. No. 104, 2024 IL App (1st) 232451, holding that the factors for review of an expulsion previously established under Robinson v. Oak Park, 213 Ill.App.3d 77 (1st Dist. 1991) no longer apply because 105 ILCS 5/10-22.6 has clear standards for expulsion. 5. 105 ILCS 5/10-22.6(b), amended by P.A. 103-896, deleting a provision that addressed the immediate transfer of students to an alternative program who are suspended in excess of 20 school days; 6. 105 ILCS 5/1C-2, amended by P.A. 103-594, prohibiting the expulsion of children from early childhood programs until 7-1-26. On and after 7-1-26, the prohibition will be effective under the Dept. of Early Childhood Act, 325 ILCS 3/15-30(a)(7).	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:190-AP2, Student Handbook - Gang Activity Prohibited	The procedure is updated in response to a five-year review.	☐
7:190-AP5, Student Handbook - Electronic Devices	The procedure is updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior*, and for continuous improvement.	☐
7:190-AP6, Guidelines for Investigating Sexting Allegations	The procedure is updated in response to: 1. Criminal Code of 2012, 720 ILCS 5/11-23.5, amended by P.A. 103-825, amended by P.A. 103-825, revising the elements of the criminal offense of *non-consensual dissemination of private sexual images*; 2. Criminal Code of 2012, 720 ILCS 5/11-23.7, added by P.A. 103-825, adding the criminal offense of *non-consensual dissemination of sexually explicit digitized depictions*; 3. State of Tennessee v. Cardona, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations; and 4. Continuous improvement.	☐
7:190-E2, Student Handbook Checklist	The exhibit is updated in response to: 1. State of Tennessee v. Cardona, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations; and 2. 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requiring students be annually notified of support services available for Article 26A Students, the name and contact information of their school's Article 26A Resource Person, and the availability of counseling for students 12 years of age and older without parent/guardian consent under 405 ILCS 5/3-550.	☐
7:200, Suspension Procedures	The policy and footnotes are updated in response to 105 ILCS 5/10-22.6, amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, providing that during a suspension review hearing or expulsion hearing, students may disclose any factor to be considered in mitigation and students must be allowed to appear with a representative and a support person, and for continuous improvement.	☐
7:210, Expulsion Procedures	The policy and footnotes are updated for the reasons stated in 7:200, *Suspension Procedures*.	☐
7:210-E1, Notice of Expulsion Hearing	The exhibit is updated for the reasons stated in 7:200, *Suspension Procedures*.	☐
7:220-AP, Electronic Recordings on School Buses	The procedure is updated in response to a five-year review.	☐
7:250, Student Support Services	The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requiring students 12 years of age and older be annually notified of the availability of counseling without parent/guardian consent under 405 ILCS 5/3-550, and the designation of at least one staff member in each building as a resource person for Article 26A Students.	☐
7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs	The procedure is updated in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requiring the designation of at least one staff member in each building as a resource person for Article 26A Students.	☐
7:255, Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence	**NEW.** The policy is created in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requiring districts to ensure they have policies, procedures, and resources in place to ensure that Article 26A Students are provided with support services necessary to enable them to meet State educational standards and successfully attain a school diploma.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:255-AP1, Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence	**NEW.** The procedure is created for the reason stated in 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, above.	☐
7:255-AP2, Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence	**NEW.** The procedure is created for the reason stated in 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, above.	☐
7:270, Administering Medicines to Students	The policy, Legal References, and footnotes are updated. The policy is updated for continuous improvement to clarify that students may self-carry supplies when authorized by their diabetes care plan and/or seizure action plan. The footnotes are updated in response to: 1. 23 Ill.Admin.Code §1.540(b)(2), amended by 48 Ill.Reg. 14539, adding that schools are not required to accept opt-out requests from parents for the administration of undesignated medications. 2. Clinical Social Work and Social Work Practice Act, 225 ILCS 20/4.5, added by P.A. 103-1048, authorizing licensed school social workers to possess and administer opioid antagonists in their licensed professional capacity; and 3. Continuous improvement. The Legal References are updated for continuous improvement to add 105 ILCS 150/, Seizure Smart School Act.	☐
7:270-AP2, Checklist for District Supply of Undesignated Medication(s)	The procedure is updated in response to: 1. 23 Ill.Admin.Code §1.540(b)(2), amended by 48 Ill. Reg. 14539, adding that schools are not required to accept opt-out requests from parents for the administration of undesignated medications; 2. ISBE and the Ill. Dept. of Human Services' *Substance Abuse Prevention and Recovery Instruction Resource Guide*; and 3. Continuous improvement.	☐
7:310, Restrictions on Publications; Elementary Schools	The policy, footnotes, and Cross References are updated. The policy, Cross References, and footnotes are updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior*, and for continuous improvement. The footnotes are also updated in response to: 1. L.M. v. Town of Middleborough, Mass., 103 F.4th 854 (1st Cir. 2024), addressing the limits of students' right to free speech on campus; and 2. Mahanoy Area School Dist. v. B.L., 594 U.S. 180 (2021), addressing the issue of discipline for off-campus conduct.	☐
7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools	The procedure is updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior*, and for continuous improvement.	☐
7:315, Restrictions on Publications; High Schools	The policy, Cross References, and footnotes are updated for the reasons stated in 7:310, *Restrictions on Publications; Elementary Schools*, above.	☐
7:315-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools	The procedure is updated for the reasons stated in 7:310-AP, *Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools*, above.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:325-E, Application and Procedures to Involve Students in Fundraising Activities	The exhibit is updated in response to a five-year review.	☐
7:340, Student Records	The Legal References, Cross References, Administrative Procedure References, and footnotes are updated in response to: 1. 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, restricting the circumstances under which schools may disclose information about a student's status as a parent, expectant parent, or victim of domestic or sexual violence; and 2. 105 ILCS 10/2(f), amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, providing that a student's temporary records include information about a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence. Continuous improvement updates are also made to the footnotes.	☐
7:340-AP1, School Student Records	The procedure is updated for the reasons stated in 7:340, *Student Records*, above.	☐
7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records	The exhibit is updated in response to 105 ILCS 10/2(f), amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, providing that a student's temporary records include information about a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence, and for continuous improvement.	☐
7:345-AP, E1, Student Covered Information Reporting Form	The exhibit is updated in response to a five-year review.	☐
7:345-AP, E2, Student Data Privacy; Notice to Parents About Educational Technology Vendors	The exhibit is updated in response to a five-year review.	☐
7:345-AP, E3, Parent Notification Letter for Student Breach	The exhibit is updated in response to a five-year review.	☐
8:30, Visitors to and Conduct on School Property	The Legal References are updated with a minor style change. The footnotes are updated in response to the Criminal Code of 2012, 720 ILCS 5/11-18, amended by P.A. 103-1071, eff. 7-1-25, renaming the criminal offense of patronizing a ~~prostitute~~ person engaged in the sex trade, and for continuous improvement.	☐
8:30-E1, Letter to Parent Regarding Visits to School by Child Sex Offenders	The exhibit is updated in response to a five-year review.	☐
8:30-E2, Child Sex Offender's Request for Permission to Visit School Property	The exhibit is updated in response to a five-year review.	☐

School Board

Uniform Grievance Procedure [1]

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[2], or has a complaint regarding any one of the following: [3]

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq. [4]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law requires this subject matter be covered by policy and controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy and its companion sample policy 2:265, *Title IX Grievance Procedure*, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

A grievance procedure is required by many civil rights acts and implementing regulations, including those listed. For the sake of consistency and ease of administration, this policy consolidates all board grievance procedures, excluding Title IX sexual harassment complaints (see sample policy 2:265, *Title IX Grievance Procedure*) into one policy, except those contained in collective bargaining agreements. See the cross references for the policies referring to this uniform grievance procedure policy.

[2] Including the phrase "guaranteed by the State or federal Constitution, State or federal statute, or Board policy" broadens the scope of this policy beyond the items listed. Consult the board attorney regarding whether to retain this phrase and/or to otherwise limit the scope of this policy.

[3] The Individuals with Disabilities Education Act (IDEA) (20 U.S.C. §1400 et seq.) is not included in the list of statutes that may serve as the basis of a grievance, and attorneys disagree whether it should be. Many believe that IDEA provides the exclusive remedy; others believe that including IDEA allows parents/guardians an opportunity to get their position before the board. Unique and specific complaint resolution mechanisms are expressly provided under IDEA, Article 14 of the School Code, and their respective implementing regulations. These mechanisms follow: (1) IDEA at 20 U.S.C. §1415 (procedural safeguards-mediation and due process); (2) IDEA regulations at 34 C.F.R. §§300.151-300.153 (state complaints), 300.506 (mediation), and 300.507 et seq. (due process); (3) ~~School Code at §§~~105 ILCS 5/14-~~/~~8.02a (mediation and due process) and 5/14-~~/~~8.02b (expedited due process); and (4) special education regulations at 23 Ill.Admin.Code §§226.560 (Mediation), 226.570 (State Complaint Procedures), and Subpart G (due process). A board that would like to include IDEA should consult the board attorney.

[4] The Americans with Disabilities Act Amendments Act (ADAAA) (Pub. L. 110-325), made significant changes to the Americans with Disabilities Act's definition of disability by broadening the scope of coverage. The ADAAA also overturned a series of U.S. Supreme Court decisions that interpreted the Americans with Disabilities Act of 1990 in a way that made it difficult to prove that impairments were a disability. The U.S. Equal Employment Opportunity Commission's (EEOC) regulations, 29 C.F.R. Part 1630, are at: www.eeoc.gov/eeoc-disability-related-resources/laws-and-regulations-related-disability-discrimination ~~www.eeoc.gov/laws/types/disability_regulations.cfm~~.

Boards should consult with their attorneys regarding how the ADAAA and its implementing regulations impact their districts.

Title II of the ADA of 1990 also includes website accessibility. The *Web Content Accessibility Guidelines* (WCAG) Version 2.1, Level AA is the formal federal legal standard for public accommodation websites, including school districts. The compliance date for districts is 4-24-26 or 4-26-27, depending upon the size of the population where the district is located. 28 C.F.R. §§35.104 and 35.200 et seq. See t~~T~~he U.S. Dept. of Justice's *Fact Sheet: New Rule on the Accessibility of Web Content and Mobile Apps Provided by State and Local Governments* (~~43~~ 8-24), at: https://www.ada.gov/resources/2024-03-08-web-rule/. WCAG 2.1 is available at: www.w3.org/TR/WCAG21. 105 ILCS 5/10-20.75~~, added by P.A. 102-238,~~ also requires school districts to ensure their *Internet websites or web services* comply with Level AA of the WCAG 2.1 or any revised version of those guidelines. *Internet website or web service* means "any third party online curriculum that is made available to enrolled students or the public by a school district through the Internet." Id.

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2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX complaints governed by Board policy 2:265, *Title IX Grievance Procedure*

~~2.~~3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq. [5]

~~3.~~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*) [6]

~~4.~~5. 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)

~~5.~~6. Sexual harassment prohibited by the State Officials and Employees Ethics Act[7], 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of

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[5] See f/n 4's discussion of website accessibility above. See also the discussion in f/n 2 of sample policy 8:70, *Accommodating Individuals with Disabilities*.

[6] 105 ILCS 5/22-95(b)(1)(B), added by P.A. 103-472, requires a district to have an internal process for filing a complaint regarding a violation of its policy (or policies) prohibiting discrimination and harassment on the basis of race, color, national origin, and retaliation. Sample policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, utilizes this policy as an internal complaint process. See also sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, which includes additional procedures to be followed when responding to complaints of discrimination and harassment on the basis of race, color, and national origin.

[7] 5 ILCS 430/70-5(a) requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment that contains certain prescribed elements. See sample policy 5:20, *Workplace Harassment Prohibited*, at f/n 3 and subhead **Complaints of Sexual Harassment Made Against Board Members by Elected Officials** in sample policy 2:105, *Ethics and Gift Ban*, for further detail. Complaints of sexual harassment made against board members by fellow board members or other elected officials of governmental units must undergo an *independent review*, which is not a term defined in the statute. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20. School districts are also required to create, maintain, and implement an age-appropriate sexual harassment policy. 105 ILCS 5/10-20.69. See sample policy 7:20, *Harassment of Students Prohibited*, and its f/n 9 for further information.

50 ILCS 205/3c requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was "found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964." Consult the board attorney about the word *found*. It raises many practical application questions, e.g., when does the word *found* trigger a board's compliance responsibility pursuant to this law. Such questions include, but are not limited to:

1. Must a school board make a *finding* to trigger this requirement? If the severance agreement is entered into post-termination, a record of board *findings* rarely exists.
2. Are charges for termination *findings*? Often superintendents submit charges for termination, but these are not technically *findings*.
3. Are charges based on a complaint manager's report and determination(s) *findings* under the law when a board still has the ability to review and reject the complaint manager's determination(s)?

Next, contrast the above publication law with the Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2). GSPA prohibits an employee of a school district with contract provisions for severance pay from receiving any severance if he or she is fired for *misconduct* by the board. GSPA defines *misconduct* to include sexual harassment and/or discrimination. Id. at 415/5.

Consult the board attorney about how to reconcile whether sexual harassment and/or sexual discrimination is misconduct for which a severance would be prohibited under the GSPA, and therefore, not available to be published under 50 ILCS 205/3c. And for further discussion and other applicable transparency laws that apply to this issue, see also f/n 16 in sample policy 5:20, *Workplace Harassment Prohibited*.

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1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under Board policy 2:265, *Title IX Grievance Procedure*) [8]

~~6.~~7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 [9]

~~7.~~8. Bullying, 105 ILCS 5/27-23.7 [10]

~~8.~~9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children [11]

~~9.~~10. Curriculum, instructional materials, and/or programs

~~10.~~11. Victims' Economic Security and Safety Act, 820 ILCS 180/

~~11.~~12. Illinois Equal Pay Act of 2003, 820 ILCS 112/

~~12.~~13. Provision of services to homeless students

~~13.~~14. Illinois Whistleblower Act, 740 ILCS 174/ [12]

~~14.~~15. Misuse of genetic information prohibited 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. [13]

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[8] Consult the board attorney regarding proper filing and storage of these investigation documents, including whether certain student-related investigation documents are *sole possession records*, a Family Policy Compliance Office (FPCO)-created an exemption to the Family Education Rights Privacy Act (FERPA) (20 U.S.C. §1232g). See *Letter to Ruscio*, 115 LRP 18601 (FPCO 12-17-14).

[9] 105 ILCS 5/10-20.60 requires schools to implement the Ill. sex equity grievance procedures when processing student complaints about breastfeeding accommodations. Complainants must be informed that the board's decision may be appealed to the Regional Superintendent (or appropriate Intermediate Service Center Executive Director) and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §200.40. **Note:** Certain claims brought under 105 ILCS 5/10-20.60 may also be covered by the anti-discrimination protections of Title IX; consult the board attorney for further advice. Guidance from U.S. Dept. of Education on Title IX requirements for pregnant and parenting students (June 2013) is available at: www2.ed.gov/about/offices/list/ocr/frontpage/pro-students/issues/sex-issue03.html.

[10] All districts must have a policy on bullying. 105 ILCS 5/27-23.7. See sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The inclusion of *bullying* in the list of topics that may serve as the basis of a grievance furthers the obligation to communicate this policy to students and their parents/guardians.

[11] Parents/guardians of educationally disadvantaged children may sue a district for misuse of funds allocated by State law for the benefit of such children. Noyola v. Bd. of Educ., 179 Ill.2d 121 (Ill. 1997) (affirming the appellate court's conclusion in Noyola v. Bd. of Educ., 284 Ill.App.3d 128 (1st Dist. 1996) that parents/guardians may pursue a claim to enforce the requirements of the School Code but holding that the proper action for enforcement is by means of mandamus not an implied right of action).

[12] The Whistleblower Act (740 ILCS 174/), amended by P.A. 103-867, includes school districts in the definition of employer. It protects employees from employer retaliation for disclosing information to a government or law enforcement agency. ~~Section 15 also~~740 ILCS 174/15, amended by P.A. 103-867, contains language prohibiting employers from retaliating against employees who disclose information in a court, an administrative hearing, ~~or before a legislative commission or committee,~~ or in any other proceeding initiated by a public body where the employee has ~~reasonable cause to believe~~a good faith belief that ~~the information~~an activity, policy, or practice of the employer: (1) violates ~~reveals a violation of~~ a State or federal law, rule, or regulation; or (2) poses a substantial and specific danger to employees, public health, or safety. The Ill. False Claims Act (740 ILCS 175/) includes school districts in its definition of *State*. A strict interpretation of this language appears to allow school boards to collect civil penalties and costs against someone making a false claim. Before disciplining any employee, boards should thoroughly investigate the ramifications of these acts in consultation with their attorney and liability insurance carriers.

[13] The Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff et seq.) is a federal law. Title I addresses the use of genetic information pertaining to health insurance. Title II protects job applicants, current and former employees, labor union members, and apprentices and trainees from discrimination based on their genetic information. GINA covers employers with 15 or more employees.

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~~15.~~16. Employee Credit Privacy Act, 820 ILCS 70/ [14]

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 parent(s)/guardian(s)); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable[15] 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.

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GINA broadly defines genetic information to include information about an individual's genetic tests, their family members, and, among other things, the manifestation of a disease or disorder in the individual or the individual's family members. Information about an individual's or family member's age or gender is excluded from genetic information. Its remedies mirror those available under a Title VII of the Civil Rights Act claim: back pay, reinstatement, attorneys' fees and compensatory and punitive damages. Retaliation against an individual who brings a claim under GINA is also prohibited. Federal regulations are available at 29 C.F.R. Part 1635, and background information on these regulations is available at: www.eeoc.gov/genetic-information-discrimination~~www.eeoc.gov/regulations-related-genetic-discrimination~~. An FAQ entitled *FAQs on the Genetic Information Nondiscrimination Act* is available at: www.dol.gov/agencies/ebsa/laws-and-regulations/laws/gina.

The Ill. Genetic Information Protection Act (GIPA) (410 ILCS 513/) also prohibits employers from making employment decisions on the basis of any employee's genetic testing information and from penalizing employees who do not want to disclose their genetic information as part of a workplace wellness program. GIPA includes the federal GINA's definition of genetic information and creates more stringent obligations on Ill. employers. While the federal GINA exempts small employers (those with less than 15 employees), Illinois' GIPA covers all employers, even those with one employee. GIPA also provides penalties for negligent and intentional mishandling of genetic information. Note that Title II of GINA does not preempt GIPA's greater protections to Illinois employees.

Before using any sort of genetic information, consult the board attorney for guidance regarding GINA's and GIPA's specific applications to the district and how these laws integrate with other related federal laws, such as the Family and Medical Leave Act (29 U.S.C. §2612 et seq.) and the ADA, and State laws governing time off for sickness and workers' compensation.

[14] 820 ILCS 70/. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, when the position's duties include custody of or unsupervised access to cash or marketable assets valued at $2,500 or more. 820 ILCS 70/10(b). A person who is injured by a violation of this Act may bring a civil action to obtain injunctive relief and/or damages. 820 ILCS 70/25. The court must award costs and reasonable attorneys' fees to a prevailing plaintiff. Id.

[15] The phrase "prompt and equitable resolution" comes from Title IX implementing regulation 34 C.F.R. §106.8(cb)~~(2)~~ which requires schools to "adopt~~,~~ and publish~~, and implement~~ grievance procedures ~~…~~ that provide for the prompt and equitable resolution of ~~complaints made by~~ students~~,~~ and employees~~, or other individuals who are participating or attempting to participate in the recipient's education program or activity~~ complaints" of~~alleging~~ sex discrimination.

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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.[16] 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 or designee shall process and review the complaint under 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 sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Title IX Coordinator or designee[17] shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, 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 Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*,[18] should be initiated.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf.[19] The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. 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.

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[16] This is a best practice.

[17] "Title IX Coordinator or designee" is used where Title IX is implicated. In contrast, if Title IX is not implicated, "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see the last paragraph under the **Filing a Complaint** subhead).

[18] See sample administrative procedure 5:120-AP2, *Employee Conduct Standards*, and its exhibit 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*.

[19] This policy gives complaint managers the flexibility to appoint another individual to conduct an investigation, which may be appropriate in cases where the neutrality or efficacy of the complaint manager is an issue, and/or where the district wishes to have the expertise and related attorney-client and work product privileges that an in-house or outside attorney may afford an investigation. Such alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals).

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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 after 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 from the Superintendent.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), 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 provide his or her written decision to the Complainant and the accused[20] as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard. [21]

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 after 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 provide its written decision to the Complainant and the accused,[22] 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. [23]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[20] Using a consistent delivery method that allows the district to verify the date of receipt is a best practice, e.g., registered mail, return receipt requested, and/or personal delivery.

[21] *Preponderance of evidence* is a standard of proof used in civil cases. It means "the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force." See *Black's Law Dictionary, 11th ed. 2019.*

[22] See f/n 20, above.

[23] The Ill. sex equity regulations require districts to have "specific timelines for completion of each step and rendering of a written decision, and shall provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40(c)(1). To avoid arguments over these timelines, this sample policy provides that the failure to strictly follow the timelines does not prejudice any party. The grievance procedure is worthless if complaints are not thoroughly and promptly investigated.

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Appointing a Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers [24]

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~~Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX. [25]

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, each of a different 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, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator, Title IX Coordinator, and the Complaint Managers. [26]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[24] While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator. Best practice is that throughout the board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

[25] Title IX regulations require districts to designate and authorize an employee to coordinate efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number. Id. If a district has more than one Title IX Coordinator, it should designate one of its Title IX Coordinators to retain ultimate oversight to ensure the district's consistent compliance with its responsibilities under Title IX and its implementing regulations.

A district must prominently display its Title IX nondiscrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and policy 2:265, *Title IX Grievance Procedure*) and contact information for its Title IX Coordinator on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.~~The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.," insert a hard return to create a new paragraph, and insert "The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.~~

~~Best practice is that throughout the board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.~~

[26] The board may include the following option to address publication of such contact information:

"The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers on an annual basis."

Publicizing the contact information for the Nondiscrimination Coordinator and Complaint Managers through personnel handbooks, student handbooks, and/or on the district's website is a best practice. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh/.

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Nondiscrimination Coordinator:	**Title IX Coordinator:**
Name	Name
Address	Address
Email	Email
Telephone	Telephone

Complaint Managers:

Name	Name
Address	Address
Email	Email
Telephone	Telephone

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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., 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; 28 C.F.R. Part 35.
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, 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 70/, Employee Credit Privacy Act.
820 ILCS 112/, Equal Pay Act of 2003.
820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.
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 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)

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Board of Education

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board, its employees, or 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, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX 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. 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 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 174/1.
15. Misuse of genetic information prohibited 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 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.

CURRENT

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 cyber-bullying 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 2:260.

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/guardian 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, or (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 or 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 after 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 or Board member(s), 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.

CURRENT

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 or clear and convincing evidence.

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 after 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 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, each of a different 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, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinators and Complaint Managers.

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrindle
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

CURRENT

Mrs. Deanna Gill
Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6157
dgill@district158.org

Mr. Mark Altmayer
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@district158.org

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., 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, 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/ Ill. 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.
23 Ill. Admin. Code §§1.240, 200-40, 226.50, and 226.570.

CURRENT

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX 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)

ADOPTED: May 17, 2001

REVISED: June 20, 2024

CURRENT

School Board

Title IX Grievance Procedure [1]

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

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:[2]

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;[3] or

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 et seq.) requires this subject matter be covered by policy and controls this policy's content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy and its companion policy 2:260, *Uniform Grievance Procedure*, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

For the sake of consistency and ease of administration, this policy addresses only Title IX sexual harassment grievances, except those contained in collective bargaining agreements. See the cross references for the policies referring to this Title IX sexual harassment grievance procedure policy.

A district must have at least one policy explicitly stating it does not discriminate on the basis of sex in its education programs or activities under Title IX and its implementation regulations (34 C.F.R. Part 106). 34 C.F.R. §106.8(b)(1). Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). While all complaints of sexual harassment may not constitute sexual harassment under Title IX, Title IX's reach is broad because an alleged complainant or alleged respondent may be *anyone* in the District's educational program or activity in the United States – including applicants for employment, students, parents/guardians, any employee, and third parties.

[2] 34 C.F.R. §106.30. The definition of *sexual harassment* in the policy and in Title IX includes *unwelcome* conduct. Id. However, case law does not always distinguish between *welcome* and *unwelcome* conduct. See Mary M. v. North Lawrence Community Sch. Corp., 131 F.3d 1220 (7th Cir. 1997) (8th grade student did not need to show that a school employee's sexual advances were *unwelcome* in order to prove sexual harassment).

[3] 34 C.F.R. §106.30. This behavior is commonly called *quid pro quo* sexual harassment. See 85 Fed. Reg. 30036, f/n 94. By using the term *individual*, Title IX regulations do not limit *quid pro quo* sexual harassment to situations where the provision of an aid, benefit or service by an employee is conditioned on a current *student's* participation in unwelcome sexual conduct. By way of example, *quid pro quo* Title IX sexual harassment involving an employee and an individual other than a current student may be implicated when: an employee tells a former student she can only get a letter of recommendation if she participates in unwelcome sexual conduct; an employee selects a volunteer for a coveted field trip chaperone position if he participates in unwelcome sexual conduct; or a supervisory employee subjects a subordinate employee to unwelcome sexual conduct in exchange for a promotion.

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2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36). [4]

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

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. [5]

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.[6]

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator[7] alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation. [8]

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. [9]

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed. [10]

Title IX Sexual Harassment Prevention and Response

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

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and

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[4] See sample exhibit 2:265-E, *Title IX Glossary of Terms*, for these definitions and other definitions of italicized terms in this policy. Title IX regulations at 34 C.F.R. §106.30 contain pinpoint citations to the Violence Against Women Act (VAWA) (34 U.S.C. §12291 et seq.) for the definitions of *dating violence*, *domestic violence*, and *stalking*. VAWA was reauthorized in 2022 and the citations changed; however, 34 C.F.R. §106.30 has not been updated. This policy uses the updated VAWA citations.

[5] 34 C.F.R. §106.30.

[6] 34 C.F.R. §106.44(a).

[7] See f/n 17 in sample policy 2:260, *Uniform Grievance Procedure*.

[8] 34 C.F.R. §106.30.

[9] Id.

[10] Id. See sample administrative procedure 2:265-AP1, *Title IX Response*, for further discussion of supportive measures.

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prevention programs in grades pre-K through 12,[11] and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12.[12] This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. [13]
3. Notifies applicants for employment,[14] students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons. [15]

Making a Report

A person who wishes to make a report under this Title IX grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. [16]

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

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[11] Required by 105 ILCS 110/3 and 105 ILCS 5/10-23.13 (*Erin's Law*).

[12] Required by Id. at 110/3.

[13] 105 ILCS 110/3. Detailed training requirements exist for Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. 34 C.F.R. §106.45(b)(1)(iii). Title IX rules "[leave districts] discretion to determine the kind of training to other employees that will best enable the [district], and its Title IX Coordinator, to meet Title IX obligations." 85 Fed. Reg. 30114. Many attorneys agree the best practice is to train all district staff about the definition of sexual harassment, the scope of the district's education program or activity, all relevant district policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX coordinator. See sample administrative procedure 2:265-AP1, *Title IX Response*.

[14] If your district is covered by Subpart C of Title IX, which "applies only to institutions of vocational education, professional education, graduate higher education, and public institutions of undergraduate higher education," amend this to state "applicants for admission or employment." 34 C.F.R. §106.15(d).

[15] 34 C.F.R. §106.8. See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

[16] Using "or any employee with whom the Complainant is comfortable speaking" ensures Title IX compliance because Title IX deems "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment to have *actual knowledge*. Therefore, a report to any employee triggers a district's duty to respond. 34 C.F.R. §106.30. This policy contains an item upon which collective bargaining may be required. Any policy that impacts wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

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The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator. [17]

Title IX Coordinator:

_____
Name

_____
Address

_____
Email

_____
Telephone

Processing and Reviewing a Report

Upon receipt of a report made under this Title IX grievance procedure, the Title IX Coordinator and/or designee will promptly contact the Complainant to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the Complainant of the availability of supportive measures with or without the filing of a Formal Title IX Sexual Harassment Complaint, and (4) explain to the Complainant the process for filing a Formal Title IX Sexual Harassment Complaint. [18]

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it.[19] For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;[20] 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[17] Title IX regulations require districts to designate and authorize an employee to coordinate its efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number. Id. If a district has more than one Title IX Coordinator, it should designate one of its Title IX Coordinators to retain ultimate oversight to ensure the district's consistent compliance with its responsibilities under Title IX and its implementing regulations. A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator. See sample policy 2:260, *Uniform Grievance Procedure*.

The Title IX Coordinator with ultimate oversight should be listed in this policy. While the name and contact information is required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the name and contact information when necessary. It is important for updated name and contact information to be inserted into this policy and regularly monitored.

[18] Required by 34 C.F.R. §106.44(a) and (b) regardless of whether a formal Title IX sexual harassment complaint is filed.

[19] See sample exhibit 2:265-E, *Title IX Glossary of Terms*, for a discussion of Title IX sexual harassment and non-Title IX sexual harassment. Consult the board attorney for further guidance.

[20] See sample administrative procedure 5:120-AP2, *Employee Conduct Standards*.

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

Formal Title IX Sexual Harassment Complaint Grievance Process

When a Formal Title IX Sexual Harassment Complaint is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation. [21]

The Superintendent or designee shall implement procedures to ensure that all Formal Title IX Sexual Harassment Complaints are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45.[22] The District's grievance process shall, at a minimum: [23]

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
    a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
    b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially. [24]
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

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[21] This policy gives Title IX coordinators the flexibility to appoint another qualified individual to conduct an investigation. This may be appropriate when the neutrality or efficacy of the Title IX coordinator is an issue, and/or where the district wishes to have the expertise that an in-house or outside attorney may afford to an investigation. Alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals) and the board attorney. If a complaint involves the superintendent or other district-level administrator, alternative appointments are often made in consultation with the board and the board attorney.

[22] 34 C.F.R. §106.45(b). See sample administrative procedures 2:265-AP1, *Title IX Response*, and 2:265-AP2, *Formal Title IX Complaint Grievance Process*.

[23] 34 C.F.R. §106.45(b)(1) lists the basic requirements for a grievance process.

[24] Aside from the general training requirements of 34 C.F.R. §106.45(b)(1)(iii), the DOE gives districts flexibility to determine certain training practices or techniques to best meet training requirements based upon their unique local conditions and resources within their educational community. 85 Fed. Reg. 30120. See also 85 Fed. Reg. 30084 (declining to specify that training of Title IX personnel must include implicit bias training, so long as training provides instruction on how to serve impartially and avoid prejudgment of the facts at issue, conflicts of interest, and bias, and that training materials avoid sex stereotypes).

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5. Require that any individual designated by the District as a decision-maker receive training[25] on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard. [26]
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. [27]

Enforcement

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

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[25] While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney if the board wants the district to use a live hearing in its grievance process.**

If using a live hearing during the grievance process, amend #5 by inserting the following underscored text: "Require that any individual designated by the District as a decision-maker receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant."

[26] 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of proof it will use to determine responsibility of the respondent. The standard of proof selected must be applied "consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee." 85 Fed. Reg. 30373. This sample policy uses the *preponderance of evidence* standard of proof, not the *clear and convincing evidence* standard of proof. *Preponderance of evidence* is a standard of proof used in civil cases. It means "the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force." See *Black's Law Dictionary, 11th ed. 2019*. *Preponderance of evidence* is the standard of proof used in sample policy 2:260, *Uniform Grievance Procedure*. *Clear and convincing* is a higher standard of proof, requiring more than *preponderance of evidence* but less than proof beyond a reasonable doubt. It means "evidence indicating that the thing to be proved is highly probable or reasonably certain." See *Black's Law Dictionary, 11th ed. 2019*. **Consult the board attorney regarding the appropriate standard of proof for the district, as well as implications if a different standard of proof is used in this policy than in 2:260, *Uniform Grievance Procedure*.** For boards that choose the *clear and convincing evidence* standard of proof, delete "~~*preponderance of*~~" and insert "*clear and convincing*." Ensure the same standard of proof is used in 2:265-AP2, *Formal Title IX Complaint Grievance Process*.

[27] Examples of legally recognized privileges include attorney-client privilege, doctor-patient privilege, and spousal privilege. See 85 Fed. Reg. 30277.

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student behavior policies.[28] Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law. [29]

Retaliation Prohibited [30]

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*. [31]

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

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[28] See sample policies 7:190, *Student Behavior*, and 7:230, *Misconduct by Students with Disabilities*. See also sample policies 7:200, *Suspension Procedures*, and 7:210, *Expulsion Procedures*, for due process requirements when student suspension or expulsion is recommended following a determination of responsibility for Title IX sexual harassment.

[29] Examples of rights the district or parties may exercise ancillary to this Title IX grievance procedure include, but are not limited to: disciplinary processes for suspensions and expulsions of students under 105 ILCS 5/10-22.6; tenured teacher dismissal proceedings under 105 ILCS 5/24-12; any other pre-termination process required by an applicable collective bargaining agreement, employment policy or procedure, or employment contract; and student appeal of a sex equity grievance decision under 23 Ill. Admin. Code §200.40 (see sample policy 7:10, *Equal Educational Opportunities*).

[30] 34 C.F.R. §106.71.

[31] Retaliation complaints must be processed under sample policy 2:260, *Uniform Grievance Procedure*, because they are covered under the district's grievance procedure for resolving non-sexual harassment Title IX complaints. See 34 C.F.R. §106.8(c). Title IX sexual harassment regulations state that "[c]omplaints alleging retaliation may be filed according to the grievance procedures for sex discrimination required to be adopted under §106.8(c)." 34 C.F.R. §106.71.

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Board of Education

Title IX Grievance Procedure

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

Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).

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

Definitions from 34 C.F.R. §106.30

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

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

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator**7** alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

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

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

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Title IX Sexual Harassment Prevention and Response

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

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

Making a Report

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

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

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

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Processing and Reviewing a Report or Complaint

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

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure;* 5:20, *Workplace Harassment Prohibited;* 5:90, *Abused and Neglected Child Reporting;* 5:120,

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Employee Ethics; Code of Professional Conduct; and Conflict of Interest; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, Student Behavior, to determine if the allegations in the report require further action.

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

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

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10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

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

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

Retaliation Prohibited

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

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

ADOPTED: October 22, 2020

REVISED: June 20, 2024

CURRENT

Operational Services

Identity Protection [1]

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to: [2]

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] **Consult the board attorney before adoption of this policy**. Districts may choose to provide or implement more protections than the statutory requirements outlined in this sample policy. While the laws that apply to this policy govern current management of sensitive information, best practices may outpace the law's ability to keep up. See also f/n 19 to sample policy 2:250, *Access to District Public Records*, detailing the preservation requirements of the Local Records Act (50 ILCS 205/3), the Family Educational Rights and Privacy Act (20 U.S.C. §1232g), and the Ill. School Student Records Act (105 ILCS 10/), and litigation holds or document preservation requirements pursuant to Federal Rules of Civil Procedure (Rules 16 and 26).

The Identity Protection Act (IPA) (5 ILCS 179/) requires that this subject matter be covered in policy and controls its content. 5 ILCS 179/35. The Act places greater limits on the use of social security numbers (SSNs) than federal law. The IPA defines *identity-protection policy* as "any policy created to protect social security numbers from unauthorized disclosure." (*Social security number* is not capitalized in the IPA). 5 ILCS 179/5. Much of a district's collection, storage, use, and disclosure of SSNs applies to employee records only. But limited exceptions may exist where a school district may need to ask students or their parents/guardians to provide SSNs, and any collection and retention of students' SSNs must also be in accordance with this policy.

Another State law, the Personal Information Protection Act (PIPA) (815 ILCS 530/) requires *data collectors of personal information* to provide certain notice to Illinois residents, and in certain cases, the Ill. Attorney General, when the collector's system data is breached. 815 ILCS 530/10. Under PIPA, *data collector* is broadly defined to include government agencies and any entities that deal with nonpublic *personal information*. *Personal information* is defined as: (1) an individual's first name or first initial combined with an SSN, driver's license number or State identification card number, financial account information (including without limitation, credit or debit card numbers), medical or health insurance information or biometric data; or (2) a username or email address in combination with a password or security question and answer that would permit access to an online account. Id. at 530/5. Depending on whether the *data collector* owns or merely maintains or stores the information, additional notification requirements will also apply. Finally, PIPA requires *units of local governments* to dispose of personal information so that it may not be read or reconstructed. Id. at 530/40. It is unclear whether Section 530/40 applies to school districts because PIPA does not specifically identify school districts as *units of local governments* (Ill. Constitution Article VII, Sec. 1). However, the Ill. State Board of Education (ISBE) considers PIPA to apply to the handling of personally identifiable information under grant awards. See the ISBE *Checklist for Protection of Personally Identifiable Information Review*, referenced in f/n 9, below. **Consult the board attorney for advice on the applicability of PIPA's various mandates to your district**. See f/n 4, below for more information about options to include PIPA requirements in this sample policy.

The U.S. Cybersecurity & Infrastructure Security Agency (CISA) recommends that K-12 districts have an *incident response plan* (IRP) that details what a district needs to do before, during, and after an actual or potential security incident. See www.cisa.gov/online-toolkit-partnering-safeguard-k-12-organizations-cybersecurity-threats. In the case of a data breach, it is critical for a district to have an IRP in place that is customized to local conditions and to practice the plan. Having an IRP may also be required for cyber liability insurance coverage. For resources and templates, see https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-61r2.pdf, www.ltcillinois.org/resources/k12-incident-response-plan-template-security-studio, https://studentprivacy.ed.gov/resources/data-breach-scenario-trainings, and www.k12six.org/essentials-series.

[2] The list of goals is optional; it may be deleted, augmented, or otherwise amended.

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The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following: [3] [4]

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose. [5]
5. All employees must be advised of this policy's existence, and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request. [6]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[3] The IPA requires items #1-4 to be covered in a policy. 5 ILCS 179/35(a).

[4] For boards that want to include PIPA mandates in this Policy, insert the following option after the IPA items #1-4, or if the board includes items #5 and #6 (discussed in f/n 6, below), after items #1-6, and add "815 ILCS 530/, Personal Information Protection Act" to the Legal References:

> The Superintendent is also responsible for ensuring the District complies with the Personal Information Protection Act, 815 ILCS 530/. Compliance measures shall include each of the following:
>
> 1. Written or electronic notification to an individual and, if applicable, the owner of the information, as required by 815 ILCS 530/10 whenever his or her personal information was acquired by an unauthorized person; *personal information* means either:
>   a. An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or
>   b. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.
> 2. Notification to the Ill. Attorney General as required by 815 ILCS 530/10, if a single breach of the security system requires the District to notify more than 500 Illinois residents.
> 3. Cooperation with the owner of the information in matters relating to the breach, if applicable, as required by 815 ILCS 530/10.
> 4. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; personal information has the meaning stated in #1, above.

[5] See sample exhibit 4:15-E2, *Statement of Purpose for Collection of Social Security Numbers*.

[6] Items #5 and #6 are not required to be in policy but districts are required to perform the described action(s). 5 ILCS 179/35(b). These compliance measures are covered in sample administrative procedure 4:15-AP1, *Protecting the Privacy of Social Security Numbers*.

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6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee. [7]

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent.[8] This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Treatment of Personally Identifiable Information Under Grant Awards [9]

The Superintendent ensures that the District takes reasonable cybersecurity and other measures to safeguard information including: (1) *protected personally identifiable information*,[10] (2) other types of information that a federal ~~awarding~~ agency, pass-through ~~agency~~ entity, or State awarding agency designates as sensitive, such as *personally identifiable information* (PII)[11] and (3) information that the

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[7] Optional. See f/n 6 above.

[8] This sentence is optional. Its intent is to inform employees of the need to have proper authority before collecting, storing, using, or disclosing SSNs. A board may attach a sanction to the paragraph by adding the following option:

> An employee who has substantially breached the confidentiality of social security numbers may be subject to disciplinary action or sanctions up to and including dismissal in accordance with District policy and procedures.

[9] While the federal regulations on procurement standards in 2 C.F.R. Part 200 do not specifically require a written policy on the treatment of *personally identifiable information* (PII) under grant-funded programs, the Ill. State Board of Education's (ISBE's) *Checklist for Protection of Personally Identifiable Information Review* (ISBE Checklist), at www.isbe.net/Pages/Federal-and-State-Monitoring.aspx, requires an approved policy or policies related to the identification, handling, storage, access, disposal, and overall protection of PII as evidence of legal compliance with the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) and federal regulations. At the time of **PRESS** Issue 118's publication (Apr. 2025), ISBE had not updated this Checklist with the 2024 revisions to the definitions of PII and *protected personally identifiable information* (Protected PII) at 2 C.F.R. §200.1. The ISBE Checklist is specific to PII handled by districts in connection with their administration of grants. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 apply to eligible State grants through the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). This sample policy and accompanying sample administrative procedure 4:15-AP2, *Treatment of Personally Identifiable Information Under Grant Awards*, are designed to help districts meet the standard set forth in 2 C.F.R. §200.303(e) and the documentation items on the ISBE Checklist.

[10] ~~*Protected personally identifiable information* (~~Protected PII~~)~~ means ~~an individual's first name or first initial and last name in combination with any one or more types~~ PII (see definition at f/n 11), except for certain types of PII that must be disclosed by law. 2024 revisions to 2 C.F.R. Part 200 eliminated examples of Protected PII and instead only list examples of PII within the definition of Protected PII at 2 C.F.R. §200.1, which may indicate broadening of the definition of Protected PII. See 89 Fed. Reg. 79732. ~~of information, including~~Before the 2024 revisions, examples of Protected PII contained in the regulation included, but were not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal records, medical records, financial records, and~~or~~ educational transcripts. ~~Protected PII does not include *personally identifiable information* (PII) that is required by law to be disclosed.~~ 2 C.F.R. §200.1. Consult the board attorney for guidance in this area. See sample administrative procedure 4:15-AP2, *Treatment of Personally Identifiable Information Under Grant Awards*. Protected PII is similar to, but broader than, the definition of *personal information* under PIPA.

[11] PII is a broader concept than Protected PII. Said another way, Protected PII is a subset of PII.

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District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information.[12] The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information.[13] Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.: 2 C.F.R. §200.303(e).
5 ILCS 179/, Identity Protection Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 205/3, Local Records Act.
105 ILCS 10/, Illinois School Student Records Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

PII means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some ~~information that is considered to be~~ PII is available in public sources such as telephone books and ~~public~~ websites~~, and it is considered to be Public PII. Public PII includes, for example, first and last name, address, work telephone number, email address, home telephone number, and general educational credentials.~~ This was previously defined as *public personally identifiable information* (Public PII), but 2024 revisions to 2 C.F.R. Part 200 have deleted Public PII as a definition. The definition of PII is not ~~anchored~~ attached to any single category of information or technology. ~~Rather~~Instead, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that~~, when combined with other available information,~~ could be used to identify an individual when combined with other available information. 2 C.F.R. §200.1.

In addition to 2 C.F.R. §200.303(e), depending upon the type of record being created or used in connection with a grant-funded program, multiple laws may govern the treatment of ~~*personally identifiable information* (~~PII~~)~~ under a grant, including the IPA (5 ILCS 179/), PIPA (815 ILCS 530/), Family Educational Rights and Privacy Act, (20 U.S.C. §1232g), Ill. School Student Records Act (105 ILCS 10/), Student Online Personal Protection Act, (105 ILCS 85/), Personnel Record Review Act (820 ILCS 40/), and Local Records Act (50 ILCS 205/3).

[12] See sample administrative procedure 4:15-AP2, *Treatment of Personally Identifiable Information Under Grant Awards*.

[13] The ISBE Checklist requires districts to maintain documentation of training of all employees/contractors on the handling of PII, including evidence of the date(s) of the training and attendance/completion of the training. See www.isbe.net/Pages/Federal-and-State-Monitoring.aspx. Because many individuals in a district can be involved in day-to-day administration of activities supported by a federal or State grant, best practice is to regularly train all employees on the safeguarding of such sensitive information, e.g., upon hire and then annually or semi-annually.

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Operational Services

Identity Protection

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

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

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

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise affordable by law.

Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) *protected personally identifiable information*, (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

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The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information. Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.: 2 C.F.R. §200.303(e).
5 ILCS 179/, Identity Protection Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 205/3, Local Records Act.
105 ILCS 10/, Illinois School Student Records Act.

CROSS REF.: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADOPTED: April 21, 2011

REVISED: September 19, 2024

CURRENT

Operational Services

Accounting and Audits [1]

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit [2]

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report [3]

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. A board policy or resolution is required concerning revolving funds and petty cash. 23 Ill.Admin.Code §100.70. This policy is intended to facilitate the board's fiscal oversight role. The last sentence of the first paragraph should be modified to align with local conditions. ~~The *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing* at 23 Ill.Admin.Code Part 100 replaced 23 Ill.Admin.Code Part 110, *Program Accounting Manual* and 23 Ill.Admin.Code Part 125, *Student Activity Funds and Convenience Accounts*.~~

[2] Audit requirements are found in 105 ILCS 5/3-7 and 5/3-15.1, and 23 Ill.Admin.Code §100.110. The federal Single Audit Act adds audit requirements for federal programs. 31 U.S.C. §7501 et seq. Grant Accountability Transparency Act (GATA) (30 ILCS 708/) rules also require districts that receive federal pass-through and State-issued awards to have a financial statement audit conducted in accordance with 23 Ill.Admin.Code §100.110, regardless of the amount of award expenditures. 44 Ill.Admin.Code §7000.90(c)(3). See f/n 5, below, for additional information regarding GATA.

For districts in suburban Cook County, replace "Regional Superintendent of Schools" with "appropriate Intermediate Service Center Executive Director."

The following optional sentence establishes an audit committee: "The Board will annually establish an audit committee to help the Board select an external auditor, confer with the auditor regarding the audit's scope, and oversee the audit process." **Note:** All board committees are subject to the Open Meetings Act (5 ILCS 120/).

The following optional sentence establishes a competitive process for selecting the external auditor; it prevents a long-term relationship with an auditor and reduces the possibility of audits being too routine or friendly: "The Board will annually advertise a request for proposals to perform the external audit." Substitute "periodically" for "annually" if desired.

[3] Requirements for the annual financial report are found in 105 ILCS 5/2-3.27 and 5/3-15.1; 23 Ill.Admin.Code §100.100. The last sentence of this section should be modified to align with local conditions.

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Inventories [4]

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. §200.313, if applicable.[5] The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law. [6]

Capitalization Threshold [7]

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of $~~5~~10,000 and have an estimated useful life greater than one year.

Disposition of District Property [8]

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[4] The content of inventory records is at the district's discretion, with the exception of supplies and equipment that are governed by 2 C.F.R. §200.313. See f/n 5, below.

[5] 2 C.F.R. §200.313. The uniform federal rules that govern federal grant awards in 2 C.F.R. Part 200 apply to State-issued awards through the Grant Accountability Transparency Act (GATA) (30 ILCS 708/), unless exempted in whole or in part by the Governor's Office of Management of Budget. 30 ILCS 708/55. See www.isbe.net/gata for further information about the scope of GATA's application to federal awards and State-funded grant programs administered by the Ill. State Board of Education (ISBE). See sample administrative procedure 4:80-AP3, *Inventory Management for Federal and State Awards*. ISBE guidance is available at: www.isbe.net/Documents/fiscal_procedure_handbk.pdf and www.isbe.net/Pages/Federal-and-State-Monitoring.aspx.

[6] Id. In connection with ISBE's grant monitoring function, ISBE published a *Checklist for Equipment and Inventory Review* which requires an approved policy (or procedure) related to the management of equipment at:
www.isbe.net/Pages/Federal-and-State-Monitoring.aspx. At the time of **PRESS** Issue 118's publication (Apr.2025), ISBE had not updated its Checklist to incorporate 2024 amendments made to 2 C.F.R. Part 200, including the increase in the capitalization threshold from $5,000 to $10,000.

[7] Optional. 23 Ill.Admin.Code §100.60 requires school boards to adopt a capitalization threshold, which can be done through policy. The capitalization threshold is a dollar figure above which the cost of an item will be included on financial statements and depreciated. A minimum threshold of $~~5~~10,000, or a lesser amount established by the board, and useful life greater than one year complies with the definition of *equipment* under federal grant rules. 2 C.F.R. §§200.1 and 200.313(e). ~~, but may be adjusted, and/or M~~multiple thresholds can be established~~,~~ for different categories of capital assets. Id. ~~2 C.F.R. §§200.1 and 200.313(e).~~ The Government Accounting Standards Board (GASB) Statement No. 34 at para. 115(e) states that a government should disclose its policy "for capitalizing assets and for estimating the useful lives of those assets." See GASB Statement 34 and Implementation Guide No. 2015-1 ~~*Guide to Implementation of GASB Statement 34 on Basic Financial Statements* (p.28),~~ both available at: www.gasb.org. District auditors may require or recommend a district have a more comprehensive capitalization policy and/or procedure. Such an accounting policy or procedure should be developed in consultation with the district's accounting professional(s) and tailored to reflect local conditions.

[8] The requirements in this section are specified in 105 ILCS 5/5-22 (allowing property constructed or renovated by students as part of a curricular program to be sold through the services of a licensed real estate broker subject to certain requirements), 5/10-22.8 (sale of personal property); and 2 C.F.R. §200.313(e) and (f) for federal awards and State awards governed by GATA. See f/n 5, above, regarding grant award requirements. A board that desires to act on the disposition of property having *any* value should use the following alternative to this section's last sentence: "Notwithstanding the above, the Superintendent or designee may unilaterally dispose of worthless personal property."

The recipient (through either sale or donation) of any discarded school bus must immediately: (1) remove, cover, or conceal the "SCHOOL BUS" signs and any other insignia or words indicating the vehicle is a school bus; (2) render inoperable or remove entirely the stop signal arm and flashing signal system; and (3) paint the school bus a different color from those under 625 ILCS 5/12-801. 625 ILCS 5/12-806(b).

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is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition and, when permitted by the terms and conditions of the award, the retention of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits [9]

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash [10]

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of $1,000. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks [11]

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School

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[9] The intent of this optional section is twofold: (1) to control personal use of district property and equipment; and (2) to ensure compliance with IRS rules. As to the first point, allowing personal use of district property or equipment is arguably prohibited by the Ill. Constitution, Art. VIII, Sec. 1 which states: "Public funds, property or credit shall be used only for public purposes." As to the second point, any fringe benefit an employer provides is taxable and must be included in the recipient's pay unless the law specifically excludes it. See Publication 15-B (2025~~2019~~), *Employer's Tax Guide to Fringe Benefits*, at: www.irs.gov/pub/irs-pdf/p15b.pdf.

[10] 105 ILCS 5/10-20.19(2); 23 Ill.Admin.Code §100.70. This paragraph's contents are mandatory, except for the $1,000 cap on the maximum balance of revolving funds. The cap amount may be changed or the following alternative used: "Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget."

The School Code defines petty cash as a type of revolving fund. Id. It and other revolving funds carry a standard balance and are regularly reimbursed to maintain the standard balance amount (generally referred to as an *imprest system* of financial accounting). In practice, petty cash is paid out of a *de minimis* cash amount maintained by a fund custodian. Disbursement from a revolving fund other than petty cash is typically made against an imprest checking account, by an authorized signor who is readily available in the district, e.g., a superintendent or building principal. The authorized signor manages the revolving fund and requests the board to reimburse the fund for expenses incurred to bring the imprest account back to its standard balance.

[11] This section is largely up to the local board's discretion; additional controls may be added. The following alternative to the second sentence will mandate two signatories for checks:

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District must be signed by either the Treasurer or Board President, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

Internal Controls [12]

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud,

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Two of the following individuals: the Treasurer, Board President, and/or Board Vice -President, shall sign all checks issued by the School District, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

See sample policy 4:90, *Student Activity and Fiduciary Funds*, for more information about a board's responsibilities for *student activity funds* and *fiduciary funds*. A board must comply with State law requirements concerning the use of facsimile or electronic signatures on checks. The Secretary of State, Index Department, maintains certified manual signatures of officers authorized to sign checks. Uniform Facsimile Signature of Public Officials Act, 30 ILCS 320/. Electronic records and signatures are governed by the Uniform Electronic Transactions Act. 815 ILCS 333/. Attorneys disagree about the applicability of these laws to school districts.

12 This section is largely up to the local board's discretion. The annual audit must include a "review and testing of the internal control structure." 23 Ill.Admin.Code §100.110. This review's limited scope means that boards should not rely on it to reveal uncontrolled financial risks. The board's responsibility is to establish policy to safeguard the district's financial condition. Indeed, the oath of office includes this promise: "I shall respect taxpayer interests by serving as a faithful protector of the school district's assets." In this sample policy, the board sets the control objectives and the superintendent is responsible for developing an internal controls system. In addition, ISBE has issued guidance on internal controls pursuant to its administration of the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/. See ISBE's *State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures*, at: www.isbe.net/Documents/fiscal_procedure_handbk.pdf, which states that "to establish a strong control environment, grantees must…[d]esign internal controls that are in compliance with guidance in *Standards for Internal Control in the Federal Government* issued by the Comptroller General of the United States" (a free resource, available at: www.gao.gov/assets/670/665712.pdf) or the *Internal Control Integrated Framework* issued by the Committee of Sponsoring Organizations of the Treadway Commission (a fee-based resource, available at: www.coso.org/guidance-on-ic). Boards that wish to take a larger oversight role regarding internal controls may list the numbered sentences in the IASB sample administrative procedure 4:80-AP1, *Checklist for Internal Controls*, as required inclusions in the superintendent's program for internal controls. This alternative, for insertion at the end of this section's first paragraph, follows:

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

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waste, and abuse,[13] as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third party to audit internal controls in addition to the annual audit.

LEGAL REF.: 2 C.F.R. §200 et seq.
30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Admin.Code 7000 et seq.
105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[13] Unless specifically exempted, grantees receiving funds from any State agency, including ISBE, must comply with GATA and annually complete a *Fiscal and Administrative Internal Controls Questionnaire* (ICQ). The ICQ covers a number of different topics related to internal controls. Districts that are identified as having one or more areas of elevated risk based on their answers to the ICQ, are required to develop and implement corrective action to address the area(s). Districts that fail to take necessary corrective action to address weak areas of internal control put their grant funding at risk. One of the sections of the ICQ may address a grantee's internal controls for fraud, waste, and abuse, including whether the grantee has a *fraud awareness program*. See sample administrative procedures 4:80-AP1, *Checklist for Internal Controls*, and 4:80-AP2, *Fraud, Waste, and Abuse Awareness Program*, which incorporate ISBE-recommended practices related to fraud, waste, and abuse.

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Operational Services

Accounting and Audits

The District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing,* as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent or designee shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent or designee shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. §200.313, if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of $5,000 and have an estimated useful life greater than one year.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school sites, buildings, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

CURRENT

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of $1,000. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the District must be signed by either the Treasurer or Superintendent, except for checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; The Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.: 2 C.F.R. §200 et seq.
30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill. Admin. Code 7000 et seq.
105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8 and 5/17-1 et seq.
23 Ill. Admin. Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

ADOPTED: May 17, 2001

REVISED: September 19, 2024

CURRENT

General Personnel

Equal Employment Opportunity and Minority Recruitment [1]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] Federal and State law (see the policy's Legal References) require that all districts have a policy on equal employment opportunities and control this policy's content. **This is a complex, confusing, and highly litigated area of the law; consult the board attorney for advice on the application of these laws to specific situations.**

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The School District shall provide equal employment opportunities[2] to all persons regardless of their race;[3] color; creed; religion;[4] national origin; sex;[5] sexual orientation;[6] age;[7] ancestry; marital status;[8]

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[2] *Equal employment opportunities* apply to virtually all terms and conditions of employment, e.g., discharge, hire, promotion, pay, demotion, and benefits (see the policy's Legal References). The Ill. Constitution protects the following categories from discrimination in employment: race, color, creed, national ancestry, sex, and handicap. Art. I, §§17, 18, and 19. The Ill. Human Rights Act (IHRA) protects the following categories from discrimination in employment, whether *actual* or *perceived*: race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, order of protection status, sexual orientation, pregnancy, reproductive health decisions, unfavorable discharge from military service, arrest record, conviction record (unless authorized by law), citizenship status, work authorization status. 775 ILCS 5/1-102(A), amended by P.A.~~s 102-233, and~~ 103-785~~, eff. 1-1-25~~; 5/1-103, amended by P.A.~~s 102-419, and 102-1102 and~~ 103-785~~, eff. 1-1-25~~; and 775 ILCS 5/2-103.1. The IHRA also prohibits employers from using artificial intelligence (AI) in a manner that subjects employees to unlawful discrimination, and it requires employers to provide notice to employees when it uses AI with respect to recruitment, hiring, promotion, renewal of employment, selection for training, discharge, discipline, tenure, or the terms, privileges, or conditions of employment. 775 ILCS 5/2-102(L), added by P.A. 103-804, eff. 1-1-26.~~ For resources on the use of AI in employment decisions, see www.eeoc.gov/ai.~~

The IHRA requires employers to annually disclose to the Ill. Dept. of Human Rights (IDHR) certain information about adverse judgments and administrative rulings where there was a finding of sexual harassment or unlawful discrimination under any federal, State, or local law, as well as data regarding settlement agreements, if requested by an IDHR investigator. 775 ILCS 5/2-108 (scheduled to be repealed on 1-1-30).

Title VII of the Civil Rights Act of 1964 (Title VII) prohibits discrimination because of an individual's race, color, religion, sex, or national origin. 42 U.S.C. §2000e et seq., amended by The Lilly Ledbetter Fair Pay Act of 2009 (LLFPA), Pub.L. 111-2.

Under the Workplace Transparency Act ~~(WTA)~~ (820 ILCS 96/), employers may not, as a condition of employment or continued employment, prevent prospective or current employees from making truthful statements or disclosures about alleged unlawful employment practices, including discrimination. Id. at 96/1-25.

The LLFPA clarifies that a discriminatory compensation decision or other practice occurs each time an employee is paid or receives a last benefits check pursuant to the discriminatory compensation decision as opposed to only from the time when the discriminatory compensation decision or other practice occurred. The ~~Act~~LLFPA has no legislative history available to define what the phrase *or other practice* might mean beyond a discriminatory compensation decision; however, in a guidance document, the U.S. Equal Employment Opportunity Commission (EEOC) states that practices "may include employer decisions about base pay or wages, job classifications, career ladder or other noncompetitive promotion denials, tenure denials, and failure to respond to requests for raises." See *Equal Pay Act of 1963 and Lilly Ledbetter Fair Pay Act of 2009* (2014), at: www.eeoc.gov/laws/guidance/equal-pay-act-1963-and-lilly-ledbetter-fair-pay-act-2009.

The Ill. Equal Pay Act of 2003 (EPA) offers additional protection by prohibiting the payment of wages to one sex less than the opposite sex or to an African-American less than a non-African-American *for the same or substantially similar work*. 820 ILCS 112/. The Ill. Dept. of Labor (IDOL) enforces the EPA. The EPA also prohibits employers from requesting or requiring applicants to disclose wage or salary history as a condition of being considered for employment or as a condition of employment. Id. at 112/10(b-5). If an applicant voluntarily offers such information without prompting, an employer still cannot use that information in making an offer or determining future pay. See sample administrative procedure 5:30-AP1, *Interview Questions*, for sample permissible inquiries on this topic. Employers may seek wage or salary history from an applicant's current or former employer if that information is a matter of public record under the Freedom of Information Act (FOIA); however, districts that wish to undertake such searches should exercise caution; the fact a district seeks out publicly available wage information could still be used against it in a pay discrimination claim. Id. at 112/10(b-10). Consult the board attorney for further guidance.

While not exhaustive, other laws protecting these and additional classifications are named in subsequent footnotes.

[3] The IHRA defines race to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. 775 ILCS 5/1-103(M-5)~~, added by P.A. 102-1102~~. The law allows employers to implement dress codes or adopt grooming policies that include restrictions on attire, clothing, or facial hair to maintain workplace safety or food sanitation. 775 ILCS 5/2-102(E-5). Title VII does not have a definition of race, but EEOC guidance provides that "[r]ace discrimination includes discrimination on the basis of ancestry or physical or cultural characteristics associated with a certain race, such as skin color, hair texture or styles, or certain facial features." See the EEOC's *Questions and Answers about Race and Color Discrimination in Employment*, at: www.eeoc.gov/laws/guidance/questions-and-answers-about-race-and-color-discrimination-employment.

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4 775 ILCS 5/2-102 of the IHRA~~, amended by P.A. 102-233,~~ contains a *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. Id.

Regarding accommodation of an employee's religious practice under Title VII~~EEOA~~, the U.S. Supreme Court held in the case Groff v. DeJoy, 600 U.S. 447 (2023), that *undue hardship* means a burden that is "substantial in the overall context of an employer's business", rather than a mere *de minimis* standard. Id. at 468. In addition to the IHRA and Title VII (also discussed in f/n 2), see 775 ILCS 35/, Religious Freedom Restoration Act.

5 Discrimination on the basis of sex under Title VII includes discrimination on the basis of sexual orientation or transgender status. Bostock v. Clayton Cnty., 140 S.Ct. 1731 (2020); Hively v. Ivy Tech, 853 F.3d 339 (7th Cir. 2017). In addition to the IHRA and Title VII (discussed in f/n 2), see Title IX of the Education Amendments of 1972 (Title IX). 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106. See sample policy 2:265, *Title IX Grievance Procedure*. The federal Equal Pay Act prohibits an employer from paying persons of one sex less than the wage paid to persons of the opposite sex for equal work. 29 U.S.C. §206(d). See f/n 2 above for more information on State equal pay protections, including on the basis of sex. The LLFPA defines *date of underpayment* as each time wages are underpaid. Employees have one year from the time they become aware of the underpayment to file a complaint with the IDOL. 820 ILCS 112/15(b).

6 *Sexual orientation* means actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity; it does not include a physical or sexual attraction to a minor by an adult. 775 ILCS 5/1-103(O-1).

7 Age Discrimination in Employment Act (ADEA) (29 U.S.C. §621 et seq.), amended by LLFPA (see f/n 2). 29 C.F.R. Part 1625, amended the EEOC regulations under ADEA to reflect the U.S. Supreme Court's decision in General Dynamic Systems, Inc. v. Cline, 540 U.S. 581 (2004), holding the ADEA permits employers to favor older workers because of age. Thus, favoring an older person over a younger person is not unlawful discrimination, even when the younger person is at least 40 years old.

8 105 ILCS 5/10-22.4 and 775 ILCS 5/1-103(Q). The term *marital status* means an individual's legal status of being married, single, separated, divorced, or widowed. 775 ILCS 5/1-103(J). This statutory definition does not encompass the identity of one's spouse. Thus, school districts may adopt no-spouse policies. Boaden v. Dept. of Law Enforcement, 171 Ill.2d 230 (Ill. 1996).

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arrest record;[9] military status; order of protection status;[10] unfavorable military discharge;[11] citizenship status provided the individual is authorized to work in the United States;[12] work authorization status;[13] use of lawful products while not at work;[14] being a victim of domestic violence, sexual violence, gender

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[9] Districts may not make employment decisions on the basis of arrest history, but may use job-disqualifying criminal convictions provided specific conditions are met. 775 ILCS 5/2-103 and 5/2-103.1. See f/n 21, below. The Job Opportunities for Qualified Applicants Act, 820 ILCS 75/15, prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. School employers should limit their requests for criminal convictions to *job-disqualifying* convictions, as permitted by the IHRA. 775 ILCS 5/2-103.1. See also the IDHR's guidance, *Conviction Record Protection – Frequently Asked Questions*, at: https://dhr.illinois.gov/conviction-record-protection-frequently-asked-questions.html and the EEOC's guidance, *Consideration of Arrest and Conviction Records in Employment Decisions* (2012), at: www.eeoc.gov/laws/guidance/arrest_conviction.cfm.

[10] 775 ILCS 5/1-103(Q). The term *order of protection status* means a person protected under an order of protection issued pursuant to the Ill. Domestic Violence Act of 1986 (750 ILCS 60/), Article 112A of the Code of Criminal Procedure of 1963 (725 ILCS 5/112A-1.5), the Stalking No Contact Order Act (740 ILCS 21/), the Civil No Contact Order Act (740 ILCS 22/), or an order of protection issued by a court of another state. 775 ILCS 5/1-103(K-5).

[11] *Military status* means a person's status on active duty or in status as a veteran in the U.S. Armed Forces, veteran of any reserve component of U.S. Armed Forces, or current member or veteran of the Ill. Army National Guard or Ill. Air National Guard. 775 ILCS 5/1-103(J-1). *Unfavorable military discharge* does not include those characterized as RE-4 or *dishonorable*. 775 ILCS 5/1-103(P). The Uniformed Services Employment and Reemployment Rights Act of 1994 prohibits employers from discriminating or retaliating against any person for reasons related to past, present, or future service in a *uniformed service*. 38 U.S.C. §4301 et seq.

[12] 775 ILCS 5/1-102(C). According to the Immigration Reform and Control Act of 1986, all employers must verify that employees are either U.S. citizens or authorized to work in the U.S. 8 U.S.C. §1324(a) et seq.

[13] 775 ILCS 5/2-102(A)~~, amended by P.A. 102-233~~. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L)~~, added by P.A. 102-233~~. Under the IHRA, it is a civil rights violation for an employer to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G)~~, amended by P.A. 102-233~~; 775 ILCS 5/2-104(D)~~, added by P.A. 102-233~~.

[14] The Right to Privacy in the Workplace Act prohibits discrimination based on use of lawful products, e.g., alcohol, cannabis, and tobacco, off premises during non-working hours. 820 ILCS 55/5.

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violence, or any other crime of violence;[15] genetic information;[16] physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation;[17] pregnancy, childbirth, or related medical conditions;[18] reproductive health decisions;[19] credit history, unless a satisfactory credit history is an established bona fide occupational

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[15] 820 ILCS 180/30~~, amended by P.A.s 102-487 and 102-890~~, Victims' Economic Security and Safety Act (VESSA). *Gender violence* means: (1) one or more acts of violence or aggression that are a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. 820 ILCS 180/10(12.5). In certain circumstances, an employer can be held liable for gender-related violence that occurs in the workplace if the employer failed to investigate complaints or failed to supervise, train, or monitor an employee who engaged in the violence. 740 ILCS 82/11, added by P.A. 103-202, Gender Violence Act. *Other crime of violence* under VESSA means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence), or similar provision of the Criminal Code of 1961. 820 ILCS 180/10(2.5)~~, added by P.A. 102-487~~.

An employer is prohibited from discriminating against any individual, e.g., an applicant for employment, because he or she "is an employee whose employer is subject to Section 21 of the Workplace Violence Prevention Act." The Workplace Violence Prevention Act allows an employer to seek a *workplace protection restraining order* when there is a credible threat of violence at the workplace. 820 ILCS 275/. The law requires the employer seeking a *workplace protection restraining order* to notify the employee who is a victim of *unlawful violence*. 820 ILCS 275/21.

[16] Illinois' Genetic Information Privacy Act (GIPA) (410 ILCS 513/25) and Title II of Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff et seq.). Both laws protect job applicants and current and former employees from discrimination based on their genetic information. Note that GIPA provides greater protections to Illinois employees than Title II of GINA. GIPA prohibits employers from penalizing employees who do not disclose genetic information or do not choose to participate in a program requiring disclosure of the employee's genetic information. See f/n 12 in sample policy 2:260, *Uniform Grievance Procedure*, for the definition of genetic information and a detailed description of both statutes, including of Title I of GINA affecting the use of genetic information in health insurance. The EEOC vacated certain 2016 ADA and GINA wellness program regulations following an adverse court ruling. 83 Fed. Reg. 65296. Those rules provided guidance to employers on the extent to which they could use incentives (such as discounted health plan costs) to encourage employees to participate in wellness programs that asked for employee and family health information. Consult the board attorney for guidance regarding specific application of ADA and GINA and how they integrate with other related laws, e.g., the Family Medical Leave Act and other State laws governing time off for sickness and workers' compensation.

[17] Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 et seq.), amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) (Pub. L. 110-325) and modified by the LLFPA; Rehabilitation Act of 1973 (29 U.S.C. §701 et seq.).

[18] 775 ILCS 5/2-102(I). Employers must provide reasonable accommodations to employees with conditions related to pregnancy, childbirth, or related conditions. 775 ILCS 5/2-102(J). Guidance from the IDHR is available at: https://dhr.illinois.gov/publications/pregnancy-rights.html. Employers are required to post a notice summarizing the right to be free from unlawful discrimination and the right to certain reasonable accommodations. 775 ILCS 5/2-102(K). The IDHR is required to prepare such a notice, retrievable from its website, which employers may use.

Federal law also prohibits employers from discriminating against employees and applicants on the basis of pregnancy, childbirth, or related medical conditions. 42 U.S.C. §2000e(k). Similar to the IHRA, the federal Pregnant Workers Fairness Act (PWFA) (42 U.S.C. §2000gg et seq.), added by Pub.L 117-328 and implemented by 29 C.F.R. Part 1636, requires employers to provide reasonable accommodations to an employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship. For further information about implementation of the PWFA, see the EEOC's *Summary of Key Provisions of EEOC's Final Rule to Implement the PWFA*, at: www.eeoc.gov/summary-key-provisions-eeocs-final-rule-implement-pregnant-workers-fairness-act-pwfa. Pregnant workers with pregnancy-related impairments may also have disabilities for which they may be entitled to reasonable accommodation under the ADA. Guidance from the EEOC is available at: www.eeoc.gov/pregnancy-discrimination. State law also prohibits the State, which includes school districts, from interfering with or discriminating against an individual's fundamental right to continue a pregnancy or to have an abortion. 775 ILCS 55/.

[19] 775 ILCS 5/1-102(A) and 5/1-103(Q), amended by P.A. 103-785~~, eff. 1-1-25~~. *Reproductive health decisions* means a person's decisions regarding their use of: contraception; fertility or sterilization care; assisted reproductive technologies; miscarriage management care; healthcare related to the continuation or termination of pregnancy; or prenatal, intranatal, or postnatal care. Id. at 5/1-103(O-2).

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requirement of a particular position;[20] conviction record, unless authorized by law;[21] family responsibilities;[22] or other legally protected categories.[23] [24] [25] [26] No one will be penalized solely for

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[20] 820 ILCS 70/, Employee Credit Privacy Act. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at $2,500 or more. Id. at 70/10.

[21] 775 ILCS 5/2-103.1(A). The IHRA prohibits an employer from *disqualifying* or taking other *adverse action* against an applicant or employee based on a *conviction record* unless: (1) otherwise authorized by law; (2) there is a *substantial relationship* between the criminal offense and the employment sought; or (3) granting the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. Id. Disqualification or adverse action includes refusal to hire, segregation, and actions with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges, or conditions of employment. Id. If a board wants to terminate or take other adverse action against a *current* district employee based in whole or in part on a conviction record, it still must comply with all applicable statutory, policy, and bargaining agreement provisions. Boards should consult the board attorney to ensure all legal obligations are met.

Districts that wish to disqualify or take other adverse action against an applicant or employee based on a conviction record must first engage them in an *interactive assessment*, providing the individual with the opportunity to submit evidence in mitigation or to dispute the accuracy of the conviction record. See sample policy 5:30, *Hiring Process and Criteria*, at f/n 5, and sample administrative procedure 5:30-AP2, *Investigations*, for more information.

[22] 775 ILCS 5/2-102(A), amended by P.A. 103-797, ~~eff. 1-1-25~~, prohibits an employer from refusing to hire, segregating, harassing, or making other employment-related decisions on the basis of an employee's family responsibilities. *Family responsibilities* means an employee's actual or perceived provision of *personal care* to a *covered family member*, as those terms are defined in the Employee Sick Leave Act, 820 ILCS 191/5.

[23] Insert the following optional sentence (775 ILCS 5/1-103(A) and 29 U.S.C. §631):

Age, as used in this policy, means the age of a person who is at least 40 years old.

[24] Insert the following optional provision (29 U.S.C. §705(10)(A)-(B), (20)(C)(v), (20)(D) and 42 U.S.C. §12114):

Handicap and *disability*, as used in this policy, excludes persons:

1. Currently using illegal drugs;
2. Having a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, are unable to perform the duties of the job; or
3. Whose current alcohol use prevents them from performing the job's duties or constitutes a direct threat to the property or safety of others.

Persons who have successfully completed or are participating in a drug rehabilitation program are considered *disabled*.

[25] Districts may not make residency in the district a condition of employment for teachers or educational support personnel. 105 ILCS 5/24-4.1, 5/10-23.5. This ban on residency requirements for teachers applies only to instructional personnel, and not, for example, to assistant principals. Owen v. Kankakee Sch. Dist., 261 Ill.App.3d 298 (3rd Dist. 1994). Districts also may not ask an applicant, or the applicant's previous employer, whether the applicant ever received, or filed a claim for, benefits under the Workers' Compensation Act or Workers' Occupational Diseases Act. 820 ILCS 55/10(a). Districts are also prohibited from requiring, requesting, or coercing an employee or potential employee to provide a user-name and password or any password or other related account information to gain or demand access to his or her personal online account. 820 ILCS 55/10(b). While the law does not prohibit employers from viewing public information, consult the board attorney before engaging in this practice.

[26] School districts must accommodate employees who choose to continue breastfeeding after returning to work. See 740 ILCS 137/, Right to Breastfeed Act; 820 ILCS 260/, Nursing Mothers in the Workplace Act (NMWA); and 29 U.S.C. §218d, added by Pub.L. 117-328. At least one court has ruled an implied private right of action may exist under the NMWA. Spriesch v. City of Chicago, 2017 WL 4864913 (N.D.Ill. 2017). See sample language for a personnel handbook in sample administrative procedure 5:10-AP, *Workplace Accommodations for Nursing Mothers*.

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his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/. [27]

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities 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*. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information. [28]

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*.~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~

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[27] 410 ILCS 130/40; 77 Ill.Admin.Code Part 946. To legally use medical cannabis, an individual must first become a *registered qualifying patient*. Their *use* of cannabis, e.g., permissible locations, is governed by the Compassionate Use of Medical Cannabis Program Act. 410 ILCS 130/. There are many situations in which no one, even a registered qualifying patient, may possess or use cannabis except as provided under *Ashley's Law* (105 ILCS 5/22-33), including in a school bus or on the grounds of any preschool, or primary or secondary school. 410 ILCS 130/30(a)(2) & (3). See sample policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*, at f/n 9 for further discussion.

[28] 775 ILCS 5/6-101, amended by P.A. 103-472. Discrimination on the basis of a request for or use of a reasonable accommodation is a civil rights violation under the IHRA. Id. Most discrimination laws prohibit retaliation against employees who oppose practices made unlawful by those laws, including, for example, Title VII, Title IX, ADA, ADEA, VESSA, the EPA, and the Ill. Whistleblower Act (IWA).

The IWA prohibits employers from retaliating against employees who disclose or threaten to disclose information to a government or law enforcement agency about an employer's activity, policy, or practice that the employee believes, in good faith: (1) violates a State or federal law, rule, or regulation, or (2) poses a substantial and specific danger to employees, public health, or safety. 740 ILCS 174/15(b), amended by P.A. 103-867~~, eff. 1-1-25~~. See 740 ILCS 174/15, 20, 20.1, and 20.2, amended by P.A. 103-867~~, eff. 1-1-25~~, for other specific categories of retaliation prohibited by the IWA.

The Ill. False Claims Act defines *State* to include school districts. 740 ILCS 175/2(a). Thus, boards may seek a penalty from a person for making a false claim for money or property. 740 ILCS 175/4. For information regarding the IWA and the tort of retaliatory discharge, see Thomas v. Guardsmark, 487 F.3d 531 (7th Cir. 2007)(discussing the elements of retaliatory discharge and IWA); Sherman v. Kraft General Foods, Inc., 272 Ill.App.3d 833 (4th Dist. 1995)(finding employee who reported asbestos hazard had a cause of action for retaliatory discharge).

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The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX. [29]

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. [30]

Nondiscrimination Coordinator: ~~31~~	**Title IX Coordinator:**
Name	Name
Address	Address
Email	Email
Telephone	Telephone

Complaint Managers:

Name	Name
Address	Address
Email	Email
Telephone	Telephone

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[29] Title IX regulations require districts to designate and authorize at least one employee to coordinate efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number. Id. See f/ns 24 and 25 in sample policy 2:260, *Uniform Grievance Procedure*. A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator. ~~The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.," insert a hard return to create a new paragraph, and insert "The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.~~

[30] ~~Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number. Id. See f/ns 22 and 23 in sample policy 2:260, *Uniform Grievance Procedure*.~~

Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

~~31 Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.~~

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The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.[32]

Minority Recruitment [33]

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

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[32] In addition to notifying employees of the Uniform Grievance Procedure, a district must notify them of the person(s) designated to coordinate the district's compliance with Title IX and the Rehabilitation Act of 1973. 34 C.F.R. §§106.8(a), 104.8(a). ~~The Nondiscrimination Coordinator may be the same individual for both this policy and sample policy 7:10, *Equal Educational Opportunities*, as well as a Complaint Manager for sample policy 2:260, *Uniform Grievance Procedure*.~~ A comprehensive faculty handbook can provide required notices, along with other important information, to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and school board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

[33] All districts must have a policy on minority recruitment. 105 ILCS 5/10-20.7a. Unlike minority recruitment efforts, affirmative action plans are subject to significant scrutiny because of the potential for reverse discrimination. The U.S. Constitution's guarantee of equal protection prohibits school districts from using racial hiring quotas without evidence of past discrimination. See 29 C.F.R. §1608.1 et seq. (EEOC's guidelines for affirmative action plans); Wygant v. Jackson Bd. of Ed., 476 U.S. 267 (1986) (The goal of remedying societal discrimination does not justify race-based layoffs.); City of Richmond v. J.A. Croson Co., 488 U.S. 469 (1989) (Minority contractor quota struck; quotas must be narrowly tailored to remedy past discrimination and the city failed to identify the need for remedial action and whether race-neutral alternatives existed.).

The IHRA states that it shall not be construed as requiring any employer to give preferential treatment or special rights based on sexual orientation or to implement affirmative action policies or programs based on sexual orientation. 775 ILCS 5/1-101.1.

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LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §218d, Fair Labor Standards Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
42 U.S.C. §2000gg et seq., Pregnant Workers Fairness Act; 29 C.F.R. Part 1636.
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 513/25, Genetic Information Privacy Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

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), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

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General Personnel

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; religion; creed; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities 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*. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinators and Complaint Managers.

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

CURRENT

Complaint Managers:

Dr. Amy MacCrindle
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6157
dgill@district158.org

Mr. Mark Altmayer
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@district158.org

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:
8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §218d, Fair Labor Standards Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
42 U.S.C. §2000gg et seq., Pregnant Workers Fairness Act; 29 C.F.R. Part 1636.
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
42 U.S.C. §12111 et seq., Americans With Disabilities Act, Title I.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.
410 ILCS 513/25, Genetic Information Privacy Act.
740 ILCS 174/, Ill. Whistleblower Act.

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775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, or National Origin Prohibited), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: May 17, 2001

REVISED: January 16, 2025

CURRENT

General Personnel

Workplace Harassment Prohibited [1]

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. Federal law requires districts to take action to prevent sexual harassment and to disseminate a policy regarding its prohibition of sex discrimination. 29 C.F.R. §1604.11(f); 34 C.F.R. §106.8(b). State law requires districts to establish a policy to prohibit sexual harassment. 5 ILCS 430/70-5(a). See f/n 4 below. Harassment based on a protected status is a form of discrimination that violates many State and federal laws (see the policy's Legal References).

Workplace harassment policies have typically focused on *sexual* harassment since it receives the most attention. However, the broad prohibitions against discrimination in State and federal civil rights laws will cover harassing conduct that is motivated by animus against any protected status. See Porter v. Erie Foods Int'l, Inc., 576 F.3d 629 (7th Cir. 2009) (recognizing a cause of action for race harassment). For a list of protected statuses, see sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. This policy prohibiting harassment has a separate section on sexual harassment because of the extensive statutory and case law regarding it.

Under the Ill. Human Rights Act (IHRA), harassment is unlawful if it has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. 775 ILCS 5/2-101(E-1). *Working environment* is not limited to a physical location to which an employee is assigned. Id. Harassment is unlawful on the basis of the specifically-listed categories in this policy whether that status is *actual* or *perceived*. Id.

An employer is liable under Title VII of the Civil Rights Act of 1964 (Title VII) for an employee's harassment of a co-worker if the employer was negligent with respect to the offensive behavior by, for example, failing to take remedial action when it knew or should have known about the harassment. 42 U.S.C. §2000e et seq. An employer is liable under the IHRA for harassment by its nonmanagerial and nonsupervisory employees if it becomes aware of the conduct and fails to take reasonable corrective measures. 775 ILCS 5/2-102(A). However, when the perpetrator is the victim's supervisor, the employer will be vicariously liable for the supervisor's actions. Lack of knowledge of a supervisor's misconduct is no defense. Burlington Indus. v. Ellerth, 524 U.S. 742 (1998); Faragher v. City of Boca Raton, 524 U.S. 775 (1998). A *supervisor* is someone who has the authority to demote, discharge, or take other negative job action against the victim. Vance v. Ball State Univ., 570 U.S. 421 (2013). Note that the IHRA (775 ILCS 5/2-102(D)) imposes strict liability on the employer when an employee has been sexually harassed by supervisory personnel regardless of whether the harasser has any authority over the complainant. Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009). Additionally, under the IHRA, an employer is liable for the harassment of *nonemployees* by nonmanagerial and nonsupervisory employees if it becomes aware of the conduct and fails to take reasonable corrective measures. 775 ILCS 5/2-102(A-10) and (D-5). Nonemployees are those who are directly performing services for an employer pursuant to a contract, such as contractors or consultants. Id.

Not all harassing conduct is unlawful discrimination, even if it is disruptive and hurtful. If a board wants to include language in this policy prohibiting employees from engaging in intimidating or offensive conduct that is *not* a civil rights violation, it should consult the board attorney.

For additional resources, see the EEOC's *Enforcement Guidance on Harassment in the Workplace* at: www.eeoc.gov/laws/guidance/enforcement-guidance-harassment-workplace and its accompanying summary at: www.eeoc.gov/summary-key-provisions-eeoc-enforcement-guidance-harassment-workplace.

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abusive conduct on the basis of an individual's actual or perceived race[2], color, religion[3], national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, family responsibilities,[4] reproductive health decisions,[5] order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 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*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited [6]

The District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by

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[2] See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*, at f/n 3, for information about the definition of *race*.

[3] The IHRA contains a *religious discrimination* subsection. 775 ILCS 5/2-102(E-5). It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*, at f/n 4, for further discussion. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. Id. Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. Id.

[4] 775 ILCS 5/2-101(E-1), amended by P.A. 103-797~~, eff. 1-1-25~~. See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*, at f/n 22, for additional information.

[5] 775 ILCS 5/1-102(A) and 5/1-103(Q), amended by P.A. 103-785~~, eff. 1-1-25~~. See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*, at f/n 19, for additional information.

[6] The IHRA (775 ILCS 5/2-102(D)) provides that sexual harassment is a civil rights violation:

> For any employer, employee, agent of any employer, employment agency or labor organization to engage in sexual harassment; provided, that an employer shall be responsible for sexual harassment of the employer's employees by non-employees or non-managerial and non-supervisory employees only if the employer becomes aware of the conduct and fails to take reasonable corrective measures.

See sample policy 2:265, *Title IX Grievance Procedure*, for the definition of Title IX sexual~~-based~~ harassment (20 U.S.C. §1681 et seq.~~; 34 C.F.R. §106.2~~), and see f/n 3 of it for examples of employee sexual~~-based~~ harassment that may violate Title IX. Title IX's reach is broad because an alleged *complainant* or alleged *respondent* may be *anyone* ~~who was participating or attempting to participate~~ in the district's educational program or activity ~~at the time of the alleged sex discrimination, and *respondent* means a person alleged to have violated the district's prohibition on sex discrimination~~. ~~34 C.F.R. §106.2.~~ This includes applicants for employment, students, parents/guardians, any employee, and third parties. Districts are liable for Title IX sexual harassment when *any* district employee has ~~information about conduct that may reasonably constitute sex discrimination~~actual knowledge of sexual harassment or allegations of sexual harassment against anyone in the district (except when the only employee with knowledge is the perpetrator of the alleged sexual harassment). 34 C.F.R. §106.30~~44(c)(1)~~.

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State and federal law. The District provides annual sexual harassment prevention training in accordance with State law. [7]

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.[8] Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees*[9] (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may

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The State Officials and Employees Ethics Act (SOEEA) (5 ILCS 430/70-5(a)) requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20.

The policy must include, at a minimum: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights (IDHR); (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the SOEEA, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit. 5 ILCS 430/70-5(a). Sample policy 2:105, *Ethics and Gift Ban*, covers item (5) of this list.

[7] 775 ILCS 5/2-109. ~~See sample policy 5:100, *Staff Development Program*.~~ Districts may use a free, online model program to be offered by the Ill. Dept. of Human Rights (IDHR), develop their own program, or utilize a combination of the two, as long as it includes the following, at a minimum: (1) an explanation of sexual harassment consistent with the IHRA, (2) examples of conduct that constitutes unlawful harassment, (3) a summary of relevant federal and State law concerning sexual harassment and remedies available to victims of sexual harassment, and (4) a summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment. Id. at 5/2-109(B). For IDHR's online model program, see its *Model Sexual Harassment Prevention Training Program* page at: https://www2.illinois.gov/dhr/Training/Pages/State-of-Illinois-Sexual-Harassment-Prevention-Training-Model.aspx. Employers that fail to comply with this training requirement may face financial penalties. Id. Training on other types of workplace harassment is not required by law; however it is best practice.

[8] This definition is from State and federal law. 775 ILCS 5/2-101(E) and 29 C.F.R. §1604.11. *Working environment* is not limited to a physical location to which an employee is assigned. 775 ILCS 5/2-101(E). The harassing conduct must be severe or pervasive so as to alter the conditions of the employee's work environment by creating a hostile or abusive situation. Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004). The surrounding circumstances, expectations, and relationships will distinguish between teasing or rough-housing and conduct that a reasonable person would find severely hostile or abusive. In addition, while same-sex gender harassment claims are actionable, the victim must show that s/he suffered disadvantageous employment conditions to which members of the other sex were not exposed. Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).

[9] 775 ILCS 5/2-102(A-10) and (D-5). See also f/n 1, above, for discussion regarding nonemployees.

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choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint [10]

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, Title IX Coordinator, and/or a Complaint Manager. [11]

An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, [12] and Complaint Managers. ~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~ ~~[13]~~

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[10] While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

[11] 5 ILCS 430/70-5(a) requires that a school board policy prohibiting sexual harassment include details for reporting an allegation of sexual harassment, including options for making a confidential report to a supervisor and an ethics officer. 5 ILCS 430/20-23 defines ethics officers as being designated by State agencies under the jurisdiction of the Executive Ethics Commission. School districts are not State agencies (5 ILCS 430/1-5) and do not have ethics officers; thus, this sample policy substitutes Complaint Manager for ethics officer. Note also that the IDHR has established a Sexual Harassment Hotline Call Center and website to help the public find resources and assistance for the filing of sexual harassment complaints. The hotline can be reached Monday through Friday with the exception of State holidays, between the hours of 8:30 a.m. and 5:00 p.m., at 1-877-236-7703. See https://shdh.illinois.gov/. All communications received by the IDHR are exempt from disclosure under the Freedom of Information Act (FOIA).

[12] Title IX regulations require districts to identify the Title IX Coordinator by name, office address, email address, and telephone number. For further discussion of the Title IX Coordinator, see f/n 17~~1~~ in sample policy 2:265, *Title IX Grievance Procedure*. A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator.

~~[13] Title IX regulations require districts to designate and authorize at least one employee, referred to as the Title IX Coordinator, who is responsible for coordinating the district's compliance efforts identify the name, office address, email address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. 34 C.F.R. §106.8(a). For further discussion of the Title IX Coordinator, see f/n 181 in sample policy 2:265, *Title IX Grievance Procedure*. A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator.~~

~~The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator." and supplement the previous sentence to state "The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.~~

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Nondiscrimination Coordinator:	**Title IX Coordinator:**
Name	Name
Address	Address
Email	Email
Telephone	Telephone

Complaint Managers:

Name	Name
Address	Address
Email	Email
Telephone	Telephone

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager.[14] Any employee who fails to promptly forward a report or complaint 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 a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual ~~-based~~ harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the ~~Nondiscrimination~~Title IX Coordinator or designee[15] shall consider whether action under Board policy 2:265, *Title IX 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.*

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

~~**14 If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager."**~~

~~**15 "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see next paragraph in policy text). If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, delete "Nondiscrimination" and insert "Title IX" in its place.**~~

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For any other alleged workplace harassment that does not require action under Board policies 2:265, *Title IX 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 policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*,[16] 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 [17]

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 Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement [18]

A violation of this policy by an employee may result in discipline, up to and including discharge.[19] A violation of this policy by a third party 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/guardian, invitee,

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[16] See sample administrative procedure 5:120-AP2, *Employee Conduct Standards* and its exhibit 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*.

[17] Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). Delete this subhead if your school district is within a county not served by an accredited CAC. 105 ILCS 5/22-85 (governing the investigation of an *alleged incident* of *sexual abuse* of any child within any Illinois counties served by a CAC). For further discussion see f/n 14 in sample policy 5:90, *Abused and Neglected Child Reporting*.

[18] See Berry v. Delta Airlines, 260 F.3d 803, 811 (7th Cir. 2001) ("If an employer takes reasonable steps to discover and rectify the harassment of its employees ... it has discharged its legal duty.")

In addition to violating other civil rights laws, a school district violates the *public accommodations* article in the IHRA if it fails to take corrective action to stop severe or pervasive harassment. 775 ILCS 5/5-102 and 5/5-102.2, amended by P.A.~~s 102-1102 and~~ 103-472.

[19] 5 ILCS 430/70-5(a)(consequences of a violation of the prohibition on sexual harassment). When discharge is the penalty, examine 50 ILCS 205/3c. It requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the IHRA or Title VII. Id. Additionally, under the Workplace Transparency Act (WTA), employers may not require confidentiality clauses in settlement or termination agreements involving alleged unlawful employment practices under federal or State civil rights laws, except under specific conditions. 820 ILCS 96/1-30.

Prior to the passage of 50 ILCS 205/3c and the WTA, members of the public could already access copies of severance agreements between school districts and their former employees under FOIA. The Ill. Atty. Gen. Public Access Counselor (PAC) directed a public body to release a settlement agreement that arose out of claims of sexual harassment. PAO 14-4. The PAC noted that the public body could not withhold the entire settlement agreement under 5 ILCS 140/7(1)(c), which exempts personal information that would constitute a clearly unwarranted invasion of privacy. Instead, it could redact personal information from the agreement, such as the complainants' names in order to protect their privacy. Id. However, data regarding settlement agreements involving allegations of sexual harassment or other unlawful discrimination that an employer must report to IDHR under 775 ILCS 5/2-108 is categorically exempt from FOIA. 5 ILCS 140/7.5(ss). See f/n 7 in sample policy 2:260, *Uniform Grievance Procedure*, for more discussion about reconciling 50 ILCS 205/3c with another new law, the Government Severance Pay Act (GSPA) (5 ILCS 415/10(a)(1)), which prohibits school district employees with contract provisions for severance pay to receive any severance pay if they are fired for *misconduct* by the board.

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etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge. [20]

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act (775 ILCS 5/). [21]

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies [22]

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U.S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks. [23]

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[20] 5 ILCS 430/70-5(a)(consequences for knowingly making a false report of sexual harassment).

[21] Id. (prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the SOEEA, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/)).

Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009) (holding the anti-retaliation provision in Title VII protects an employee who spoke out about harassment, not only on his or her own initiative, but also in answering questions during an employer's internal investigation).

[22] 5 ILCS 430/70-5(a)(how an individual can report an allegation of sexual harassment, including options for making a confidential report to the Inspector General or the IDHR). This sample policy does not reference the Inspector General because the Inspector General does not have jurisdiction over public school districts. See 5 ILCS 430/20 (executive inspectors general), 5 ILCS 430/25 (legislative inspector general). School districts must also annually disclose to IDHR certain data about *adverse judgment or administrative rulings* made against them where there was a finding of sexual harassment or unlawful discrimination under federal, State, or local laws. 775 ILCS 5/2-108 (scheduled to be repealed on 1-1-30). See IDHR's *FAQ for Employers under Section 5/2-108*, at: https://dhr.illinois.gov/legal/report-adverse-judgments-and-administrative-rulings.html.

[23] A district must notify employees ~~and applicants for employment~~ of ~~its prohibition of sex discrimination,~~ the grievance procedure and the person(s) designated to coordinate the district's compliance with Title IX~~, how to locate the district's nondiscrimination policy and grievance procedures, how to report information about conduct that may constitute sex discrimination, and how to make a complaint under Title IX~~. 34 C.F.R. §106.8~~(c)~~. A comprehensive ~~faculty~~employee handbook can provide required notices, along with other important information to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

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LEGAL REF.: 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
Vance v. Ball State Univ., 570 U.S. 421 (2013).
Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009).
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).
Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).
Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Harris v. Forklift Systems, 510 U.S. 17 (1993).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).
Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).
Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

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), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

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Informing nonemployees is generally not required by law. However, given the potential for employer liability under the IHRA for harassment of nonemployees, best practice is to publicize this policy to those individuals as well.

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General Personnel

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color religion, national origin, ancestry sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, family responsibilities, reproductive health decisions, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment.* Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, or National Origin Prohibited;* 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment;* and 7:185, *Teen Dating Violence Prohibited.*

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The District shall provide a workplace 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. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

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Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinators and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Complaint Managers:

Dr. Amy MacCrindle
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6157
dgill@district158.org

Mr. Mark Altmayer
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@district158.org

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 forward a report or complaint 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 a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sex-based 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 policy 2:265, *Title IX 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

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policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, or National Origin Prohibited*.

For any other alleged workplace harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination on the Basis of Race, Color, or National Origin Prohibited,* the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, 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 Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color or National Origin Prohibited)*, and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this

policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.: 42 U.S.C. § 2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/25-102.2, Ill. Human Rights Act.
56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.
Vance v. Ball State Univ., 570 U.S. 421 (2013).
Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009).
Jackson v. Birmingham Bd. Of Educ., 544 U.S. 167 (2005).
Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).
Burlington Indus. V. Ellerth, 524 U.S. 742 (1998).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Harris v. Forklift Systems, 510 U.S. 17 (1993).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2004).
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, or National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

REVISED: January 16, 2025

CURRENT

General Personnel

Expenses [1]

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution.[2] Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee,[3] (2) anyone's personal expenses,[4] or (3) entertainment expenses.[5] Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.[6] The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's

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[1] State law controls this policy's content. 105 ILCS 5/10-9, 5/10-10, and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); 820 ILCS 115/9.5~~, added by P.A. 100-1094~~ (regulation of employee expenditures under the Ill. Wage Payment and Collection Act)(WPCA); the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10 (regulation of travel expenses); and the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130 (regulation of travel expenses under grants). See f/n 13 of sample policy 2:125, *Board Member Compensation; Expenses*.

105 ILCS 5/10-22.32 states that "[t]he school board may advance to teachers and other certified employees the anticipated actual and necessary expenses incurred in attending meetings that are related to that employee's duties and will contribute to the professional development of that employee." This policy expands beyond those two categories (105 ILCS 5/10-20) of employees, and the limited purpose of attending meetings, to reimburse all employees for approved expenses necessary for the employee to perform his or her duties.

The WPCA, 820 ILCS 115/9.5~~, added by P.A. 100-1094,~~ defines *necessary expenditures* as all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. If a local collective bargaining agreement contains a provision on expenses, consult the board attorney about how this policy may impact it.

[2] 50 ILCS 150/10. See f/ns 4 through 8 in sample policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

For a sample resolution, see sample exhibit 2:125-E3, *Resolution to Regulate Expense Reimbursements*.

[3] 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses to be advanced or reimbursed to any person other than a board member or employee of the district.

[4] Optional. *Personal expenses* are not defined in 50 ILCS 150/~~2~~5 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

[5] 50 ILCS 150/25.

[6] Id. at 150/5.

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negligence.[7] Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:[8]

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants. [9]
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended. [10]
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended. [11]

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development,[12] provided they fall below the maximum allowed in the Board's expense regulations. [13]

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts.[14] Any portion of an expense advancement not used must be

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[7] Optional. 820 ILCS 115/9~~.5, added by P.A. 100-1094~~. The purpose of this sentence is to provide information to employees and the community about WPCA exclusions from reimbursable expenses.

[8] 50 ILCS 150/20. The School Code uses the term voucher for expense advancements (105 ILCS 5/10-22.32); the ECA requires submission of itemized, signed, standardized forms. Both sample exhibits 5:60-E1, *Employee Expense Reimbursement Form*, and 5:60-E2, *Employee Estimated Expense Approval Form*, incorporate voucher into the ECA's requirement to use standardized forms. See f/n 12 below, and see also f/n 20 of sample policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

Additionally, while the WPCA (820 ILCS 115/9.5(a)) allows employees to submit a signed statement regarding any receipts when supporting documentation is nonexistent, missing, or lost, 820 ILCS 115/9.5(b) outlines that employers are not liable for expenditure amounts that exceed the specifications or guidelines the employer has established for necessary expenditures. The ECA requires districts to establish such specifications and guidelines. 50 ILCS 150/10 and 20 (regulation of travel expenses).

[9] 50 ILCS 150/20(2) and (3). This sentence mirrors the statute. The term *offices* is not defined. Consult the board attorney about whether inserting *job titles* would be sufficient for this requirement.

[10] Id. at (4).

[11] Id.

[12] 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This statute addresses expense advancements for certain activities; its language pre-dates the ECA and is narrower than the ECA. This policy seeks to reconcile the differences by separating advancements into a separate subhead. See f/n 8 above, and see also f/n 20 of sample policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

[13] 50 ILCS 150/10 and 20. This phrase recognizes that while advancements are allowed in these situations, they should remain below the maximum allowable reimbursement amount (MARA) set by the board.

[14] 50 ILCS 150/20.

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returned to the District.[15] Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses[16] by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s) [17]

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting. [18]

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[15] This paragraph's provisions are required by 105 ILCS 5/10-22.32.

[16] Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense *pre-approvals*. 50 ILCS 150/20 states: "an *estimate* if expenses have not been incurred …" **or** "a *receipt* … if the expenses have already been incurred, " suggesting no pre-approval is necessary. However, pre-approval is a best practice, and an employee who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that exhibit 2:125-E3, *Resolution to Regulate Expense Reimbursements*, reflects the district's specific pre-approval requirements. For an example of a standardized *estimated* expense form that could be used as a form of pre-approval, see sample exhibit 5:60-E2, *Employee Estimated Expense Approval Form*. The form provides three methods for employees to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

[17] 50 ILCS 150/ does not define ~~*maximum allowable reimbursement amount* (~~MARA~~)~~. Consult the board attorney to assist with a conversation about how much authority the board wishes to delegate to the superintendent for purposes of setting the MARA. Topics for these conversations are listed in f/n 8 of sample policy 2:125, *Board Member Compensation; Expenses*.

[18] 50 ILCS 150/10 and 15. See f/n 13 in sample policy 2:125, *Board Member Compensation; Expenses* for more discussion.

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Registration [19]

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed.[20] Copies of airline tickets and baggage receipts must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area.[21] Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

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[19] Amend the language in subheads **Registration**, **Travel**, **Meals**, **Lodging**, and **Miscellaneous Expenses** to align with the MARA defined in the board's expense regulation resolution. See sample exhibit 2:125-E3, *Resolution to Regulate Expense Reimbursements*, for a sample resolution.

See f/ns 4 and 8 in sample policy 2:125, *Board Member Compensation; Expenses*, for further discussion about the board's power to set the expense regulations by policy (105 ILCS 5/10-20) and clarify considerations and unanswered questions surrounding its statutorily-imposed duty to set a MARA (50 ILCS 150/10).

[20] Optional. This language reflects the standard for expenses permitted for federal awards. 41 C.F.R. §301-12.2. If the board does not reimburse baggage fees, delete this sentence and ~~and baggage receipts~~ from the next sentence.

[21] Alternatively, a board could set a daily limit on meal costs, such as:

Employees will be reimbursed for meal costs and tips up to $___ per day consistent with the maximum reimbursement amount(s) set by the Board.

But see also f/n 8 of sample policy 2:125, *Board Member Compensation; Expenses*, and ensure this amount is consistent with the MARA set by the board resolution.

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Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants [22]

All grant-related travel expenses must be pre-approved by the Superintendent or designee. [23]

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award. [24]
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy. [25]
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status*[26] for more than 12 hours.[27] However, employees remain eligible for

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[22] 30 ILCS 708/130. Boards are required to follow this subhead when they use grant money to reimburse employee travel expenses charged to federal pass-through grants and State grants covered by GATA. This policy is designed to be used in conjunction with sample administrative procedure 5:60-AP, *Federal and State Grant Travel Expense Procedures*, to achieve compliance.

GATA adopts the uniform federal guidance for State grants, including for travel costs. 2 C.F.R. §200.4754. Additionally, under GATA, boards may charge travel expenses to grants based on their own policy, provided the policy does not exceed federal travel regulations. 30 ILCS 708/130; 41 C.F.R. Chapters 300-304 (federal travel regulations). With regard to lodging, meals, and incidentals specifically, boards not only must keep costs at or below the federal standards, but they also cannot allow costs to exceed those normally allowed by the Governor's Travel Control Board (GTCB). 30 ILCS 708/130. The federal travel regulations and the rules of the GTCB are comprehensive. This policy addresses the most common areas of travel expenses and applies the strictest standard between the State and federal travel rules. To the extent this policy does not cover certain specific types of travel expenses, GATA provides that the GTCB Rules must be followed, provided they do not exceed federal travel regulations. The federal rules are ~~laid out in detail in a Q&A format~~ at: www.gsa.gov/policy-regulations/regulations/federal-travel-regulation ~~www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr~~. The GTCB Rules are at: www.ilga.gov/commission/jcar/admincode/080/08002800sections.html. Regardless of the federal and State rules, travel expenses must still comply with the MARA set by the Board, unless approved by the board in accordance with this policy.

In GATA and throughout the IASB **P**olicy **R**eference **M**anual, the terms *award* and *grant* are used interchangeably. The federal regulations define and use the term *federal award* or *federal financial assistance* (2 C.F.R. §200.138), but awards/federal financial assistance are more commonly referred to as grants.

[23] Federal travel regulations state that requests for authorization for actual expense reimbursement should be made in advance of travel. 2 C.F.R. §301-11.302. Sample exhibit 5:60-E2, *Employee Estimated Expense Approval Form*, can be used as a form for pre-approval.

[24] 2 C.F.R. §§200.475(b)(1)~~4, 200.474(b)(1)~~.

[25] 2 C.F.R. §200.4754(b)(2).

[26] *Travel status* is not specifically defined in the federal travel regulations or in the GTCB rules, however, the Governor's Travel Council Regulation Rules, which apply to State employees and members of State boards, provide that an employee is on *travel status* while away on official business. Travel status begins when an employee leaves his or her work location or, if reporting directly to a destination, from the employee's residence or other location. It ends when an employee returns to his or her work location or, if reporting directly from the original destination, to the employee's residence or other location at the completion of the authorized travel. 80 Ill.Admin.Code §3000.140.

[27] 41 C.F.R. §301-11.1.

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mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours. [28]

5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip. [29]
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required. [30]
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less.[31] These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable.[32] In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate.[33] If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less. [34]
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved.[35] The Board does not reimburse employees for collision damage waiver or theft insurance. [36]
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

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[28] 41 C.F.R. §301-10.300-10.310 are the federal regulations that address mileage reimbursement and related expenses.

[29] 2 C.F.R. §200.4754(a).

[30] 2 C.F.R. §200.4754(e).

[31] To determine the lesser applicable amount, compare the State rates, available at: https://cms.illinois.gov/employees/travel/travelreimbursement.html~~www2.illinois.gov/cms/employees/travel/pages/travelreimbursement.aspx~~, with the federal per diem rates, available at: www.gsa.gov/travel/plan-book/per-diem-rates.

[32] 80 Ill.Admin.Code §2800.400; 41 C.F.R. §301-11.30.

[33] 41 C.F.R. §301-11.30. 300% is the maximum reimbursement amount permitted under federal travel expense regulations and may be adjusted down by the board. The board may not reimburse over the MARA even if the expense is under the 300% threshold, unless it meets the requirements of the ECA. See f/n 17, above. See sample procedure 5:60-AP, *Federal and State ~~Award~~ Grant Travel Expense Procedures*, for details on lodging requirements, including excessive lodging requests.

[34] 80 Ill.Admin.Code §2800.500.

[35] See 41 C.F.R. §301-10.450 for a list of authorized exceptions.

[36] 41 C.F.R. §301-10.451. Federal regulations generally prohibit reimbursement for collision damage waiver and theft insurance in part because the government has negotiated full insurance coverage into its agreements with rental companies. Similarly, the State has negotiated the cost of damage collision waivers into its preferred vendor agreement. Districts may wish to pursue similar arrangements for additional coverage. Employees will often have coverage for rental car damage through their own personal auto policies. The federal regulations permit employees on official business to be reimbursed for their out-of-pocket deductibles. Id.

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LEGAL REF.: 2 C.F.R. §200.4754.
30 ILCS 708/130, Grant Accountability and Transparency Act.
50 ILCS 150/, Local Government Travel Expense Control Act.
105 ILCS 5/10-22.32.
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

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General Personnel

Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

CURRENT

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

CURRENT

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparence Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expense must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonable adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limit do not apply when (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expense with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.: 2 C.F.R. §200.474.
30 ILCS 708/130, Grant Accountability and Transparency Act.
50 ILCS 150/, Local Government Travel Expense Control Act.
105 ILCS 5/10-22.32.
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

ADOPTED: January 19, 2017

REVISED: June 18, 2020

CURRENT

General Personnel

Staff Development Program [1]

The Superintendent or designee shall implement a staff development program. The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate any School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

Abused and Neglected Child Reporting Act (ANCRA) and *Erin's Law* Training

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) as follows (see Board policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*): [2]

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations.

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[1] State or federal law controls this policy's content. A school board may set and enforce professional growth requirements. 105 ILCS 5/24-5. Failure to meet professional growth requirements is considered remediable. Morris v. Ill. State Bd. of Educ., 198 Ill.App.3d 51 (3rd Dist. 1990).

This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

105 ILCS 5/2-3.62 requires the Ill. State Board of Education (ISBE) to establish a regional network of educational service centers to coordinate and combine existing services in a manner that is practical and efficient for schools. Their purposes are to provide, among other things, continuing education, in-service training, and staff development services to all local school districts in Illinois.

[2] 325 ILCS 5/4(j)~~, amended by P.A. 102-604~~; and 105 ILCS 5/10-23.13~~, amended by P.A. 102-610, a/k/a~~ (*Erin's Law*). Sexual misconduct under *Faith's Law* is defined in 105 ILCS 5/22-85.5(c)~~, added by P.A. 102-676~~.

Mandated reporter training may be in-person or web-based and must include, at a minimum, information on the following topics: (1) indicators for recognizing child abuse and child neglect; (2) the process for reporting suspected child abuse and child neglect and the required documentation; (3) responding to a child in a trauma-informed manner; (4) understanding the response of child protective services and the role of the reporter after a call has been made; and (5) implicit bias. *Implicit bias* means the attitudes or internalized stereotypes that affect people's perceptions, actions, and decisions in an unconscious manner and that exist and often contribute to unequal treatment of people based on race, ethnicity, gender identity, sexual orientation, age, disability, and other characteristics. The implicit bias topic must include, at a minimum: (1) information on implicit bias; (2) information on racial and ethnic sensitivity; and (3) tools to adjust automatic patterns of thinking and ultimately eliminate discriminatory behaviors. 325 ILCS 5/4(j)~~, amended by P.A. 102-604~~. Districts must provide mandated reporter training through either the Ill. Dept. of Children and Family Services (DCFS), an entity authorized to provide continuing education through the Dept. of Financial and Professional Regulation, ISBE, the Ill. Law Enforcement Training Standards Board, the Ill. State Police, or an organization approved by DCFS to provide mandated reporter training. Id. *Child-serving organizations*, which are not defined in ANCRA, are "encouraged to provide in-person annual trainings." Id.

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In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on: [3]

1. Health conditions of students,[4] including but not limited to training on:
    a. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
    b. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
    c. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
    d. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
    e. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and

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[3] This list of in-service trainings is required by State law but only Nos. 4, 5(d), and 7 are required to be specified in board policy. ~~Beginning 7-1-24,~~ 105 ILCS 5/10-22.39, amended by P.A.s 103-41, 103-413, 103-542, and 103-603, requires all teachers, administrators, and school support personnel to complete these trainings during an in-service training program conducted by their board or through other training opportunities, including institutes provided by regional superintendents and intermediate service center executive directors under 105 ILCS 5/3-11, amended by P.A.s 103-542 and 103-413. If teachers, administrators, or school support personnel obtain training outside of an in-service training program or from a previous school employer, they may present documentation showing current compliance to satisfy the requirement of receiving training within six months of first being employed. Id.

Different from the in-service training that school districts must provide to their staff, 105 ILCS 5/3-11, amended by P.A.s 103-542 and 103-413, contains requirements that the regional superintendents and intermediate service center executive directors must include during institutes for teachers, administrators, and school support personnel. Instruction on prevalent student chronic health conditions, as well as educator ethics and teacher-student conduct training, is also required. See also f/ns 4-12 below discussing the board's requirements in 105 ILCS 5/10-22.39.

Both 105 ILCS 5/3-11 and 5/10-22.39 use the phrase *teachers, administrators, and school support personnel*, but for brevity this material uses the phrase *all District staff*. While the language of this paragraph is not required to be in board policy, including it provides a way for boards to monitor that it is being done. It also provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject.

In-service training programs on the topics listed in 105 ILCS 5/10-22.39, amended by P.A.s 103-41, 103-413, 103-542 ~~103-413~~, and 103-603, ~~eff. 1-1-25,~~ shall be credited toward hours of professional development required for license renewal as outlined in 105 ILCS 5/21B-45(e). School support personnel may be exempt from in-service training if the training is not relevant to the work they do.

[4] 105 ILCS 5/10-22.39(b-5), added by P.A. 103-542 and amended by P.A. 103-603~~, eff. 1-1-25~~. Nurses and school nurses, as defined by 105 ILCS 5/10-22.23 (school nurse), are exempt from training on health conditions of students. Id.

For No. 1(c), Consult the board attorney about whether:

1. All asthma action plans should require immediate 911 calls based upon In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017) (school district's appeal denied). The court held that a teacher's failure to dial 911 immediately upon a student's asthma attack was willful and wanton conduct, subjecting the school district to liability under the Local Governmental and Governmental Employees Tort Immunity Act.
2. The duties and responsibilities of the district when it asks for but does not receive an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart, above.

For No. 1(d), see also 105 ILCS 150/25, amended by P.A. 103-542, and No. 6 under the subhead **Additional Training Requirements**.

For No. 1(e), see also 105 ILCS 145/25, amended by P.A. 103-542, and No. 7 under the subhead **Additional Training Requirements**.

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f. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable. [5]

2. Social-emotional learning.[6] Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.
3. Developing cultural competency,[7] including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in 105 ILCS 5/3-11. [8]
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth.[9] Training shall include, but is not limited to:
    a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
    b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
    c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
    d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 110/3.10 (see Board policy 7:185, *Teen Dating Violence Prohibited*).

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[5] See 105 ILCS 5/10-20.85, added by P.A. 103-128, for a definition of *trauma kit*. To avoid confusion between trauma related to life-threatening bleeding and *trauma* as defined in 105 ILCS 5/3-11(b), added by P.A. 103-413, this policy uses the phrase *trauma bleeding control kit* instead of *trauma kit*.

Beginning with the 2024-25 school year, training on life-threatening bleeding must be completed within six months of employment and renewed within two years. Beginning with the 2027-28 school year, training on life-threatening bleeding must be completed within six months of employment and renewed at least once every five years thereafter. 105 ILCS 5/10-22.39(b-5)(7), added by P.A. 103-542 and amended by P.A. 103-603~~, eff. 1-1-25~~. Trained employees using a trauma kit are generally immune from civil liability. Id.

[6] 105 ILCS 5/10-22.39(b-10), added by P.A. 103-542.

[7] 105 ILCS 5/10-22.39(b-15), added by P.A. 103-542.

[8] 105 ILCS 5/10-22.39(b-20), added by P.A. 103-542 and amended by P.A. 103-603~~, eff. 1-1-25~~. Training on the implementation of trauma-informed practices satisfies the requirements of this subsection. Id. In addition, Illinois Mental Health First Aid training may satisfy the requirements of this subsection. If teachers, administrators, or school support personnel obtain mental health first aid training outside of an in-service training program, they may present a certificate of successful completion of that training to the school district to satisfy the requirements of this law. Id. For further information on Mental Health First Aid, see https://namiillinois.org/resources/about-mental-illness/mental-health-first-aid/.

[9] 105 ILCS 5/10-22.39(b-25), added by P.A. 103-542. See sample policy 7:185, *Teen Dating Violence Prohibited*.

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6. Protections and accommodations for students,[10] including but not limited to training on:
    a. The federal Americans with Disabilities Act as it pertains to the school environment; and
    b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*);[11] including but not limited to training on:
    a. Teacher-student conduct;
    b. School employee-student conduct; and
    c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution,[12] conducted in accordance with the requirements of 105 ILCS 5/27-23.4 (violence prevention and conflict resolution education).

Additional Training Requirements

In addition, the staff development program shall include each of the following: [13]

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[10] 105 ILCS 5/10-22.39(b-30), added by P.A. 103-542. Beginning with the 2024-25 school year, training on homelessness must be completed within six months of employment and renewed within two years. Beginning with the 2027-28 school year, training on homelessness must be completed within six months of employment and renewed at least once every five years thereafter. Boards may work with a community-based organization specializing in working with homeless children and youth to develop and provide this training. See 105 ILCS 5/10-22.39(b-30)(1) - (5), added by P.A. 103-542, for homelessness training content requirements. **Note:** the homelessness training content requirements in 105 ILCS 5/10-22.39(b-30)(1) - (5), added by P.A. 103-542, are nearly identical to the homelessness training content requirements in 105 ILCS 5/10-22.39(hg) ~~(final citation pending)~~, added by P.A. 103-41~~, eff. 8-20-24~~.

Beginning with the 2016-17 school year, institutes under 105 ILCS 5/3-11 had to include instruction on the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §12101 et seq.) as it pertains to the school environment at least every two years. Contact the Regional Superintendent or the appropriate Intermediate Service Center Executive Director with questions about online training for this component of a teachers' institute. Discuss with the board attorney the best practices of documenting trainings and evaluations of trainings; many attorneys in the field prefer documentation of ADA trainings to assist in their defense of any potential ADA claims against the district.

[11] 105 ILCS 5/10-22.39(b-35), added by P.A. 103-542. Each board may want to have a conversation with the superintendent and direct him or her to develop a curriculum for the in-services that instructs all district staff to maintain boundaries and act appropriately, professionally, and ethically with students. See also sample policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and f/n 11 in sample policy 4:110, *Transportation*. These expectations will be most effective when they reflect local conditions and circumstances. Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new employee conduct rules without first offering to negotiate them with the applicable exclusive bargaining representative.

[12] 105 ILCS 5/10-22.39(b-40), added by P.A. 103-542.

[13] Optional. These in-services and/or trainings are required by State and/or federal law but are not required to be specified in board policy. The only non-School Code State and/or federal law training requirements listed are from the Abused and Neglected Child Reporting Act (325 ILCS 5/), Ill. Human Rights Act (775 ILCS 5/), Seizure Smart School Act (105 ILCS 150/), Care of Students with Diabetes Act (105 ILCS 150/), and Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.).

Putting this optional list into the policy will help the board monitor that the required in-service and training topics are being covered. While it is possible to *pick and choose*, this practice is likely to add more confusion to an already confusing responsibility. Unless noted, the School Code does not mandate the frequency with which the training must occur. Several other trainings that are mentioned in laws other than the School Code are addressed in other sample policies and procedures. Many of those policies and procedures are listed in the cross-references to this policy, e.g., training requirements under the Care of Students with Diabetes Act, 105 ILCS 145/.

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1. Ongoing professional development for ~~teachers, administrators,~~ all school personnel and school resource officers~~, and staff regarding~~ on the requirements of 105 ILCS 5/10-22.6 and 5/10-20.14, the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments as defined in 105 ILCS 5/3-11(b), the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates. [14]
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period. [15]
3. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date. [16]
4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team. [17]
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials. [18]
6. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act. [19]
7. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act. [20]
8. For all District staff, annual sexual harassment prevention training. [21]
9. Title IX requirements for training in accordance with 34 C.F.R. ~~§~~Part 106~~.8(d)~~ (see Board policy 2:265, *Title IX Grievance Procedure*). [22]

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[14] 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896. School board members are also included.

[15] 7 C.F.R. Parts 210 and 235. 7 C.F.R. §210.2 defines school nutrition program directors, managers and staff. 7 C.F.R. §§210.15(b)(8) (recordkeeping requirements) and 210.31(a), (c), (d), and (e) (professional standards requirements); 210.31(g)(requiring school food authority director to keep records). Food service funds may be used for reasonable, allocable, and necessary training costs. 7 C.F.R. §210.31(f). The U.S. Dept. of Agriculture (USDA) has established implementation resources that contain training opportunities and resources covering the four core training areas: nutrition, operations, administration, and communications/marketing at: www.fns.usda.gov/cn/professional-standards.

[16] Required only for districts with grades 9-12 by 105 ILCS 25/1.15. Delete for elementary school districts.

[17] 105 ILCS 5/22-80(h).

[18] 105 ILCS 5/10-20.17a, amended by P.A. 103-780; 23 Ill.Admin.Code §1.330.

[19] 105 ILCS 150/25, amended by P.A. 103-542.

[20] 105 ILCS 145/25, amended by P.A. 103-542.

[21] 775 ILCS 5/2-109. See f/n 75 in sample policy 5:20, *Workplace Harassment Prohibited*, for further detail about this training requirement.

[22] 34 C.F.R. §106.458(d). For training requirement details, see sample administrative procedure~~s~~ 2:265-AP1, *Title IX Response*~~, and 2:265-AP3, Title IX Coordinator~~.

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10. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years. [23]
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it. [24]
12. Training in accordance with 105 ILCS 5/26A for at least one staff member in each school designated as a resource for students who are parents, expectant parents, or victims of domestic or sexual violence, and for any employees whose duties include the resolution of complaints of violations of 105 ILCS 5/26A (see Board policy 7:255, *Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*). [25]

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*. [26] [27]

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[23] 775 ILCS 5/5A-103(c), added by P.A. 103-472. For training requirement details, see sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*.

[24] 105 ILCS 5/2-3.163(c), amended by P.A. 103-504.

[25] 105 ILCS 5/26A-35, added by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25, requires each designated Article 26A Resource Person to either (1) be trained to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence, including training in the subjects set forth in 105 ILCS 5/26A-35(b)(i), or (2) have participated in an in-service training program under 105 ILCS 5/10-22.39(d) that includes training on the rights of minors to consent to counseling services and psychotherapy under the Mental Health and Developmental Disabilities Code within 12 months prior to designation. Id. However, 105 ILCS 5/10-22.39(d) was deleted by P.A. 103-542 and its training contents are in 105 ILCS 5/10-22.39(b-25).

105 ILCS 5/26A-25(b)(1), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requires employees whose duties include resolution of Article 26A complaints to initially complete at least eight hours of training on issues related to domestic and sexual violence and how to conduct the district's complaint resolution procedure, and to complete six hours of training annually thereafter. Such training must be conducted by individual(s) with expertise in domestic or sexual violence in youth and expertise in developmentally appropriate communications with elementary and secondary students regarding topics of a sexual, violent, or sensitive nature. Id. See sample administrative procedures 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

See pp. 28-30 of the June 2024 report of the second ESS Task Force for existing training requirements that may be suitable to fulfill Article 26A training requirements, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf.

[26] Required by 105 ILCS 5/2-3.166(c)(2) (*Ann Marie's Law*). See sample administrative procedures 6:60-AP1, *Comprehensive Health Education Program*, and 7:290-AP, *Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program*.

[27] Districts are not required to train staff on life-saving techniques, though 105 ILCS 110/3, amended by P.A. 103-608, ~~eff. 1-1-25,~~ requires that all teachers, administrators, and other school personnel, as determined by school officials, be provided with information about emergency procedures and life-saving techniques within 30 days after the first day of each school year. Id. Such life-saving techniques must include the Heimlich maneuver, hands-only cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) use. The information provided must be in accordance with standards of the American Red Cross, the American Heart Association (AHA), or another nationally recognized certifying organization. Id. See e.g., https://cpr.heart.org/en/cpr-courses-and-kits/hands-only-cpr/hands-only-cpr-resources, https://cpr.heart.org/en/training-programs/aed-implementation, and www.redcross.org/take-a-class/resources/learn-first-aid/adult-child-choking.

For districts that have a practice of providing instruction in life-saving techniques and first-aid in their staff development programs, insert the following optional paragraph that aligns with 105 ILCS 5/3-11, 105 ILCS 110/3, amended by P.A. 103-608, ~~eff. 1-1-25,~~ and 77 Ill.Admin.Code §527.800:

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> An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

Persons performing CPR are generally exempt from civil liability if they are trained in CPR. 745 ILCS 49/10. Persons using an AED are generally exempt from civil liability if they were trained and acted according to the standards of the AHA. 745 ILCS 49/12.

The board may also want to address other staff development opportunities. While not required to be in policy, 105 ILCS 5/27-23.10, amended by P.A. 103-542, requires a school board to collaborate with State and local law enforcement agencies on gang resistance education. It also states that ISBE may assist in the development of instructional materials and teacher training for gang resistance education and training, which may be helpful to include in the staff development program. Other mandated and recommended staff development opportunities that are not located in the School Code or ISBE rules are found in the Ill. Administrative Code or federal regulations. Many of them are cross referenced in this policy.

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LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.
105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, ~~and~~ 5/24-5, and 5/26A.
105 ILCS 25/1.15, Interscholastic Athletic Organization Act.
105 ILCS 145/25, Care of Students with Diabetes Act
105 ILCS 150/25, Seizure Smart School Act.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 49/, Good Samaritan Act.
775 ILCS 5/2-109 and 5/5A-103, Ill. Human Rights Act.
23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.
77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 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), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

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ADMIN. PROC.: 2:265-AP1 (Title IX Response), 2:265-AP2 (Formal Title IX Complaint Grievance Process)~~, 2:265-AP3 (Title IX Coordinator)~~, 2:270-AP (Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin), 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED), 5:100-AP (Staff Development Program), 5:120-AP2 (Employee Conduct Standards), 5:150-AP (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Measures to Control the Spread of Head Lice at School), 7:250-AP2 (Protocol for Responding to Students with Social, Emotional, or Mental Health Needs), 7:255-AP1 (Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:255-AP2 (Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:285-AP (Anaphylaxis Prevention, Response, and Management Program), 7:290-AP (Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program)

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General Personnel

Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate any School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

Abused and Neglected Child Reporting Act (ANCRA) and *Erin's Law* Training

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) as follows (see Board policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*):

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations.

In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on:

1. Health conditions of students, including but not limited to training on:
    a. Chronic health conditions of students;
    b. Anaphylactic reactions and management, conduct by a person with expertise on anaphylactic reactions and management;
    c. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
    d. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
    e. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
    f. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
    g. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.
2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social-emotional learning can be integrated into instructional practices across all grades and subjects.

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3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*).
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
    a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
    b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
    c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
    d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 110/3.10 (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
    a. The federal Americans with Disabilities Act as it pertains to the school environment; and
    b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
    a. Teacher-student conduct;
    b. School employee-student conduct; and
    c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-23.4 (violence prevention and conflict resolution education).

Additional Training Requirements

In addition, the staff development program shall include each of the following:

1. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.

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3. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.
4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
6. For delegated care aids performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
7. For delegated care aids performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
8. For all District staff, annual sexual harassment training.
9. Title IX requirements for training as follows (see Board policy 2:265, *Title IX Grievance Procedure*):
    a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
    b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
    c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
    d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.
10. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

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LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.
105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, and 5/24-5.
105 ILCS 25/1.15, Interscholastic Athletic Organization Act.
105 ILCS 150/25, Seizure Smart School Act.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 49/, Good Samaritan Act.
775 ILCS 5/2-109, Ill. Human Rights Act.
23 Ill. Admin. Code §§ 22.20, 226.800, and Part 525.
77 Ill. Admin. Code §527.800.

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment Based on Race, Color, or National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 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), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADMIN. PROC.: 2:265-AP1 (Title IX Response), 2:265-AP2 (Formal Title IX Complaint Grievance Process), 2:270-AP1 (Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin), 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED), 5:100-AP1 (Staff Development Program), 5:120-AP2 (Employee Conduct Standards), 5:150-AP1 (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Measures to Control the Spread of Head Lice at School), 7:250-AP2 (Protocol for Responding to Students with Social, Emotional, or Mental Health Needs), 7:285-AP1 (Anaphylaxis Prevention, Response, and Management Program), 7:290-AP1 (Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program)

ADOPTED: May 17, 2001

REVISED: June 20, 2024

CURRENT

Instruction

Home and Hospital Instruction [1]

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital.[2] Eligibility shall be determined by State law and the Ill. State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services.[3] Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse.[4] Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. The following State laws and ISBE rules govern homebound and hospital instruction: 105 ILCS 5/10-22.6a, amended by P.A. 102-466, eff. 7-1-25 (home instruction and correspondence courses for students who are pregnant, parenting, or victims of domestic or sexual violence under 105 ILCS 5/26A); 105 ILCS 5/14-13.01 (reimbursement for home and hospital instruction along with factors to qualify for it); 105 ILCS 5/18-4.5 (reimbursement for home and hospital instruction); 105 ILCS 5/10-19.05(e) (an instructional session of one clock hour may be counted as ½ day of attendance, however, a student must receive four or more instructional clock hours to count as a full day of attendance); 23 Ill.Admin.Code §226.300 (home/hospital service for a special education student); 23 Ill.Admin.Code §1.520.

See ISBE guidance, *Home/Hospital Instruction and Reimbursement Questions and Answers* available at: www.isbe.net/Documents/Home-Hospital_QA.pdf. At the time of **PRESS** Issue 118's publication (Apr. 2025), this guidance had not been updated to reflect changes to 105 ILCS 5/10-22.6a, amended by P.A. 102-466, eff. 7-1-25.

[2] 105 ILCS 5/14-13.01 defines the standards for determining when a student is eligible to receive home or hospital instruction. A student qualifies when a physician, physician assistant, or advanced practice registered nurse *anticipates* a student's absence due to a medical condition. The law defines "ongoing intermittent basis" to mean a medical condition of such a nature and severity that it is anticipated that the student will be absent from school due to the medical condition for periods of at least two days at a time multiple times during the school year totaling at least 10 days or more of absences.

[3] 105 ILCS 5/14-13.01(a-5) requires that all students provide a written statement from a physician, physician assistant, or advanced practice registered nurse stating the existence of a medical condition, the impact on the child's ability to participate in education, and the anticipated duration or nature of the child's absence from school. However, ISBE rules at 23 Ill.Admin.Code §226.300 (students qualifying for special education services) and 23 Ill.Admin.Code §1.520 (students not qualifying for special education services) have not yet been amended to reflect that this written statement may come from a physician assistant or an advanced practice registered nurse; they still state that such a written statement must come from a physician. ISBE's *Medical Certification for Home/Hospital Instruction* form, form 34-58, reflects that the written statement may come from a "physician licensed to practice medicine in all its branches, APRN, or PA." Available at: www.isbe.net/Documents/Medical-certification-home-hospital-instruction.pdf.

A student with health needs may be protected by the Individuals with Disabilities Education Act (20 U.S.C. §1401(3)) or Section 504 of the Rehabilitation Act (29 U.S.C. §794(a))

[4] 105 ILCS 5/14-13.01(a-5). There is no requirement that a student be absent from school for a minimum number of days before he or she qualifies for home or hospital instruction. 105 ILCS 5/14-13.01(a). The statute allows schools to begin home or hospital instruction upon receipt of a written statement from a physician, physician assistant, or advanced practice registered nurse but requires it to begin no later than five school days after receipt of the written statement.

Both 23 Ill.Admin.Code §§226.300(g) and 1.520(f) require home or hospital instructors to meet the requirements listed in 23 Ill.Admin.Code §1.610, i.e., proper licensure as required by 105 ILCS 5/21B-15.

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A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence as defined in 105 ILCS 5/26A, will be provided home instruction, correspondence courses, or other courses of instruction under the following circumstances:[5] ~~(1)~~

1. ~~b~~Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction., ~~and (2) f~~
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the District, in writing, that the child has a serious health condition[6] that would require the student to be absent from school for two or more consecutive weeks; and
    b. The student or the student's parent/guardian informs the District, in writing, that the student needs to care for the child during this period.

~~1.~~4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization, as defined in 105 ILCS 5/26A, informs the District, in writing, that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks. ~~7~~

The District may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

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

LEGAL REF.: 105 ILCS 5/10-19.05(e), 5/10-22.6a, 5/14-13.01, and 5/18-4.5.
23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunities~~y~~), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:280 (Communicable and Chronic Infectious Disease)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[5] 105 ILCS 5/10-22.6a, amended by P.A. 102-466, eff. 7-1-25. Number (2) does not require a written statement from a physician, physician assistant, or advanced practice registered nurse. See sample policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

[6] *Serious health condition* means an illness, injury, impairment, or physical or mental health condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider that is not controlled by medication alone. Id.

~~[7] 105 ILCS 5/10-22.6a, amended by P.A. 102-466, eff. 7-1-25. Number (2) does not require a written statement from a physician, physician assistant, or advanced practice registered nurse.~~

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Instruction

Home and Hospital Instruction

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

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

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

LEGAL REF.: 105 ILCS 5/10-19.05(e), 5/10-22.6a., 5/14-13.01, and 5/18-4.5.
23 Ill. Admin. Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: May 17, 2001

REVISED: September 19, 2024

CURRENT

Instruction

Access to Electronic Networks [1]

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. [2]

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). [3]

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.[4] 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

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[1] State or federal law requires this subject matter be covered by policy. State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This policy concerns an area in which the law is unsettled.

A policy on Internet safety is necessary to receive *E-rate* funds under the Elementary and Secondary Education Act, Student Support and Academic Enrichment Grants (20 U.S.C. §7131) and to qualify for universal service benefits under the Children's Internet Protection Act (CIPA) (47 U.S.C. §254(h) and (l)).

Generally, federal rules prohibit schools from soliciting or accepting gifts or other things of value exceeding $20 from Internet service providers that participate or are seeking to participate in the E-rate program. 47 C.F.R. §54.503. However, during the COVID-19 pandemic, the Federal Communications Commission (FCC) temporarily waived its rules prohibiting such gifts to enable service providers to support remote learning efforts without impacting school E-rate funding. See https://docs.fcc.gov/public/attachments/DA-20-1479A1.pdf.

[2] This goal is repeated in sample exhibits 6:235-AP1, E1, *Student Authorization for Access to the District's Electronic Networks*, and 6:235-AP1, E2, *Staff Authorization for Access to the District's Electronic Networks*.

[3] Topics for the implementation plan include integration of the Internet in the curriculum, staff training, and safety issues. The implementation plan can also include technical information regarding service providers, establishing Internet accounts, distributing passwords, software filters, menu creation, managing resources and storage capacity, and the number of access points for users to connect to their accounts. Another topic is investigation of inappropriate use.

[4] No system can guarantee to operate perfectly or to prevent access to inappropriate material; this policy statement attempts to absolve the district of any liability.

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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.[5] Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use. [6]

Acceptable Use [7]

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.[8] 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 communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics,

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[5] Required by 47 U.S.C. §254(h)(5)(B)(iii) and 47 C.F.R. §54.520(c)(i) only for districts that receive *E-rate* discounts for Internet access or plan to become participants in the *E-rate* discount program. All boards receiving an *E-rate* funding for Internet access were required to certify that they had updated their Internet safety policies. See, *FCC Report and Order 11-125* (~~August 11,~~ 8-11-~~20~~11). This sentence is optional if the district only receives discounts for telecommunications, such as telephone service, unless the district plans to participate in the *E-rate* discount program.

[6] School authorities may reasonably regulate student expression in school-sponsored publications for education-related reasons. Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988). This policy allows such control by clearly stating that school-sponsored network information resources are not a "public forum" open for general student use but are, instead, part of the curriculum.

It is an unfair labor practice (ULP) under the Ill. Educational Labor Relations Act (IELRA) for an employer to discourage employees from becoming or remaining members of a union. 115 ILCS 5/14(a)(10)~~, added by P.A. 101-620~~. In connection with that potential penalty, the IELRA requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources. 115 ILCS 5/14 (c-5)~~, added by P.A. 101-620~~. This policy aligns with IELRA requirements by clarifying the District's electronic network is not a public forum for general use by outside parties and by limiting use of the network to the purposes stated under the **Acceptable Use** subhead. However, districts are still prohibited under the First Amendment to the U.S. Constitution from suppressing messages based on viewpoint and may be subject to liability if they affirmatively block individual senders. See Lindke v. Freed, 601 U.S. 187 (2024); Perry Educ. Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37 (1983); People for the Ethical Treatment of Animals v. Tabak, 109 F.4th 627 (D.C. Cir. 2024) ~~Columbia Univ. v. Trump, 302 F.Supp.3d 541 (S.D.N.Y. 2018)~~. Consult the board attorney if the board wants to amend this policy to prohibit access by specific parties and/or before taking steps to "block" any specific party from the district's email system based on the content of the party's message.

[7] This paragraph provides general guidelines for acceptable use regardless of whether Internet use is supervised. In practice, many districts allow for incidental personal use of their networks during duty-free times. The specific rules are provided in sample exhibits 6:235-AP1, E1, *Student Authorization for Access to the District's Electronic Networks,* and 6:235-AP1, E2, *Staff Authorization for Access to the District's Electronic Networks* (see also f/n 1). This paragraph's application to faculty may have collective bargaining implications.

[8] The "privilege, not a right" dichotomy is borrowed from cases holding that a student's removal from a team does not require due process because such participation is a privilege rather than a right. The deprivation of a privilege typically does not trigger the Constitution's due process provision. Clements v. Bd. of Educ. of Decatur Public Sch. Dist. No. 61, 133 Ill.App.3d 531 (4th Dist. 1985). Nevertheless, before access privileges are revoked, the user should be notified and allowed to give an explanation.

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and protocol.[9] Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. [10]

Internet Safety [11]

Technology protection measures shall be used on each District computer with Internet access.[12] They shall include a filtering device that protects against Internet access by both adults and minors 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.[13] The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.[14] The

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[9] If students are allowed only supervised access and are not required to sign the *Authorization for Access to the District's Electronic Networks*, the provisions from the *Authorization* should be used as administrative procedures for covering student Internet use. See 6:235-AP1, *Acceptable Use of the District's Electronic Networks*. This is an optional sentence:

The Superintendent shall establish administrative procedures containing the appropriate uses, ethics, and protocol for Internet use.

The Harassing and Obscene Communications Act criminalizes harassing and obscene electronic communication. 720 ILCS 5/26.5.

[10] The Fourth Amendment to the U.S. Constitution protects individuals from searches only when the person has a legitimate expectation of privacy. This provision attempts to avoid Fourth Amendment protection for communications and downloaded material by forewarning users that their material may be read or searched, thus negating any expectation of privacy.

Email and computer files are "public records" as defined in the Ill. Freedom of Information Act (FOIA) if they are, as in this policy, "under control" of the school board. 5 ILCS 140/2. They may be exempt from disclosure, however, when they contain information that, if disclosed, "would constitute a clearly unwarranted invasion of personal privacy." 5 ILCS 140/7.

Alternatively, a school board may believe that making email semi-private enhances its educational value. The following grants limited privacy to email communications and can be substituted for the sample policy's sentence preceding this footnote:

School officials will not intentionally inspect the contents of email without the consent of the sender or an intended recipient, unless as required to investigate complaints regarding email that is alleged to contain material in violation of this policy or the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*.

[11] See f/n 1.

[12] While it is best practice to do so, neither CIPA nor the rules for the E-Rate program specifically address whether school-owned computers or other mobile computing devices must be filtered when using a non-school Internet connection. Consult the board attorney for guidance on this issue.

[13] This sample policy language is broader than the requirements in federal law (20 U.S.C. §7131, 47 U.S.C. §254, and 47 C.F.R. §54.520(c)(i)). It does not distinguish between minors (children younger than 17) and non-minors. The terms, *minor*, *obscene*, *child pornography*, and *harmful to minors* have not changed, but are now explicitly referred to in the regulations at 47 C.F.R. §54.520(a). Federal law defines *harmful to minors* as:

…any picture, image, graphic image file, or other visual depiction that–(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The Federal Communications Commission specifically declined to find that access to social networking websites are per se *harmful to minors*. However, the U.S. Dept. of Health and Human Services issued a Surgeon General's Advisory stating there is not enough evidence to conclude that social media is safe for children. See www.hhs.gov/surgeongeneral/reports-and-publications/youth-mental-health/social-media/index.html. School officials have discretion about whether or not to block access to these and similar sites. See supra f/n 3.

[14] Permitted by 20 U.S.C. §7131(c). The policy's provision for prior approval is not in the law and may be omitted. The entire sentence may be eliminated if a board does not want the filtering device to be disabled.

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Superintendent or designee shall include measures in this policy's implementation plan to address the following: [15]

1. Ensure staff supervision of student access to online electronic networks, [16]
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.

Use of Artificial Intelligence (AI)-Enabled Tools [17]

The Board recognizes that AI-enabled tools are important to enhance student learning, educator effectiveness, and school operations. The use of AI-enabled tools in the District shall be implemented in a safe, ethical, and equitable manner and in accordance with Board policies 1:30, *School District Philosophy*, and 7:345, *Use of Educational Technologies*; *Student Data Privacy and Security*.

To implement the use of AI-enabled tools in the District, the Superintendent or designee shall:

1. Develop a District-wide AI Plan that addresses the District's approach to the integration of AI;
2. Based on the District-wide AI Plan, establish AI Responsible Use Guidelines to address the responsible use of AI in the District by students and staff;

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[15] In order to qualify for universal service benefits under the federal Children's Internet Protection Act (CIPA), the district's Internet safety policy must address the items listed in the sample policy. 47 U.S.C. §254(l). The sample policy accomplishes this task by requiring these items be addressed in the policy's implementation plan or administrative procedure.

Note that federal law required school boards to hold at least one hearing or meeting to address the *initial* adoption of the Internet safety policy. Later revisions of the existing policy need not follow the public notice rule of CIPA, though a board will still need to follow its policy regarding revisions and the mandates of FOIA.

CIPA also requires this policy and its documentation to be retained for at least five years after the last day of service delivered in a particular funding year. This means the five-year retention requirement begins on the last day of service delivered under E-rate, not from the day the policy was initially adopted. Consult the board attorney about this requirement and the best practices for your individual board.

[16] Monitoring the online activities of *students* is broader than the requirement in federal law to monitor *minors*. The definition of minor for this purpose is "any individual who has not attained the age of 17 years." See 47 C.F.R. §54.520(a)(4)(i). The use of the word *students* is a best practice.

[17] Optional. Artificial intelligence is a rapidly evolving and complex technology that implicates many unsettled legal and ethical issues. This content contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

A Statewide Generative AI and Natural Language Processing Taskforce issued a report to the General Assembly in December 2024 (https://doit.illinois.gov/content/dam/soi/en/web/doit/meetings/ai-taskforce/reports/2024-gen-ai-task-force-report.pdf) that recommended the Ill. State Board of Education provide guidance on the use of AI in schools, best practices, and educator training. The U.S. Dept. of Education released a toolkit to assist education leaders with the safe, ethical, and equitable integration of AI within education systems, available at: http://downloads.microscribepub.com/il/press/federal_resources/FINAL-ED-OET-EdLeaders-AI-Toolkit-10.29.24_20250221.pdf. Note: This resource may no longer be available on a federal government website but is being maintained at **PRESS** Online to provide consistent subscriber access.

Adopting policy language that addresses AI provides (a) a way for boards to monitor how this technology is being used in the district, and (b) an opportunity for the board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Before adoption of this subhead, the board may want to have a conversation with the superintendent to determine how local conditions, resources, and current practices will support the full implementation of a policy that addresses AI and its goals. The use of AI will be most effective when the policy reflects local conditions and circumstances. Consult the board attorney about these issues. See sample administrative procedure 6:235-AP3, *Development of Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines*, for a suggested framework for developing an AI plan and guidelines.

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3. Ensure that AI-enabled tools comply with State and federal law;
4. Ensure that staff receive training and students receive instruction on the use of AI, as appropriate; and
5. Review the District's AI Plan and AI Responsible Use Guidelines on an annual basis and update them as needed.

Authorization for Electronic Network Access [18]

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. [19]

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 confidential student information is loaded onto the network.

Violations

The failure of any user to follow the terms of the District's administrative procedure, *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.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[18] The District's administrative procedure, 6:235-AP1, *Acceptable Use of the District's Electronic Networks*, rather than this board policy, specifies appropriate conduct, ethics, and protocol for Internet use. This is consistent with the principle that detailed requirements are not appropriate for board policy; instead, they should be contained in separate district documents that are authorized by board policy. Keeping technical rules specifying acceptable use out of board policy will allow for greater flexibility, fewer changes to the policy manual, and adherence to the belief that board policy should be confined to governance issues and the provision of guidance on significant district issues. This sample policy only requires staff and students to sign the *Authorization*; however, all users of the District's Electronic Networks, including board members and volunteers, are bound by this policy and its implementing procedure and should be familiar with their content.

[19] The Superintendent's implementation plan should describe appropriate supervision for students on the Internet who are not required, or refuse, to sign the *Authorization*.

The use of personal electronic communication devices owned by students but used to gain Internet access that has been funded by *E-rate* is not addressed yet. ~~The FCC has indicated that it does plan to address the issues associated with the application of CIPA requirements to this situation.~~

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LEGAL REF.: 20 U.S.C. §7131, Elementary and Secondary Education Act.
47 U.S.C. §254(h) and (l), Children's Internet Protection Act.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.
720 ILCS 5/26.5.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADMIN. PROC.: 6:235-AP1 (Acceptable Use of the District's Electronic Networks), 6:235-AP1, E1 (Student Authorization for Access to the District's Electronic Networks), 6:235-AP1, E2 (Staff Authorization for Access to the District's Electronic Networks)

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Instruction

Access to Electronic Networks

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

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 or designee shall develop an implementation plan for this policy and appoint a system administrator.

The 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) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

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

Acceptable Use

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. 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 communications 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 minors 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

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authorized person may disable the filtering device for bona fide research or other lawful 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 is responsible for understanding the content of the District's *Authorization for Electronic Network Access* 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 and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Violations

The failure of any user to follow the terms of the District's administrative procedure, *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.

LEGAL REF.: 20 U.S.C. §7131, Elementary and Secondary Education Act.
47 U.S.C. §254(h) and (1), Children's Internet Protection Act.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.
720 ILCS 5/26.5.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADMIN. PROC.: 6:235-AP1 (Acceptable Use of the District's Electronic Networks), 6:235-AP1, E1 (Student Authorization for Access to the District's Electronic Networks), 6:235-AP1, E2 (Staff Authorization for Access to the District's Electronic Networks)

ADOPTED: May 17, 2001

REVISED: September 16, 2021

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Students

Equal Educational Opportunities [1]

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race,[2] national origin, religion, sex,[3] sexual orientation, ancestry, age, physical or mental disability, gender identity,[4] status of being homeless, immigration status, order of protection status,

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law requires this subject matter be covered by policy and controls this policy's content. Many civil rights laws guarantee equal educational opportunities; see citations in the Legal References.

[2] The Ill. Human Rights Act (IHRA) defines *race* to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. 775 ILCS 5/1-103(M-5)~~, added by P.A. 102-1102~~. The Ill. Dept. of Human Rights' (IDHR) jurisdiction over schools as "places of public accommodation" is limited, see f/n 4, below. See also sample policy 7:160, *Student Appearance*, regarding hairstyles associated with race.

[3] With some exceptions, Title IX of the Education Amendments of 1972 (Title IX) guarantees that "[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance…" 20 U.S.C. §1681(a). ~~Prohibited sex discrimination in violation of Title IX includes sex-based harassment and "discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity." 34 C.F.R. §§ 106.2, 106.10.~~ See sample policy 2:265, *Title IX Grievance Procedure*, for further discussion.

Title IX implementing regulations at 34 C.F.R. §106.40 and 49 C.F.R. §25.445 prohibit "any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex." Ill. State Board of Education (ISBE) sex equity regulation at 23 Ill.Admin.Code §200.50(e) prohibits discrimination against a student "because of his or her actual or potential marital or parental status," and it specifies that: (1) pregnancy shall be treated as any other temporary disability, (2) pregnancy or parenthood shall not be considered cause for dismissal or exclusion from any program or activity, (3) participation in special programs provided for pregnant students or students who are parents shall be at the student's option, and (4) systems shall eliminate administrative and programmatic barriers to school attendance and school completion by pregnant students or students who are parents. Id. See f/n 8, below, regarding support services for pregnant and parenting students.

[4] The IHRA and an ISBE rule prohibit schools from discriminating against students on the basis of *sexual orientation* and *gender identity*. 775 ILCS 5/1-103(Q), 5/5-101(11), and 5/5-102; 23 Ill.Admin.Code §1.240. *Sexual orientation* is defined as the "actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth." 775 ILCS 5/1-103(O-1). *Gender identity* is included in the definition of sexual orientation in the IHRA. The IHRA permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms. 775 ILCS 5/5-103.

Adopting separate policies or inserting policy statements about accommodations and inclusion of transgender students in the educational program are unsettled areas of the law. Some lawyers believe doing so may open boards to equal protection challenges for not creating separate policies for other protected statuses, e.g., race, national origin, religion, etc. Governor Pritzker issued Executive Order (EO) 2019-11, titled "Strengthening Our Commitment to Affirming and Inclusive Schools" which established the Affirming and Inclusive Schools Task Force (Task Force) to identify strategies and best practices for ensuring welcoming, safe, supportive, and inclusive school environments for transgender, nonbinary, and gender nonconforming students. The Task Force delivered a report that served as the basis for two non-regulatory guidance documents entitled *Supporting Transgender, Nonbinary and Gender Nonconforming Students* and *Sample District Policy and Administrative Procedures* at www.isbe.net/supportallstudents. The Ill. State Board of Education (ISBE) hosts these documents on its website.

Consult the board attorney if your board wishes to adopt a separate policy or insert policy statements about accommodations and inclusion of transgender students.

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military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.[5] 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*.[6] Any student may file a discrimination complaint by using Board policy 2:260, *Uniform Grievance Procedure*, or in the case

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For boards that want to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendation into this policy, insert the following in place of "gender identity,": gender, gender identity (whether or not traditionally associated with the student's sex assigned at birth), gender expression.

If the board inserts this option, it must also insert the options in f/n 7, below and in f/n 2 of sample policy 7:20, *Harassment of Students Prohibited*, but note the protected statuses list in this policy is different and should not be copied from here into 7:20, *Harassment of Students Prohibited*.

See sample administrative procedure 7:10-AP1, *Accommodating Transgender, Nonbinary, or Gender Nonconforming Students*, for a case-by-case procedure that school officials may use when a student requests an accommodation based upon his or her gender identity.

For a list of policies that address the equal educational opportunities, health, safety, and general welfare of students within the District, see sample exhibit 7:10-E, *Equal Educational Opportunities Within the School Community*.

5 ~~Many civil rights laws guarantee equal education opportunities; see citations in the Legal References.~~

In 23 Ill.Admin.Code §1.240, ISBE states that "no school system may deny access to its schools or programs to students who lack documentation of their immigration status or legal presence in the United States, and no school system may inquire about the immigration status of a student (Plyler v. Doe, 457 U.S. 202 (1982))."

775 ILCS 5/1-102(A), amended by P.A.s 103-472 and 103-785~~, eff. 1-1-25~~, lists the following protected categories: race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, reproductive health decisions, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations, including in elementary, secondary, and higher education. See sample policy 5:10, *Equal Employment Opportunity and Minority Recruitment*, and its footnotes for definitions of some of these terms.

The IHRA prohibits schools from discriminating against students on the bases of *reproductive health decisions*. 775 ILCS 5/1-103(Q), amended by P.A. 10~~37~~-78~~53, eff. 1-1-25~~. See 775 ILCS 5/1-103(O-2), amended by P.A. 103-785~~, eff. 1-1-25~~, for a definition of *reproductive health decisions*.

~~The IHRA and an ISBE rule prohibit schools from discriminating against students on the basis of *sexual orientation* and *gender identity*. 775 ILCS 5/1-103(Q), 5/5-101(11), and 5/5-102; 23 Ill.Admin.Code §1.240. *Sexual orientation* is defined as the "actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity, whether or not traditionally associated with the person's designated sex at birth." 775 ILCS 5/1-103(O-1). *Gender identity* is included in the definition of sexual orientation in the Act. The Act permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms. 775 ILCS 5/5-103.~~

The IHRA's jurisdiction in regard to schools as places of public accommodation is specifically limited to: (1) failing to enroll an individual, (2) denying or refusing full and equal enjoyment of facilities, goods, or services, or (3) failing to take corrective action to stop severe or pervasive harassment of an individual. 775 ILCS 5/5-102.2~~, amended by P.A. 102-1102~~.

6 23 Ill.Admin.Code §200.40(g) prohibits entering into agreements with entities that discriminate against students on the basis on sex. Section 200.80(a)(4) contains an exception for single sex youth organizations, e.g., Girl Scouts. Note that the U.S. Supreme Court refused to apply New Jersey's public accommodation law to the Boy Scouts because forcing the Scouts to accept a homosexual as a member would violate the Scouts' freedom of expressive association. Boy Scouts of America v. Dale, 530 U.S. 640 (2002). When deciding whether to allow non-school groups to use its facilities, a public school district may not engage in viewpoint discrimination. Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

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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*. [7]

Sex Equity [8]

No student shall, based on sex, sexual orientation, or gender identity[9] 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 Board's resolution of the complaint to the Regional

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[7] Districts must have a grievance procedure. See the Legal References following this policy and 105 ILCS 5/22-95, added by P.A. 103-472, regarding the internal complaint process for claims of discrimination on the basis of race, color, or national origin, which is addressed in sample policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Absent a specific statute or rule, there is no consensus on whether students have the right to appeal a board's decision to the Regional Superintendent and thereafter to the State Superintendent pursuant to 105 ILCS 5/2-3.8.

[8] Every district must have a policy on sex equity. 23 Ill.Admin.Code §200.40(b). The IHRA, Public Accommodation section, prohibits schools from: (1) failing to enroll an individual, (2) denying or refusing an individual full and equal enjoyment of its facilities, goods, or services, or (3) failing take corrective action to stop severe or pervasive harassment of an individual (775 ILCS 5/5-102.2~~, amended by P.A. 102-1102~~), on the basis of the individual's sex or sexual orientation, among other classifications (775 ILCS 5/5-101(11)). Every four years, districts must evaluate their policies and practices to identify and eliminate sex discrimination as well as evaluate course enrollment data to identify disproportionate enrollment based on sex. In-service training for all staff members is required. 23 Ill.Admin.Code §200.40(e).

Every four years, districts must survey students about their athletic interests and must use survey results in planning for the future and assessing current program comparability. 23 Ill.Admin.Code §200.80(b)(1). Equal participation and equal opportunity in athletics is addressed in Title IX implementing regulations. 34 C.F.R. §106.41. Generally, when a school district offers a team for one gender but not for the other, a member of the excluded gender is allowed to try out for the team unless the sport is a *contact sport*. Contact sports are boxing, wrestling, rugby, ice hockey, football, basketball, and other sports involving bodily contact. The rules also list the factors that determine whether equal opportunities are available to both genders. These include: whether the selection of athletics accommodates the interests and abilities of both genders; equipment and supplies; scheduling; opportunity to receive coaching and academic tutoring; locker rooms, practice facilities, and fields; and publicity. Title IX prohibits any person from sexually harassing a student. See sample policy 2:265, *Title IX Grievance Procedure*, for further discussion.

105 ILCS 5/10-20.60 requires public schools to provide reasonable accommodations to breastfeeding students. See sample administrative procedure 7:10-AP2, *Accommodating Breastfeeding Students*, for specific *reasonable accommodations* under Illinois law.

105 ILCS 5/10-20.63~~, amended by P.A. 102-340,~~ requires school districts to make menstrual hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in bathrooms of every school building that is open for student use in grades 4 through 12 during the regular school day. **Note:** While P.A. 102-340 expanded the availability of menstrual hygiene products to students in grades 4 and 5, it did not expand the definition of *school building*, which remains defined as serving students in grades 6 through 12. Consult with the board attorney about implementing this law.

105 ILCS 5/26A-40, added by P.A. 102-466, a/k/a *Ensuring Success in School Law*, eff. 7-1-25, requires schools to "facilitate the full participation of students who are parents, expectant parents, or victims of domestic or sexual violence" by providing certain in-school support services. For further information, see sample policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

[9] For boards that want to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendations into this policy (see f/n 4 above), insert:

1. In place of "or gender identity" as follows: "~~or~~ gender identity, or gender expression".
2. The following sentence as the second sentence of this subhead: "Students shall be supported in a manner consistent with their gender identity. This will include, but not be limited to, use of restrooms, locker rooms, and other facilities that correspond with the student's gender identity."

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Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8). [10]

Any student may file a sexual harassment ~~discrimination~~ complaint by using Board policy 2:265, *Title IX Grievance Procedure*.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator~~, who also serves as the District's~~ and a Title IX Coordinator.[11] The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures. [12]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[10] Districts must have a sex equity grievance procedure and must tell students that they may appeal a board's resolution of a sex equity complaint to the Regional Superintendent and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §200.40. Student complaints regarding breastfeeding accommodations must also be processed in accordance with these procedures ~~as well as Title IX~~. See sample policy~~ies~~ 2:260, *Uniform Grievance Procedure*, at f/n 9~~, and 2:265, *Title IX Grievance Procedure*~~.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center Executive Director."

[11] Required by regulations implementing Title IX. 34 C.F.R. §106.8(a). See f/ns 24 and 25 in sample policy 2:260, *Uniform Grievance Procedure*. The Nondiscrimination Coordinator often also serves as the Title IX Coordinator. ~~If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, amend this sentence to state: "The Superintendent shall appoint a Nondiserimination Coordinator and a Title IX Coordinator."~~

[12] Required by regulations implementing Title IX. 34 C.F.R. Part 106; 23 Ill.Admin.Code §200.40. Comprehensive faculty and student handbooks can provide required notices, along with other important information, to recipients. Handbooks can be developed by the building principal but should be reviewed and approved by the superintendent and board. Faculty handbooks may contain working conditions and be subject to mandatory collective bargaining. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh.

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LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education 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.
42 U.S.C. §11431 et seq., McKinney-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, 5/26A, 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 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (School Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

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Students

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or 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 complaint 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, or National Origin Prohibited*.

Sex Equity

No student shall, on the basis of 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 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).

Any student may file a sex discrimination complaint by using Board policy 2:265, *Title IX Grievance Procedure.*

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.

CURRENT

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education 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.
42 U.S.C. §11431 et seq., McKinney 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, 3.25d(b), 10-20.12, 5/10-26.60, 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 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of 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)

ADOPTED: May 17, 2001

REVISED: January 16, 2025

CURRENT

Students

Harassment of Students Prohibited [1]

No person, including a School District employee, 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[2]; 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

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law requires this subject matter be covered by policy, controls this policy's content, and 105 ILCS 5/10-20.71 requires that every two years, each district within an Illinois county served by an accredited Children's Advocacy Center review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85. Each district must also have a policy on bullying. 105 ILCS 5/27-23.7, amended by P.A. 103-47; see sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

This policy's list of protected classifications aligns with the list in sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The protected classifications are found in 105 ILCS 5/27-23.7(a), amended by P.A. 103-47; 775 ILCS 5/1-103~~, amended by P.A.s 102-896~~; 23 Ill.Admin.Code §1.240.

The list of protected classifications in sample policy 7:10, *Equal Educational Opportunities*, is different – it does not contain the classifications that are exclusively identified in the bullying statute. 105 ILCS 5/27-23.7, amended by P.A. 103-47.

The Ill. Human Rights Act (IHRA) and an Ill. State Board of Education (ISBE) rule prohibit schools from discriminating against students on the basis of *sexual orientation* and *gender identity*. 775 ILCS 5/5-101(11); 23 Ill.Admin.Code §1.240. *Sexual orientation* is defined as the "actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth." 775 ILCS 5/1-103(O-1). *Gender identity* is included in the definition of sexual orientation in the Act. The Act permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms. 775 ILCS 5/5-103. Additionally, *race* is defined to include traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists. 775 ILCS 5/1-103(M-5)~~, added by P.A. 102-1102~~. 775 ILCS 5/1-102(A), added *order of protection status* to its list of protected categories. IHRA's jurisdiction regarding schools as a public accommodation is specifically limited to: (1) failing to enroll an individual, (2) denying access to facilities, goods, or services, or (3) failing to take corrective action to stop severe or pervasive harassment of an individual. 775 ILCS 5/5-102.2~~, amended by P.A. 102-1102~~. It is also a violation of IHRA if a district is aware of an employee or agent's harassment towards a student but fails to take appropriate action to stop the harassment. 775 ILCS 5/5A-101 and 102, amended by P.A. 103-472.

[2] See f/n ~~3~~4 in sample policy 7:10, *Equal Educational Opportunities*, for a discussion about Executive Order (EO) 2019-11 establishing the Affirming and Inclusive Schools Task Force (Task Force) that made policy and administrative procedure recommendations to ISBE that are discussed in a its publication *Sample District Policy and Administrative Procedures* at www.isbe.net/supportallstudents.

For boards that want to incorporate ISBE's sample policy recommendation, insert the following in place of "gender identity;": gender; gender identity (whether or not traditionally associated with the student's sex assigned at birth);

If the board inserts this option, it must also insert the options in f/ns ~~3~~4 and ~~8~~9 of policy 7:10, *Equal Educational Opportunities*, but note the protected statuses list in this policy is different and should not be copied from here into 7:10, *Equal Educational Opportunities*.

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or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. [3]

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.[4] See Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents 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

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[3] This list of examples of prohibited conduct is optional. While hate speech is not specifically mentioned in this paragraph, any hate speech used to harass or intimidate is banned. Hate speech without accompanying misconduct may be prohibited in response to actual incidents when hate speech interfered with the educational environment. West v. Derby Unified Sch. Dist., 206 F.3d 1358 (10th Cir. 2000).

[4] Two laws apply to sexual harassment of students in Illinois. Title IX of the Education Amendments of 1972 (Title IX) ~~and IHRA~~ prohibits ~~discrimination on the basis of sex and~~ sexual ~~-based~~ harassment in any educational program or activity receiving federal financial assistance. 20 U.S.C. §1681. Title IX defines sexual harassment as conduct on the basis of sex that meets one or more of the following: (1) a district employee~~, agent, or other authorized person~~ conditions the provision of an aid, benefit, or service on an individual~~a person~~'s participation in unwelcome sexual conduct; (2) unwelcome ~~sex-based~~ conduct ~~that, based on the totality of the circumstances, is subjectively and objectively~~determined by a reasonable person to be so severe, pervasive, and objectively offensive ~~and is so severe or pervasive~~ that it ~~limits or~~ denies a person~~'s ability to participate in or benefit from~~ equal access to the District's education program or activity; or (3) *sexual assault*, *dating violence*, *domestic violence*, or *stalking* as defined in federal law. 34 C.F.R. §106.30~~2~~. See sample policy 2:265, *Title IX Grievance Procedure*, and sample exhibit 2:265-E, *Title IX Glossary of Terms*. Consult the board attorney to ensure the nondiscrimination coordinator and complaint managers are trained to appropriately respond to allegations of Title IX sexual ~~-based~~ harassment. See sample procedures 2:265-AP1, *Title IX Response*, and 2:265-AP2, *Formal Title IX Complaint Grievance Process*~~, and 2:265-AP3, *Title IX Coordinator*~~.

IHRA prohibits any district employee or agent from sexually harassing a student, and defines sexual harassment as any unwelcome sexual advances or requests for sexual favors made to a student, or any conduct of a sexual nature toward a student, when: (1) such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or (2) the district employee or agent either explicitly or implicitly makes the student's submission to or rejection of such conduct as a basis for making various enumerated education-related determinations. 775 ILCS 5/5A-101(E).

School districts are liable for damage awards for an employee's sexual harassment of a student in limited situations. Liability occurs only when a district official who, at a minimum, has authority to institute corrective action, has actual notice of and is deliberately indifferent to the employee's misconduct. Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998). Schools are liable in student-to-student sexual harassment cases when school agents are deliberately indifferent to sexual harassment, of which they have actual knowledge that is so severe, pervasive, and objectively offensive that it can be said to deprive the victims of access to the educational opportunities or benefits provided by the school. Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999). The Ill. Dept. of Human Rights investigates charges of sexual harassment in violation of the IHRA, and it is a civil rights violation when a district fails to take remedial or disciplinary action against an employee the district knows engaged in sexual harassment. 775 ILCS 5/5A-102.

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whom the student is comfortable speaking.[5] ~~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 Grievance Procedure*. The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure.[6] The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.[7] ~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~ [8]

Nondiscrimination Coordinator:	**Title IX Coordinator:**
Name	Name
Address	Address
Email	Email
Telephone	Telephone

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[5] Using "or any employee with whom the student is comfortable speaking" ensures compliance with Title IX regulations providing that "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment is deemed to have *actual knowledge* which triggers a district's duty to respond. 34 C.F.R. §106.30. By including "any employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

~~[6] If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "The Nondiscrimination Coordinator, Title IX Coordinator, and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure."~~

[7] While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Each district must communicate its bullying policy to students and their parents/guardians. 105 ILCS 5/27-23.7, amended by P.A. 103-47; see sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

[8] Title IX regulations require districts to ~~designate and authorize at least one employee, referred to as the Title IX Coordinator, who is responsible for coordinating the district's compliance efforts~~identify the name, office address, email address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. 34 C.F.R. §106.8(a). For further discussion of the Title IX Coordinator, see f/n 17~~4~~ in sample policy 2:265, *Title IX Grievance Procedure*. A district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator.

~~The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, delete "The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.," supplement the previous sentence to state "The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers." Then, list the Title IX and Nondiscrimination Coordinators' names and contact information separately in this policy.~~

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Complaint Managers:

Name	Name
Address	Address
Email	Email
Telephone	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. [9]
2. For staff members, this policy 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, Title IX Coordinator, or a Complaint Manager.~~[10]~~ 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 ~~-based~~ harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the ~~Nondiscrimination~~ Title IX

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[9] In addition to notifying students of Board policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Grievance Procedure*, a district must notify them of the name, office address, email address, and telephone number of district's Title IX Coordinator. 34 C.F.R. §106.8(a). 105 ILCS 5/10-20.69 requires districts to maintain and implement an *age-appropriate* policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website and, if applicable, other areas where such information is posted in each school. The law does not expressly state that the age-appropriate policy is for students; however, that is the most logical interpretation. In practice, most districts maintain a student handbook for each building. Because the law only requires one policy, this policy manages the age-appropriate requirement by directing age-appropriate explanations of the policy be included in the building-level student handbook(s). Student handbooks can be developed by the building principals, but should be reviewed and approved by the superintendent and school board. The Ill. Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh.

~~[10] If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, supplement this sentence to state "Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager."~~

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Coordinator or designee[11] shall consider whether action under Board policy 2:265, *Title IX 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 policies 2:265, *Title IX 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[12] 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 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/guardian, 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.

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[11] ~~"Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used (see next paragraph in policy text). If the district's Nondiscrimination Coordinator does not also serve as the Title IX Coordinator, delete "Nondiscrimination" and insert "Title IX" in its place.~~

[12] Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). Delete this subhead if your school district is within a county not served by an accredited CAC. 105 ILCS 5/22-85 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For a map of accredited CACs, and to identify a CAC that may serve your district, see www.childrensadvocacycentersofillinois.org/about/map. For further discussion see f/ns 14-16 in sample policy 5:90, *Abused and Neglected Child Reporting*.

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Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX 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, 5/26A, 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 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), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

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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 identify; 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 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 student 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 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.

Nondiscrimination Coordinators/Title IX Coordinators:

Dr. Adam Zehr
Assistant Superintendent Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6150
azehr@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

CURRENT

Complaint Managers:

Dr. Amy MacCrindle
Assistant Superintendent Learning & Innovation
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6135
amaccrindle@district158.org

Mrs. Karrie Baughman
Director of Human Resources
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6178
kbaughman@district158.org

Mrs. Deanna Gill
Assistant Superintendent Special Services
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6157
dgill@district158.org

Mr. Mark Altmayer
Chief Financial Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6111
maltmayer@district158.org

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 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 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 policies 2:265, *Title IX 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.

CURRENT

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 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 discipline 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*, 2:265, *Title IX 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; 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).

CURRENT

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), 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).

ADOPTED: May 17, 2001

REVISED: June 20, 2024

CURRENT

Students

School Admissions and Student Transfers To and From Non-District Schools [1]

Age [*Elementary or Unit Districts only*]

To be eligible for admission, a child must be five years old on or before September 1 of that school term.[2] A child entering first grade must be six years of age on or before September 1 of that school term.[3] Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates.[4] 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 teacher, and will be six years old on or before December 31.[5] A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age.[6] Early

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State law requires some of the subject matter contained in this sample policy to be covered by policy and controls this policy's content. Boards must adopt a policy on school admissions (105 ILCS 5/10-21.2) and restricting a student from transferring from another school while under a suspension or expulsion from that school (105 ILCS 5/10-22.6). A *registration guidance document*, updated annually, is available from the Ill. State Board of Education (ISBE) at: www.isbe.net/Documents/guidance_reg.pdf.

[2] 105 ILCS 5/10-20.12. The district may, however, establish a kindergarten for children between the ages of 4 and 6 years old. 105 ILCS 5/10-22.18. Any child between the ages of 7 and 17 (unless the child has already graduated from high school) must attend public or private school, with certain exceptions allowed for physical and mental disability, lawful employment, or other reasons as specified by statute. 105 ILCS 5/26-1. The phrase "a child between the ages of 7 and 17" is liberally construed to fully carry out the true intent and meaning of the General Assembly (5 ILCS 70/1.01), which is to ensure that students graduate from high school (105 ILCS 5/26-1). Therefore, "the ages of 7-17" means a child is 17 until his or her 18th birthday.

[3] Optional sentence.

[4] 105 ILCS 5/10-20.12.

[5] Id. Delete the first four sentences in this paragraph if the district operates a year-round school and use the following alternative:

> To be eligible for admission, a child must be at least five years old within 30 days after the commencement of that school term. Based upon an assessment of the child's readiness to attend school, the District may permit him or her to attend school prior to this date. A child may also attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool and continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will attain age six within four months after the commencement of the term.

[6] 105 ILCS 5/14-1.02 and 5/14-1.03a. An ISBE rule states: "Each school district shall be responsible for actively seeking out and identifying all children from birth through age 21 within the district (and those parentally-placed private school children for whom the district is responsible under 34 C.F.R. §300.131) who may be eligible for special education and related services." 23 Ill.Admin.Code §226.100. Note that after a child is determined to be eligible for special education services, the child must be placed in the appropriate program no later than the beginning of the next school semester. 105 ILCS 5/14-8.02~~, amended by P.A. 102-199~~.

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entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*. [7] [8]

Admission Procedure

All students must register for school each year 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.[9] 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[10] record, and return the certified copy 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. [11]

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[7] 105 ILCS 5/14A-17, Accelerated Placement Act (APA). For high school districts, delete this sentence and the cross reference to 6:135, *Accelerated Placement Program*. See sample policy 6:135, *Accelerated Placement Program*, and sample administrative procedure 6:135-AP, *Accelerated Placement Program Procedures*, for further detail.

Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12 (*School year – School age.)*. See f/n 4 in sample policy 6:135, *Accelerated Placement Program* for a discussion about reconciling the APA and 105 ILCS 5/10-20.12. **Consult the board attorney for guidance.**

[8] Districts should consider implementing specific and objective criteria for early admissions and address such issues as who pays the costs for assessments, etc. Using this exception defeats the age requirement rules because it only relies upon a child's readiness, regardless of his or her age.

[9] Presenting a certified copy of a student's birth certificate is a missing children's law enforcement issue **that may not be used for denying enrollment**. See **Guidance Documents** subhead in sample administrative procedure 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*, for more information about enrollment and residency issues. Consult the board attorney if a student cannot produce a certified copy of his or her birth certificate and wishes to provide a passport, visa, or other governmental documentation of identity. To balance the tension between the missing children's laws reporting requirements and Plyler v. Doe (457 U.S. 202 (1982)), many attorneys advise not to report a student's failure to produce a birth certificate; however always consult the board attorney for assistance based upon the specific facts of the enrollment situation (see f/n 11 below).

[10] 23 Ill.Admin.Code §375.10 states that the *student permanent record* shall include basic identifying information, including the student's name, birth date and place, and gender, and evidence required under 325 ILCS 50/5(b)(1).

[11] Two almost identical laws govern this requirement: Missing Children Records Act (325 ILCS 50/) and Missing Children Registration Law (325 ILCS 55/). We reconciled their differences as much as possible but chiefly used the language from the Registration Law because it has the clearest explanation. The statutory enforcement requirements, as nonsensical as they may seem, are quoted in the policy. **Important:** Schools cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. See Plyler v. Doe. See also f/n 18 below.

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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*. [12]

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.[13] Students who are children of active duty 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. [14]

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.[15] 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. Dept. of Children and Family Services (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of

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According to the Ill. State Police, a certified copy of the student's birth certificate is the only acceptable proof of the child's identity and age. 20 Ill.Admin.Code §1290.60(a). For more discussion about acceptable proof of identity, see f/n 1 in sample administrative procedure 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*. The Missing Children Records Act requires schools to make prompt copies of these certified copies. 325 ILCS 50/5(b)(1). Once made, schools need not request another certified copy with respect to that child for any other year in which the child is enrolled in that school or other entity. Id. While the Act does not mandate where the copy should be kept, it is appropriate for placement in the student's permanent record. See 23 Ill.Admin.Code §375.10 and f/n 10, above. The school person who receives the copy of the certified birth certificate should initial and date the document. That way, if there is a question or an investigation (which can happen even years after enrollment) there will not be an issue as to who received the document and the date it was processed.

A district must also *flag* a student's record on notification by the State police of the student's disappearance and report to the State police any request for a *flagged* student record. 325 ILCS 50/3, 50/5.

[12] Each school must maintain records for each student that reflect compliance with the examinations and immunizations required by 105 ILCS 5/27-8.1 and 23 Ill.Admin.Code §1.530(a). A Tuberculosis skin test is required if the student lives in an area designated by the Ill. Dept. of Public Health as having a high incidence of Tuberculosis. 105 ILCS 5/27-8.1(1).

[13] 105 ILCS 5/22-70~~This paragraph is optional in the policy; it reflects the requirements of State and federal law. P.A. 99-30 repealed the Military Compact Act at 105 ILCS 5/22-65 because of the Educational Opportunity for Military Children Act (EOMCA, 105 ILCS 70/); this exact language is not contained in the recoded EOMCA~~. Districts must report this enrollment information as aggregate data to ISBE. Id.

[14] ~~Optional.~~ The Educational Opportunity for Military Children Act (105 ILCS 70/) further details enrollment and entrance requirements for children of active military personnel. 105 ILCS 70/33. After enrollment, the law allows a district to perform evaluations to ensure appropriate placement of the student. Course, program, graduation, extracurricular(s), and other placement options for this student population are further discussed in sample administrative procedure 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

[15] Required by Education for Homeless Children Act (105 ILCS 45/) and the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11431 et seq.). See §11432(g)(3)(C)(i).

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Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law. [16]

Student Transfers To and From Non-District Schools [17]

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

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[16] Required by 105 ILCS 5/10-20.59~~, amended by P.A. 102-199~~. These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.59~~, amended by P.A. 102-199,~~ directs how employees are prioritized for liaison appointment. Liaisons are "encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services." Schools are required to give DCFS liaisons certain notices, records, and meeting invitations. See 105 ILCS 5/10-20.77~~, added by P.A. 102-199~~ (notice and invitation to attend parent-teacher conferences and other meetings); 105 ILCS 5/10-21.8~~, amended by P.A. 102-199~~ (copies of correspondence and reports upon request of DCFS); 105 ILCS 5/13B-60.10 (notice and invitation to attend alternative learning opportunities program conference); 105 ILCS 5/14-8.02~~, amended by P.A. 102-199~~ (notices related to special education); 105 ILCS 10/~~, amended by P.A. 102-199~~ (student records). See sample administrative procedure 7:340-AP1, *School Student Records*, for more information regarding DCFS access to the student records of children in its legal custody. The law does not specifically require that a district's DCFS liaison perform these duties; this policy assigns them to the liaison because they logically fit within the responsibilities outlined in 105 ILCS 5/10-20.59, which may include:

1. Streamlining the enrollment process for students in foster care;
2. Implementing student data tracking and monitoring mechanisms;
3. Ensuring that students in DCFS custody receive all school nutrition and meal programs available;
4. Coordinating student withdrawal from a school, record transfers, and credit recovery;
5. Becoming experts on the foster care system and State laws and policies in place that support students in DCFS custody;
6. Coordinating with child welfare partners;
7. Providing foster care-related information and training to the district;
8. Working with DCFS to help students maintain their school placement, if appropriate;
9. Reviewing student schedules to ensure students are on track to graduate;
10. Encouraging a successful transition into adulthood and post-secondary opportunities;
11. Encouraging involvement in extracurricular activities; and
12. Knowing what support is available within the district and community for students in DCFS custody.

[17] 105 ILCS 5/2-3.13a requires each transferor (original) school to keep documentation of transfers in the student's record. It also requires "notification [by the transferee (recipient) school] of the transfer on or before July 31 following the school year during which the student withdraws from the transferor school or school district or the student shall be counted in the calculation of the transferor school's or school district's annual student dropout rate." ISBE rule, 23 Ill.Admin.Code §375.75(e), is consistent with this requirement. The rule also requires the transferring school or district to maintain any documentation of the student's transfer, including records indicating the school or school district to which the student transferred, in that student's temporary record. Id.

Out-of-state transfer students, including children of military personnel, may use unofficial transcripts for admission to a school until official transcripts are obtained from the student's last school district. 105 ILCS 10/8.1 and 70/32. See also sample administrative procedure 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

A board has two basic options for students transferring into the district who are serving a suspension or expulsion. Under option one, it may comply with the minimum requirements of 105 ILCS 5/2-3.13a by refusing to allow a student transferring from any public school to attend classes until the period of any suspension or expulsion has expired when the penalty was for: (1) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act; (2) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or (3) battering a staff member of the school. Under option two, a board may require a student who was suspended or expelled for *any* reason from any public or private school in this or any other state to complete the entire term of the suspension or expulsion before being admitted to the school district. The sample policy uses the second, more simple, more comprehensive alternative.

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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 or Unit Districts only*] **18**

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

A board may adopt a policy providing that if a student is suspended or expelled for any reason from any school, anywhere, the student must complete the suspension's or expulsion's entire term in an alternative school program under Article 13A (105 ILCS 5/13A, amended by P.A. 103-473) or an alternative learning opportunities program under Article 13B (105 ILCS 5/13B) before being admitted into the school district if there is no threat to the safety of students or staff in the alternative program. 105 ILCS 5/2-3.13a and 5/10-22.6(g), amended by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. If a board adopts such a policy, it must allow for the consideration of any mitigating factors (including the student's status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A). 105 ILCS 5/10-22.6(g), amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. If a board wants to provide for this alternative, it may add the following to either of the above options and add 105 ILCS 5/26A to the Legal References:

> The Superintendent is authorized to allow a student who was suspended or expelled from any public or private school to be placed in an alternative school program established under Article 13A of the School Code or an alternative learning opportunities program established under Article 13B of the School Code for the remainder of the suspension or expulsion. When determining whether to authorize such placement, the Superintendent shall consider any mitigating factors relating to the suspension or expulsion, including the student's status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A.

18 Generally, a citizen of a foreign country who wishes to enter the U.S. must first obtain either: (1) a nonimmigrant visa (for temporary stay for tourism, medical treatment, business, temporary work, or study), or (2) an immigrant visa for permanent residence. Common visas presented by foreign students are:

1. J-1 nonimmigrant visas for participants in educational and cultural exchange programs designated by the U.S. Dept. of State (DOS), Exchange Visitor Program, and Designation Staff. These students are enrolled provided they otherwise qualify for admission. For information about J-1 visas and the Exchange Visitor Program, see j1visa.state.gov/programs.
2. F-1 nonimmigrant student visa. F-1 visas are not issued for attendance at an elementary or middle school (K-8). Before obtaining an F-1 student visa, the individual must submit evidence that the school district has been reimbursed for the unsubsidized per capita cost of the education. These students are enrolled provided they otherwise qualify for admission. However, attendance at U.S. public high schools cannot exceed a total of 12 months.
3. B-2 visitor nonimmigrant visas. There is disagreement over whether these students must be enrolled tuition free. Their *visitor* visa is evidence of nonresident status. Call the district's attorney for guidance.
4. The qualified school-age child of an alien who holds another type of visa, i.e., A, E, H, I, L, etc., other than a visitor visa. These students are enrolled provided they otherwise qualify for admission. Likewise, dependents of foreign nationals on long-term visas are enrolled provided they otherwise qualify for admission.
5. No immigration documentation. Plyler v. Doe. A school cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. Thus, undocumented aliens are enrolled, provided they otherwise qualify for admission.
6. Immigrant visa. These students are enrolled provided they otherwise qualify for admission.

The Student and Exchange Visitor Information System (SEVIS) is an Internet-based system that provides tracking and monitoring, with access to accurate and current information on nonimmigrant students (F and M visas) and exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). ~~See §641, Illegal Immigration Reform and Immigrant Responsibility Act. Section 641~~ 8. U.S.C. §1372(c)(2), implemented by 8 C.F.R. §214.1(h), is an exception to the Family Educational Rights and Privacy Act (20 U.S.C. §1232g) authorizing and requiring districts to report information concerning an F, J, or M nonimmigrant to the extent necessary to comply with 8. U.S.C. §1372 and 8 C.F.R. §214.3(g) to certify these students for enrollment. ~~See 8 C.F.R. §214.1(h).~~ SEVIS enables schools and program sponsors to transmit electronic information and event notifications, via the Internet, to the U.S. Dept. of Homeland Security (DHS) and DOS throughout a student's or exchange visitor's stay. SEVIS will provide system alerts, event notifications, and reports to the end-user schools and programs, as well as for DHS and DOS offices.

According to federal regulations, students who apply for F-1, M-1, F-3, J-1, or M-3 visas must pay a fee to the DHS. The regulations describe when and how the fee is to be paid, who is exempt from the fee, and the consequences for failure to pay, 8 C.F.R. Parts 103, 214, and 299.

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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 administration. Exchange students on a J-1 visa are not required to pay tuition. [19]

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.[20] 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 [21] [*High School or Unit Districts only*]

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.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[19] State law allows, but does not require, boards to waive nonresident tuition for these students. 105 ILCS 5/10-22.5a~~, amended by P.A. 102-126~~.

[20] Exchange students on F-1 visas must pay the full-unsubsidized public education costs before entering the U.S. 8 U.S.C. §1101(a)(15)(F); 8 U.S.C. §1184(m). Boards may not waive the fee.

[21] 105 ILCS 5/26-2(b). The requirements in this section are provided in State law, that is: (1) it is mandatory that a district deny re-enrollment as provided in this section; (2) it is permissive whether to enroll the individual in a district graduation incentives program or alternative learning opportunities program (although depending on circumstances, a student below the age of 20 may be entitled to enroll in a graduation incentives program); (3) it is mandatory to provide due process before denying re-enrollment; (4) it is mandatory to offer the individual who is denied re-enrollment counseling and to direct that person to alternative educational programs; and (5) it is mandatory that this section not apply to students eligible for special education.

105 ILCS 5/26-2(c) allows a district to deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum academic or attendance standards if certain conditions are met. See sample policy 7:70, *Attendance and Truancy*.

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LEGAL REF.: 8 U.S.C. §1101 et seq., 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, and 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 315/2, 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)

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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 child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of the child's 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 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 policy 6:135, *Accelerated Placement Program.*

The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

Admission Procedure

All students must register for school each year 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 record, and return the certified copy 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; Immunization; 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 duty 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.

CURRENT

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 procedures, 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. Dept. 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

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 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.

CURRENT

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 315/2, 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)

ADOPTED: May 17, 2001

REVISED: March 16, 2023

CURRENT

Students

Residence [1]

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law.[2] A student's residence is the same as the person who has legal custody of the student. [3]

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency. [4]

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. [5]

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. For a resource, see the Ill. State Board of Education's non-regulatory guidance, *Residency & Enrollment, Immigrant Pupils, Homeless Pupils and School Fees & Waivers* at www.isbe.net/Pages/Student-Registration-and-Enrollment-Guidance.aspx.

[2] In certain cases, no tuition may be charged for nonresident children placed: (1) by the Ill. Dept. of Children and Family Services (DCFS) with a foster parent or child care facility, (2) by DCFS with a foster parent, child care facility, relative caregiver or non-custodial parent, as part of a safety plan (105 ILCS 5/10-20.12b, amended by P.A. 103-629); or (3) with a person who (i) has temporary custody of a child of a person who is on active military duty, and (ii) is responsible for making decisions for that child (105 ILCS 70/).

[3] In the case of divorced or divorcing parents, the Ill. Marriage and Dissolution of Marriage Act (IMDMA), 750 ILCS 5/, provides that "for purposes of Section 10-20.12b of the School Code only, the parent with the majority of parenting time is considered to have legal custody." See 750 ILCS 5/606.10. See also the Ill. Council of School Attorneys' *Answers to FAQs Regarding Students with Divorced or Divorcing Parents*, at: www.iasb.com/IASB/media/Documents/FAQDivorcedorDivorcingParents.pdf. The IMDMA also requires a *parenting plan* that sets forth a child's residential address for school enrollment purposes. 750 ILCS 5/602.10(f)(6). **Consult the board attorney when the residential address set forth in a parenting plan is not the address of the parent with the majority of parenting time.**

[4] 105 ILCS 5/10-20.12b. In order to establish residence, a school district may not require a parent to transfer custody/guardianship to the person with whom the child is living. Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 235 Ill.App.3d 652 (5th Dist. 1992). See also Joel R. v. Bd. of Educ. of Manheim Sch. Dist. 83, 292 Ill.App.3d 607 (1st Dist. 1997).

[5] 105 ILCS 5/10-20.12a(a).

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service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school. [6]

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition. [7]

Residence of Students with Disabilities [8]

The residence of a child with a disability is determined in accordance with 105 ILCS 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.

Requests for Nonresident Student Admission [9]

Nonresident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to the following: [10]

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law. [11]
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

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[6] 105 ILCS 5/10-20.12b(a-5).

[7] 105 ILCS 5/10-22.5a(a-5). Military personnel must provide proof that the child will be living within the district within six months after the date of initial enrollment. Proof of residency may include postmarked mail addressed to the military personnel and sent to an address located within the district, a lease agreement for occupancy of a residence located within the district, or proof of ownership of a residence located within the district.

[8] When special education services are provided, a student's resident district is determined by 105 ILCS 5/14-1.11 (when the resident district is the district in which the parent/guardian resides), 14-1.11a, amended by P.A. 103-676 (when the resident district is the district in which the student resides), and 14-1.11b (applying the provisions of 105 ILCS 5/14-1.11 and 14-1.11a to determine the resident district in all cases in which special education services and facilities are provided).

[9] Optional. A district that wants to include this subhead should specify and customize the listed criteria to match local conditions. Consult the board attorney regarding cost exceptions that may be applicable to specific student populations such as students with disabilities.

[10] 105 ILCS 5/10-20.12a(a), amended by P.A.s 103-111 and 103-780, allows boards to adopt a policy to waive nonresident tuition if the student is the child of a district employee. A *child* means a district employee's child who is a biological child, adopted child, foster child, stepchild, or a child for which the employee serves as legal guardian. Id. If a board wishes to accept requests from district employees for their nonresident children to attend school in the district on a tuition-free basis, insert the following language as its own paragraph after the numbered list:

> For a nonresident student who is the child of a District employee, if the Superintendent approves the request for nonresident admission for the student, the tuition cost is waived pursuant to 105 ILCS 5/10-20.12a(a).

[11] 105 ILCS 5/10-20.12a specifies a formula for calculating the maximum amount a district can charge nonresident students.

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Admission of Nonresident Students Pursuant to an Agreement or Order [12]

Nonresident students may attend District schools pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement, including, but not limited to, an agreement for interdistrict transfer of students who are parents, expectant parents, or victims of domestic or sexual violence under 105 ILCS 5/26A.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

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 to establish residency.[13] School Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status [14]

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District[15] and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

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[12] The agreement described in #1 is optional (105 ILCS 5/10-22.5a(a)) and districts are not required to enter into such agreements nor to alter existing transportation services due to the attendance of such nonresident students. The agreement described in #2 is optional (105 ILCS 5/10-22.5a(a)); districts should be sure it is consistent with sample policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.

An example of an agreement described in #3 is one to accept nonresident students; entering into such an agreement is optional. Nonresident students may include students who are parents, expectant parents, or victims of domestic or sexual violence under 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *Ensuring Success in School Law*, eff. 7-1-25. Interdistrict transfer is not required by Article 26A, but including language about it in this policy is recommended in the 2024 Ensuring Success in School (ESS) Task Force Report to the Governor and the General Assembly, available here: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. For further information about the 2024 ESS Task Force, see f/n 1 in sample policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

[13] Required by 105 ILCS 45/ and the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq. See §11432 (g)(3)(C)(i).

[14] Id. See sample administrative procedure 7:60-AP1, *Challenging a Student's Residence Status,* for sample procedures implementing this paragraph.

[15] 105 ILCS 5/10-20.12b.

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LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, 5/10-22.5a, 5/14-1.11, 5/14-1.11a, xxxl 5/14-1.11b, and 5/26A.
105 ILCS 45/, Education for Homeless Children Act.
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill.Admin.Code §1.240.
Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 235 Ill.App.3d 652 (5th Dist. 1992).
Joel R. v. Board of Education of Manheim School District 83, 292 Ill.App.3d 607 (1st Dist. 1997).
Kraut v. Rachford, 51 Ill.App.3d 206 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

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Students

Residence

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District with six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Residence of Students with Disabilities

The residence of a child with a disability is determined in accordance with 105 ILCS 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.

Requests for Nonresident Student Admission

Nonresident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. Except as set forth below, the student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

A nonresident student who is the child of a District employee may attend upon approval of the Superintendent. In such case, fifty percent (50%) of the cost of tuition is waived pursuant to 105 ILCS 5/10-20.12a(a).

CURRENT

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with a cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.
5. The Superintendent or designee shall have the authority to temporarily waive collection of non-resident tuition to a petitioning family who is under contract to purchase or lease a residence within District boundaries where the closing on the residence or written lease commencement occurs within 45 calendar days of the first day of school, provided that residency is actually established during that time period. Prior to a non-resident tuition waiver being granted, the petitioning family shall provide a copy of the signed sales agreement to purchase the residence or the signed lease agreement. In the event that the Superintendent or designee grants such a waiver and the district receives written evidence that residency is actually established within the 45 calendar day time period, no tuition shall be charged or collected. If for any reason proof of residency within the first 45 days following commencement of school is not established, the full annual non-resident tuition shall be charged, half of which shall be due on the forty-sixth (46th) day following commencement of school and half of which shall be due January 1.

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 to establish residency. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/1020.12b.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, 5/10-22.5a, 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.
105 ILCS 45/, Education for Homeless Children Act.
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill. Admin. Code §1.240.
Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 234 Ill. App. 3d 652 (5th Dist. 1992).
Joel R. v. Bd. of Educ. of Manheim School Dist. 83, 292 Ill. App. 3d 607 (1st Dist. 1997).
Kraut v. Rachford, 51 Ill. App. 3d 206 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy).

ADOPTED: May 17, 2001

REVISED: March 21, 2024

CURRENT

Students

Attendance and Truancy [1]

Compulsory School Attendance [2]

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),[3] attendance at a verified medical or therapeutic

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[1] State law requires boards to adopt a policy covering some of the topics herein and controls this policy's content. 105 ILCS 5/22-92~~, added by P.A. 102-157 and renumbered by P.A. 102-813~~; 23 Ill.Admin Code Part 207. Any school receiving public funds must develop and annually communicate to its students and their parents/guardians an absenteeism and truancy policy. Id. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook* (MSH), at: www.ilprincipals.org/msh/.

This policy must be updated every two years and filed with the Ill. State Board of Education (ISBE) and the regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate]. 105 ILCS 5/22-92(b)~~, added by P.A. 102-157 and renumbered by P.A. 102-813~~; 23 Ill.Admin.Code §207.30(a). 105 ILCS 5/3-0.01 states that any references to *regional superintendent* include the chief administrative officer of Intermediate Service Centers established under 105 ILCS 5/2-3.62. See the **Monitoring** subhead and f/n 21, below.

[2] 105 ILCS 5/26-2 addresses enrolled students below or over set compulsory attendance ages. The law also requires any persons having custody or control of a child who is enrolled in grades kindergarten through 12 in the public school to cause the child to attend school.

105 ILCS 5/26-1~~, amended by P.A.s 102-406, 102-266, 102-321, and 102-981,~~ contains the compulsory school age exemptions. Each listed exception is specifically included in the statute, except the reference to *home school*. See sample policy 7:40, *Nonpublic School Students, Including Parochial and Home-Schooled Students*, regarding assigning students who enroll from a non-public school. See sample policy 6:150, *Home and Hospital Instruction*, regarding providing instruction to a pregnant student or other student who is medically unable to attend school.

[3] 105 ILCS 5/26-1 and 5/26-2a~~, amended by P.A.s. 102-266 and 102-321~~. A student may be absent for mental or behavioral health for up to five days without providing a medical note, and the student must be given an opportunity to make up any missed school work. *Medical note* is not defined, but the same portion of the statute discusses a student's inability to attend school due to a disability being certified by an Illinois licensed physician, chiropractic physician, advanced practice registered nurse, or physician assistant; presumably, any of these individuals could provide a *medical note*. After the second mental health day used, the student may be referred to the appropriate school support personnel. Id. See sample policy 7:250, *Student Support Services*.

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appointment (including a victim services provider),[4] observance of a religious holiday, death in the immediate family, attendance at a civic event,[5] family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (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.[6] For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.[7] Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe. [8]

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:

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[4] 105 ILCS 5/26-2a, amended by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25.

[5] 105 ILCS 5/26-1 and 5/26-2a~~, amended by P.A. 102-981~~. Subject to ISBE guidelines, a middle or high school student shall be permitted one school day-long excused absence per school year to engage in a *civic event*, defined as "an event sponsored by a non-profit organization or governmental entity that is open to the public. *Civic event* includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. Schools may require students to provide an appropriate administrator with reasonable advance notice of the intended absence and documentation of participation.

[6] 105 ILCS 5/22-92(a)(1)~~, added by P.A. 102-157 and renumbered by P.A. 102-813,~~ requires a policy with a definition of valid cause for absence in accordance with 105 ILCS 5/26-2a. These reasons are in 105 ILCS 5/26-2a except that (1) "other reason as approved by the Superintendent," and (2) absences for students to vote authorized by 10 ILCS 5/7-42 and 5/17-15 were added. An ISBE rule requires that the absenteeism and truancy policy define valid causes for absence. 23 Ill.Admin.Code §1.290.

For elementary districts, delete the following phrase from the second sentence of this paragraph: "~~voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15),~~" and delete 7:90, *Release During School Hours*, from the Cross References.

For high school and unit districts that do not wish to include the **Voting** subhead in policy 7:90, *Release During School Hours*, amend the second sentence of this paragraph as follows: "~~policy 7:90, Release During School Hours (~~the Election Code, 10 ILCS 5/7-42 and 5/17-15~~,~~)"and delete 7:90, *Release During School Hours* from the Cross References.

[7] 105 ILCS 5/26-2a, amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. *Fulfillment of a parenting responsibility* includes, but is not limited to, arranging and providing child care, caring for a sick child, attending prenatal or other medical appointments for the expectant student, and attending medical appointments for a child. Id. *Circumstances resulting from domestic or sexual violence* includes, but is not limited to, experiencing domestic or sexual violence, recovering from physical or psychological injuries, seeking medical attention, seeking services from a domestic or sexual violence organization as defined in 105 ILCS 5/26A-10, seeking psychological or other counseling, participating in safety planning, temporarily or permanently relocating, seeking legal assistance or remedies, or taking any other action to increase the safety or health of the student or to protect the student from future domestic or sexual violence. Id. Before an absence of three or more consecutive days that is related to domestic or sexual violence, a district may require a student to verify his or her claim of domestic or sexual violence under 105 ILCS 5/26A-45. Id. See sample policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

[8] See f/n 3. In addition, 105 ILCS 5/10-20.78~~, added by P.A. 102-471 and renumbered by P.A. 102-813,~~ requires a written policy related to absences and missed homework or classwork assignments as a result of or related to a student's pregnancy. It makes sense to apply such a policy to all students who are absent for a valid cause.

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1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified. [9]
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. [10]
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. [11]
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. [12]
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. [13]
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~~and information about available community ~~agency~~ services relevant to such

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[9] 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." 105 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.

Child Labor laws include: 29 C.F.R. Part 570 (minimum age standards, occupations, conditions, etc.); Child Labor Law of 2024, 820 ILCS 206~~205~~/, ~~amended by P.A. 102-32 and 103-201, eff. 1-1-24~~added by P.A. 103-721 ~~(child labor law)~~; 56 Ill.Admin.Code Part 250 (child labor regulations). To streamline the employment certificate process for minors, the Ill. Dept. of Labor (IDOL) has a paperless certification system for districts to provide IDOL with the name and contact information of the superintendent or designee as the *issuing officer*. The *school issuing officer* will then be granted access to electronically complete and submit either the IDOL's *Employment Certificate Form* or *Temporary Employment Certificate Form*, at: www2.illinois.gov/idol/Laws-Rules/FLS/Pages/Employment-Certificates-Minors.aspx.

[10] 105 ILCS 5/26-1. A student must notify the building principal or other administrator at least two days prior to the absence providing the date, time, and location of the military honors funeral. This requirement may be waived if the student did not receive notice at least two days in advance, but the student shall notify the administration as soon as possible of the absence.

A student whose absence is excused to sound *Taps* shall be counted in attendance for purposes of calculating the average daily attendance of students in the district. The district must allow the student reasonable time to make up school work and if school work is satisfactorily completed, the day of absence is counted as an attendance day for the student.

[11] 105 ILCS 5/26-1. Such a student must be granted five days of excused absences in any school year and, at the board's discretion, may be granted additional excused absences to visit the student's parent/guardian. The student and his/her parent/guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence and for ensuring that such assignments are completed by the student prior to his/her return to school from the excused absence period. Id.

[12] This notification is required by 105 ILCS 5/26-3b. Delete for high school districts.

[13] 105 ILCS 5/22-92(a)(2)~~, added by P.A. 102-157 and renumbered by P.A. 102-813~~.

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students' needs.[14] 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. [15]
9. Reasonable efforts to provide ongoing professional development to ~~teachers, administrators~~all school personnel, Board members, and school resource officers~~, and staff~~ on the appropriate and available supportive services for the promotion of student attendance and engagement. [16]
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. [17]
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. [18]

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[14] Id. at (3)~~, added by P.A. 102-157 and renumbered by P.A. 102-813~~. The School Code references to dropout prevention include: 105 ILCS 5/26-3a (regional superintendent activities and annual report); 105 ILCS 5/10-20.25a (annual report by boards); and 105 ILCS 5/1A-4(E)~~, amended by P.A. 102-894~~ (ISBE report).

[15] 105 ILCS 5/22-92(a)(4)~~, added by P.A. 102-157 and renumbered by P.A. 102-813,~~ requires the incorporation of provisions relating to chronic absenteeism in accordance with 105 ILCS 5/26-18. 105 ILCS 5/26-18 requires districts to collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(c). The review must include an analysis of chronic absence data from each attendance center. Id. Districts are also encouraged to: (1) provide a system of support to students at risk of reaching or exceeding chronic absence levels, i.e., those available through the Illinois Multi-tiered Systems of Support Network; and (2) make resources available to families, i.e., those available through ISBE's Family Engagement Framework, to support and engage students and their families. 105 ILCS 5/26-18(d). *Chronic absence* means "absences that total 10% or more of school days of the most recent school year, including absences with and without valid cause, as defined in Section 26-2a of this Code, and out-of-school suspensions for an enrolled student." 105 ILCS 5/26-18(a). In contrast, a *chronic or habitual truant* is "a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days." 105 ILCS 5/26-2a.

[16] 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896.

[17] Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center."

[18] 105 ILCS 5/26-9 requires school officers and superintendents to assist truant officers. A minor who is reported by the regional superintendent as a chronic truant may be adjudicated a "truant minor in need of supervision" if the minor declines or refuses to fully participate in truancy intervention services. 705 ILCS 405/3-33.5, amended by P.A.~~s 102-456 and~~ 103-379. Truant minors in need of supervision may be required by the court to perform reasonable public service that does not interfere with school hours, school-~~-~~related activities, or work commitments of the minor or the minor's parent, guardian, or legal custodian. Id. Fees or costs may not be ordered or imposed in contempt proceedings related to the minor's adjudication as a truant minor in need of supervision. Id.

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12. An acknowledgement 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. [19]
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. [20]

[*For high school and unit districts only*]

14. A process for a 17-year-old resident to participate in the District's various programs and resources for truants.[21] 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*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student. [22]

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Counties may regulate truants by ordinance and impose fines and/or community services on truants, as permitted by law, or, if the truant is under 10 years of age, on the parent or custodian. 55 ILCS 5/5-1078.2; 55 ILCS 5/5-1101.3, amended by P.A. 103-379. Municipalities may regulate truants by ordinance and impose fines and/or community services on truants, as permitted by law, or, if the truant is under 13 years of age, on the parent or custodian. 65 ILCS 5/11-5-9. Local officials or authorities that enforce, prosecute, or adjudicate municipal ordinances adopted under 65 ILCS 5/11-5-9, or that work with school districts to address truancy problems, are designated as: (a) part of the juvenile justice system, established by the Juvenile Court Act of 1987, and (b) *juvenile authorities* within the definition set forth in subsection (a)(6.5) of Section 10-6 of the Ill. School Student Records Act. 105 ILCS 10/6(a)(6.5). Id. **A superintendent should consult with the board attorney before disclosing school student records to non-district entities.** See 7:340-AP1, *School Student Records*, for a sample procedure for release of such records to juvenile authorities.

Passed in response to a ProPublica article series entitled The Price Kids Pay, at: www.propublica.org/series/the-price-kids-pay, P.A. 103-379 restricts the ability of the juvenile courts and certain county boards to assess fines, fees, assessments, and costs to minors and the minor's parents/guardians, subject to the minor's adjudication under various ordinances and statutes.

19 105 ILCS 5/26-12 prohibits punitive action "unless available supportive services and other school resources have been provided to the student." In addition, "a truant minor may not be expelled for nonattendance unless he or she has accrued 15 consecutive days of absences without valid cause and the student cannot be located by the school district or the school district has located the student but cannot, after exhausting all available supportive services, compel the student to return to school." Id.

20 105 ILCS 5/26-3a requires the district to "establish, in writing, a set of criteria for use by the local superintendent of schools in determining whether a pupil's failure to attend school is the result of extraordinary circumstances, including but not limited to economic or medical necessity or family hardship."

This statute also requires the "clerk or secretary" of the board to quarterly report to the regional superintendent and Secretary of State the identity of students who were removed from the regular attendance roll, exclusive of transferees, because they were expelled; have withdrawn; left school; withdrew due to extraordinary circumstances; have re-enrolled in school since their names were removed from the attendance rolls; were certified to be chronic or habitual truants; or were previously certified as chronic or habitual truants who have resumed regular school attendance. The statute provides that the status of a driver's license or instructional permit will be jeopardized for a student who is the subject of this notification because of non-attendance unless the non-attendance is due to extraordinary circumstances as determined by the local district. State Superintendent Koch announced in his *Weekly Message*, 8-28-07, see **Funding & Disbursements** subhead, p.2, at: www.isbe.net/Documents_Superintendent_Weekly_Message/message_082807.pdf, that ISBE is delaying implementing this statute based upon legal guidance from the U.S. Dept. of Education's Family Policy Compliance Office that its implementation would violate the federal Family Educational Rights and Privacy Act.

21 A district must allow this participation; the length of the drop-out period and the documentation requirement contained in the next sentence are permissive. 105 ILCS 5/26-14.

22 Optional, but provided in 105 ILCS 5/26-2(c)(3); ISBE's rule controls the appeal process, 23 Ill.Admin.Code §1.242.

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~~Monitoring~~ Updating [23]

Pursuant to State law and Board 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, and 5/26A.
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), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340 (Student Records)

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[23] 105 ILCS 5/22-92(b), ~~added by P.A. 102-157 and renumbered by P.A. 102-813~~. Every two years this policy must be updated and, even if no updates are made, filed with ISBE and the regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate]. Id.; 23 Ill.Admin.Code §207.30. The policy must contain all requirements of 105 ILCS 5/22-92, indicate the date of adoption (by month, day, and year) and any revision dates, and be filed electronically by September 30 each review year through ISBE's Web Application Security (IWAS) system. 23 Ill.Admin.Code §§207.20(a), 207.30(a). If, after review and re-evaluation of the policy, the district determines that no updates are necessary, either a copy of board minutes clearly indicating the policy was re-evaluated and no changes were deemed necessary or a signed statement from the board president indicating the policy was re-evaluated and no changes were deemed necessary must be submitted to IWAS. 23 Ill.Admin.Code §207.30(a)(3). ISBE has stated that for districts that update the adoption date listed on a policy whenever the policy is updated, the date of adoption is sufficient to also indicate the revision date. See ISBE *Absenteeism and Truancy Policy FAQ*, at: www.isbe.net/Documents/Absenteeism-Truancy-Policy-FAQ.pdf.

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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), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (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.

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
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.

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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*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

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.

CURRENT

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)

ADOPTED: May 17, 2001

REVISED: January 18, 2024

CURRENT

Students

Prevention of and Response to Bullying, Intimidation, and Harassment [1]

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, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with

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[1] All districts must have a policy on bullying, monitor it, review and re-evaluate it, and file it with the Ill. State Board of Education (ISBE) every two years, no later than September 30 of the review year. 105 ILCS 5/27-23.7, amended by P.A.~~s 102-894 and~~ 103-47; 23 Ill.Admin.Code §1.295. The policy must be based on ISBE's template for a model bullying prevention policy (available at www.isbe.net/Documents/Model-Bullying-Prevention-Policy.pdf), contain all requirements of 105 ILCS 5/27-23.7, indicate the date of adoption (by month, day, and year), and be filed electronically each review year through ISBE's IWAS system. 105 ILCS 5/27-23.7(d), amended by P.A. 103-47; 23 Ill.Admin.Code §1.295(b), (c). ISBE monitors policy implementation, including by providing technical assistance upon receipt of an allegation by a parent/guardian that a school or district has not substantially complied with its bullying policy. 23 Ill.Admin.Code §1.295(e), (f). If a district fails to file its policy by the deadline or submits a deficient policy, ISBE will provide a written request for filing and provide the district with technical assistance and resources to assist it in meeting bullying policy requirements and, as appropriate, notify the district's regional office of education or intermediate service center. 105 ILCS 5/27-23.7(d)~~, amended by P.A. 102-894~~; 23 Ill.Admin.Code §1.295(g). If the district still fails to file its policy within 14 days of receipt of ISBE's written request, ISBE shall issue a letter of non-compliance (23 Ill.Admin.Code §1.295(e)(3)) and publish notice of non-compliance on its website (105 ILCS 5/27-23.7(g)(3)).

This sample policy's first paragraph allows a school board to consider its goals for preventing bullying and remedying its consequences; it may be amended.

In addition to a bullying prevention policy, all districts must have a policy on student behavior. 105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280. Boards must, in consultation with their parent-teacher advisory committees and other community-based organizations, address aggressive behavior, including bullying, in their student behavior policy. See sample policy 7:190, *Student Behavior*, and sample exhibit 7:190-E1, *Aggressive Behavior Reporting Letter and Form.*

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. See f/n 9, below.

Additionally, 105 ILCS 5/27-23.7(f), added by P.A. 103-47, requires districts to collect non-identifiable data regarding verified allegations of bullying within the District and submit it in an annual report to ISBE by no later than August 15 of each year, beginning with the 2024-25 school year through the 2030-31 school year. ISBE rules for data submission require that data be submitted electronically on a form approved by ISBE and include: (1) a record of each verified allegation of bullying and action taken; (2) whether the instance of bullying was based on actual or perceived characteristics identified in 105 ILCS 5/27-23.7(a) and, if so, lists the relevant characteristics; and (3) a record demonstrating that the district adhered to its bullying policy. 23 Ill.Admin.Code §1.295(h). See www.isbe.net/Pages/Bullying-Prevention.aspx for ISBE's *Racism-Free Schools Law and Bullying Prevention Data Collection Guidance* (8-7-24) and *Bullying Racism Free Schools Data Collection Template*.

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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: [2]

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 nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7 [3]

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.

Cyberbullying 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

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[2] This paragraph and its subparts 1-4 are from the bullying prevention statute. 105 ILCS 5/27-23.7(a); see also 775 ILCS 5/1-103 and 23 Ill.Admin.Code §1.240. With the exception of order of protection status, the protected statuses are mandated by the bullying prevention statute. *Order of protection status* is not a basis for bullying in 105 ILCS 5/27-23.7, amended by P.A.~~s 102-894 and~~ 103-47, but it is listed here because the Ill. Human Rights Act (IHRA) prohibits harassment based on *order of protection status*. 775 ILCS 5/1-103(K-5), (Q). Including *order of protection status* in the list of protected statuses aligns with the protected statuses listed in sample policy 7:20, *Harassment of Students Prohibited*.

[3] All definitions are directly from 105 ILCS 5/27-23.7. See also resources from Cyberbullying Research Center, available at: www.cyberbullying.org/, and the U.S. School Safety Clearinghouse website at: www.SchoolSafety.gov, discussed in f/n 1, para. 3 of sample policy 4:170, *Safety*.

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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. [4]

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 security guards. [5]

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. [6]

1. The District uses the definition of *bullying* as provided in this policy. [7]
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, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member

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[4] 105 ILCS 5/27-23.7(b)~~, amended by P.A. 102-241~~.

[5] 105 ILCS 5/27-23.7(b)~~, amended by P.A. 102-197~~.

[6] Each numbered requirement, 1-12, corresponds with the same number in 5/27-23.7(b)(1) - (b)(12), and the requirements of 105 ILCS 5/27-23.7(b)(13) are included in numbered requirement 4. As a result, there are no reference citations in footnotes. All non-statutory requirements, plus alternatives and optional provisions, are described in footnotes.

[7] 105 ILCS 5/27-23.7(b), para. 3(1). See f/n 4, above and ISBE's *School Policies for Bullying Prevention* at: www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf.

A board may augment the School Code requirement by using this alternative:

Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (a) the District prohibits bullying; and (b) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.

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with whom the student is comfortable speaking.[8] 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.[9] 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: [10]	**Title IX Coordinator:**
Name	Name
Address	Address
Email	Email
Telephone	Telephone

Complaint Managers:

Name	Name
Address	Address
Email	Email
Telephone	Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's

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[8] The statute requires that the policy contain the email address and telephone number for the staff person(s) responsible for receiving bullying reports. Using the district Nondiscrimination Coordinator and Complaint Managers is consistent with sample policy 2:260, *Uniform Grievance Procedure*. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. A telephone number for making anonymous reports may also be added.

[9] 105 ILCS 5/27-23.7(d), requires that "[s]chool personnel available for help with a bully or to make a report about bullying" be made known to parents/guardians, students, and school personnel.

[10] Sample policy 2:260, *Uniform Grievance Procedure*, states that a district's Nondiscrimination Coordinator often also serves as its Title IX Coordinator. Best practice is that throughout the board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.~~If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, list the Title IX and Nondiscrimination Coordinators' names separately in this policy. Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.~~

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involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period. [11]

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

    The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs. [12]
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. [13]
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[14] 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,

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[11] 105 ILCS 5/10-20.14 contains a similar requirement. See sample exhibit 7:190-E1, *Aggressive Behavior Reporting Letter and Form.*

[12] This sentence contains requirements found in 105 ILCS 5/27-23.7(d)~~, amended by P.A. 102-894~~.

[13] A grant may be available from ISBE for the promotion of a safe and healthy learning environment. 105 ILCS 5/2-3.180 and 3.181~~, added by P.A. 101-438 and renumbered by P.A. 102-558~~. A list of grant funding opportunities is available at: www.isbe.net/Pages/Grants.aspx. ISBE is also directed to create the Illinois Bullying and Cyberbullying Prevention Fund, through which a grant may be available to support anti-bullying programming. 30 ILCS 105/5.997 and 105 ILCS 5/27-23.7(i)-(j), all added by P.A. 103-47.

[14] Consult the board attorney about the potential conflict of 105 ILCS 5/27-23.7(b)(7) (allowance of suspension and/or expulsion of students for reprisal/retaliation against reports of bullying) with 105 ILCS 5/10-22.6(b-20) (districts must resolve threats, address disruptions, and minimize the length (and implementation of) suspensions and expulsions to the greatest extent practicable). See sample policies 7:200, *Suspension Procedures*, at f/n 8 and 7:210, *Expulsion Procedures*, at f/ns 11 and 13.

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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 publicly accessible 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. **15**
11. Pursuant to State law and Board 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: **16**
    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:
        i. An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
        ii. If no revisions are deemed necessary, a copy of ~~b~~Board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
        iii. 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: **17**

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15 105 ILCS 5/27-23.7(b)(10), amended by P.A. 103-47.

16 105 ILCS 5/27-23.7. See the ISBE guidance document that is cited in f/n 7, above.

17 The statute requires that the bullying policy *be consistent with* other board policies. The list of policies may be deleted and the following alternative used: "12. The District's bullying prevention plan must be consistent with other Board policies." If a policy list is included, be sure the referenced policies were adopted locally and amend the list accordingly.

The bullying statute does not identify staff member duties regarding the prevention of or response to student bullying. The following optional provision addresses staff member responsibilities and may be added as a new paragraph 13:

13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:

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a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
b. 2:265, *Title IX Grievance Procedure*. Any person may use this policy to complain about sexual harassment ~~discrimination~~ in violation of Title IX of the Education Amendments of 1972.
c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
e. 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.
f. 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.
g. 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).
h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
j. 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. **18**

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a. Communicating the District's expectation and State law requirement that teachers and other ~~certificated or~~ licensed employees maintain discipline.
b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

18 For elementary districts, delete: ~~and 7:315, *Restrictions on Publications; High Schools*~~ and delete the Cross Reference to 7:315, *Restrictions on Publications; High Schools*. For high school districts, delete ~~7:310, *Restrictions on Publications; Elementary Schools*, and~~ and delete the Cross Reference to 7:310, *Restrictions on Publications; Elementary Schools*. In both cases, revise the beginning of the sentence to read: "This~~ese~~ policy~~ies~~ prohibits students from and provides."

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LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.
405 ILCS 49/, Children's Mental Health Act.
775 ILCS 5/1-103, Ill. Human Rights Act.
23 Ill.Admin.Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 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), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

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Students

Prevention of and Response to Bullying, Intimidation, and Harassment

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, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, 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 designed 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 *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, 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.

Cyberbullying 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,

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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 security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below:

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/Title IX Coordinator:

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Mrs. Karrie Baughman
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Mr. Mark Altmayer
Chief Financial Officer
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4. Consistent with federal and State laws and rules governing student privacy rights, the parent/guardian of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
   b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
   c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
   d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

CURRENT

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act or 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 publicly accessible 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 Board 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 Grievance Procedure*. Any person may use this policy to complain about sex discrimination in violation of Title IX of the Education Amendments of 1972.

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c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination on the basis of race, color, or national origin in violation of Title IX of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.

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

e. 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.

f. 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.

g. 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).

h. 7:185, *Teen Dating Violence Prohibited.* This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.

i. 7:190, *Student Discipline.* This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

j. 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.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.
405 ILCS 49/, Children's Mental Health Act.
775 ILCS 5/1-103, Ill. Human Rights Act.
23 Ill. Admin. Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 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), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High School)

APPROVED: January 24, 2008

REVISED: January 16, 2025

CURRENT

Students

Student Behavior [1]

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. [2]

When and *Where* Conduct Rules Apply [3]

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:

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[1] All districts must have a policy on student discipline, including school searches and bullying prevention (105 ILCS 5/10-20.14, amended by P.A. 103-896); re-engagement of students returning from an exclusionary discipline or an alternative school (105 ILCS 5/10-22.6(b-25), amended by P.A. 103-896); and corporal punishment (105 ILCS 5/24-24). See also 23 Ill.Admin.Code §1.280. See the Cross References for policies on searches and bullying. Each district must furnish a copy of the discipline policy to parents/guardians within 15 days after the beginning of the school year, or within 15 days after starting classes for a student who transfers into the district. 105 ILCS 5/10-20.14(a), amended by P.A. 103-896. The school board must require that each school inform its pupils of the discipline policy's contents. Id.

School boards, along with the parent-teacher advisory committee, must annually review their pupil discipline policies, those policies' implementation, and any other factors related to the safety of their schools, students, and staff. Id. For more information about the parent-teacher advisory committee, see sample policy 2:150, *Committees*. The parent-teacher advisory committee, in cooperation with local law enforcement agencies, must develop, with the school board, a reciprocal reporting system. 105 ILCS 5/10-20.14(b), amended by P.A. 103-896. See sample administrative procedure 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*. School districts are encouraged to create memoranda of understanding that define law enforcement's role in schools. See sample exhibit 7:190-E3, *Memorandum of Understanding*. In consultation with stakeholders, the Ill. State Board of Education (ISBE) must draft and publish guidance for development of reciprocal reporting systems by 7-1-25. Id.

Given the unique concerns facing school officials, school disciplinary codes are not required to be drafted as narrowly or with the same precision as criminal statutes. Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).

[2] The goals and objectives in this policy give the board a focus for monitoring it. This list can be deleted, replaced, or modified by the board. Data on student discipline is available at: www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx.

See f/n 1 in sample policy 4:170, *Safety*, for information on the U.S. School Safety Clearinghouse website at: www.schoolsafety.gov.

[3] Board policy should provide a jurisdictional statement telling students and staff the circumstances under which the district will take disciplinary action. Jurisdictional rules in board policy should generally be as broad as possible to give staff members authority to respond to unforeseen situations. Taking jurisdiction over off-campus misconduct generally survives the test of reasonableness when the misconduct has a direct nexus to the school. A countervailing interest concerns liability for off-campus student injuries, i.e., the greater the jurisdiction a district is willing to impose, the greater the scope of liability it may be assuming. Ultimately, a decision whether to discipline for off-campus misconduct requires a thorough factual inquiry to determine the degree of nexus and impact on the school. Consult the board attorney in these situations.

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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. [4]

Prohibited Student Conduct [5]

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. [6]

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A U.S. Supreme Court decision and many lower court decisions address disciplining a student for off-campus misconduct. See Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180 ~~141 S.Ct. 2038~~ (2021), discussed in f/n 3 of sample policy 7:240, *Conduct Code for Participants in Extracurricular Activities*; and J.S. v. Blue Mountain Sch. Dist., 650 F.3d 915 (3rd Cir. 2011), combined with Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3d Cir. 2011), cert. denied 565 U.S. 1156 (2012)(absent evidence that parodies of school personnel caused, or could cause, substantial disruption, school districts may not punish out-of-school expressive conduct, even if it is lewd, indecent, or offensive speech).

In contrast, the 7th Circuit Court of Appeals upheld a student's expulsion for an article in an underground newspaper titled "So You Want to be a Hacker." The article's instructions for hacking into the school's computers clearly interfered with the school's operations. Boucher v. Sch. Bd. of the Sch. Dist. of Greenfield, 134 F.3d 821 (7th Cir. 1998). See also Wisniewski v. Bd. of Educ. of the Weedsport Central Sch. Dist., 494 F.3d 34 (2nd Cir. 2007), cert. denied 552 U.S. 1296 (2008), (holding a student's transmission of an icon of a pistol with blood splattering and the words "Kill Mr. VanDer Molen" crossed the boundary of protected speech and posed a reasonably foreseeable risk that the icon would come to the attention of school authorities and materially and substantially disrupt the school).

Historically, schools have had more leeway in disciplining participants in athletics and extracurricular activities; however, the Mahanoy decision raises unresolved questions about the degree of leeway now afforded to school officials. See sample policy 7:240, *Conduct Code for Participants in Extracurricular Activities* at f/n 3 for further discussion.

A judge may transfer a student to another school for committing stalking or non-consensual sexual contact against another student, or for aiding and abetting such an act; the parents/guardians are responsible for transportation and other costs associated with the transfer. Stalking No Contact Order Act and the Civil No Contact Order Act, 740 ILCS 21/80 and 22/213. A school district is seldom notified when a transfer order is requested. When notified, school officials should immediately seek the board attorney's advice concerning available options.

[4] The factual context will determine the appropriateness of taking jurisdiction. Contact the board attorney before disciplining a student for off-campus conduct. See, e.g., Doe v. Superintendent of Schs. of Stoughton, 767 N.E.2d 1054 (Mass. 2002)(suspension for off-campus commission of a felony was upheld). See f/n 3, above.

[5] Consult the board attorney for advice on deleting or modifying any of the items in this section on prohibited student conduct.

[6] 105 ILCS 5/10-20.5b prohibits use of tobacco on school property. Federal law prohibits smoking within schools by anyone. Pro-Children Act of 2004, 20 U.S.C. §7971 et seq. Districts that fail to comply risk a civil penalty of up to $1,000 per violation per day. 20 U.S.C. §7973(e)(1). See sample policy 8:30, *Visitors to and Conduct on School Property*, for more information.

The U.S. Food and Drug Administration now regulates electronic cigarettes. 21 C.F.R. Parts 1100, 1140, and 1143. An electronic or e-cigarette resembles a regular cigarette and contains a battery-operated heating element that turns a liquid into a mist for inhaling. The liquid may contain nicotine. E-cigarettes are sometimes referred to as e-cigs, vapes, e-hookahs, vape pens, and electronic nicotine delivery systems (ENDS), and they are generally involved in *vaping*. Vaping is the act of inhaling and exhaling the aerosol, often referred to as vapor that is produced by an e-cigarette or similar device. An e-cigarette resembles a cigarette and contains a battery-operated heating element that turns a liquid into a mist for inhaling. Some e-cigarettes do not look like tobacco products and are shaped like other objects, such as USB flash drives, and are more easily concealed.

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2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.[7] 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*). [8]
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription. [9]
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription. [10]
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited

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Information and resources are available at:
www.isbe.net/Pages/School-Health-Issues.aspx
www.fda.gov/tobacco-products
www.cdc.gov/tobacco/e-cigarettes/index.html~~www.cdc.gov/tobacco/basic_information/e-cigarettes/index.htm~~
www.dph.illinois.gov/topics-services/prevention-wellness/tobacco/e-cigarettes-and-vapes
~~www.drugabuse.gov/drugs-abuse/tobacconicotine-vaping~~https://nida.nih.gov/research-topics/tobacconicotine-vaping

[7] *Alcoholic beverages* are defined in 235 ILCS 5/1-3.01 to 3.05.

[8] *Controlled substance* is defined in 720 ILCS 570/102(f); *cannabis* is defined in 720 ILCS 550/3(a) and in 410 ILCS 705/1-10. Either spelling, *marihuana* or *marijuana*, is correct; however, *marijuana* is more common. See f/n 11 for a discussion of medical cannabis and *Ashley's Law*.

[9] *Anabolic steroid* is defined in 720 ILCS 570/102(c-1).

[10] See sample policies 7:240, *Conduct Code for Participants in Extracurricular Activities*, and 7:300, *Extracurricular Athletics*.

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unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law. [11]

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. [12]

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. [13]

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[11] To legally use medical cannabis, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program. 410 ILCS 130/. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis. This includes in a school bus or on the grounds of any preschool, or primary or secondary school unless the student meets the requirements of 105 ILCS 5/22-33, a/k/a *Ashley's Law*. 410 ILCS 130/30(a)(2) and (3). *Ashley's Law* provides that school districts "shall authorize a parent or guardian or any other individual registered with the Department of Public Health as a designated caregiver of a student who is a registered qualifying patient to administer a medical cannabis infused product to the student on the premises of the child's school or on the child's school bus if both the student (as a registered qualifying patient) and the parent or guardian or other individual (as a registered designated caregiver) have been issued registry identification cards under the Compassionate Use of Medical Cannabis Program Act." 105 ILCS 5/22-33(b). Once the product is administered, the designated caregiver must remove the product from the school premises/bus. Id. 105 ILCS 5/22-33(b-5) allows a properly trained school nurse or administrator to administer medical cannabis infused products to a student while at school, a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus. The product may not be administered in a manner that would (in the school or district's opinion) create a disruption or expose other students to the product, and schools are not required to authorize use of the product if the school or district would lose federal funding as a result. 105 ILCS 5/22-33(c). For more information, see f/ns 2~~1~~-3~~1~~ in sample policy 7:270, *Administering Medicines to Students*. Contact the board attorney for advice concerning medical cannabis, including whether a federal or State law requires the district to accommodate a student who is a *registered qualifying patient*. See Americans with Disabilities Act of 1990, 42 U.S.C. §12101 et seq.; Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. §1400 et seq.; Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794; 105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b; and 23 Ill.Admin.Code Part 226.

[12] The Powdered Caffeine Control and Education Act states: "No person may sell, offer for sale, give away, or provide free samples of powdered pure caffeine to any person under age 18 located within the State or to any person under age 18 making the purchase from within the State." A limited exception to this prohibition exists for "the sale of any powdered pure caffeine product that receives explicit approval as safe and effective for its intended use under the federal Food, Drug, and Cosmetic Act or is lawfully marketed under an over-the-counter monograph issued by the United States Food and Drug Administration." 410 ILCS 647/20.

[13] *Counterfeit* and *look-alike substances* are defined in 720 ILCS 570/102(g) and (y). This provision is broader because it would apply, for example, if a student represents a powdered vitamin to be pure caffeine – pure caffeine is prohibited on campus even though it is a legal substance. Look-alike drugs should be defined; an unpublished Ill. appellate decision in 2000 found a policy prohibiting possession of *look-alikes* had vagueness problems.

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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. [14]

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. [15]

5. Using or possessing an electronic paging device. [16]

6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. ~~Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.~~ Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered ~~-~~off or silenced and out-of-sight[17] 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) or Section 504 plan; (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. [18]

~~4.~~7. *Sexting*, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing,

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[14] *Drug paraphernalia* is defined in 720 ILCS 600/2(d). Contact the board attorney for advice concerning a student who is a *registered qualifying patient*, as explained in f/n 11.

[15] This language is broader than the **Weapons** section of this policy. The **Weapons** section contains the statutorily required punishment for "a student who is determined to have brought" a weapon to school along with the statutory definition of *weapon*. 105 ILCS 5/10-22.6(d). The language in item #4 is broader because it prohibits "using, possessing, controlling, or transferring" a weapon in addition to violating the **Weapons** section. See the footnotes in the **Weapons** section for a discussion of the Firearm Concealed Carry Act's provisions.

[16] 105 ILCS 5/10-21.10.

[17] Delete "and out-of-sight" if the district wants to provide greater flexibility. A board should, in consultation with the superintendent and board attorney, carefully review its policy on the use of electronic devices to ensure it aligns with building-level practices and any student handbook provisions addressing student use of personal mobile devices, including, but not limited to, cell phones, smartwatches, and smart glasses.

[18] ~~105 ILCS 5/10-21.10 prohibits student possession of electronic paging devices, but~~ State law leaves to local boards the discretion whether to prohibit student possession of cellular phones. 105 ILCS 5/10-20.28. The misuse of camera phones can seriously invade a student's privacy. A board wanting a sweeping prohibition may use the following alternative for item #~~6~~5:

> Using or possessing a cellular telephone, ~~electronic signaling device,~~ two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.

Operating transmitters designed to jam or block wireless communications violates the federal Communications Act of 1934. 47 U.S.C. §§301, 302a, and 333. Fines are as high as $10,000 for each violation and/or imprisonment, and the device may also be seized. 47 U.S.C. §§501-510.

Making a video recording or live video transmission of another person without their consent in a restroom, locker room, or changing room is a Class 4 felony. 720 ILCS 5/26-4. A minor who distributes or disseminates an indecent visual depiction of another minor through the use of a computer or electronic communication device may be subject to adjudication as a minor in need of supervision. 705 ILCS 405/3-40.

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viewing, receiving, or possessing *indecent visual depictions*, *non-consensual dissemination of private sexual images*, and *non-consensual dissemination of sexually explicit digitized depictions*, as defined in State law. [19]

~~5.~~8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

~~6.~~9. 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.

~~7.~~10. 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,[20] wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

~~8.~~11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct. [21]

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[19] This definition of *sexting* is adapted from Merriam-Webster's definition at www.merriam-webster.com/dictionary/sexting, and it incorporates offenses under State law that address the dissemination of explicit images. A district may wish to use another definition or create its own with the board attorney. See sample administrative procedure 7:190-AP6, *Guidelines for Investigating Sexting Allegations*, for definitions of the italicized terms in this paragraph and their accompanying citations. See also sample administrative procedure 7:190-AP5, *Student Handbook - Electronic Devices*.

[20] Optional. *Generative artificial intelligence* (Gen AI) is defined in State law as "an automated computing system that, when prompted with human prompts, descriptions, or queries, can produce outputs that simulate human-produced content, including, but not limited to, the following: (1) textual outputs, such as short answers, essays, poetry, or longer compositions or answers; (2) image outputs, such as fine art, photographs, conceptual art, diagrams, and other images; (3) multimedia outputs, such as audio or video in the form of compositions, songs, or short-form or long-form audio or video; and (4) other content that would be otherwise produced by human means." 775 ILCS 5/2-101(N), added by P.A. 103-804, eff. 1-1-26. ~~a broad label used to describe any AI system that generates, with varying levels of autonomy, content such as complex text, images, audio, or video.~~ When not used for academic dishonesty purposes, ~~generative~~ Gen AI tools may present innovative learning opportunities for students and teaching opportunities for educators. For further information, see ~~the International Society for Technology in Education webpage on AI exploration for educators at: www.iste.org/areas-of-focus/AI-in-education~~sample policy 6:235, *Access to Electronic Networks*, and its f/n 17, and sample administrative procedure 6:235-AP3, *Development of an Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines*.

[21] All districts must have a policy on bullying. 105 ILCS 5/27-23.7(d), amended by P.A. 103-47. Sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the statutory definition of bullying. Districts must also have an age-appropriate policy on sexual harassment. 105 ILCS 5/10-20.69. See sample policy 7:20, *Harassment of Students Prohibited*, and its f/n ~~97~~ for further detail.

105 ILCS 5/10-20.14(d), amended by P.A. 103-896, requires boards, in consultation with their parent-teacher advisory committees and other community-based organizations, to include provisions in their student discipline policy to address aggressive behavior, including bullying. These provisions must include procedures for notifying a student's parents/guardians about his/her aggressive behavior and early intervention procedures based upon available community-based and district resources. See sample exhibit 7:190-E1, *Aggressive Behavior Reporting Letter and Form*. In consultation with stakeholders, ISBE must draft and publish guidance for evidence-based intervention procedures, including examples, by 7-1-25. Id. *Evidence-based intervention* means an intervention that has demonstrated a statistically significant effect on improving student outcomes, documented in a peer-reviewed scholarly journal. Id.

Suspending students for hazing was upheld in Gendelman v. Glenbrook North High Sch. and Northfield Twp. Sch. Dist. 225, 2003 WL 21209880 (N.D.Ill. 2003). This decision may have been legislatively overturned by amending 105 ILCS 5/10-20.14.

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~~9.~~12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

~~10.~~13. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*. [22]

~~11.~~14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property. [23]

~~12.~~15. Entering school property or a school facility without proper authorization.

~~13.~~16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

~~14.~~17. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants. [24]

~~15.~~18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member. [25]

~~16.~~19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. [26]

~~17.~~20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

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The failure of a school official (including any administrator, teacher, counselor, support staff, or coach) to report hazing is a Class B misdemeanor. 720 ILCS 5/12C-50.1.

A person commits a felony hate crime when, by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin of another individual or group of individuals, regardless of the existence of any other motivating factor or factors, he or she commits assault, battery, aggravated assault, intimidation, stalking, cyberstalking, misdemeanor theft, criminal trespass to residence, misdemeanor criminal damage to property, criminal trespass to vehicle, criminal trespass to real property, mob action, disorderly conduct, transmission of obscene message, harassment by telephone, or harassment through electronic communications as these crimes are defined in the Criminal Code. 720 ILCS 5/12-7.1. The penalty is heightened when the offense is committed in a school or administrative facility.

720 ILCS 5/26-1(a)(3.5) and (b) make transmitting a threat of violence, death, or bodily harm directed against persons at a school, school function, or school event, whether or not school is in session, or causing such a threat to be transmitted, a Class 4 felony.

[22] All school boards must have a policy on prohibited teen dating violence. 105 ILCS 110/3.10. Verify that the board adopted the policy listed and amend its title in this policy, if necessary.

[23] 720 ILCS 5/26-1(a)(3.5) and (b) make threatening to destroy a school building or school property, whether or not school is in session, or causing such a threat to be transmitted, a Class 4 felony.

[24] 105 ILCS 5/26-2a~~, amended by P.A.s 102-266, 102-321, and 102-981~~; 5/26-9; and 5/26-12. See sample policies 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*, and 7:70, *Attendance and Truancy*.

[25] State law requires schools to suspend or expel any student who engages in this activity. 105 ILCS 5/31-3.

[26] See Kelly v. Bd. of Educ. of McHenry Cmty. High Sch. Dist. 156, 2007 WL 114300 (N.D.Ill. 2007) (upheld student's expulsion for drawing gang symbols while at school; testimony that the danger posed by gang signs and the presence of gangs at school supported the board's insistence on strict enforcement of board policy prohibiting gang related behavior and made expulsion a proper remedy).

740 ILCS 147/15 et seq. allows a school district to bring a civil suit against a gang, gang officers, or gang members for losses it suffers due to their criminal activity.

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~~18.~~21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school. [27]

~~19.~~22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee. [28]

~~20.~~23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. [29]

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. [30]

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.[31] 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. [32]

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[27] This statement of misconduct restates 105 ILCS 5/10-22.6(d-5). The following alternative provides a shorter statement but will require the administrator to check the statute before imposing discipline based on it:

> Making an explicit threat on an Internet website against a school, employee, or any school-related personnel under circumstances described in 105 ILCS 5/10-22.6(d-5).

[28] For more information regarding unmanned aircraft systems, see www.faa.gov/uas.

[29] A catchall provision, e.g., this one, gives staff members authority to respond to unforeseen situations.

If the board adopts a mandatory uniform policy (see sample policy 7:165, *School Uniforms*), add the following item to the list as number 22: "Failing to comply with the mandatory uniform policy, but only after repeated attempts to secure compliance, such as conferences with parents/guardians, have been unsuccessful."

[30] *Possession* should be defined to avoid vagueness problems.

[31] See f/n 20~~19~~.

[32] Mandated by 105 ILCS 5/10-20.36.

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Disciplinary Measures [33]

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.[34] School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.[35] Potential disciplinary measures include, without limitation, any of the following: [36]

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. [37]
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised. [38]

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[33] **IMPORTANT**: The practice of suspending or expelling a student based on the number of accumulated disciplinary infractions is illegal under 105 ILCS 5/10-22.6. This includes a system of assigning points to specific infractions and then tallying the points a student receives over a period of time to determine a disciplinary exclusion from school.

Before amendments to 105 ILCS 5/10-22.6, courts used the following factors to determine if a board abused its discretion when it expelled a student: (1) the egregiousness of the student's conduct; (2) the record of the student's past conduct; (3) the likelihood that such conduct will affect the delivery of educational services to other students; (4) the severity of the punishment; and (5) the intent of the child. Robinson v. Oak Park, 213 Ill.App.3d 77 (1st Dist. 1991); Wilson ex rel. Geiger v. Hinsdale Elementary Dist., 349 Ill.App.3d 243 (2nd Dist. 2004). ~~Whether courts will continue to use these factors is yet to be determined.~~ The amendments to 105 ILCS 5/10-22.6 called into question the validity of relying on past misconduct in suspension or expulsion decisions. At least one Ill. appellate court has held that the Robinson factors no longer apply because the legislature incorporated specific criteria for expulsion directly into 105 ILCS 5/10-22.6 when it amended the statute. A.A. v. Summit Sch. Dist. No. 104, 2024 IL App (1st) 232451. **Consult the board attorney for guidance**.

Aside from procedural due process protection, students have a constitutional substantive due process right. This right protects them from an abuse of government power which "shocks the conscience." While the scope of substantive due process is very limited, it is available to students who believe they were subject to arbitrary and excessive discipline. Generally, however, school officials need not fear being found guilty of a substantive due process violation. Federal courts are loath to second-guess school officials. See Tun v. Whitticker, 398 F.3d 899 (7th Cir. 2005) (expulsion did not amount to a substantive due process violation because it fell short of the required *shocks the conscience* standard).

[34] 105 ILCS 5/10-22.6(b-5). In addition, subsection c-5 states, "[s]chool districts must make reasonable efforts to provide ongoing professional development to all school personnel~~teachers, administrators~~, school board members, and school resource officers~~, and staff~~ on the requirements of [105 ILCS 5/10-20.14], the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments, as defined in [105 ILCS 5/3-11(b)], the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates." 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896.

[35] 105 ILCS 5/10-22.6(h).

[36] Most school attorneys advise against using a grade reduction as a disciplinary measure. A decision upholding such a policy is Knight v. Bd. of Educ., 38 Ill.App.3d 603 (4th Dist. 1976). A decision striking one is Smith v. Sch. City of Hobart, 811 F.Supp. 391 (N.D.Ind. 1993) (grade reduction policy requiring 9-week grades to be reduced 4% for each day of a suspension was found unconstitutional).

[37] While restitution is permitted, issuing a fine or fee as a disciplinary consequence is not permitted. 105 ILCS 5/10-22.6(i). Possible parental liability for damages under the Parental Responsibility Law (740 ILCS 115/5) is discussed in f/n 2 in sample policy 7:170, *Vandalism*.

[38] An in-school suspension program may focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel, and districts may employ a school social worker or a licensed mental health professional to oversee in-school suspension programs. 105 ILCS 5/10-22.6(l). Providing programming during in-school suspensions is not required, however providing such programming will help distinguish them from exclusionary suspensions. See f/n 4 in sample policy 5:230, *Maintaining Student Discipline*, for further discussion of in-school suspension programs.

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7. After-school study or Saturday study[39] 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.[40] 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. [41]
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*. [42]
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*.[43] A student who has been suspended may also be restricted from being on school grounds and at school activities. [44]
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*.[45] A student who has been expelled may also be restricted from being on school grounds and at school activities.[46]
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. [47]

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[39] Teachers may not be required to teach on Saturdays. 105 ILCS 5/24-2.

[40] See Herndon v. Chapel Hill-Carrboro City Bd., 89 F.3d 174 (4th Cir. 1996) (upheld policy requiring students to complete community service in order to graduate).

[41] Consult the board attorney for advice concerning confiscated devices. There is no binding Ill. court decision regarding school personnel seizing and retaining a student's property. The Supreme Court of Arkansas held that a teacher and principal did not violate a student's state or federal rights when they confiscated and retained a student's cell phone for two weeks for violating school rules on cell phones. Koch v. Adams, 361 S.W.3d 817 (Ark. 2010).

[42] 105 ILCS 5/10-22.6(b) and (b-30).

[43] A suspension may be imposed in only limited situations that vary according to the suspension's length. 105 ILCS 5/10-22.6(b-15)-(b-25). This is explained in sample board policy 7:200, *Suspension Procedures*, and its footnotes.

[44] This sentence is optional. A board may make this mandatory by replacing "may also be" with "shall also be."

[45] An expulsion may be imposed in only limited situations. 105 ILCS 5/10-22.6(b-20). This is explained in sample policy 7:210, *Expulsion Procedures*, and its footnotes.

105 ILCS 5/10-22.6(d) permits expulsion for a definite period of time not to exceed two calendar years. School officials must document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

[46] This sentence is optional. A board may make this mandatory by replacing "may also be" with "shall also be."

[47] 105 ILCS 5/10-22.6(a) and (b), amended by P.A. 103-896. ~~Subsection 10-22.6(b) uses the phrase "is suspended in excess of 20 school days" even though a 20-consecutive day suspension should be treated as an expulsion. Goss v. Lopez, 419 U.S. 565 (1975). An alternative program is probably available to a student who is suspended for 11 to 20 consecutive days because that student is technically expelled and, as such, qualifies under subsection (a) of Section 10-22.6. Contact the board attorney if the district wants to interpret the statute as referring to *cumulative* school days so that it can transfer a student to an alternative program upon his or her suspension in excess of 20 *cumulative* school days.~~

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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. [48]

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. [49]

Corporal punishment is prohibited in all circumstances. *Corporal punishment* is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence,

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105 ILCS 5/13A, amended by P.A. 103-473, a/k/a *Safe Schools Law*, governs the transfer of *disruptive students*, defined to include suspension- or expulsion-eligible students in grades 6-12, to an alternative school program. See sample administrative procedure 7:190-AP9, *Administrative Transfer to Regional Safe School Program*, and the ~~Ill. State Board of Education (~~ISBE~~)~~ regional safe schools program webpage at: www.isbe.net/Pages/Regional-Safe-Schools-Program.aspx. 105 ILCS 5/13B governs the transfer of students to an alternative learning opportunities program. See ISBE's alternative learning opportunities program webpage at: www.isbe.net/Pages/Special-Education-Alternative-Learning-Opportunities-Programs.aspx.

Contact the board attorney regarding the necessary due process procedures before imposing a disciplinary transfer to an alternative school. The court in Leak v. Rich Twp. High Sch. Dist. 227 (397 Ill.Dec. 90 (1st Dist. 2015)), held that placement in an alternative school is tantamount to an expulsion. Thus, according to dicta in this decision, districts must follow expulsion procedures before a student is transferred to an alternative school. Schools may still reach agreements with parents/guardians to transfer students to such schools without completing the expulsion procedures.

The alternative program may not deny the transfer on the basis of the suspension or expulsion, except in cases in which the transfer is deemed to cause a threat to the safety of students or staff in the alternative program.

[48] 105 ILCS 5/22-88~~, amended by P.A.s 102-197 and 102-558~~. See sample policy 7:150, *Agency and Police Interviews*.

[49] **Note:** Districts that receive early childhood block grant funding (authorized by 105 ILCS 5/1C-2, amended by P.A. 103-594, of the School Code) are prohibited from expelling children from their early childhood programs. 105 ILCS 5/2-3.71(a)(7), amended by P.A. 103-594 (making it inoperative on 7-1-26), and 105 ILCS 5/10-22.6(k). On and after 7-1-26, the Dept. of Early Childhood Act, 325 ILCS 3/15-30(a)(7) will prohibit expulsion of children enrolled in early childhood programs funded under 325 ILCS 3/1-10). A district may, however, transition a child to a new program if: (1) it has documented evidence that all available interventions and supports recommended by a qualified professional have been exhausted; (2) the program determines that transitioning a child is necessary for the well-being of the child or his or her peers and staff; and (3) the current and pending programs create a transition plan for the child with parent or legal guardian permission. 105 ILCS 5/2-3.71(a)(7)(C) (inoperative on 7-1-26); 325 ILCS 3/15-30(a)(7)(C) on and after 7-1-26. A district may temporarily remove a child from attendance in the group setting in the case of a serious safety threat to a child or others, or in the case of possession of a weapon as described in 105 ILCS 5/10-22.6(d), but it must then begin the process of documenting interventions and supports as outlined in the law. 105 ILCS 5/2-3.71(a)(7)(E) (inoperative on 7-1-26); 325 ILCS 3/15-30(a)(7) on and after 7-1-26. ISBE rules implementing these ~~new~~ requirements are at 23 Ill.Admin.Code §§ 235.300-235.340. For guidance on behavior support and transition plans, including links to ISBE Form 37-50A, *Early Childhood Block Grant (ECBG) Program Transition Plan*, and ISBE Form 37-50B, *Early Childhood Block Grant (ECBG) Behavior Support Plan*, see ISBE's *Frequently Asked Questions: Behavior Support and Program Transition* (March 2021) at: www.isbe.net/Documents/EC-FAQ-Behavior-Transition-Plan.pdf. **Consult the board attorney for advice to ensure compliance with ISBE rules.** Compliance with this law does not relieve a district of its obligations to also comply with the Individuals with Disabilities Education Improvement Act of 2004 when disciplining students with disabilities. For further information, see sample policy 7:230, *Misconduct by Students with Disabilities*. For districts that receive early childhood block grant funding, add the following:

Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

If this language is inserted, add 105 ILCS 5/2-3.71(a)(7) to the Legal References for this policy.

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or set an example for others.[50] It includes 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 permitted by 105 ILCS 5/10-20.33~~needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property~~. [51]

Isolated Time Out, Time Out, and Physical Restraint [52]

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, Ill. State Board of Education (ISBE) rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

Weapons [53]

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

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[50] 105 ILCS 5/22-100, added by P.A. 103-806.

[51] The~~is~~ last two sentences of this paragraph paraphrase~~s~~ 105 ILCS 5/24-24, amended by P.A. 103-806.

[52] *Physical restraint* or *restraint* does not include momentary periods of physical restriction by direct person to person contact, without the aid of material or mechanical devices, that are accomplished with limited force and that are designed to prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property. 105 ILCS 5/10-22.33(b). Isolated time out, time out, or physical restraint may be used by staff members **only if** their use is authorized by policy and administrative procedure. 105 ILCS 5/2-3.130 and 5/10-20.33~~, both amended by P.A. 102-339~~; 105 ILCS 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. See sample administrative procedure 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. **The sample policy allows the use of isolated time out, time out, and physical restraint pursuant *only* to the conditions allowed in the School Code and ISBE rules.** State statute and ISBE rules contain complex restrictions on the use of isolated time out, time out, and physical restraint. 105 ILCS 5/2-3.130 and 5/10-20.33~~, both amended by P.A. 102-339~~; 105 ILCS 5/24-24; 23 Ill.Admin.Code §§1.280(c) and 1.285. According to the ISBE rule, isolated time out, time out, and physical restraints are allowed only if a board authorizes their use in a policy containing the numerous components identified in the rule. To comply with ISBE's rule, a board must also incorporate by reference the district's procedure, i.e., 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. By doing this, the policy includes the district's procedure. **For a board that wants to prohibit the use of isolated time out, time out, and physical restraint** (1) replace the contents of this subhead with "The district prohibits the use of isolated time out, time out, and physical restraint, as defined in 105 ILCS 5/10-20.33."; (2) amend the Legal References as follows "23 Ill.Admin.Code §§~~,~~ 1.280~~, 1.285,~~" and (3) delete "Incorporated by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)."

[53] This section paraphrases 105 ILCS 5/10-22.6(d) and contains the statutorily required punishment for bringing a weapon to school along with the statutory definition of *weapon*. When preparing for a due process hearing, a principal needs to use the applicable State and federal law definitions of *firearm* – not just the School Code.

While subsection 105 ILCS 5/10-22.6(b-10) explicitly forbids zero tolerance policies, it provides an exception for those zero tolerance policies established by State or federal law, which includes weapons in school. Section 10-22.6(d) provides that a student who brings a weapon to school, as defined in the section, "shall be expelled for a period not less than one year," unless modified by the superintendent or board. The federal Gun-Free Schools Act (20 U.S.C. §7961 et seq.) provides for at least a one-year expulsion for students who bring firearms to school. As directed by 20 U.S.C. §7961(b)(1), 105 ILCS 5/10-22.6(d), the superintendent and the board may modify that consequence; however, the superintendent/board may decline to exercise that discretion and instead impose the maximum penalty authorized by law. Analyzing the student's circumstances on a case-by-case basis may avoid a judicial finding that an expulsion is too severe. See Washington v. Smith, 248 Ill.App.3d 534 (1st Dist. 1993).

Item #4 in the **Prohibited Student Conduct** section is broader because it prohibits "using, possessing, controlling, or transferring" a weapon in addition to violating the **Weapons** section.

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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 one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.[54]

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. [55]

Re-Engagement of Returning Students [56]

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. [57]

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.[58] *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.

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[54] Optional.

[55] The Firearm Concealed Carry Act permits a properly licensed individual to carry a concealed firearm within a vehicle into a school parking area and store it in a locked vehicle out of plain view. 430 ILCS 66/65(b). The federal Gun-Free Schools Act has a similar provision. 20 U.S.C. §7961(g). The School Code, however, contains no similar exception to the ban on firearms at schools. Contact the board attorney before permitting students to store their firearms in their vehicle's trunk while parked at school.

[56] Required by 105 ILCS 5/10-22.6(b-25), amended by P.A. 103-896. See sample administrative procedure 7:190-AP8, *Student Re-Engagement Guidelines*. In consultation with stakeholders, ISBE must draft and publish guidance for the re-engagement of students who are suspended out-of-school, expelled, or returning from an alternative school setting by 7-1-25. Id.

[57] A goal for re-engagement is optional. Schools must permit students who were suspended, including students suspended from the school bus who do not have alternate transportation to school, to ~~make up~~makeup work for equivalent academic credit. 105 ILCS 5/10-22.6(b-30).

[58] 105 ILCS 5/10-27.1A(a), 5/10-27.1B, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling), and 5/10-21.7~~, amended by P.A. 102-894~~. *School grounds* includes the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground.

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Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian. [59]

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report these incidents ~~involving battery against staff members~~ to ~~the Ill. State Board of Education~~ISBE through its web-based School Incident Reporting System as they occur during the year and no later than ~~August 1~~July 31 for the preceding school year. [60]

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 any other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by 105 ILCS 5/10-20.33~~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. [61]

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school

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[59] Id. State law imposes the duty to report firearm possession only on school officials; this duty may be also imposed on volunteers and community members. Only staff members, however, are vulnerable to committing a petty offense for their failure to report, and only staff members are protected from civil or criminal liability that might arise as a result of making a report (although the liability potential for anyone making a report is remote).

The building principal must notify the student's parent/guardian only when the alleged offense is firearm possession. 105 ILCS 5/10-27.1A(b). The policy expands this notification duty to include drug-related incidents and battery of a staff member; a board disinclined to do this should amend the second sentence as follows:

> In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and, if a student is reportedly in possession of a firearm, also any involved student's parent/guardian.

[60] 105 ILCS 5/10-27.1A~~(c)~~, amended by P.A.s 103-34, 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling); 105 5/10-27.1B~~(b)~~, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling); and 105 ILCS 5/10-21.7~~, amended by P.A. 102-894. To satisfy the reporting requirement, ISBE created the School Incident Reporting System (SIRS), a web-based application on IWAS for schools to report incidents electronically~~. See f/n 6 and subhead **J. Required Notices** of sample administrative procedure 4:170-AP1, *Comprehensive Safety and Security Plan*. Reporting on SIRS does not satisfy the requirement to report incidents to local law enforcement authorities.

[61] 105 ILCS 5/24-24, amended by P.A. 103-806, ~~and 23 Ill.Admin.Code §1.280~~ requires: (1) teachers, ~~and~~ other ~~certificated [~~licensed~~]~~ educational employees, and any other person (whether or not a licensed employee) providing a related service for or with respect to a student (except for individuals employed as paraprofessionals) to maintain discipline, and (2) the district to have a policy on discipline that provides that:

[A] teacher, other ~~certificated~~licensed employee, and any other person, whether or not a ~~certificated~~licensed employee, providing a related service for or with respect to a student may only use reasonable force as permitted under [105 ILCS 5/10-20.33]~~needed to maintain safety for the other students, school personnel or persons or for the purpose of self-defense or the defense of property~~, shall provide that a teacher may remove a student from the classroom for disruptive behavior, and shall include provisions which provide due process to students. The policy shall prohibit the use of corporal punishment, as defined in [105 ILCS 5/22-100], in all circumstances~~not include slapping, paddling or prolonged maintenance of students in physically painful positions nor shall it include the intentional infliction of bodily harm~~. 105 ILCS 5/24-24, amended by P.A. 103-806.

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bus, up to 10 consecutive school days, provided the appropriate procedures are followed.[62] The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons. [63]

Student Handbook [64]

The Superintendent, with input from the parent-teacher advisory committee,[65] 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.

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[62] Required by 105 ILCS 5/10-22.6(b).

[63] Id.

[64] 105 ILCS 5/10-20.14(a) requires schools to provide a copy of the student discipline policy to parents/guardians within 15 days after the beginning of the school year, or within 15 days after a transfer student starts classes, but it does not specify how to provide copies. For ease of administration, this policy specifies that copies will be provided via student handbooks.

[65] The board must establish and maintain a parent-teacher advisory committee to develop guidelines on student discipline. See sample policy 2:150, *Committees.* This policy's dissemination requirements are from 105 ILCS 5/10-20.14.

A comprehensive student handbook can provide notice of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh/.

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by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.: 20 U.S.C. §7971 et seq., Pro-Children Act of 2004.
20 U.S.C. §7961 et seq., Gun Free Schools Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/22-100, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.
105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
23 Ill.Admin.Code §§ 1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property)

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Students

Student Behavior

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

Disciplinary action may be taken against any student guilty of 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 influences 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 being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited, unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

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e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

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

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

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

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, 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 or teacher, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials and/or rules and regulations governing student conduct and/or any discriminatory or harassing behavior. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, 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

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such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and 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, 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, regardless of whether or not 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, automobile; (c) in a school's student locker, desk, or other school property; or (d) any other 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

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produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian or a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school detention or Saturday detention 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-sponsored activities and events 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.

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

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is

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subject to a battery. *School grounds* includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report incidents involving battery against staff members to the Ill. State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than August 1 for the preceding school year.

Delegation of Authority

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

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 ten 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 and guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated
by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.: 20 U.S.C. §7971, Pro-Children Act of 2004.
20 U.S.C. §7961 et seq., Gun Free Schools Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3.
105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
23 Ill. Admin. Code §§1.280, 1.285.

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CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment) 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property).

ADOPTED: May 17, 2001

REVISED: January 18, 2024

CURRENT

Students

Suspension Procedures [1]

In-School Suspension [2]

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension 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: [3]

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges 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).

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State law requires districts to have a policy on student discipline. 105 ILCS 5/10-20.14, amended by P.A. 103-896; 23 Ill.Admin.Code §1.280. State or federal law controls this policy's content.

Boards may authorize *by policy* the superintendent, building principal, assistant building principal, or dean of students to suspend students guilty of gross disobedience or misconduct from school, including all school functions. 105 ILCS 5/10-22.6(b), amended by P.A. 103-896. See sample policy 7:190, *Student Behavior*, for such an authorization.

[2] An in-school suspension program may focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel, and districts may employ a school social worker or a licensed mental health professional to oversee in-school suspension programs. 105 ILCS 5/10-22.6(l), amended by P.A. 103-896. Providing programming during in-school suspensions is not required; however, providing educational programs during in-school suspensions will help distinguish them from exclusionary suspensions. See f/n 4 in sample policy 5:230, *Maintaining Student Discipline*, for further discussion of in-school suspension programs. Contact the board attorney for advice concerning amending this section.

20 ILCS 1705/76 requires the Ill. Dept. of Public Health to create and maintain an online database and resource page on its website that contains mental health resources specifically geared toward school social workers, school counselors, parents, teachers, and school support personnel. See the database at: www.dhs.state.il.us.

[3] Suspension procedures are required by State law. 105 ILCS 5/10-22.6, amended by P.A. 103-896. The right to attend school is a property right protected by the due process clause of the U.S. Constitution. Goss v. Lopez, 419 U.S. 565 (1975). Imposing a short deprivation of this property right by suspending a student for 10 or fewer days requires only minimal due process. The student must be generally informed of the reasons for the possible suspension and be permitted to tell his/her version of the story. Making a decision to suspend before the hearing violates the basic due process requirement that the hearing be meaningful. Sieck v. Oak Park-River Forest High Sch., 807 F.Supp. 73 (N.D. Ill. 1992).

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4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall: [4]
   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; [5]
   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: [6]
         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: [7]
         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,[8] 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.

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[4] 105 ILCS 5/10-22.6, amended by P.A. 103-896.

Consult the board attorney (1) about the specific documentation required in this portion of the notice, and (2) to ensure that 7:200-E1, *Short Term Out-of-School Suspension (1-3 Days) Reporting Form* and 7:200-E2, *Long Term Out-of-School Suspension (4-10 Days) Reporting Form* reflect the exact practices that the district will use to implement this requirement.

[5] Required by 105 ILCS 5/10-22.6(b-30).

[6] 105 ILCS 5/10-22.6(b-15) explains that "threat to school safety or a disruption to other students' learning opportunities" shall be determined by the school board or its designee on a case-by-case basis. **Consult the board attorney for specific advice regarding the application of these statutory terms in this context (see f/n 8, below).**

[7] 105 ILCS 5/10-22.6(b-20). School officials are granted the sole authority to determine on a case-by-case basis: (1) whether "appropriate and available behavioral and disciplinary interventions have been exhausted;" and (2) whether "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." Consult the board attorney to request specific training for school officials to apply these statutory terms in this context.

[8] While school officials have discretion to determine the length of suspensions, they must resolve threats, address disruptions, and minimize the length of student exclusions to the greatest extent practicable. 105 ILCS 5/10-22.6(b-20). **Consult the board attorney about the practical implementation of documenting other appropriate and available interventions for the student.**

Last, the law also requires school districts to make reasonable efforts to provide ongoing professional development to all school personnel, school board members, and school resource officers on the requirements of 105 ILCS 5/10-22.6 and 105 ILCS 5/10-20.14, adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, *trauma-responsive learning environments* as defined in 105 ILCS 5/3-11(b), appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates. 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896.

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d) Of ~~For a suspension of 4 or more school days, the information listed in section 4.3.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, as determined by the Superintendent or designee. [9]

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.[10]

a. At the review, the student~~'s~~ and his or her parent(s)/guardian(s) may appear with a representative of their choice and at their expense, be accompanied by a support person of their choice and at their expense, disclose any factor to be considered in mitigation (including the student's status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A), and discuss the suspension with the Board or its hearing officer ~~and may be represented by counsel~~. Any representative and support person must comply with hearing rules and may be prohibited from further participation if they violate the rules or engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or anyone else in attendance at the hearing. [11]

b. If the review involves allegations of sexual violence by the student, neither the student nor the student's representative shall directly question nor have direct contact with the alleged victim. The student or the student's representative may, at the discretion of the Board or its hearing officer, suggest questions to be posed by the Board or its hearing officer to the alleged victim. [12]

c. 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.[13]

d. 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. [14]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[9] 105 ILCS 5/10-22.6(b-25), amended by P.A. 103-896. In consultation with stakeholders, the Ill. State Board of Education (ISBE) must draft and publish guidance for the re-engagement of students who are suspended out-of-school, expelled, or returning from an alternative school setting by 7-1-25. Id.

[10] A board may hear student disciplinary cases in a meeting closed to the public. 5 ILCS 120/2(c)(9).

[11] 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. A representative chosen by the parent/guardian (or by the student, if emancipated) must be permitted to represent the student "throughout the proceedings and to address the school board or its appointed hearing officer." A support person chosen by the parent/guardian (or by the student, if emancipated) must also be permitted to accompany the student to any expulsion hearing or proceeding. Id. For the definition of *support person*, see sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence.*

[12] 105 ILCS 5/10-22.6(b-40), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

[13] 105 ILCS 5/10-22.6(c)~~, amended by P.A. 102-539~~.

[14] 105 ILCS 5/10-22.6(b)~~, amended by P.A. 103-896~~.

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LEGAL REF.: Goss v. Lopez, 419 U.S. 565 (1975).
105 ILCS 5/10-20.14, 5/10-22.6.
23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

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Students

Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension 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 charges will be explained and the student will be given an opportunity to respond to the charges 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:

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i) Pose a threat to the safety of other students, staff, or members of the school community, or

ii) Substation ally disrupt, impede, or interfere with the operation of the school.

iii. For a suspension of 4 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 (c) in number 4, above.

LEGAL REF.: Goss v. Lopez, 419 U.S. 565 (1975).
105 ILCS 5/10-20.14, 5/10-22.6.
23 Ill. Admin. Code §1.280.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

ADOPTED: May 17, 2001

REVISED: January 16, 2025

CURRENT

Students

Expulsion Procedures [1]

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following: [2]

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. [3] The request shall: [4]
   a. Include the time, date, and place for the hearing.
   b. Briefly describe what will happen during the hearing.
   c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
   d. Inform the student and parent(s)/guardian(s) that a representative of their choice and at their expense is permitted to represent the student throughout the proceedings and to address the Board or its hearing officer.
   ~~c.~~e. Inform the student and parent(s)/guardian(s) that a support person of their choice and at their expense is permitted to accompany the student throughout the proceedings.
   ~~d.~~f. List the student's prior suspension(s).
   ~~e.~~g. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed ~~2~~two calendar years, as determined on a case-by-case basis.
   ~~f.~~h. Ask that the student or parent(s)/guardian(s) ~~or attorney~~ inform the Superintendent or Board Attorney if the student will ~~be represented by an attorney~~appear with a representative and/or support person and, if so, provide the ~~attorney's~~ name(s) and contact information for the representative and/or support person.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law requires districts to have a policy on student discipline. 105 ILCS 5/10-20.14, amended by P.A. 103-896; 23 Ill.Admin.Code §1.280. State or federal law controls this policy's content. The discipline of special education students must comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules. See sample policy 7:230, *Misconduct by Students with Disabilities*.

[2] Expulsion procedures are required by State law. 105 ILCS 5/10-22.6(a), amended by P.A. 103-896. The right to attend school is a property right protected by the due process clause of the U.S. Constitution. Goss v. Lopez, 419 U.S. 565 (1975). Thus, an expulsion of more than 10 days requires due process including, but not limited to, notice of the charges, an opportunity to hear the evidence in support of the charges, an opportunity to refute them, and a decision by an impartial decision maker based on the evidence presented. The adequacy of an expulsion hearing is frequently challenged; the board attorney should be consulted as every due process analysis will be highly fact-specific. See f/ns 9 and 12, *infra*.

[3] 105 ILCS 5/10-22.6(a), amended by P.A. 103-896. Whenever the term "registered mail" is used in the School Code, it shall be deemed to authorize the use of either registered mail or certified mail, return receipt requested. 105 ILCS 5/1-3.5.

[4] Id. Items a and b address due process, which includes the right to receive a notice with enough detail and with enough time to prepare a defense. Item c details the requirements pertaining to expulsions throughout 105 ILCS 5/10-22.6. Items d and e are required by 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. See f/n 7, below. Items ~~d~~f through ~~f~~h are optional best practice inclusions. **Consult the board attorney about the specific documentation required in this portion of the notice to ensure the district's practice matches the policy language.**

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2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it.[5] If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

~~2.~~3. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. [6]

4. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged.

a. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student.

b. The student and his or her parent(s)/guardian(s) may ~~be represented by counsel~~appear with a representative, be accompanied by a support person, disclose any factor to be considered in mitigation (including his or her status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A), offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. Any representative and support person must comply with hearing rules and may be prohibited from further participation if they violate the rules or engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or anyone else in attendance at the hearing. [7]

c. If the expulsion hearing involves allegations of sexual violence by the student, neither the student nor the student's representative shall directly question nor have direct contact with the alleged victim. The student or the student's representative may, at the discretion of the Board or its hearing officer, suggest questions to be posed by the Board or its hearing officer to the alleged victim. [8]

~~3.~~5. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[5] A board may hear student disciplinary cases in a meeting closed to the public. 5 ILCS 120/2(c)(9).

[6] 105 ILCS 5/10-22.6(c)~~, amended by P.A. 102-539~~.

[7] 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. For the definition of *support person*, see sample administrative procedure 7:255-AP1, *Supporting Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence.*

A student's opportunity to offer evidence, present witnesses, cross-examine witnesses, and otherwise present reasons why the student should not be expelled generally outweighs a district's interest in not providing the student these opportunities. See, Camlin v. Beecher Comm. Sch. Dist., 339 Ill.App.3d 1013 (3rd Dist. 2003) and Colquitt v. Rich Tsp H. S. Dist., 298 Ill.App.3d 856 (1st Dist. 1998). Determining whether denying these opportunities would violate a student's right to due process requires a careful analysis of the facts and federal case law. See Brown v. Plainfield Dist., 500 F. Supp.2d 996 (N.D. Il. 2007) and Coronado v. Valleyview Sch. Dist., 537 F.3d 791 (7th Cir. 2008).

[8] 105 ILCS 5/10-22.6(b-40), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

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4.6. If the Board acts to expel the student, its written expulsion decision shall: [9]

a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school. [10]

b. Provide a rationale for the specific duration of the recommended expulsion. [11]

c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student. [12]

d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school. [13]

e. Upon expulsion, the District may refer the student to appropriate and available support services. [14]

LEGAL REF.: Goss v. Lopez, 419 U.S. 565 (1975).
105 ILCS 5/10-20.14, 5/10-22.6.

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[9] **Consult the board attorney to request specific training for school officials to apply these statutory terms in the context of expulsions**. See sample exhibit 7:210-E1, *Notice of Expulsion Hearing*. The law gives school officials discretion while also requiring them to resolve threats, address disruptions, and minimize the length of student exclusions to the greatest extent practicable. 105 ILCS 5/10-22.6(b-20). Yet, the law also requires school districts to make reasonable efforts to provide ongoing professional development to ~~teachers, administrators~~all school personnel, school board members, and school resources offices~~, and staff~~ on the requirements of 105 ILCS 5/10-22.6 and 105 ILCS 5/10-20.14, adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments as defined in 105 ILCS 5/3-11(b), and developmentally appropriate disciplinary methods that promote positive and healthy school climates. 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896.

[10] 105 ILCS 5/10-22.6(a), amended by P.A. 103-896.

[11] Id.

[12] 105 ILCS 5/10-22.6(b-20) requires and grants school officials the sole authority to determine on a case-by-case basis: (1) whether "appropriate and available behavioral and disciplinary interventions have been exhausted," and (2) whether "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."

[13] Id.

[14] 105 ILCS 5/10-22.6(b-25), amended by P.A. 103-896. **Consult the board attorney about transfers to an alternative program pursuant to Article 13A of the School Code.** See Leak v. Bd. of Educ. of Rich Twp. High Sch. Dist. 227, 2015 IL App (1st) 143202, requiring *obiter dictum* that before school officials transfer students to alternative schools for extended periods of time, they must provide students with a meaningful opportunity to be heard.

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Students

Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
   a. Include the time, date, and place for the hearing.
   b. Briefly describe what will happen during the hearing.
   c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
   d. List the student's prior suspension(s).
   e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
   f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
   a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
   b. Provide a rationale for the specific duration of the recommended expulsion.
   c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.

CURRENT

d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.: Goss v. Lopez, 419 U.S. 565 (1975).
105 ILCS 5/10-20.14, 5/10-22.6.

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

CURRENT

Students

Student Support Services [1]

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. [2]

The following student support services may be provided by the School District: [3]

1. Health services supervised by a qualified school nurse.[4] The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. The Children's Mental Health Act requires all districts to have a policy for incorporating social and emotional development into its educational program. 405 ILCS 49/15(b). The policy must address two areas: (1) teaching and assessing social and emotional skills; and (2) protocols for responding to children with social, emotional, or mental health problems, or a combination of such problems, that impact learning ability. Id. Sample policy 6:65, *Student Social and Emotional Development*, addresses the first required area and this sample policy addresses the second required area.

[2] Required by 105 ILCS 5/10-20.59~~, amended by P.A. 102-199~~. See f/n 16 in sample policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, for liaison responsibilities and requirements.

[3] All districts are required to conduct a comprehensive needs assessment to determine the scope of student personnel services needs in the areas of: (1) guidance and counseling needs; (2) psychological needs; (3) social work needs; and (4) health needs. 23 Ill.Admin.Code §1.420(q). Endorsement requirements for various types of school support personnel are referenced in f/ns 3 through 6 below, and further information is available at: www.isbe.net/Pages/PEL-School-Support-Ed-Lic.aspx. Until 6-20-26, an individual who fails to meet the necessary qualifications for a specific school support personnel endorsement, but holds another professional license or certification approved by ISBE, may seek short-term approval for assignment to a position in situations where an unforeseen vacancy occurs. 23 Ill.Admin.Code §25.48. Short-term approvals are valid for three full fiscal years. 23 Ill.Admin.Code §25.432.

105 ILCS 5/2-3.147, added by P.A. 95-558 and repealed by P.A. 99-30, created the Ensuring Success in School Task Force. 105 ILCS 5/26A-15, added by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, and scheduled to be repealed on 12-1-25, created a subsequent Ensuring Success in School Task Force. See f/n ~~3~~1 in sample policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*~~6:65, Student Social and Emotional Development~~, for further information.

[4] School districts may employ non-professional-educator-licensed *registered professional nurse*s to perform professional nursing services. 105 ILCS 5/10-22.23~~, amended by P.A. 102-894~~; 23 Ill.Admin.Code §1.760(c). A *registered professional nurse* means any nurse who is licensed to practice professional nursing in Illinois under the Nurse Practice Act (225 ILCS 65/) and whose license is active and in good standing with the Ill. Dept. of Financial and Professional Regulation. 23 Ill.Admin.Code §1.760(b).

A *school nurse* means any registered professional nurse who also holds a professional educator license endorsed for school support services in school nursing, or any registered professional nurse who does not hold the professional educator license but was employed in the school district of current employment before 7-1-76. 23 Ill.Admin.Code §1.760(c).

105 ILCS 5/10-22.23 provides that any nurse first employed on or after 7-1-76, whose duties require teaching or the exercise of instructional judgment or educational evaluation of students, must be licensed under 105 ILCS 5/21B-25.

A school nurse may hold a Professional Educator License with a school support personnel endorsement. 105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §§1.760(c), 23.120, 25.245.

Health services may also be available through school based/linked health centers implemented by the Ill. Dept. of Public Health. 105 ILCS 129/; 77. Ill.Admin.Code Part 641. For further information, see: https://dph.illinois.gov/topics-services/life-stages-populations/maternal-child-family-health-services/school-health#resources.

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2. Educational and psychological testing services and the services of a school psychologist[5] 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.[6] A student's parent/guardian must consent to regular or continuing services from a social worker.
4. ~~Guidance and s~~School counseling[7] services. The Superintendent or designee shall annually inform all school personnel and students 12 years of age and older, in writing, of the availability of counseling without parent/guardian consent under 405 ILCS 5/3-550. [8]

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability.[9] The District, however, assumes no liability for preventing, identifying, or treating such needs.

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[5] A *school psychologist* means a psychologist who holds a Professional Educator License with a school psychologist endorsement per 105 ILCS 5/21B-25 and either: (1) has graduated with a master's degree or higher degree in psychology or educational psychology from an institution of higher education that maintains equipment, courses of study, and standards of scholarship approved by the Ill. State Board of Education (ISBE), has had at least one school year of full-time supervised experience in the delivery of school psychological service approved by the State Superintendent of Education, and has such additional qualifications as may be required by ISBE; or (2) holds a valid Nationally Certified School Psychologist credential. 105 ILCS 5/14-1.09. School psychologists hold a Professional Educator License with a school support personnel endorsement. 105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §§1.760(a), 23.130, 25.235. The scope of school psychological services is described in 105 ILCS 5/14-1.09.1~~, amended by P.A. 102-894~~.

[6] A *school social worker* means a social worker who has graduated from an accredited graduate school of social work and has such additional qualifications as may be required by ISBE and who holds a Professional Educator License with a school support personnel endorsement for school social work per 105 ILCS 5/21B-25. 105 ILCS 5/14-1.09a. See 105 ILCS 5/10-22.24a~~, amended by P.A. 102-894,~~ and 5/21B-25(2)(G); 23 Ill.Admin.Code §§1.760(a), 23.140, 25.215. School social workers may not provide services outside of their district employment to any student(s) attending school in the district. 105 ILCS 5/14-1.09a.

School marriage and family therapists are another type of school support personnel; they hold a Professional Educator License with a school support personnel endorsement. 105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §§23.150, 25.260. The scope of school social worker services is described in 105 ILCS 5/14-1.09.2~~, amended by P.A. 102-894~~.

[7] *School counselors* hold a Professional Educator License with a school support personnel endorsement. 105 ILCS 5/21B-25(2)(G); 105 ILCS 5/10-22.24a; 23 Ill.Admin.Code §§1.760(a), 23.110, 25.225. *School ~~guidance~~ counselors* refers to district employees that work in high schools to offer students advice and assistance in making career or college plans~~; no specific school support personnel endorsement exists for school guidance counselors~~. 105 ILCS 5/22-93, amended by P.A. 103-1020~~added by P.A. 102-327 and renumbered by P.A. 102-813~~. School counseling services may include, but are not limited to, the numerous services detailed in 105 ILCS 5/10-22.24b, amended by P.A.s 103-542 and 103-780.

In contrast, *professional counselors* and professional counseling practice in Illinois are governed by the Professional Counselor and Clinical Professional Counselor Licensing and Practice Act and its implementing regulations. 225 ILCS 107/; 68 Ill.Admin.Code Part 1375. The Mental Health and Developmental Disabilities Code, 405 ILCS 5/, provides that minors 12 years of age or older may request and receive up to eight 90-minute sessions (previously five 45-minute sessions) of professional counseling services or psychotherapy (provided by a clinical psychologist) without the consent of the minor's parent, guardian, or person in loco parentis. 405 ILCS 5/3-550. Most school districts do not regularly provide *professional* counseling or *clinical* psychological services to students. Instead, most districts provide *school counseling* or *school psychological* services to students, and Illinois law does not specify any limits on the number of school counseling or school psychological sessions which a minor may have before obtaining parent/guardian permission. If your district seeks to regularly provide *professional counseling* or *clinical psychological* services to students, consult with your board attorney about potential changes to board policies and administrative procedures, as well as collective bargaining issues.

[8] 105 ILCS 5/26A-40(h), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

[9] Required by ~~the Children's Mental Health Act,~~ 405 ILCS 49/15(b).

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Erin's Law Counseling Options, Assistance, and Intervention [10]

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.

Article 26A Domestic or Sexual Violence and Parenting Resource Personnel [11]

The Superintendent or designee will ensure that at least one staff member in each school building is designated as a resource person (Article 26A Resource Person) for students who are parents, expectant parents, or victims of domestic or sexual violence and offers those services required by 105 ILCS 5/26A. See Board policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. The Article 26A Resource Person may be a member of the building's Student Support Committee.

The Superintendent shall ensure that ~~T~~this policy ~~shall be~~is implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq., and that it is respectful of student privacy, including that student records are maintained and their confidentiality protected in accordance with Board policy and District procedures. [12]

LEGAL REF.: 105 ILCS 5/10-23.13(b), 5/10-20.59, ~~and~~ 5/21B-25(G), and 5/26A.
405 ILCS 5/, Mental Health and Developmental Disabilities Code.
405 ILCS 49/, Children's Mental Health Act.
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), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:280 (Communicable and Chronic Infectious Disease), 7:340 (Student Records)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[10] Required by *Erin's Law,* 105 ILCS 5/10-23.13(b)(2), (3), and (5)~~, amended by P.A. 102-610~~. See sample policy 5:90, *Abused and Neglected Child Reporting*, and sample administrative procedure 5:90-AP1, *Coordination with Children's Advocacy Center*, for more information on Children's Advocacy Centers.

[11] Required by 105 ILCS 5/26A-35, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. See sample policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

[12] This policy text is based on recommendations of the second ESS Task Force. See pp. 13-14 of the June 2024 ESS Task Force final report, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf.

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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/guardian 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.
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), 7:340 (Student Records)

ADOPTED: December 16, 2004

REVISED: March 16, 2023

CURRENT

Students

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence [1]

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important District goals and required by 105 ILCS 5/26A (Article 26A).

The Superintendent or designee shall develop and implement a program for supporting Article 26A Students that:

1. Distributes this policy and procedures for requesting supportive services or filing a complaint to all students at the beginning of each school year. [2]
2. Ensures at least one staff member in each school building is designated as a resource person for Article 26A Students (Article 26A Resource Person) and receives training in accordance with 105 ILCS 5/26A-35. [3]
3. Notifies all District employees and agents that, upon learning or suspecting that a student is a parent, expectant parent, or victim of domestic or sexual violence, they must refer the student to a designated Article 26A Resource Person. [4]
4. Ensures any employees whose duties include the resolution of Article 26A complaints receive training in accordance with 105 ILCS 5/26A-25(b)(1). [5]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State law requires this subject matter be covered by policy. 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. An *expectant parent* is a student who (i) is pregnant and (ii) has not yet received a diploma for completion of a secondary education as defined in 105 ILCS 5/22-22. Id. at 5/26A-10.

105 ILCS 5/2-3.147, added by P.A. 95-558 and repealed by P.A. 99-30, created the first Ensuring Success in School (ESS) Task Force. Supervised by the Ill. State Board of Education (ISBE), it developed policies, procedures, and protocols for school boards to adopt to address the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence; the goal was to encourage these students to stay in school, stay safe while in school, and successfully complete their education. The June 2010 report of the first ESS Task Force is available here: www.isbe.net/Documents/ess-task-force-final-report0610.pdf. 105 ILCS 5/26A-15, added by P.A. 102-466 (a/k/a *ESS Law)* and scheduled to be repealed on 12-1-25, created a second ESS Task Force supervised by ISBE, also focused on the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence. The second ESS Task Force was to: (1) draft and publish model policies and intergovernmental agreements for inter-district transfers, (2) draft and publish model complaint resolution procedures, and (3) identify current mandatory and new staff trainings needed. The June 2024 report of the second ESS Task Force is available here: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf.

[2] 105 ILCS 5/26A-20(d), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

[3] See f/n 25 in sample policy 5:100, *Staff Development Program*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, for further information about training requirements.

[4] 105 ILCS 5/26A-40(e), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. *Agents* is not defined and who is considered an agent for the district is fact-specific; consult the board attorney for guidance.

[5] See f/n 3, above.

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5. Requires verification of a student's claim of Article 26A status relating to domestic or sexual violence in accordance with 105 ILCS 5/26A-45. [6]
6. Provides Article 26A Students with in-school support services, information about non-school-based support services, and the ability to make up work missed due to circumstances related to the student's Article 26A status in accordance with 105 ILCS 5/26A-40. [7]
7. Ensures the prompt and equitable resolution of all Article 26A complaints through a complaint resolution procedure that fully complies with 105 ILCS 5/26A-25. [8]
8. Ensures that all information concerning an Article 26A Student's status and related experiences, or information concerning a student who is a named perpetrator of domestic or sexual violence, provided to or otherwise obtained by the District or its employees or agents pursuant to 105 ILCS 5/26A is retained in a confidential temporary file in accordance with 105 ILCS 10/2(f).[9] Confidentiality procedures will: [10]
    a. Provide that such information may not be disclosed to any other individual outside of the District, including any other employee, except if such disclosure is: (1) permitted by the Ill. School Student Records Act (105 ILCS 10/), the federal Family Educational Rights and Privacy Act (20 U.S.C. §1232g), or other applicable State or federal laws; or (2) requested or consented to, in writing, by the Article 26A Student or their parent/guardian if it is safe to obtain written consent from the parent/guardian; and
    b. Comply with the requirements of 105 ILCS 5/26A-30.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[6] 105 ILCS 5/26A-45, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. See detailed verification requirements and restrictions in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

[7] 105 ILCS 5/26A-40, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. Providing accommodations to ensure equal educational opportunities for students who are parents and expectant parents is also required by federal regulations implementing Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. §1681 et seq.) and ISBE sex equity regulations. 34 C.F.R. §106.40 and 49 C.F.R. §25.445; 23 Ill.Admin.Code §200.50. See sample policy 7:10, *Equal Educational Opportunities*, and sample administrative procedure 7:10-AP2, *Accommodating Breastfeeding Students*. Reasonable accommodations for breastfeeding students are also required by 105 ILCS 5/10-20.60.

[8] 105 ILCS 5/26A-25 and 5/26A-20(c), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, list the basic requirements for a complaint resolution procedure. Live hearings are not required but may be offered as part of the complaint resolution procedure. **Consult the board attorney if the board wants the district to use a live hearing in its complaint resolution procedure.** For an Article 26A complaint resolution procedure, see sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. See also sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

[9] 105 ILCS 5/26A-45(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. The ESS Law amended the definition of *student temporary record* in the Ill. School Student Records Act (ISSRA) (105 ILCS 10/) to include information concerning a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A. 105 ILCS 10/2(f), amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

[10] Required by 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. The policy text is based on recommendations of the second ESS Task Force. See p. 14 of the June 2024 ESS Task Force final report, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. The phrase "including any other employee" comes directly from 105 ILCS 5/26A-30(a) and is confusing because it is unclear whose employee is being referenced. ISSRA permits student records to be disclosed to any district employees with a "current demonstrable educational or administrative interest" in a student if disclosure is "in furtherance of such interest." 105 ILCS 10/6(a)(2). **Consult the board attorney for guidance**.

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9. Ensures that in the event an Article 26A Student or their parent/guardian reports an incident of alleged domestic or sexual violence, the District's procedures comply with 105 ILCS 5/26A-20(c). [11]
10. Complies with State and federal law and aligns with Board policies. [12]

Requesting Support Services

An Article 26A Student and/or their parent/guardian may request support services under this policy by contacting the building-level Article 26A Resource Person, whose name and contact information will be annually distributed to employees, students, and parents/guardians by each Building Principal.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint under this policy with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.[13]

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. [14]

Nondiscrimination Coordinator:	**Title IX Coordinator:**
Name	Name
Address	Address
Email	Email
Telephone	Telephone

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[11] 105 ILCS 5/26A-20(c)(1)-(6), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, states elements that must be in a district's "policy on the procedures" that a student or their parent/guardian may follow if he or she chooses to report an incident of alleged domestic or sexual violence. Having a "policy on the procedures" is a misnomer because the board does not adopt procedures but rather, through policy, directs the superintendent to establish procedures to implement policy. Only the required element at 105 ILCS 5/26A-20(c)(6), to establish a complaint resolution procedure, appears in this policy's text because the remaining elements are not board work and therefore inappropriate to include in board policy. Instead, required elements from 105 ILCS 5/26A-20(c)(1)-(5) appear in sample administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence.*

[12] See sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, for a list of board policies implicated by the ESS Law and that may interact with this policy.

[13] By including "any employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

[14] While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

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Complaint Managers:

Name	Name
Address	Address
Email	Email
Telephone	Telephone

Complaint Resolution Procedure

When a complaint is filed, the Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review it according to administrative procedure 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

Enforcement

Any District employee who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the complaint resolution procedure, to have violated Article 26A 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/guardian, invitee, etc.

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

Policy Review [15]

At least once every two years, pursuant to 105 ILCS 5/26A-20 and Board policy 2:240, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy and to any other policies that may act as a barrier to their immediate enrollment and re-enrollment, attendance, graduation, and success in school of any student who is a parent, expectant parent, or victim of domestic or sexual violence. The Superintendent or designee shall assist the Board with its review and any updates.

Retaliation Prohibited [16]

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under Article 26A is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[15] 105 ILCS 5/26A-20(a), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. This provision also requires districts to review and revise any procedures that act as a barrier to Article 26A Students. Since procedure review and revision is administrator work and not board work, this requirement is addressed in sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

[16] 105 ILCS 5/26A-50, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25.

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A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension or expulsion, with regard to students.

LEGAL REF.: 105 ILCS 5/26A.
105 ILCS 10/, Ill. School Student Records Act.
405 ILCS 5/, Mental Health and Developmental Disabilities Code.
405 ILCS 49/, Children's Mental Health Act.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
23 Ill.Admin.Code §1.240 and Part 200.

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), 6:120 (Education of Children with Disabilities), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:250 (Student Support Services), 7:340 (Student Records)

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Students

Administering Medicines to Students [1]

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

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students. [2]

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

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[1] All boards must have a policy for administering medication. 105 ILCS 5/10-20.14b. State law prohibits school boards from requiring that teachers and other non-administrative school employees administer medication to students; exceptions are certificated school nurses and non-certificated registered professional nurses. 105 ILCS 5/10-22.21b. For a sample medication authorization form, see sample exhibit 7:270-E1, *School Medication Authorization Form*.

Separate from this policy, boards must also adopt a policy that addresses the prevention of anaphylaxis and a district's response to medical emergencies resulting from anaphylaxis. See sample policy 7:285, *Anaphylaxis Prevention, Response, and Management Program*, and its accompanying administrative procedure, 7:285-AP, *Anaphylaxis Prevention, Response, and Management Program*, for more information. Due to the structure of the School Code and the IASB Policy Reference Manual, sample policy 7:285, *Anaphylaxis Prevention, Response, and Management Program*, does not address the administration of epinephrine and instead refers to this policy 7:270, *Administering Medicine to Students*.

[2] Each district must inform students, e.g., through homeroom discussion or loudspeaker announcement, about, and distribute to their parents/guardians, the district's policy, guidelines, and forms on administering medicines within 15 days after the beginning of each school year, or within 15 days after starting classes for a student who transfers into the district. 105 ILCS 5/10-20.14b. A comprehensive student handbook can provide notice to parents and students of the school's rules, extracurricular and athletic participation requirements, and other important information. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh/.

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completed and signed an *SMA Form*.[3] The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. [4]

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*.[5] 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. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan. [6]

Commented [DJ1]: Subscriber note: This is not a new requirement, but it is added to make clear in policy that self-carry may also be authorized for diabetes/seizure management.

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.[7] 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. [8]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[3] 105 ILCS 5/22-30~~, amended by P.A. 102-413,~~ requires school districts to allow students to *self-administer* their prescribed asthma medication and an epinephrine injector as described. *Self-carry* means a student's ability to carry his or her prescribed asthma medication or epinephrine injector. *Self-administer* and *self-administration* mean that a student may use these two medications at his or her discretion: (1) while in school; (2) while at a school sponsored activity; (3) while under the supervision of school personnel; or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property.

[4] 105 ILCS 5/10-22.21b(d). The plan must address actions to be taken if the student is unable to self-administer medication and the situations in which the school must call 911. Id. For plan guidance, see sample administrative procedure 7:270-AP1, *Dispensing Medication*.

[5] 105 ILCS 5/10-22.21b(c), amended by P.A. 103-175. A student with an asthma action plan, an Individual Health Care Action Plan, an allergy emergency action plan, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act may self-administer medication if the student's parent/guardian provides the school with: (1) written permission for the student's self-administration of medication, (2) written authorization from the student's physician, physician assistant, or advanced practice registered nurse for the student to self-administer the medication, and (3) the prescription label containing the name of the medication, the prescribed dosage, and the time(s) or circumstances under which the medication is to be administered. Id. This does not allow a student to self-carry unless otherwise permitted. Contact the board attorney for further guidance.

[6] 105 ILCS 145/30; 105 ILCS 150/30.

[7] 105 ILCS 5/22-30~~, amended by P.A. 102-413~~ (asthma medication and epinephrine injectors) and 105 ILCS 5/10-22.21b (medications required by a plan listed in 105 ILCS 5/10-22.21b(c)). 105 ILCS 5/22-30(c) requires this information to be in a notification to parents/guardians. 105 ILCS 5/10-22.21b does not specifically require this information to be in a notification to parents/guardians. However, 105 ILCS 5/10-22.21b requires parents/guardians to sign a statement that includes the district's protections from liability under 105 ILCS 5/10-22.21b; the signed acknowledgment (see f/n 7) is the notice. This policy includes the liability protection information under 105 ILCS 5/10-22.21b to also inform the community.

The storage of medication is not addressed in the applicable statutes and may not be covered as part of the district's protections from liability and hold harmless provisions. Contact the board attorney and the board's liability insurance carrier for further discussion about the district's liability and coverage in this area.

[8] 105 ILCS 5/22-30(c) and 105 ILCS 5/10-22.21b(e). Both statutes require parents/guardians to sign a statement: (1) acknowledging the statement from f/n 6 above; and (2) that they must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student. There are several methods to obtain a parent/guardian's signature for this purpose, e.g., receipt of handbook signature, or see sample exhibit 7:270-E1, *School Medication Authorization Form*. Discuss with the board attorney the method that works best for the district.

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School District Supply of Undesignated Asthma Medication [9]

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law,[10] may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*.[11] Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. [12]

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[9] Optional. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30~~, amended by P.A. 102-413~~. The law permits a district to maintain a supply of undesignated asthma medication in any secure location that is accessible before, during, and after school where a person is most at risk, including, but not limited to a classroom or the nurse's office, and use them when necessary. ~~The P.A. 100-726 amendment requiring accessibility before, during, and after school did not address the logistical issues that classrooms are typically locked before and after school. Consult the board attorney about implementation issues with this phrase in the law.~~

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated asthma medication, implement a plan for its use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is when the district provides them, but does not have them accessible before, during, and after school where an asthmatic person is most at risk as required by 105 ILCS 5/22-30~~, amended by P.A. 102-413~~. See In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016)(denying tort immunity to district, finding its response to a student's asthma attack was *willful* and *wanton* (which district disputed as a possible heart attack)) and In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017)(school district's appeal denied).

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated asthma medication in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs. To address the challenge of filling prescriptions for undesignated asthma medication, the Ill. Pharmacists Association drafted a letter that may be presented to a pharmacy by a district, available at: ~~www.isbe.net/Documents/IPA-Letter-Stock-Albuterol-Schools.pdf?_cldee=BtclIGusJeg4Wd3XGMA_81VB3vZEOogRMwj_acELKt5VyfZp_HK5z7IOPBWEkq8m&recipientid=contact-dcb493d09761eb11a8120022480a52c0-872cc093583c486e9087f877ee80a69d&esid=e1634f63-4397-ed11-aad1-000d3a3148fb~~www.isbe.net/Documents/IPA-Letter-Stock-Albuterol-Schools.pdf.

[10] 105 ILCS 5/22-30(a) defines *trained personnel* as any school employee or volunteer personnel authorized in Sections 10-22.34, 10-22.34a, and 10-22.34b of the School Code who has completed training required by 105 ILCS 5/22-30(g), to recognize and respond to anaphylaxis, an opioid overdose, or respiratory distress. 105 ILCS 5/22-30(a).

The Ill. State Board of Education (ISBE) must develop the training curriculum for trained personnel, and it may be conducted online or in person. Id. at (h), ~~amended by P.A. 102-413,~~ and 23 Ill.Admin.Code §1.540(e)(3). 105 ILCS 5/22-30(h-5), 5/22-30(h), ~~amended by P.A. 102-413,~~ and 5/22-30(h-10), and 23 Ill.Admin.Code §1.540(e) list the training curriculum requirements to recognize and respond to an opioid overdose, an allergic reaction, including anaphylaxis, and respiratory distress, respectively. See training resources, at: www.isbe.net/Pages/School-Nursing.aspx.

[11] 105 ILCS 5/22-30(a). *Respiratory distress* means the perceived or actual presence of wheezing, coughing, shortness of breath, chest tightness, breathing difficulty, or any other symptoms consistent with asthma. Id.

[12] Id. at (g); 23 Ill.Admin.Code §1.540(e)(9) and (10).

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School District Supply of Undesignated Epinephrine Injectors [13]

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law,[14] may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. [15]

School District Supply of Undesignated Opioid Antagonists [16]

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[13] Optional. See f/n 9, above. If the board adopts this subhead, the use of undesignated epinephrine injectors must align with its anaphylaxis prevention, response, and management policy. See sample policy 7:285, *Anaphylaxis Prevention, Response, and Management Program*, at f/n 7, and its sample administrative procedure, 7:285-AP, *Anaphylaxis Prevention, Response, and Management Program*, at f/ns 4, 5, and 6. If the district does not maintain an undesignated supply of epinephrine, ensure that policy 7:285 and administrative procedure 7:285-AP do not state that it does maintain such a supply.

A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30~~, amended by P.A. 102-413~~. The law permits a district to maintain a supply of undesignated epinephrine injectors in any secure location that is accessible before, during, and after school where an allergic person is most at risk, including, but not limited to, classrooms and lunchrooms, and use them when necessary. ~~105 ILCS 5/22-30 requires accessibility before, during, and after school does not address the logistical issues that classrooms are typically locked before and after school. Consult the board attorney about the implementation issues with this new phrase in the law.~~

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated epinephrine injectors, and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is if the district is provides them, but does not have them accessible before, during, and after school where an allergic person is most at risk as required by 105 ILCS 5/22-30, amended by P.A. 102-413. See In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016)(denying tort immunity to district, finding its response to a student's asthma attack was *willful* and *wanton* (which district disputed as a possible heart attack)); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017)(school district's appeal denied).

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated epinephrine injectors in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

[14] See the discussion regarding *trained personnel*, in f/n 10~~9~~, above.

[15] See f/n 1~~2~~1~~,~~, above.

[16] Required by 105 ILCS 5/22-30(f), amended by P.A. 103-348~~, eff. 1-1-24~~. In the case of a shortage of opioid antagonists, a district must make reasonable efforts to maintain a supply. Id. At least one opioid antagonist, a naloxone nasal spray, has been approved by the U.S. Federal Food and Drug Administration for over-the-counter, nonprescription use. A district must obtain a prescription for a supply of opioid antagonists from a *health care professional* with prescriptive authority under the Substance Use Disorder Act, 20 ILCS 301/5-23, unless it is able to secure a supply without a prescription. Id. *Health care professional* means a physician licensed to practice medicine in all its branches, a licensed physician assistant with prescriptive authority, a licensed advanced practice registered nurse with prescriptive authority, or an advanced practice registered nurse who practices in a hospital or ambulatory surgical treatment center and possesses appropriate clinical privileges in accordance with the Nurse Practice Act, 20 ILCS 301/5-23(d)(4). Id.

Consult the board attorney regarding the Safe and Drug-Free School and Communities Act of 1994 (20 U.S.C. §7101(b)). It prohibits funds provided under it to be used for medical services or drug treatment or rehabilitation, except for integrated student supports, specialized instructional support services, or referral to treatment for impacted students, which may include students who are victims of, or witnesses to crime or who illegally use drugs.

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Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel,[17] as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.[18] See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment. [19]

School District Supply of Undesignated Oxygen Tanks [20]

In schools where the District maintains special educational facilities, the Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated oxygen tanks in the name

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A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30, amended by P.A.~~s 102-413 and~~ 103-348. The law permits a district to maintain a supply of undesignated opioid antagonists in any secure location where a person is at risk of an opioid overdose and use them when necessary. The consequences of informing the community that the district will obtain a prescription for a supply of opioid antagonists and implement a plan for their use, and then not doing it may be fraught with legal liabilities.

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of opioid antagonists in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

[17] See the discussion regarding *trained personnel* in f/n 109, above. The Clinical Social Work and Social Work Practice Act also authorizes licensed school social workers to possess and administer opioid antagonists in the licensed clinical social worker's or licensed social worker's professional capacity. 225 ILCS 20/4.5, added by P.A. 103-1048.

[18] See f/n 12~~1~~, above.

[19] This sentence is optional. 20 ILCS 301/20-30, mandates the Ill. Dept. of Human Services to create a website with these resources. The purpose of this sentence is to provide the community with information about a public health crisis affecting students. See www.dhs.state.il.us/page.aspx?item=58142 for resources.

[20] Optional. 105 ILCS 5/22-30(f), amended by P.A. 103-196~~, eff. 1-1-24~~, permits a district maintaining special educational facilities under 105 ILCS 5/14-4.01 to maintain a supply of undesignated oxygen tanks in a secure location that is accessible before, during, and after school where a person with developmental disabilities is most at risk, including, but not limited to classrooms and lunchrooms. Delete if the district does not maintain special educational facilities for children with disabilities under 105 ILCS 5/14-4.01. *Special educational facility* is not specifically defined in 105 ILCS 5/14-4.01; consult the board attorney for advice regarding this term and if it is limited to separate buildings, self-contained classrooms, and/or programs attended solely by students with disabilities. For example, this option may not be available if a district utilizes a special education cooperative for all of its special education programming. There is a reference to *special education facilities* in 105 ILCS 5/14-12.01, which may provide some guidance; it addresses reimbursement for the construction and maintenance of "special education facilities designed and utilized to house instructional program, diagnostic services" and "other special education services for children with disabilities." 105 ILCS 22-30(f), amended by P.A. 103-196~~, eff. 1-1-24~~, does not specify who can administer undesignated oxygen, nor does it specify any training requirements for its use in schools. To minimize potential liability and ensure proper administration, a best practice is to restrict who can administer undesignated oxygen to school nurses and other school personnel who have received appropriate training on the emergency use and storage of oxygen. See sample administrative procedure 7:270-AP2, *Checklist for District Supply of Undesignated Medication(s)*.

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of the District and provide or administer them as necessary. The supply shall be maintained in accordance with manufacturer instructions and local fire department rules.

School District Supply of Undesignated Glucagon [21]

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis [22]

The Compassionate Use of Medical Cannabis Program Act[23] allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated

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Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated oxygen tanks and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is if the district provides them, but does not have them accessible before, during, and after school where a person with development disabilities is most at risk as required by 105 ILCS 5/22-30(f), amended by P.A. 103-196, eff. 1-1-24. See In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016)(denying tort immunity to district, finding its response to a student's asthma attack was *willful* and *wanton* (which district disputed as a possible heart attack)); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017)(school district's appeal denied).

21 Optional. 105 ILCS 145/27 permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement it.

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated glucagon, and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities.

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated glucagon in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

22 105 ILCS 5/22-33(g) (*Ashley's Law*), requires school boards to adopt a policy and implement it by:

1. Authorizing a parent/guardian and/or a *designated caregiver* of a student who is a *registered qualifying patient* to administer a medical cannabis infused product to that student at school or on the school bus (105 ILCS 5/22-33(b)).
2. Allowing a school nurse or administrator to administer a medical cannabis infused product to a student who is a *registered qualifying patient* while at school, a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care, on school-operated property, or while being transported on a school bus (105 ILCS 5/22-33(b-5)).
3. Authorizing a student who is a *registered qualifying patient* to self-administer a medical cannabis infused product if the self-administration takes place under the direct supervision of a school nurse or school administrator (Id.).

Important: If a district would lose federal funding as a result of the board adopting this policy, the board may not authorize the use of a medical cannabis infused product under *Ashley's Law* and not adopt this subsection. 105 ILCS 5/22-33(f). See f/n 26, below, and paragraph two of f/n 1 in sample policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*, for more information about Congress interfering with a state's decision to implement laws governing the legalization of cannabis, and consult the board attorney about the issue of federal funding. See also ISBE's *Frequently Asked Questions, Ashley's Law*, at: www.isbe.net/Documents/Medical-Cannabis-FAQ.pdf.

23 410 ILCS 130/.

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caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old[24] and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
b. Copies of the registry identification cards are provided to the District; [25]
c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and [26]
d. After administering the product to the student, the designated caregiver immediately[27] removes it from school premises or the school bus.

2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus. [28]
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator. [29]

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[24] Id. at 130/10(i), and 130/57(a) and (b). A student under the age of 18 may have up to three designated caregivers as long as at least one is a biological parent or a legal guardian. Id. at 130/57(a). A student 18 years of age or older may appoint up to three designated caregivers who meet the requirements of the Compassionate Use of Medical Cannabis Program Act. Id. at 130/57(b).

[25] The laws are silent about copies of the cards being provided to the district. Requiring copies of the registry cards is a best practice. Consult the board attorney about any records laws implicated in requiring and maintaining copies of these registry cards.

[26] A completed and signed school medication authorization form is not required by *Ashley's Law* but is a best practice and consistent with this sample policy's language for other medications. See sample exhibit 7:270-E2, *School Medication Authorization Form - Medical Cannabis*.

[27] The word *immediately* is not in *Ashley's Law*. It is added to ensure legal compliance with federal laws that could affect federal funding. For example, consider administrators who may be in the situation where a designated caregiver provides his or her child the product and then wants to volunteer in the school or greet another child in the school while carrying the product in the building, which may violate the Cannabis Control Act (720 ILCS 550/5.2). Consult the board attorney about the best term to use here, if any, as nothing in the law addresses these common scenarios that school administrators will encounter.

[28] 105 ILCS 5/22-33(b-5). A school nurse or administrator must annually complete a training curriculum to be developed by ISBE in consultation with the Ill. Dept. of Public Health prior to administering a medical cannabis infused product to a student in accordance with this section. 105 ILCS 5/22-33(f-5). See www.isbe.net/Pages/Health.aspx for training resources.

[29] Id. Any product administered by a school nurse or administrator, or self-administered under the supervision of a school nurse or administrator, must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator. 105 ILCS 5/22-33(b-10).

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Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped.[30] Smoking and/or vaping medical cannabis is prohibited. [31]

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. [32]

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator[33] pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy [34]

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication. [35]

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse

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[30] 410 ILCS 130/10(q). Consult the board attorney regarding the controversial issue of students using at, or bringing to school, cannabis-infused products without THC that are derived from *hemp* or *industrial hemp* (hemp oil or cannabidiol (CBD) oil, the naturally occurring cannabinoid constituent of cannabis). Hemp or industrial hemp is defined in the Industrial Hemp Act (IHA) as the plant Cannabis sativa L. and any part of that plant, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3 percent on a dry weight basis and includes any intermediate or finished product made or derived from industrial hemp. 505 ILCS 89/5~~, amended by P.A. 102-690~~. Hemp or industrial hemp is also colloquially known as *agricultural hemp*.

Products from hemp or industrial hemp are widely available. As a consequence, school employees may encounter the argument from a student and his or her parent/guardian that the use of hemp or CBD oil products derived from hemp or industrial hemp (containing no THC) is not a violation of Illinois law because 720 ILCS 550/4 states "[e]xcept as otherwise provided in the Cannabis Regulation and Tax Act and the Industrial Hemp Act, it is unlawful for any person knowingly to possess cannabis." In addition, products containing hemp or CBD oil can be purchased with a prescription and without a medical marijuana card, so a parent/guardian may argue that such prescriptions should be administered at school as any other prescription medication would be. Consult the board attorney for guidance.

[31] Optional sentence. 410 ILCS 130/10(q) prohibits medical cannabis from being smoked. District administrators may find providing this information to the community helpful to enforcement of this policy.

[32] 105 ILCS 5/22-33(e). Consult the board attorney for guidance regarding whether a school nurse or administrator can be required to administer the product. ISBE's FAQ on *Ashley's Law* (see f/n 21) states that a school staff member cannot be forced to administer a medical cannabis infused product to a student because *Ashley's Law* does not require it.

[33] 105 ILCS 5/22-33(d).

[34] Remove this section if the board does not adopt the undesignated asthma medication, the undesignated epinephrine injector, the undesignated opioid antagonist, the undesignated glucagon, or the administration of medical cannabis sections (see f/n 21) of the policy. If the board adopts one or some but not all, delete the appropriate paragraph(s) or sentence(s) in this section.

[35] Discuss with the board attorney whether the board should remove this sentence when the district reaches full implementation of this section.

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licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors. [36]

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply. [37]

The **School District Supply of Undesignated Oxygen Tanks** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for oxygen tanks from a qualifying prescriber,[38] or (2) fill the District's prescription for undesignated oxygen tanks. [39]

The **School District Supply of Undesignated Glucagon** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber,[40] or (2) fill the District's prescription for undesignated school glucagon. [41]

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding. [42]

Administration of Undesignated Medication [43]

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

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[36] See f/n 12, above.

[37] 105 ILCS 5/22-30(f), amended by P.A. 103-348~~, eff. 1-1-24~~. See f/n 15, above.

[38] 105 ILCS 22-30(f), amended by P.A. 103-196~~, eff. 1-1-24~~, provides that a physician, a physician assistant who has prescriptive authority under the Physician Assistant Practice Act of 1987 (225 ILCS 95/7.5), or an advanced practice registered nurse who has prescriptive authority under the Nurse Practice Act (225 ILCS 65-40) may prescribe undesignated oxygen tanks in the name of the district to be maintained for use when necessary.

[39] See f/n 19, above.

[40] 105 ILCS 145/27 provides that a physician, a physician assistant who has prescriptive authority under the Physician Assistant Practice Act of 1987 (225 ILCS 95/7.5), or an advanced practice registered nurse who has prescriptive authority under the Nurse Practice Act (225 ILCS 65-40) may prescribe undesignated glucagon in the name of the district to be maintained for use when necessary.

[41] See f/n 20, above.

[42] 105 ILCS 5/22-33(f).

[43] 105 ILCS 5/22-30~~, amended by P.A. 102-413,~~ and 105 ILCS 145/27 detail specific required notifications, which are listed in sample administrative procedure 7:270-AP2, *Checklist for District Supply of Undesignated Medication(s)*. Schools are not required to accept opt-out requests from parents for the administration of undesignated medications, and even if a parent fails to acknowledge a notification, a school nurse or other trained personnel are not precluded from administering undesignated medications in accordance with the School Code. 23 Ill.Admin.Code §1.540(b)(2).

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Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply. [44]

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
105 ILCS 145/, Care of Students with Diabetes Act.
105 ILCS 150/, Seizure Smart School Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
720 ILCS 550/, Cannabis Control Act.
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

ADMIN. PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of Undesignated Medication(s)), 7:270-E1 (School Medication Authorization Form), 7:270-E2 (School Medication Authorization Form - Medical Cannabis)

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[44] 105 ILCS 5/22-30(c). The school, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of an injury to a student arising from the administration of asthma medication, epinephrine injectors, or opioid antagonists (Id.), a student's self-administration of medication (105 ILCS 5/10-22.21b, amended by P.A. 103-175), or administration of undesignated glucagon (insofar as it would be considered part of the care of a student with diabetes, see 105 ILCS 145/45).

105 ILCS 5/22-30(c) requires the district to inform parents/guardians in writing of the protections from liability and hold harmless provisions that apply to the administration of asthma medication, epinephrine injectors, and opioid antagonists. In addition, a statement must be signed by a student's parent/guardian acknowledging the district's protections from liability and hold harmless provisions for these undesignated medications. Id. A similar acknowledgment must be signed by a student's parent/guardian for the self-administration of medication. 105 ILCS 5/10-22.21b(e). See sample exhibit 7:270-E1, *School Medication Authorization Form*, for a sample acknowledgement.

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Students

Administering Medicines To Students

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

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

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

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

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 an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA 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.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe.* Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

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School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows *a medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

    a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;

    b. Copies of the registry identification cards are provided to the District;

    c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis;* and

    d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

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2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

The **School District Supply of Undesignated Oxygen Tanks** section of this policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for oxygen tanks from a qualifying prescriber, or (2) fill the District's prescription for undesignated oxygen tanks.

The **School District Supply of Undesignated Glucagon** section of this policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber, or (2) fill the District's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

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Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent/guardian of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parent/guardian should consult their own physician regarding these medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
105 ILCS 145/, Care of Students with Diabetes Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
720 ILCS 550/, Cannabis Control Act.
23 Ill. Admin. Code §1.540.

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

ADMIN. PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of Undesignated Medication(s), 7:270-E1 (School Medication Authorization Form), 7:270-E2 (School Medication Authorization Form – Medical Cannabis)

ADOPTED: May 17, 2001

REVISED: January 18, 2024

CURRENT

Students

Restrictions on Publications; Elementary Schools [1]

[*For elementary or unit districts only*]

School-Sponsored Publications and Webs ~~S~~ites

School-sponsored publications, productions, and web ~~-~~sites are part of the curriculum and are not a public forum for general student use.[2] School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus [3]

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for

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[1] State or federal law controls this policy's content. This policy concerns an area in which the law is unsettled. It applies only to elementary ~~-~~or unit districts (both elementary and high school students). Unit districts should adopt this policy and policy 7:315, *Restrictions on Publications; High Schools*. The Speech Rights of Student Journalists Act, 105 ILCS 80/5, applies to high school and unit districts.

[2] School authorities may reasonably regulate student expression in school-sponsored publications for education-related reasons. Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988). This policy allows such control by clearly stating that school-sponsored publications are not a "public forum" open for general student use but are, instead, part of the curriculum.

A school board that does not retain control of student publications can anticipate at least two problems: (1) how to keep content consistent with the district's mission, and (2) how to ensure that the Constitutional rights of third parties are not violated by student journalists. Concerning the second problem, a third party may seek to hold the district responsible for the student journalists' acts. See Yeo v. Town of Lexington, 131 F.3d 241 (1st Cir. 1997), *cert. denied* (1998).

[3] Non-school sponsored publications, like underground newspapers, cannot be subject to the same degree of regulation by school authorities as school-sponsored publications. Absent a showing of material and substantial interference with the requirements of good discipline, students retain their First Amendment free speech rights. The federal circuits disagree on whether school authorities may require prior approval before a student is allowed to distribute non-school-sponsored publications. The Seventh Circuit, which covers Illinois, refused to approve prior approval regulations. Fujishima v. Bd. of Ed., 460 F.2d 1355 (7th Cir. 1972), but see Baughman v. Freienmuth, 478 F.2d 1345 (4th Cir. 1973). Non-school sponsored web sites should be regulated in the same manner as non-school sponsored publications.

A school policy prohibiting junior high students from distributing written material at school that is prepared by non-students was upheld in Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

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information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices). [4]

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the ~~School~~ District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; [5]
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright; [6]
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by ~~School~~ Board policy 7:190, *Student Behavior*, and/or Student Handbooks; ~~7~~
4. Is reasonably viewed as promoting illegal drug use;[8] or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the

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[4] The definition of publication is optional and may be amended. This sample definition uses broad and generally understood terms to keep the policy current with rapid technology changes.

[5] For example, a school district may discipline a student for writing an underground newspaper, and distributing it at school, that contained an article on how to hack into the school's computer. School authorities could reasonably believe the article would be disruptive. Boucher v. Sch. Bd. of the Sch. Dist. of Greenfield, 134 F.3d 821 (7th Cir. 1998).

[6] School officials may not regulate student speech based upon their fear or apprehension of disturbance. Many decisions address the tension between students' right to free speech and restrictions of it on campus. See, for example:

Brandt v. Bd. of Educ. of City of Chicago, 480 F.3d 460 (7th Cir. 2007), *cert. denied* (2007) (school did not violate students' First Amendment rights when it disciplined students for wearing T-shirts with a "talentless infantile drawing" that school officials reasonably found to undermine the educational atmosphere).

Nuxoll v. Indian Prairie Sch. Dist. #204, 523 F.3d 668 (7th Cir. 2008) (holding that the student was likely to succeed on merits of his claim that the school would violate his speech rights by preventing him from wearing T-shirt with slogan "Be Happy, Not Gay"). But see L.M. v. Town of Middleborough, Mass., 103 F.4th 854 (1st Cir. 2024)(holding a school could prohibit a student from wearing a shirt that read "There Are Only Two Genders" because the message directly attacked the personal characteristics of transgender and nonconforming students, which could cause lower grades and increased absences).

J.C. v. Beverly Hills Unified Sch. Dist., 711 F.Supp.2d 1094 (C.D.Cal.~~3rd Cir.~~ 2010) (discussed the "rights of others to be secure and let alone" argument from Tinker, but found that the school district violated a student's First Amendment rights for disciplining her when she posted a video clip on a website).

B.H. v. Easton Area Sch. Dist., 725 F.3d 293 (3rd Cir. 2013), *cert. denied* (2014) (school violated students' free speech rights by banning the wearing of cancer awareness bracelets containing the caption *I ♥boobies*).

~~[7] Be sure that the board's definitions for sexting in this policy align with other definitions used thought the board's policy manual. For example, see the discussion within sample administrative procedure 7:190-AP5, *Student Handbook-Electronic Devices*. There, *sexting* encompasses the term *indecent visual depiction* as defined by 705 ILCS 405/3-40 (Juvenile Court Act purposes), and *non-consensual dissemination of private sexual images* as defined by 720 ILCS 5/11-23.5 (Criminal Code of 2012 purposes). It defines indecent visual depiction as a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the buttocks, or if such person is a female, a fully or partially developed breast of the person. However, a district may create or have another definition of sexting that may or may not encompass these statutory terms and definitions.~~

[8] Morse v. Frederick, 551 U.S. 393 (2007).

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inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students. [9]

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school. [10]

Non-School Sponsored Publications Accessed or Distributed Off-Campus [11]

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[9] Optional. The rationale for this section is that prior to high school, students have not developed sufficient experience and education in critical review of external resource materials. Accordingly, in order to accomplish the district's educational mission, yet allow students the opportunity to communicate with their fellow students, widespread student distribution of written material in elementary and middle school may be limited to material primarily prepared by the students themselves. Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3rd 1295 (7th Cir. 1993); Leal v. Everett Public Schs., 88 F.Supp.3d 1220 (W.D.Wa. 2015).

[10] ~~For example, a school district may discipline a student for writing an underground newspaper, and distributing it at school, that contained an article on how to hack into the school's computer. School authorities could reasonably believe the article would be disruptive. Boucher v. Sch. Bd. of the School Dist. of Greenfield, 134 F.3d 821 (7th Cir. 1998)~~See f/n 5, above.

[11] Optional. School officials must proceed carefully before disciplining a student for out-of-school conduct. A school's authority over off-campus expression is much more limited than expression on school grounds. Many decisions address the tension between public schools' authority to discipline students for off-campus speech and students' right to free speech. However, school officials may generally: (1) remove a student from extracurricular activities for failure to follow an extracurricular conduct code (see sample policy 7:240, *Conduct Code for Participants in Extracurricular Activities*); and (2) suspend or expel a student from school attendance when the student's expression causes substantial disruption to school operations, as provided in this policy (see also sample policy 7:190, *Student Behavior*). For example, see:

Mahanoy Area School Dist. v. B.L., 594 U.S. 180 (2021), (a school could not suspend a student from the cheerleading team for vulgar posts that she made on a social media platform where there was no evidence of substantial disruption of a school activity; schools also have more limited authority to punish students for vulgar, off-campus speech, unless there are circumstances involving severe bullying or harassment, threats aimed at teachers or other students, failure to follow rules concerning lessons, writing of papers, use of computers, participation in other online school activities, or breaches of school security devices including school computers).

J.S. v. Blue Mountain Sch. Dist., 650 F.3d 915 (3rd Cir. 2011), combined with Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3d Cir. 2011), *cert. denied* (2012) (schools may not punish students for their off-campus indecent and offensive parodies of their principals, absent a showing that the parodies caused, or could cause, substantial disruption in the schools).

Kowalski v. Berkeley Cnty. Sch., 652 F.3d 565 (4th Cir. 2011), *cert. denied* (2012) (upheld a student's suspension for off-campus posts to a social network site that defamed a classmate because it was foreseeable that the expression would reach the school and the student's conduct involved substantial disruption and interference with the work and discipline of the school).

The statutory definition of *bullying* includes *cyberbullying* (105 ILCS 5/27-23.7); these terms are defined in sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*~~. See also f/n 6 and 7:190-AP6, *Guidelines for Investigating Sexting Allegations*~~.

Consult the board attorney for guidance concerning off-campus speech. Every situation is fact-~~-~~specific and the issues require careful evaluation.

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Bullying and Cyberbullying [12]

The Superintendent or designee shall treat behavior that is bullying and/or cyberbullying according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-23.7.
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:315 (Restrictions on Publications; High Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

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[12] 105 ILCS 5/27-23.7.

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Students

Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade, and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

CURRENT

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-23.7
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

CURRENT

Students

Restrictions on Publications; High Schools [1]

[*For high school or unit districts only*]

Definitions [2]

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser[3] means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and School Board policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites. [4]

Student journalists must: [5]

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State or federal law controls this policy's content. This policy concerns an area in which the law is unsettled.

[2] Speech Rights of Student Journalists Act (SRSJA), 105 ILCS 80/5. See also *Black's Law Dictionary*, 11th ed. 2019.

[3] Id. uses *adviser*, not advisor. Adviser is used throughout this policy for consistency with the statute.

[4] Id. With some exceptions, the Act effectively restricts school authorities' power to reasonably regulate student expression in high school-sponsored publications for education-related reasons under Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988). See the last sentence in f/n 6, below.

[5] Consult the board attorney about text that balances the student journalists' rights to have control of their media publications with the board's interests in (a) ensuring differing opinions are published, (b) the SRSJA~~is Act~~, and (c) providing student journalists opportunities to apply the ~~upcoming~~ Illinois media literacy curriculum mandates.

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1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that: [6]

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties;[7] or
4. Incites students to: [8]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

Number 5 in the list is intended to align with the *media literacy* curriculum mandate for students in grades 9 through 12 ~~that starts in the fall of 2022~~ and is listed at 105 ILCS 5/27-20.08~~, added by P.A. 102-55,~~ and sample policy 6:60, *Curriculum Content*. *Media literacy* means the ability to access, analyze, evaluate, create, and communicate using a variety of objective forms, including, but not limited to, print, visual, audio, interactive, and digital texts. Id. Media literacy instruction must include a component on social responsibility and civics that includes "[s]uggesting a plan of action in the class, school, or community to engage others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason." Providing opportunity and space for expression of differing opinions in media aligns with and promotes this inclusive dialog.

For boards that provide student journalists more flexibility, make the following three edits: (1) replace "must" with: "shall strive to," (2) amend number 5 to read: "In the use of personal opinions, editorial statements, and/or letters to the editor, determine the need to provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in in 105 ILCS 5/27-20.08", and (3) delete number 6.

[6] 105 ILCS 80/15. A school board may retain control of material in student publications that falls within the listed exceptions. Consult the board attorney about how much control of high school student publications school officials may retain in the context of the Speech Rights of Student Journalists Act.

[7] 105 ILCS 80/15.

Delete "~~, including Constitutional rights of third parties~~" if the board wants only the word-for-word statutory language in its policy. Because the Constitutional rights of third parties are common controversies within the context of student-sponsored publications, the purpose of this additional text is to underscore that Constitutional rights of third parties are included under the exception of State and federal law.

While 105 ILCS 80/20 limits liability of school districts for a student journalist's expression, except in cases of willful or wanton misconduct, some attorneys believe it may still be possible that a third party may seek to hold the district responsible for the student journalists' acts. See Yeo v. Town of Lexington, 131 F.3d 241 (1st Cir. 1997), *cert. denied* (1998). ~~See the second sentence in f/n 1, above.~~

[8] 105 ILCS 80/15 broadly allows school boards to limit speech that would incite violation of any policy. This policy language follows the statute. Policies most often needing assessment are those that involve a district's educational mission and philosophy and social appropriateness language for student body's age(s)/maturity. School officials must be careful to understand that that law is written that student journalists using media to *incite* other students to act a certain way is the exception. Additional text may be added to (1) underscore that 105 ILCS 80/15 does not authorize or protect expression that *incites* students to violate board policies, and (2) reminds students and the community that school officials have many legal obligations to implement and enforce specific board policies and ensure school environments are safe and conducive to learning. ~~See the second sentence in f/n 1, above.~~

While 105 ILCS 80/20 limits liability of school districts for a student journalist's expression, except in cases of willful or wanton misconduct, discuss with the board attorney how to balance the rights of student journalists under this law and the other policy implementation duties that face school officials with board policies and laws.

For boards that want to provide additional text to the word-for-word statutory language in their policies, add to item 4.b:

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a. Commit an unlawful act;
b. Violate any of the District's policies; or
c. Materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Superintendent or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the media. [9]

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy. [10]

Non-School Sponsored Publications Accessed or Distributed On Campus [11]

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices). [12]

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the ~~School~~ District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; [13]

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

, including but not limited to (1) its educational mission in Board policies 1:30, *School District Philosophy* and 6:10, *Educational Philosophy and Objectives*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to Board policies 6:65, *Student Social and Emotional Development* and 7:180 *Prevention of and Response to Bullying, Intimidation, and Harassment*.

[9] 105 ILCS 80/10 requires school officials to show justification without undue delay before limiting student expression. For boards that want the student media advisor to provide student journalists with written justification prior to limiting materials, insert the following sentence to end the paragraph:

In such cases, the student media adviser will promptly provide the student journalist with a written justification prior to limiting the material.

[10] 105 ILCS 80/20.

[11] Non-school sponsored publications, like underground newspapers, cannot be subject to the same degree of regulation by school authorities as school-sponsored publications. Absent a showing of material and substantial interference with the requirements of good discipline, students retain their First Amendment free speech rights. The federal circuits disagree on whether school authorities may require prior approval before a student is allowed to distribute non-school-sponsored publications. The Seventh Circuit, which covers Illinois, refused to approve prior approval regulations. Fujishima v. Bd. of Ed., 460 F.2d 1355 (7th Cir. 1972), but see Baughman v. Freienmuth, 478 F.2d 1345 (4th Cir. 1973). Non-school sponsored web sites should be regulated in the same manner as non-school sponsored publications.

A school policy prohibiting junior high students from distributing written material at school that is prepared by non-students was upheld in Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

[12] The definition of *publication* is optional and may be amended. This sample definition uses broad and generally understood terms to keep the policy current with rapid technology changes.

[13] For example, a school district may discipline a student for writing an underground newspaper, and distributing it at school, that contained an article on how to hack into the school's computer. School authorities could reasonably believe the article would be disruptive. Boucher v. Sch. Bd. of the Sch. Dist. of Greenfield, 134 F.3d 821 (7th Cir. 1998).

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2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright; [14]
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by ~~School~~ Board policy 7:190, *Student Behavior*, and/or Student Handbooks; [15]
4. Is reasonably viewed as promoting illegal drug use; [16]
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; [17] or
6. Encourages or ~~I~~incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school. [18]

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[14] School officials may not regulate student speech based upon their fear or apprehension of disturbance. Many decisions address the tension between students' right to free speech and restrictions of it on campus. See, for example:

Brandt v. Bd. of Educ. of City of Chicago, 480 F.3d 460 (7th Cir. 2007), *cert. denied* (2007) (school did not violate students' First Amendment rights when it disciplined students for wearing T-shirts with a "talentless infantile drawing" that school officials reasonably found to undermine the educational atmosphere).

Nuxoll v. Indian Prairie Sch. Dist. #204, 523 F.3d 668 (7th Cir. 2008) (holding that the student was likely to succeed on merits of his claim that the school would violate his speech rights by preventing him from wearing T-shirt with slogan "Be Happy, Not Gay"). But see L.M. v. Town of Middleborough, Massachusetts, 103 F.4th 854 (1st Cir. 2024) (holding a school could prohibit a student from wearing a shirt which read "There Are Only Two Genders" because the message directly attacked the personal characteristics of transgender and nonconforming students, which could cause lower grades and increased absences).

J.C. v. Beverly Hills Unified Sch. Dist., 593 F.3d 249 (3rd Cir. 2010) (discussed the "rights of others to be secure and let alone" argument from Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969), but found that the school district violated a student's First Amendment rights for disciplining her when she posted a video clip on a website).

B.H. v. Easton Area Sch. Dist., 725 F.3d 293 (3rd Cir 2013), *cert. denied* (2014) (school violated students' free speech rights by banning the wearing of cancer awareness bracelets containing the caption *I ♥boobies*).

~~[15] Be sure that the board's definitions for *sexting* in this policy aligns with other definitions used throughout the board's policy manual. For example, see the discussion within sample administrative procedure 7:190-AP5, *Student Handbook-Electronic Devices*. There, sexting encompasses the term *indecent visual depiction* as defined by 705 ILCS 405/3-40 (Juvenile Court Act purposes), and *non-consensual dissemination of private sexual images* as defined by 720 ILCS 5/11-23.5 (Criminal Code of 2012 purposes). It defines indecent visual depiction as a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the buttocks, or if such person is a female, a fully or partially developed breast of the person. However, a district may create or have another definition of sexting that may or may not encompass these statutory terms and definitions.~~

[16] Morse v. Frederick, 551 U.S. 393 (2007).

[17] Optional. The rationale for this section is that prior to high school, students have not developed sufficient experience and education in critical review of external resource materials. Accordingly, in order to accomplish the district's educational mission, yet allow students the opportunity to communicate with their fellow students, widespread student distribution of written material in elementary and middle school may be limited to material primarily prepared by the students themselves. Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3rd 1295 (7th Cir. 1993); Leal v. Everett Pub. Schs., 88 F.Supp.3d 1220 (W.D.Wa. 2015).

[18] ~~For example, a school district may discipline a student for writing an underground newspaper, and distributing it at school, that contained an article on how to hack into the school's computer. School authorities could reasonably believe the article would be disruptive. Boucher v. Sch. Bd. of the Sch. Dist. of Greenfield, 134 F.3d 821 (7th Cir. 1998)~~See f/n 13, above.

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Non-School Sponsored Publications Accessed or Distributed Off-Campus [19]

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying [20]

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[19] Optional. School officials must proceed carefully before disciplining a student for out-of-school conduct. A school's authority over off-campus expression is much more limited than expression on school grounds. Many decisions address the tension between public schools' authority to discipline students for off-campus speech and students' right to free speech. However, school officials may generally: (1) remove a student from extracurricular activities when the conduct code for participation requires students to conduct themselves at all times as good citizens and exemplars of the school (see sample policy 7:240, *Conduct Code for Participants in Extracurricular Activities*); and (2) suspend or expel a student from school attendance when the student's expression causes substantial disruption to school operations, as provided in this policy (see also sample policy 7:190, *Student Behavior*). For example, see:

Mahanoy Area School Dist. v. B.L., 594 U.S. 180 (2021) (a school could not suspend a student from the cheerleading team for vulgar posts that she made on a social media platform where there was no evidence of substantial disruption of a school activity; schools have more limited authority to punish students for vulgar, off-campus speech, unless there are circumstances involving severe bullying or harassment, threats aimed at teachers or other students, failure to follow rules concerning lessons, writing of papers, use of computers, participation in other online school activities, or breaches of school security devices including school computers).

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The statutory definition of *bullying* includes *cyberbullying* (105 ILCS 5/27-23.7); these terms are defined in sample policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment* ~~(see also f/n 6 and 7:190-AP6, *Guidelines for Investigating Sexting Allegations*)~~.

Consult the board attorney for guidance concerning off-campus speech. Every situation is fact specific, and the issues require careful evaluation.

[20] 105 ILCS 5/27-23.7.

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LEGAL REF.: 105 ILCS 5/27-20.08 and 5/27-23.7.
105 ILCS 80/, Speech Rights of Student Journalists Act.
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).
Morse v. Frederick, 551 U.S. 393 (2007).
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:310 (Restrictions on Publication; Elementary Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

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Students

Restrictions on Publications; High Schools

Definitions

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School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and Board policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
    a. Commit an unlawful act;
    b. Violate any of the District's policies; or

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c. Materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Superintendent or designee and/or student media advisers may review, edit and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade, and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

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LEGAL REF.: 105 ILCS 5/27-20.08 and 5/27-23.7.
105 ILCS 80/, Speech Rights of Student Journalists Act.
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).
Morse v. Frederick, 551 U.S. 393 (2007).
Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

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Students

Student Records [1]

School student records are confidential. Information from them shall not be released other than as provided by law.[2] A school student record is any writing or other recorded information concerning a

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[1] State law requires school boards to adopt a policy and procedures implementing the Illinois School Student Records Act (ISSRA) and specifying the content of school student records. 23 Ill.Admin.Code §§375.100 and 226.740. Both State and federal law address school student records. See the federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g) implemented by federal rules at 34 C.F.R. Part 99) and ISSRA (105 ILCS 10/, amended by P.A.102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25~~s 101-515, 102-199, and 102-557~~, implemented by ISBE rules at 23 Ill.Admin.Code Part 375).

In addition, the U.S. Dept. of Education's (DOE) *Protecting Student Privacy* webpage, a service of the Privacy Technical Assistance Center (PTAC) and the Student Privacy Policy Office, is a *one-stop* resource for education stakeholders to learn about student privacy and confidentiality, including data privacy and security practices related to student-level longitudinal data systems, at: www.studentprivacy.ed.gov/. PTAC published a guide for school officials titled *Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices* (2014), at:

www.studentprivacy.ed.gov/resources/protecting-student-privacy-while-using-online-educational-services-requirements-and-best.

The DOE also issued a summary of resources on FERPA and virtual learning (2020) at: www.studentprivacy.ed.gov/resources/ferpa-and-virtual-learning. **Boards that wish to enter into cloud computing and other operator contracts must comply with the Student Online Personal Protection Act (SOPPA), 105 ILCS 85/, ~~amended by P.A. 101-516,~~ and should contact the board attorney for implementation guidance.** See also f/n 2, item #7, below.

Confusion persists regarding the interplay between the FERPA and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub. L. 104-191). The Privacy Rule implementing HIPAA, issued by the U.S. Dept. of Health and Human Services (~~D~~HHS), addresses the disclosure of individuals' health information by *covered entities*. 45 C.F.R. Parts 160 and 164, Subparts A and E. Generally speaking, a school district becomes a *covered entity*, and must comply with applicable sections in the Privacy Rule, if it provides health care and transmits health information in electronic form in connection with transactions. However, *educational records* as defined by FERPA are excluded from HIPAA's definition of *protected health information.* 45 C.F.R. §160.103. In most cases this exception relieves school districts of complying with burdensome privacy notices and authorization forms. In December 2019, ~~D~~HHS and DOE issued an update to its *Joint Guidance on the Application of FERPA and HIPAA to Student Health* Records, at:

www.studentprivacy.ed.gov/resources/joint-guidance-application-ferpa-and-hipaa-student-health-records.

The board attorney should be consulted on all HIPAA-related questions.

[2] A plethora of statutory and decisional law protects student records. Aside from the laws identified in f/n 1, other laws protecting student records include:

1. Schools may not provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards. 105 ILCS 5/10-20.38.
2. Schools may not sell personal information concerning a child under the age of 16, with a few exceptions, unless a parent has consented. Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.
3. The release of confidential information given by a student to a therapist, e.g., school counselor or psychologist, is governed by the Mental Health and Developmental Disabilities Confidentiality Act. 740 ILCS 110/.
4. Schools must keep a sex offender registration form received from law enforcement separately from school student records maintained on behalf of the juvenile sex offender. 730 ILCS 152/121.
5. Divorced or separated parents/guardians with and without *parental responsibility* (formerly custody) are both permitted to inspect and copy the student's school student records. The Ill. Marriage and Dissolution of Marriage Act (IMDMA), 750 ILCS 5/602.11.
6. Schools may not provide a parent/guardian access to his or her child's school records if the parent is prohibited by an order of protection from inspecting or obtaining such records pursuant to the Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963. Id.

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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: [3]

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school. [4]
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses[5]) 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. [6]

State and federal law grants students, parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to

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7. SOPPA (105 ILCS 85/~~, amended by P.A. 101-516~~) addresses a school district's obligations related to *covered information* of students and contracts with educational technology *operators*. In some instances, covered information as defined under SOPPA may also qualify as education records under FERPA and school student records under ISSRA. See sample policy 7:345, *Use of Educational Technologies; Student Data Privacy and Security*, and sample administrative procedure 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, for a description of SOPPA obligations.

~~7.~~8. School employees or agents may not disclose information concerning a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence, or a student's status as a named perpetrator of domestic or sexual violence except under certain circumstances and only upon prior notice to, and discussion with, the student. 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. See sample policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and the **Confidentiality** subhead of sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

Note: Nos. 5 and 6 above may conflict with FERPA in that they restrict a parent/guardian's right to access his or her child's school records more than is expressly permitted by FERPA. 20 U.S.C. §1232g(a)(1)(A), (B); 34 C.F.R. §99.10(a). **Consult the board attorney for guidance.**

Allowing students to grade each other's papers does not violate FERPA; such student work is not a *school record* until it is recorded by the teacher. Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002). School student records are *per se* prohibited from disclosure; a district is under no obligation to redact them. Chicago Tribune Co. v. Chicago Bd. of Educ., 332 Ill.App.3d 60 (1st Dist. 2002).

3 20 U.S.C. §1232g(a)(4); 34 C.F.R. §99.3; 105 ILCS 10/2(d); 705 ILCS 405/1-7 and 5-905; 23 Ill.Admin.Code §375.10. Rather than listing the exceptions in the policy, a school board may choose to end the sentence after the proviso "except as provided in State or federal law."

4 For a helpful resource, see f/n 1 in sample policy 7:150, *Agency and Police Interviews*.

5 For an explanation, see footnotes in sample policy 7:220, *Bus Conduct*.

6 Many lawyers believe that once these records are received by a school, they are protected as *education records* under FERPA. Consult the board attorney for advice.

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inspect, copy[7], and/or challenge school student records.[8] The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.[9] The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child.[10] The District

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[7] 105 ILCS 10/5(a)~~, amended by P.A. 102-199~~. ISSRA does not give DCFS representatives the right to challenge student records. 105 ILCS 10/7. For more information about DCFS liaison qualifications and duties, see sample policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, at f/n 16.

105 ILCS 10/5(c) requires that a parent's or student's request to inspect and copy records be granted no later than 10 business days (previously 15 school days) after the date of receipt of such a request by the official records custodian.

105 ILCS 10/5(c-5) outlines how a school district may extend the 10 business day timeline for response by not more than five business days from the original due date if one or more of these six reasons applies:

1. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
2. The request required the collection of a substantial number of specified records;
3. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
5. The request for records cannot be complied with by the school district within the time limits prescribed by subsection (c) without unduly burdening or interfering with the operations of the school district; or
6. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district among two or more components of a public body or school district having a substantial interest in the determination or in the subject matter of the request.

The person making the request and the school district may also agree in writing to extend the timeline for compliance for a period to be determined by the parties. Id.

[8] 23 Ill.Admin.Code §375.10 provides that districts may, through board policy, allow scores received on college entrance examinations to be included on a student's academic transcript if that inclusion is requested in writing by a student, parent or person who enrolled the student. If the board of a unit or high school district wants to allow this, insert:

A student or the student's parent/guardian may request, in writing, that scores received on college entrance examinations be included on the student's academic transcript.

Note: Though 23 Ill.Admin.Code §375.10 uses the phrase "student, parent or person who enrolled the student," student records rights under ISSRA and FERPA attach to *eligible students* and their parents/guardians, not to "a person who enrolled the student" (though that person is typically a parent or guardian).

If a board allows for the inclusion of college entrance examination scores on academic transcripts, amend the district's notification to parents/guardians and students of their school student records rights with the process for requesting the inclusion. 23 Ill.Admin.Code §375.30(d)(5). See sample exhibit 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*, for an example.

[9] 23 Ill.Admin.Code §226.740(a).

[10] This sentence is required if the board allows schools to release student directory information. 20 U.S.C. §1232g; 23 Ill.Admin.Code §375.80; 34 C.F.R. §99.37. There is at least one instance in Illinois in which parents were upset that their school district released students' names and addresses pursuant to a Freedom of Information Act (FOIA) request. FOIA contains an exemption for home addresses. Many lawyers, however, say that a district must release student information pursuant to a FOIA request when each of the following has occurred: the FOIA request seeks information that is included in the district's definition of student directory information, the district notified parents that it releases directory information, and the parents did not opt out of allowing directory information to be released concerning their child. An opinion from the Ill. Public Access Counselor supports that a district may not rely on the FOIA exemption for home addresses. PAO 12-3.

Thise sample~~**PRESS**~~ policy does not identify the components of *directory information*, leaving that task to implementing material. Boards may want to discuss this quagmire with the superintendent knowing that there are good reasons to release directory information, e.g., to allow the district to publish information about specific students, and good reasons to not release directory information, e.g., to avoid releasing names and addresses pursuant to a FOIA request.

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will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student.[11] Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law. [12]

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records. [13]

Student Biometric Information Collection [14]

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention.[15] Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

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23 Ill.Admin.Code §375.80(a)(1) no longer includes *gender* as information which may be designated as directory information. This is consistent with attorneys' views that Illinois' past practice of including *gender* within directory information may have violated FERPA. FERPA regulations provide that directory information "means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed" and it "includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended." 34 C.F.R. §99.3. Though FERPA regulations do not explicitly preclude the designation of *gender* as directory information, DOE guidance has consistently advised schools not to disclose a student's sex as directory information because it would be considered harmful or an invasion of privacy. See *Letter to Institutions of Postsecondary Education*, DOE Family Policy Compliance Office (September 2009). Consult the board attorney about the practical implementation of this issue. Some attorneys, for example, believe photos of the "Girls Volleyball Team" may contradict DOE guidance.

11 20 U.S.C. §1232g(j), as added by Sec. 507 of the U.S.A. Patriot Act of 2001.

12 34 C.F.R. §99.31; 105 ILCS 10/6~~, amended by P.A.s 102-199 and 102-557~~.

13 Each school must have an *official records custodian.* 105 ILCS 10/4(a). Districts must notify students and parents/guardians of their rights concerning school student records. 105 ILCS 10/3; 105 ILCS 10/4~~, amended by P.A.s 101-161 and 102-199~~; 23 Ill.Admin.Code §375.30; 34 C.F.R. §99.7. Comprehensive faculty and student handbooks can provide required notices, along with other important information, to recipients. Handbooks can be developed by the building principal, but should be reviewed and approved by the superintendent and board. See sample exhibit 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*, and sample administrative procedure 7:340-AP1, *School Student Records*.

14 This program is optional; however, districts either wishing to implement such a program or districts that have already engaged in the collection of student biometric information must have a policy consistent with the requirements of 105 ILCS 5/10-20.40. This section restates the School Code's requirements for a student biometric information policy.

15 For districts already collecting biometric information, the following is an alternative:

The Superintendent or designee shall maintain a biometric screening program that is consistent with budget requirements and in compliance with State law.

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Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility[16] or the student (if over the age of 18).[17] Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information.[18] Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited. [19]

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18).[20] Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law. [21]

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[16] Several statutes define legal custody and when a court may grant it; the term requires statutory construction/interpretation and school boards should discuss this issue with their attorney prior to adopting a policy on collection of student biometric information.

105 ILCS 5/10-20.40(b)(1) states the definition of legal custody is the same as the definition of legal custody for purposes of residency, payment of tuition, hearings, and criminal penalties at 105 ILCS 5/10-20.12b(2)(i)-(v).

The IMDMA, 750 ILCS 5/, changed the terms *custody* and *visitation* to *parental responsibility* and *parenting time*, respectively. It also requires a *parenting plan* that allocates: (1) significant decision-making responsibilities; and (2) each parent's right to access his or her child's school records. The IMDMA does not amend ISSRA or the School Code.

[17] Based upon 105 ILCS 5/10-20.40, written permission is not required annually; it is valid until a request for discontinuation of the use of biometric information is received or until the student reaches the age of 18. See sample exhibit 7:340-AP1, E5, *Biometric Information Collection Authorization*.

[18] Districts must reissue exhibit 7:340-AP1, E5, *Biometric Information Collection Authorization* to students turning 18 years of age during the school year. This is because all rights and privileges accorded to a parent under ISSRA become exclusively those of the student upon his or her 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first. 105 ILCS 10/2(g).

[19] State law contains two exceptions: (1) the individual who has legal custody/parental responsibility of the student or the student (if over the age of 18) consents to the disclosure; and (2) the disclosure is required by court order. 105 ILCS 5/10-20.40(b)(5).

[20] 105 ILCS 5/10-20.40(d). No notification to or approval from the district's local records commission, pursuant to the Local Records Act, is required to destroy student biometric information. See f/n 15 for a discussion about the terms *custody* and *parental responsibility*.

[21] Whether the student biometric information is an education record under FERPA or falls under an exception to an education record under FERPA is an issue about which school boards should consult their board attorney. Protected Health Information under the DHS's interpretations of HIPAA excludes education records covered by FERPA, and thus HIPAA requirements are not expected to be triggered by districts collecting student biometric information. However, before implementing policies and procedures to collect student biometric information, a board should discuss these issues with the board attorney.

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LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act; 34 C.F.R. Part 99.
50 ILCS 205/7, Local Records Act.
105 ILCS 5/10-20.12b, 5/10-20.40, ~~and~~ 5/14-1.01 et seq., and 5/26A-30.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.
23 Ill.Admin.Code Parts 226 and 375.
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).
Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:255-AP1 (Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP1, E5 (Biometric Information Collection Authorization), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Letter Containing Schedule for Destruction of School Student Records)

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Students

Student Records

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 or 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 a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

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

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

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

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LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act; C.F.R. Part 99.
50 ILCS 205/7, Local Records Act.
105 ILCS 5/10-20.12b, 5/10-20.40, and 5/14-1.01 et seq.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.
23 Ill. Admin. Code Parts 226 and 375.
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).
Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security).

ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Letter Containing Schedule for Destruction of School Student Records)

ADOPTED: May 17, 2001

REVISED: March 16, 2023

CURRENT

Community Relations

Visitors to and Conduct on School Property [1]

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. [2]

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. [3]

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the

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[1] State or federal law controls this policy's content. Boards may make and enforce reasonable rules of conduct and sportsmanship for school events and deny future admission to school events to violators for up to one year provided a notice and hearing are given. 105 ILCS 5/24-24. See f/n 20 below.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

[2] School-sponsored or school-sanctioned events or activities aligns with the text of 105 ILCS 5/27-23.7(a).

[3] This paragraph is up to the local board's discretion. Many public school buildings were built before school security was the concern it is now. A first step in creating a secure environment is to manage access to school buildings. Along with limiting the entrances that may be used, school officials should post signs with instructions for visitors and a warning to trespassers. Signs may be as simple as "Visitors Must Report to Office" and "No Trespassing – Violators will be Prosecuted." Applicable criminal trespass laws include: 720 ILCS 5/21-1 (criminal damage to property); 5/21-1.2 (institutional vandalism); 5/21-3 (criminal trespass to real property); 5/21-5 (criminal trespass to State supported land); 5/21-5.5 (criminal trespass to a safe school zone); 5/21-9 (criminal trespass to a place of public amusement); 5/21-11 (distributing or delivering written or printed solicitation on school property). This sample policy identifies board members as visitors.

The following optional provisions must be modified according to local conditions:

Option 1: The Superintendent or designee may post certain school facilities for the community's use on non-school days when they are not being used for school purposes.

Option 2: The Superintendent or designee shall manage a program to allow community use of the following facilities on non-school days, during the daylight, provided they are not being used for school purposes: tennis courts, playground, and track.

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appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee. [4]

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person. [5]
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. [6]
4. Damage or threaten to damage another's property. [7]
5. Damage or deface school property. [8]
6. Violate any Illinois law,[9] or town or county ordinance.
7. Smoke or otherwise use tobacco products. [10]

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[4] 105 ILCS 5/14-8.02(g-5). See sample administrative procedure 6:120-AP2, *Access to Classrooms and Personnel*, and sample exhibit 6:120-AP2, E1, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*.

[5] See e.g., 720 ILCS 5/12-2 (aggravated assault); 5/12-2(b)(9) (aggravated assault against a sports official or coach); 5/12-3.05(c) (aggravated battery on public property); 5/12-3.05(d)(3) (aggravated battery against a school employee); 5/12-9 (threats to public officials); 5/24-1.2 (discharge of a firearm).

[6] With one exception, a license to carry a firearm does not permit an individual to carry a concealed firearm on or into any building, real property, and/or parking area under the control of an elementary or secondary school, or any bus paid for in whole or part with public funds. 430 ILCS 66/65(a). The following optional provision adds that exception, which is a restatement of 430 ILCS 66/65(b), to the text in number 3:

> An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.

Other relevant weapons laws include 705 ILCS 405/5-407 (juvenile in possession of a firearm), 720 ILCS 5/24-9 (firearms; child protection); 720 ILCS 5/24-1(c) (unlawful use of weapons in schools); 720 ILCS 5/24-1.2, 5/24-3 (~~discharge of firearm and~~ unlawful delivery or sale of a firearm near school); 705 ILCS 405/5-130, 405/5-805 (minor 15 years or older who commits aggravated battery with a firearm at school is tried as an adult).

[7] See e.g., 720 ILCS 5/2-19.5 (definition of school), 5/16-1 (theft), 5/18-1 (robbery; aggravated robbery), 5/19-1 (burglary), and 21-1 (criminal damage to property).

[8] See e.g., 720 ILCS 5/21-1.01 (criminal damage to government supported property), 21-1.2 (institutional vandalism), and 21-1.3 (criminal defacement of property).

[9] See e.g., 720 ILCS 5/11-9.3 (presence within school zone by child sex offenders prohibited), 5/11-14 (prostitution), and 5/11-18, amended by P.A. 103-1071, eff. 7-1-25 (patronizing a ~~prostitute~~person engaged in the sex trade); 720 ILCS 5/21-11 (soliciting students to commit illegal acts).

[10] Required by 105 ILCS 5/10-20.5b and 410 ILCS 82/1 et seq. Federal law prohibits smoking inside schools (20 U.S.C. §7973); districts failing to comply with the federal no-smoking ban risk a civil penalty of up to $1000 per violation per day.

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8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug. [11]
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred. [12]
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*. [13]
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner). [14]
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive. [15]
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding. [16]
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

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[11] See 720 ILCS 570/407 (delivery of controlled substance on or within 1000 feet of a school) and 410 ILCS 705/ (Cannabis Regulation and Tax Act). See also the discussion in f/ns 5 and 6 of sample policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*; this statement must be consistent with employee working conditions and employee conduct standards (see sample administrative procedure 5:120-AP2, *Employee Conduct Standards*).

[12] Each board and superintendent may want to engage in a conversation regarding how the district might partner with local law enforcement to enforce this policy and the penalties available under the Cannabis Regulation and Tax Act, e.g., posting signs barring community members from bringing in weapons, alcohol, cannabis, tobacco, etc. Signage reminding visitors of the policy may make it easier for staff and/or local law enforcement to enforce.

[13] Managing cannabis on district property and the school setting presents many unsettled and complex legal issues. To legally use medical cannabis in Illinois, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)). 410 ILCS 130/. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis, including (a) in a school bus, (b) on the grounds of any preschool or primary or secondary school, or (c) in close physical proximity to anyone under the age of 18 years of age. 410 ILCS 130/30(a)(2), (3), and (4). However, *Ashley's Law*, 105 ILCS 5/22-33(b) and (g), allows parents/guardians and other *designated caregivers* to administer medical cannabis infused products to students who are *registered qualifying patients* at school or on the school bus, and requires school boards to adopt a policy to implement the law unless the district would lose federal funding. See sample policy 7:270, *Administering Medicines to Students* and its f/n 2~~1~~.

Remember that *Ashley's Law* requires the designated caregiver to remove the product from the school premises or the school bus after administering it to the student, so as a result, sample policy 7:270, *Administering Medicines to Students*, requires immediate removal of medical cannabis infused products after administering them to the student (see f/n 2~~7~~6 of that policy for further discussions).

[14] See e.g., 720 ILCS 5/21.2-1 et seq. (interference with a public institution of education).

[15] See e.g., 625 ILCS 5/11-605 (special speed limit zones). 625 ILCS 5/12-610.1(e) prohibits wireless telephone use while operating a motor vehicle on a roadway in a school speed zone except for emergency purposes. 625 ILCS 5/12-803(f), added by P.A. 103-404, prohibits motor vehicle drivers from making contact with any portion of a stopped school bus or making contact with a school child within 30 feet of the school bus.

[16] The pivotal question in a negligence case is whether the defendant acted reasonably. A ban on roller-blading demonstrates that the district took reasonable steps to reduce the risk of injury.

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Convicted Child Sex Offender [17]

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent [18]

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

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[17] 720 ILCS 5/11-9.3(a). The definition of *child sex offender* is found at 720 ILCS 11-9.3(d), amended by P.A. 103-1071, eff. 7-1-25. The statute assigns the child sex offender the "duty to remain under the direct supervision of a school official." In order to ensure this happens and to protect students, the sample policy requires the superintendent, or designee who is a certified employee, to supervise a child sex offender whenever the offender is in a child's vicinity. See also the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75 - 154/105); sample policy 4:170, *Safety*; and sample administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*.

[18] 105 ILCS 5/24-25; 115 ILCS 5/3(c). If a provision contained in a collective bargaining agreement addresses this issue, it will supersede this policy for those covered employees. In such cases, the board policy should be amended to state, "Please refer to the applicable collective bargaining agreement." For employees whose collective bargaining agreement does not address this subject, the policy should reflect the board's current practice. Consult the board attorney about this subhead. It is an item on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Amend the language to reflect what is recommended by the board attorney.

The School Code permits bargaining representatives to meet with employees during *duty-free time* upon notice to the school office. The Ill. Educational Labor Relations Act expanded the rights of access by bargaining representatives to also include meeting with employees during the employee work day if the meeting: (1) is to investigate and discuss grievances and workplace-related complaints (no time limit is specified) or (2) is with a newly hired employee within the first two weeks of employment (or on a later date if mutually agreed upon by the employee and bargaining representative) for one hour or less. In those circumstances, the district may not dock employee pay or charge leave time. 115 ILCS 5/3(c). However, the access must be *reasonable* and "shall at all times be conducted in a manner so as not to impede normal operations." Id. Consult the board attorney for guidance regarding specific requests and whether, if granted, they would impede normal operations, e.g., requests for access to staff while they are performing instructional or supervisory duties. Determining whether normal operations are impeded will likely depend upon the position and duties of the employee in the district.

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Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act.[19] The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from or denied admission to school property in accordance with State law.[20] The person also may be subject to being denied admission to school athletic or extracurricular events for up to one calendar year in accordance with the procedures below. [21]

Procedures to Deny Future Admission to Athletic or Extracurricular School Events

Before any person may be denied admission to athletic or extracurricular school events, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain: [22]

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and

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[19] 105 ILCS 5/24-25. Refusal to provide such information is a Class A misdemeanor.

[20] 105 ILCS 5/10-20.5 (rules), 5/10-22.10 (control and supervision of school houses and school grounds); 720 ILCS 5/21-3 (criminal trespass to real property), 5/21-5 (criminal trespass to State supported land), 5/21-5.5 (criminal trespass to a safe school zone). See f/n 3, above.

[21] See Nuding v. Cerro Gordo Comm. Unit Sch. Dist., 313 Ill. App.3d 344 (4th Dist. 2000) (board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24 and to enforce conduct rules at its meetings by 105 ILCS 5/10-20.5; the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting); Jordan ex rel. Edwards v. O'Fallon Tp. High Sch. Dist., 302 Ill.App.3d 1070 (5th Dist. 1999) (105 ILCS 5/24-24 did not give a high school athlete the right, under the due process clause, to a notice and hearing before he could be suspended from participating in interscholastic athletics; the statute expands the schools' authority to ban people from attending school events for breaching conduct and sportsmanship code).

[22] 105 ILCS 5/24-24. If a violator is a student, the hearing should be held in a closed meeting. 5 ILCS 120/2(c)(9). Otherwise, a hearing regarding denial of admission to *school events or property* pursuant to 105 ILCS 5/24-24 may take place in an open meeting or in a closed meeting so long as the board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5), added by P.A. 103-311. Note: while 5 ILCS 120/2(c)(4.5), added by P.A. 103-311, refers to *school events or property*, 105 ILCS 5/24-24 only authorizes boards to deny admission to athletic and extracurricular *events*. The term *events* is arguably broader than *property* as school events may take place offsite; consult the board attorney for guidance.

Some boards prefer an open meeting hearing to make it publicly known what alleged conduct could result in someone being denied admission to athletic or extracurricular events, while others prefer a closed meeting hearing so as not to provide a public platform to someone alleged to have engaged in prohibited conduct. Consult the board attorney to determine the best approach for the district and to ensure alignment with local practices and conditions.

This text aligns with 105 ILCS 5/24-24 and only requires a hearing for denying admission to *school events*. The court in Nuding (see f/n 20, above) did not specifically answer whether a board meeting qualified as a *school event* under 105 ILCS 5/24-24, but it upheld the board's right to enforce conduct rules at its meetings under 105 ILCS 5/10-20.5.

Consult the board attorney if the district would like to deny an individual admission to board meetings. This issue involves a balancing of a board's interest in the orderly transaction of its public business and the efficiency of its meetings against an individual's: (a) statutory rights to attend meetings and/or comment to and ask questions of the board (105 ILCS 5/10-16 and 5 ILCS 120/2.06(g)), and (b) constitutional freedoms and rights of speech, the press, assembly, and to petition the government (U.S. Constitution, First Amendment and Ill. Constitution, Art. I, §§ 1, 2, 4, and 5).

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4. Instructions on how to waive a hearing. [23]

LEGAL REF.: ~~Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).~~

20 U.S.C. §7971 et seq., Pro-Children Act of 2001.
Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).
105 ILCS 5/10-20.5, 10-20.5b, 5/10-22.10, 5/22-33, 5/24-25, and 5/27-23.7(a).
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.
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430 ILCS 66/, Firearm Concealed Carry Act.
720 ILCS 5/11-9.3, 5/21-1, 5/21-1.2, 5/21-3, 5/21-5, 5/21-5.5, 5/21-9, and 5/21-11.

CROSS REF.: 2:200 (Types of School Board Meetings), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

Commented [DJ1]: Subscriber note: Moved to align with PRESS Legal Reference style.

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[23] The hearing requirement is for the violator's benefit and, consequently, the violator should be able to waive it.

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6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
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14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
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Convicted Child Sex Offender

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(1) A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
(2) Has permission to be present from the Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in the child's vicinity.

Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

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1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
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4. Instructions on how to waive a hearing.

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LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App. 3d 344 (4th Dist.
20 U.S.C. §7971 et seq., Pro-Children Act of 2001.
105 ILCS 5/10-20.5, 5/10-20.5b, 5/10-22-10, 5/22-33, 5/24-25, and 5/27-23 7(a).
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410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
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430 ILCS 66/, Firearm Concealed Carry Act.
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ADOPTED: May 17, 2001

REVISED: January 18, 2024

CURRENT

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • huntley158.org

DATE: June 12, 2025

TO: Building and Ground Committee and Administration

FROM: Kevin Lindquist, Director of Operations and Maintenance

RE: O & M Updates (R)
Building and Grounds Committee
Board of Education Meeting June 12, 2025

Below is a recap of O&M Department activities since the May 15, 2025, Board of Education meeting and highlights of upcoming events.

1. **Community Solar Installation at Reed Road Campus**—Crews are continuing to install the array's underground electrical system. The substantial completion date is 11/03/2025, with a completion date of 01/01/2026.
2. **Consolidated Flooring Sourcewell contract #061323-IFA for Conley, Mackeben, and Martin** – The project started on May 28th, with the 400-wing completed. The crew is onsite at Mackeben now.
3. **FY26 Asphalt Pavement Improvements Project**—The project started on May 30th with the removal of the sidewalk at door 5 at the Administration building. Asphalt is continuing to be removed at the high school.
4. **Huntley High School East Chiller replacement NCPA Contract: 02-91** – The project started May 27th, with the removal of the old chiller taking place the week of June 2nd

KL/jk

HUNTLEY 158 **STRATEGIC PLANNING JOURNEY**

A Letter from our Superintendent

Huntley 158 has developed a national reputation as a destination school district for developing excellence and innovation in a traditional public school setting. To reach those achievements has required a strategic approach to goal setting, resource allocation and action planning. As the 2024-25 school year marked the end of the district's current strategic plan, Huntley 158 engaged in a new strategic planning process called Huntley 2030: Building Tomorrow Together.

The strategic planning journey began in the fall of 2024 with engaging our students - those we are here to serve and who are at the heart of everything we do. In November, 21 students from Huntley 158 elementary schools, middle schools, high school and LIGHT transition program participated in activities and discussions about their experience to provide feedback to help inform the district's new strategic plan and develop two new components – Portrait of a Learner and a Portrait of a Learning Environment. The district also held several meetings with staff, families and interested community members to discuss the two "portraits" and a third one called Portrait of a Work Environment. The portraits were intended to serve as a framework and catalyst for the strategic plan as they laid the foundation for who we are, what we do, and how we do it. Key is the Portrait of a Learner, as it reminds us all of the important skills and attributes we want our students to possess upon graduation.

In addition to the initial meetings with key stakeholders in the fall, the district assembled a Guiding Team, comprised of approximately 50 dedicated parents, staff and community members. The team was charged with continuing to shape the "portrait' frameworks and define the district's priority areas and goals. Simultaneously, to encourage more voices and feedback on a broader scale, the superintendent and district leadership team hosted Vision & Voice community engagement sessions for the public at each of its three campuses in February and March. Those unable to attend the in-person sessions were invited to participate virtually by completing a brief survey on the district's website.

The Guiding Team met three times over the course of several months (February, March and April), initially to learn more about the district, then to discuss key priority areas and review themes from stakeholder input. After the Guiding Team's third and final meeting in mid-April, the district leadership team worked to create a draft plan that includes the three new portrait frameworks, as well as updated mission and vision statements, cross-cutting concepts, and district goals. From here and on an annual basis, the district leadership team will establish key measurable metrics and goals that align with the long-range goals in the five (5) identified priority areas.

Huntley 2030: Building Tomorrow Together is truly rooted in collaboration and reflects our shared commitment to excellence, equity, and the success of every student. We invite all stakeholders to review our new strategic plan and to follow along as we put it into action during the 2025-26 school year!

Jessica Lombard

Jessica Lombard, Ed.S.
Superintendent

HUNTLEY 2030
BUILDING TOMORROW TOGETHER

HUNTLEY 158 MOTTO, MISSION, VISION & ESSENTIAL BELIEFS

A Brief Overview of our Strategic Plan

MOTTO

"All Students Always"

MISSION STATEMENT

Our learning community will educate and empower all students always.

VISION STATEMENT

Huntley 158 is an inclusive teaching and learning community where students are empowered to reach their full potential through quality instruction, diverse learning experiences, equitable and innovative practices, and strong community partnerships– preparing them for success today and into the future.

HUNTLEY 2030
BUILDING TOMORROW TOGETHER

ESSENTIAL BELIEFS

We believe that is essential for Huntley 158 to:

- Ensure all learners have equitable access to a high-quality education so they can achieve their full potential and take ownership of their learning
- Remain forward-thinking and continuously explore innovative strategies to meet the evolving needs of today's learners
- Provide a strong academic foundation along with a variety of co-curricular (enrichment opportunities during instructional day) and extracurricular programs (enrichment opportunities outside school day)
- Create personalized learning opportunities that support the unique, individual needs of students by providing the tools, resources and opportunities to succeed today and in the future
- Equip educators and staff with the tools, resources and professional learning to support student success
- Provide families with the knowledge, resources and opportunities to meaningfully engage in their students' learning and educational journey
- Foster an environment where all individuals feel physically, mentally and emotionally safe, as well as valued, respected, and included
- Highlight and celebrate diversity of all stakeholders with respect to race, ethnicity, culture, language, gender, and beliefs/perspectives
- Develop and implement systems and procedures that assess change and ensure continuous improvement
- Seek diverse perspectives to ensure an equitable, holistic approach to decision-making
- Utilize transparent decision-making and effective communication to foster trust and accountability
- Cultivate and maintain strong collaborative partnerships with our families, staff and broader community to support student growth and achievement
- Remain fiscally responsible to our community while meeting the needs of our students, prioritizing every available dollar to effectively support student learning

GOALS

TEACHING & LEARNING

Inspiring excellence in every classroom

Empower staff to deliver high-quality, engaging, and personalized instruction that challenges and supports every student and is guided by best practices, innovation, and continuous improvement

- Provide a safe and respectful learning environment that empowers students to access the supports and tools they need to learn
- Ensure that every educator is supported in adapting instruction to be responsive to the learning needs of students
- Foster student growth through personalized learning approaches that meet students where they are in order to optimize academic advancement
- Challenge every student with curriculum designed to promote engagement, build critical thinking and develop a growth mindset
- Enhance a positive school environment that promotes student and staff well-being, satisfaction and positive morale.
- Attract and retain qualified, talented educators and staff who are representative of our diverse community

STUDENT SUCCESS

Empowering every learner to thrive

Focus on the whole child—academic, social-emotional, and behavioral development—to ensure every student thrives in school and beyond

- Ensure all students engage in learning opportunities that foster a positive sense of self, community and citizenship
- Foster a school culture where students develop empathy and self-awareness through inclusivity, social-emotional learning and grit/perseverance
- Cultivate a growth mindset and core competencies for students that include critical thinking, collaboration, creative problem-solving and effective communication
- Strengthen family, community and school relationships to continually enhance academic experiences and extracurricular opportunities for all students

FUTURE READINESS

Preparing students for a dynamic world

Equip students with the skills, knowledge, and experiences necessary for college, careers, and life in an ever-evolving global society

- Create authentic learning experiences beyond the classroom that enable students to find their own pathway and purpose
- Ensure every student graduates with the academic knowledge, transferable skills, and real-world experiences necessary to thrive in post-secondary education/training, careers and life
- Ensure students possess the practical life skills needed to contribute meaningfully to society and thrive in a constantly evolving world

COMMUNITY ENGAGEMENT

Building strong connections for shared success

Strengthen collaboration with all stakeholders - staff, families, community organizations, alumni, and local businesses - to expand understanding, build trust and enrich student experiences

- Inform and engage all stakeholders through two-way communication, educational and volunteer opportunities, committee work, and culturally inclusive programs and events
- Establish mutually beneficial strategic partnerships with local businesses, alumni and the community that will provide immersive, engaging and meaningful experiences for students
- Redesign the school experience, informed by student, staff and community voice, to strengthen support for and build trust in the school district

FISCAL STEWARDSHIP

Investing wisely for long-term impact

Maintain responsible, transparent financial practices that prioritize student learning, ensure operational excellence and support the district's strategic goals

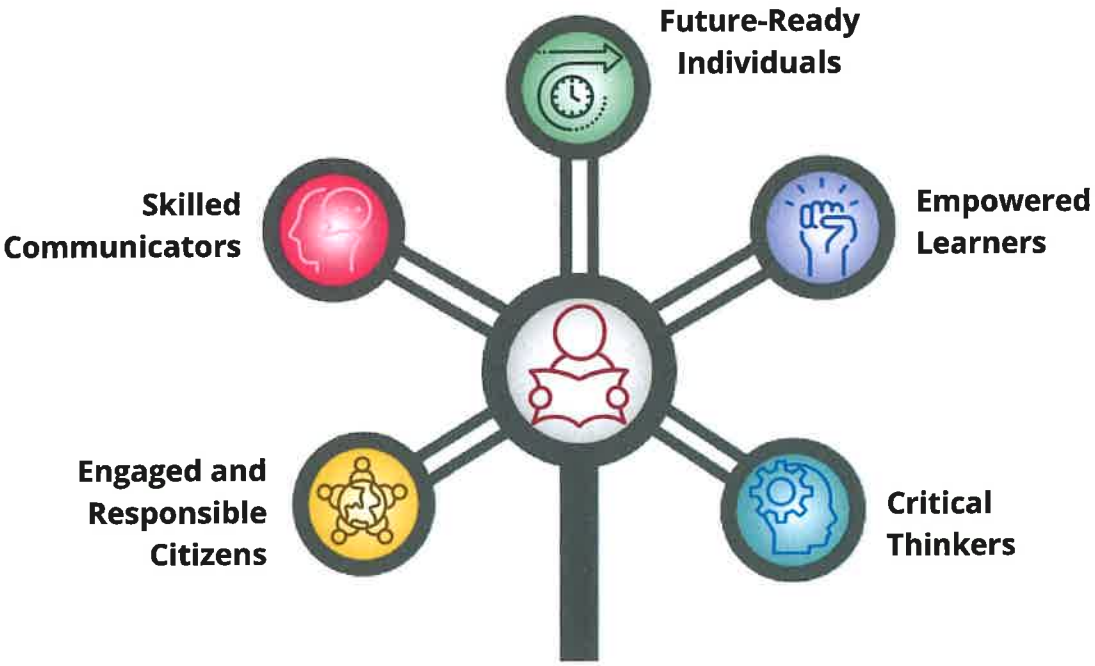
- Maximize operational efficiency, innovation and alternative funding sources to increase revenue and financial resources
- Prioritize and allocate funds to effectively support student learning and attract and retain quality educators and staff
- Maintain financial integrity and transparency while meeting fiscal health guidelines and annual fund balances in accordance with district's policy and state standards

CROSS-CUTTING CONCEPTS: *Fiscal Responsibility, Transparent Decision-Making, Educational Equity, Innovation, Two-Way Communication, Accountability, Sustainability, Workplace Excellence*

Portrait of a **Learner**

HUNTLEY 2030
BUILDING TOMORROW TOGETHER

Huntley 158 Students Are...



Who Can...

Prepare for their future through college and career readiness initiatives that include exposure to a variety of industries, jobs and careers as well as access to college and career pathway endorsements, dual degree programs, certifications, transition planning services, and job skills training. By the time they graduate, students will have had hands-on learning and/or real-world experiences through academies, mentorships, internships and community partnerships.

Take ownership of their learning with curiosity, confidence, flexibility, and resilience. Students demonstrate academic competence, set meaningful goals, and seek challenge and continuous improvement. Equipped with digital literacy skills and an innovative mindset, students embrace change and lifelong learning and contribute meaningfully to the world around them.

Express ideas clearly and confidently in written, oral, and non-verbal forms. Students listen with empathy, respect diverse perspectives, and engage in dialogue that deepens understanding, fosters connection, and drives collaboration toward shared goals.

Think independently and creatively, challenging assumptions and reimagining possibilities. Students take risks and apply critical thinking skills to solve complex problems and drive meaningful change.

Contribute to their communities with empathy, kindness, respect and integrity. Students embrace diverse perspectives and cultural differences, collaborate with others, and take informed action to create positive change in an interconnected world.

Portrait of a **Learning Environment**

The Huntley 158 Learning Environment Is...

Supportive

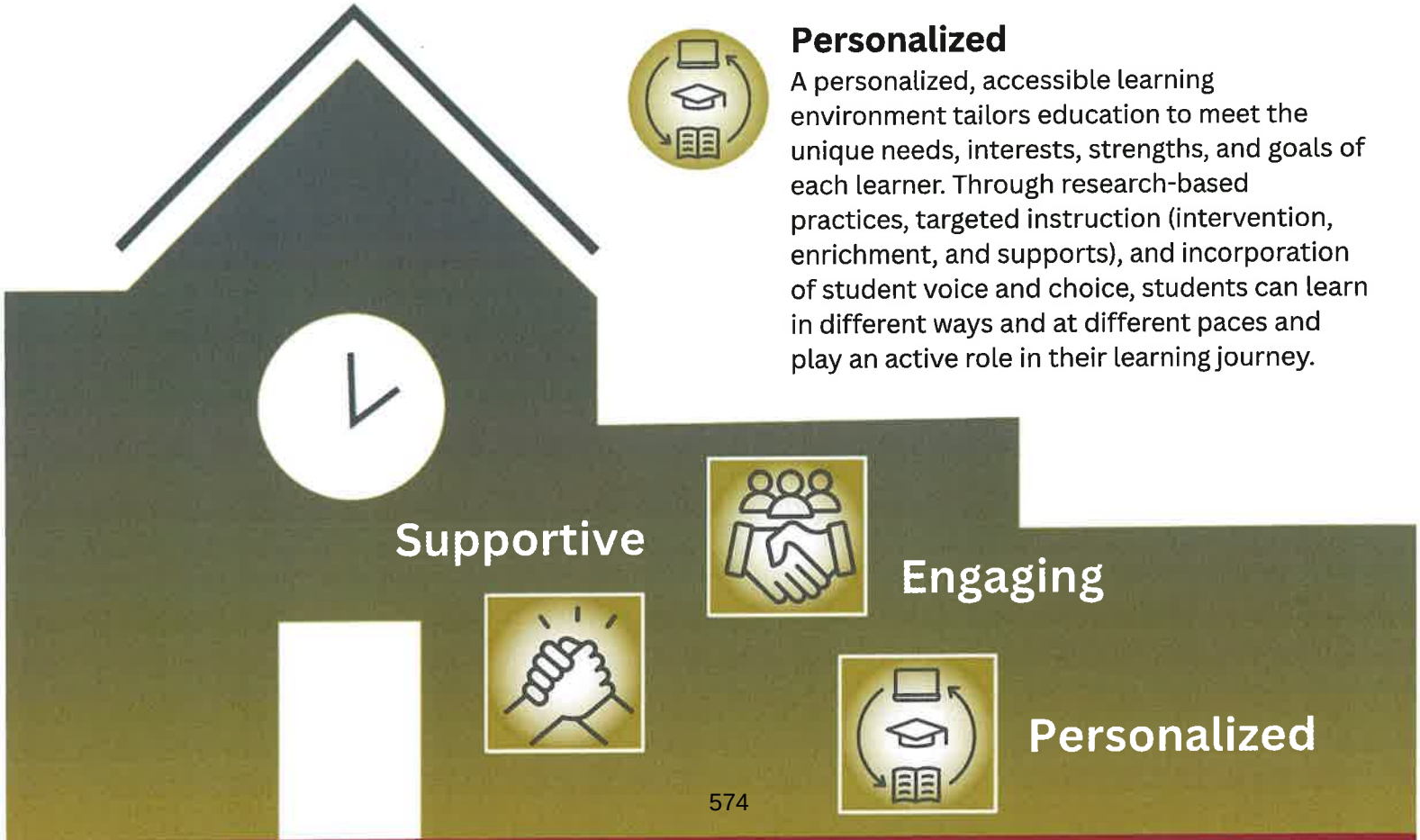
A safe, supportive and inclusive learning environment helps students feel secure—physically, emotionally, and socially–fostering a sense of belonging and creating meaningful engagement in learning. Adults model and encourage empathy, fairness, and open-mindedness and support student's individual strengths, preferences, and needs.

Engaging

An engaging learning environment stimulates curiosity, promotes active participation, and supports diverse learning styles. It connects learning to real-life scenarios and involves project-based or experiential learning opportunities, a balanced use of technology, problem-solving, and collaboration.

Personalized

A personalized, accessible learning environment tailors education to meet the unique needs, interests, strengths, and goals of each learner. Through research-based practices, targeted instruction (intervention, enrichment, and supports), and incorporation of student voice and choice, students can learn in different ways and at different paces and play an active role in their learning journey.



Portrait of a **Work Environment**

The Huntley 158 Workplace Features...

A Safe, Supportive and Welcoming Environment

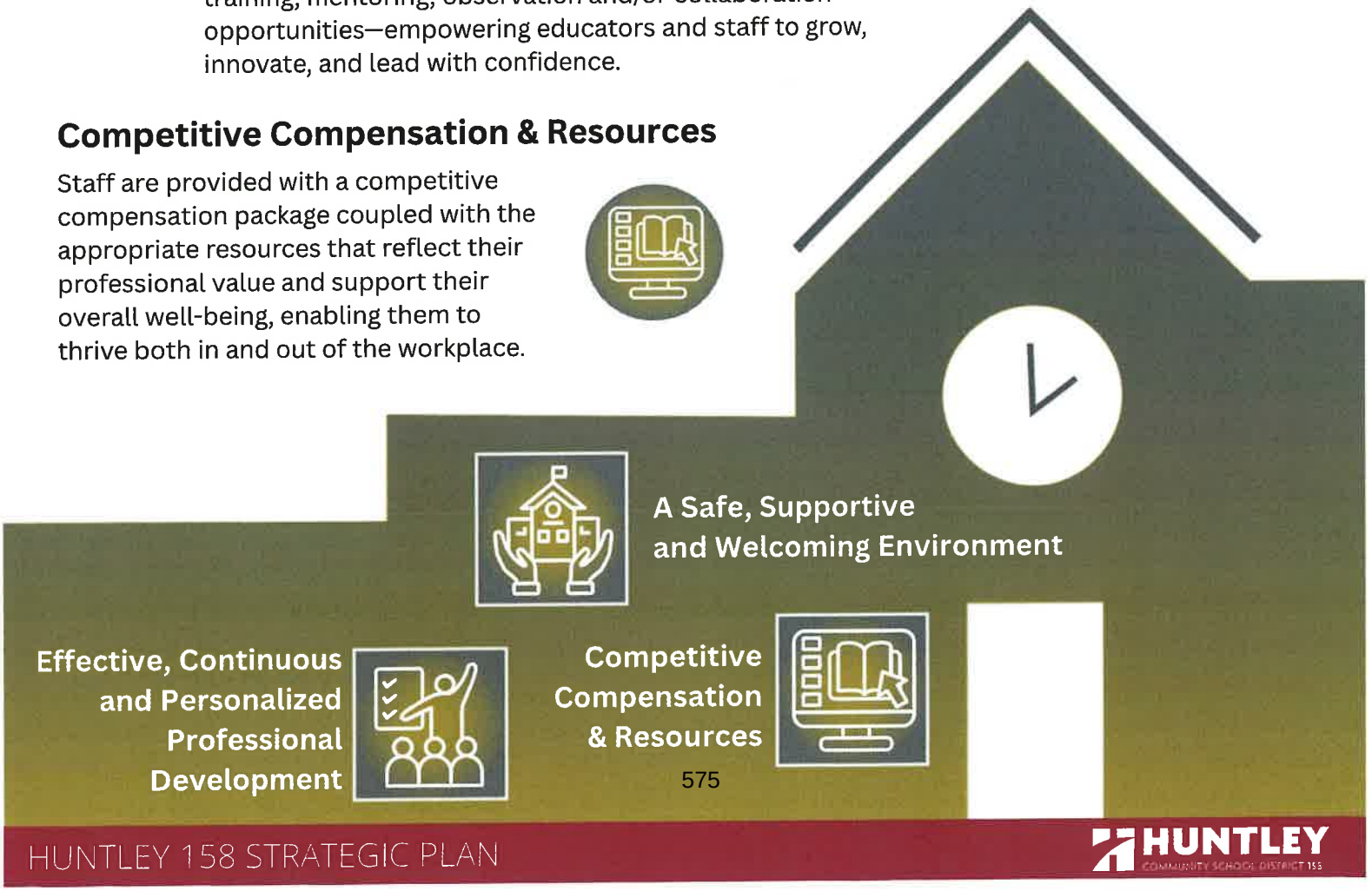
A safe, supportive, and welcoming school environment is rooted in trust, transparency, and collaboration—where clear expectations for student success are consistently communicated and upheld, and where two-way communication fosters strong relationships among students, staff, and families.

Effective, Continuous and Personalized Professional Development

A culture of continuous learning is fostered by offering personalized professional development for all staff that includes training, mentoring, observation and/or collaboration opportunities—empowering educators and staff to grow, innovate, and lead with confidence.

Competitive Compensation & Resources

Staff are provided with a competitive compensation package coupled with the appropriate resources that reflect their professional value and support their overall well-being, enabling them to thrive both in and out of the workplace.



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Date: June 12, 2025

To: Board of Education

From: Ms. Deanna Gill, Assistant Superintendent

Cc: Ms. Jessica Lombard, Superintendent

Subject: Care Solace Contract

Executive Summary

Background:
Huntley School District 158 and Care Solace entered into a Service Agreement on July 11, 2022, for a term from September 1, 2022, through June 30, 2025. The cost of the 3 year Service Agreement was $87,188.00.

Care Solace is a mental health care coordination service that partners with K–12 school districts across Illinois and the nation to connect students, staff, and families with mental health and substance use treatment providers. Their platform offers 24/7 multilingual support, personalized care navigation, and self-service tools to streamline access to care, regardless of insurance status. By reducing barriers to mental health services, Care Solace enhances our school districts' capacity to support the well-being of our school community.

Benefits:

- **24/7 Multilingual Support:** Access to a Care Companion team available around the clock in over 200 languages to assist with provider searches and appointment scheduling.
- **Insurance Flexibility:** Assistance in connecting individuals to care, regardless of insurance coverage, including Medicaid, Medicare, and options for those without insurance.
- **Self-Service Tools:** Availability of Care Match™, an anonymous online tool that allows users to independently search for mental health providers.
- **Streamlined Referral Process:** Implementation of the Warm Handoff® system, enabling school staff to refer individuals directly to Care Solace for coordinated care.
- **Data-Driven Insights:** Provision of monthly impact reports with real-time data to inform district decisions and strategies.
- **Administrative Efficiency:** Reduction in the administrative burden on school staff by managing the complexities of mental health care coordination.
- **Enhanced Equity and Access:** Support for diverse populations, including those facing language barriers or lacking insurance, ensuring equitable access to mental health services.

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Current District Needs:

The increasing demand for mental health support among school-aged students in Illinois underscores a significant and growing need for accessible mental health services to address and mitigate the challenges faced by our youth. During the 2024-25 school year, there were 154 individual cases and 60 anonymous searches conducted using the Care Solace platform. Our goal for the 2025-26 school year is to increase communication and accessibility of the platform for students, families and staff by creating multiple, user-friendly access points and by integrating Care Solace referrals into our district-wide student services support plan.

As part of our Student Services Support Plan, we will ensure that our mental health providers and school administrators have full access to the Care Solace platform and are equipped to use it effectively. This includes training staff to navigate the tool and incorporating its use into our internal referral process, so that families can be connected to mental health resources quickly and efficiently. By embedding Care Solace into our daily practices, we aim to strengthen our support system and ensure timely, informed responses to student and family needs.

Options and Cost:

Options	Term	Cost per student	Total cost	Funding Source
A	Non-Renewal	0.00	0.00	N/A
B	1-Year	$3.50/student	$29,592.50	IDEA Grant-CEIS
C	3-Year	$3.25/student *includes additional social service support at no additional cost	$82,436.25	IDEA Grant-CEIS

*see attached flyer re: Social Services Coordination

Recommendation:
The District Administration recommends Board of Education approval of a 1-Year contract with Care Solace, commencing July 1, 2025 in the amount of $29,592.50.

caresolace

Calming the Chaos of Mental Health Care

OUR PURPOSE

Our 24/7/365 multilingual care coordination experts quickly connect students, staff, and their families with verified mental health providers and substance use treatment options matched to their needs regardless of circumstance.

WE PARTNER WITH SCHOOL STAFF

- Save an average of 60+ calls, emails and texts per referral
- Increase connection to community care by over 60%

WE COMPLEMENT SCHOOL SUPPORT STRUCTURES

- Bridge to community providers when needs exceed scope of school-based services
- Remove the need to research and revise resource lists
- Track all communications, case management, and outcome of referrals to providers
- Provide districts with live data on community mental health needs including treatment categories, appointments booked, and demographics

DISTRICT SERVICES

- Coverage for students, staff, and their families
- 24/7/365 Care Companion™ assistance with:
  - Accessing qualified mental health care providers
  - Determining provider availability
  - Reducing wait times for care
  - Navigating insurance, including Medicare and sliding scale options for those without insurance
  - Scheduling an appointment(s)
- Custom link to self-serve tool for custom matching with verified providers
- Marketing and community messaging resources

PROPOSAL FOR Huntley Community School District 158 - IL - McHenry

Annual Term: July 1, 2025 - June 30, 2026
Cost: $29,592.50

Three year Term: July 1, 2025-June 30, 2028
Cost: $82,436.25

Christina Murphy

christina.murphy@caresolace.org
412.612.2630

Social Services Coordination is Now Available With Care Solace

We now offer navigation for essential social services like housing and food assistance. This expands our mission to provide equitable mental health care 24/7, recognizing the link between well-being and social factors.



Help vulnerable families connect to critical basic need services:

Food Assistance
Food Pantries, Home Delivery Meal Programs, Government & Non-Profit Programs

Shelter Support
Housing Programs, Transitional Housing & Shelters

Health Services
Low Fee/Free Medical & Dental Health Care, Preventative Care

caresolace

We're committed to helping individuals and families find the support they need, regardless of their circumstances.

Learn more about how we can customize services to your needs.

Reach out today:
k12partnerships@caresolace.org

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To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 12, 2025

Subject: **FY26 Tentative Budget & 5-Year Plan - Summary Memorandum**
Board of Education Meeting, June 12, 2025
Finance Committee

We are pleased to present the FY26 Tentative Budget. Attached is the FY26 Tentative Budget and 5-Year Plan. This budget continues to reflect the focus and commitment to our staff and students.

We are presenting the Tentative FY26 Budget as well as the District's 5-Year Plan. Due to continued unknowns such as the State of Illinois' Budget, finalization of the Evidence Based Funding Model and the District's needs based upon next year's strategic plan, numerous additional adjustments are needed. As this information becomes available, this budget will be modified as appropriate.

This draft represents where we left off last year, with some material modifications to Property Taxes, State Revenues, Health Insurance, Salaries & Benefits, adjustments related to operational efficiencies as well as various other material line items. See Modifications below regarding changes to this draft versus Draft #1.

Please note, operational efficiencies continue to be a focus throughout the district. In this budget draft, several of those operational efficiencies implemented in prior year have resulted in expense reduction and have been reflected. Other line items such as Purchased Services in Fiscal and Human Resources that have been identified, as a result of the future systems upgrade, will be reduced in subsequent drafts of the budget.

For your review, outlined below is a summary of the FY26 Tentative Budget and 5-Year Plan as well as several attachments that will help guide you through the document.

The following documents supporting the District's FY26 Tentative Budget & 5-Year Plan are as follows:

I. Budget & 5-Year Plan Assumptions & Summary – Below

II. Summary / Snapshot – Summaries, charts and graphs, to provide a different visual perspective of the FY26 Budget

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III. The FY26 Tentative Budget & 5-Year Plan - by Fund – This document includes Aggregate Operating Projections for the Operating Funds and summaries of each fund as well as Charts and Graphs providing a visual perspective of the FY26 Budget.

Modifications of the FY25 Budget

Draft 1 of the FY26 Budget had numerous material modifications to Property Taxes, State Revenues, Health Insurance, Salaries & Benefits, adjustments related to operational efficiencies as well as various other material line items. This draft reflects the following material modifications from Draft I of the FY26 Budget.

Expenses	**Fav(Unfav)**	
CLIC Insurance Increase	(31,000)	Final premiums received by CLIC for WC and Prop & Liab Insurance
Café Food Cost	(210,000)	Based upon trended increase in food cost
Professional & Technical Services	(200,000)	Implementation cost for new HR/Fiscal/Payroll Software

Budget Assumptions & Summary

As with prior years, the FY26 Budget continues to reflect the strategic plan of the District. This Budget Draft includes annual funds to cover the replacement of Chromebooks, additional resources as a result of increased needs in Curriculum and Special Education, ongoing maintenance projects in line with the District's Deferred Maintenance Plan as well as technology infrastructure upgrades and replacement.

The FY26 Budget reflects the following material assumptions:

Revenue Assumptions

- ✓ The final 2024 Levy has been approved by the Board as well as finalized by Kane & McHenry Counties. As such, the levy has been extended at 3.4% with New Construction at $49.9M. In addition, CPI is capped for the 2025 Levy at 2.9%, which is reflected within this draft. Furthermore, New Construction is estimated at $15M down to $10M in the out years FY26-FY30, with the remaining years of CPI estimated to decline from 2.3% to 2% by FY30.

  Please note, versus levy year's 2024 New Construction of $49.9M, New Construction is conservatively estimated at $15M for levy year 2025 due to Algonquin's Trails of Wood Creek development being sold out combined with the estimated lack of commercial new construction in McHenry and Kane County. Levy Year 2024 included $19.2M of Commercial/Industrial New Construction for Kane County that is not expected for levy year 2025.
- ✓ As part of the 2024 levy, and the legislative bill that was past a few years ago, the Revenue Recapture approximates $248k which has been included within this draft.
- ✓ State funding reflects the annual hold harmless with the additional Evidence Based Funding Model (EBF) of $1.23M per year.

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- ✓ State Categorical Funding remains relatively flat with the FY26 Budget, with the District budgeting the receipt of all four payments and continuing this trend through the forecast years.
- ✓ FY26 Operational Interest Earnings are currently budgeted flat with the FY25 Budget at approximately $1.7M based upon current market conditions. This will be adjusted as we get closer to finalizing the budget.
- ✓

State Legislative Update

State Funding, Evidence Based Funding:
In the final week of this year's legislative session, the Fiscal Year 2026 State Budget was passed with the State setting aside $350 million in funding. As such, the District's State funding reflects the annual hold harmless with the additional Evidence Based Funding Model (EBF) estimated at $1.23M per year. See below for additional details of the legislative session and the Fiscal Year 2026 State Budget.

Evidence-Based Funding
Despite a tight budget year where some programs received flat funding or even cuts, the General Assembly continued to signal its strong support for equitable funding for K-12 schools by allocating an additional $307 million for EBF. $300 million is expected to be distributed through tier funding and $7 million will be allocated for regional safe schools. The Property Tax Relief Grant did not receive its annual $50 million increase, effectively pausing the program for at least one year. Districts that received the grant last year will still have it this coming year, but no new applications will be accepted for Fiscal Year 2026.

Mandated Categoricals (MCATS)
The General Assembly accepted the Governor's proposal for MCAT funding, resulting in increases to orphanage line items only. Increases totaling $20 million will ensure those lines continue to be funded at 100 percent ($7 million for the orphanage and $13 million for the special education orphanage). However, line items for private facility tuition, special education transportation and regular transportation received no increases. Estimates from ISBE suggest that with flat funding for the other line items, coupled with the expected increases to claims for Fiscal Year 2026, Regular Transportation funding proration will fall to 71 percent and Special Education Transportation proration will fall to 61 percent. Private Facility Tuition funding is too variable to estimate at this time due to the pending changes to the process to allow for tuition reimbursement for students who attend public day facilities.

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Expenditure Assumptions

- ✓ ***Salaries reflect the District's collective bargaining agreements (CBA) and remain flat at 3.5% throughout the forecast years not under agreement. Non-union employees are budgeted to follow the HESPA CBA. In addition, estimated savings associated with HEA retirements over the contract period have been reflected.***
- ✓ For FY26 and throughout the forecast years, due to the rising cost of healthcare, Health Insurance is budgeted to increase approximately 7% per year. This line item will be adjusted closer to year end after we have more information in hand from BCBS which will help us estimate claims for FY26.
- ✓ Property & Liability and Workers Compensation Insurance is budgeted to increase 5% throughout the forecast years. FY26 is now budgeted to actual, which, based upon our experience, reflects an approximate 7.2% increase from prior year. See Modifications below.
- ✓ Technology Equipment and Curriculum Materials and Adoptions reflect each department's 5-Year Plan forecast based on anticipated needs such as technology infrastructure replacement and/or curriculum needs and adoptions.
- ✓ Capital Expenditures for Operations and Maintenance are budgeted at $2.9M and approximates an $173k increase from prior year. Large capital projects expected for FY26 primarily include a chiller replacement at the high school, asphalt repair and replacement at Marlowe, camera replacements at various buildings and carpet replacement at various buildings throughout the district.
- ✓ Enrollment – See below
- ✓ Property Taxes – Potential Abatements – See below

Enrollment

Enrollment is anticipated to decrease over the next several years primarily due to large exiting classes at the high school versus projected incoming kindergartners. At this time, no headcount adjustment has been reflected within this budget/forecast for enrollment. In addition, offsetting the increase in inflation for supply purchases, building budgets are projected to stay flat over the same period of time.

Property Taxes

Within the fiscal year 2026 budget as well as the forecast years, with a goal of only levying a 2% overall increase in property taxes each year, excluding new construction, the district has built in a debt abatement of ($753k) for levy year 2025, which has been reflected as a reduction in property tax revenue for the Bond & Interest fund. The chart below outlines the forecasted consumer price index by year as well as the overall estimated percentage increase in levy each year. **Please note, that for levy years 2026-2029, based upon an estimated CPI of 2.3% to 2% combined with the District's bond debt remaining fairly flat, the estimated increase in the levy is below 2%, ranging from 1.75% to 1.81%.** See below.

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LEVY YEAR	Actual 2024	Actual 2025	Estimate 2026	Estimate 2027	Estimate 2028	Estimate 2029
Actual/Estimated CPI	3.40%	2.90%	2.30%	2.00%	2.00%	2.00%
Actual / Estimated New Construction	$50,729,836	$15,000,000	$15,000,000	$13,000,000	$13,000,000	$10,000,000
Total Levy/Estimated Levy no New Const	$93,559,495	$98,273,393	$100,646,295	$103,032,939	$105,330,780	$107,729,581
Total Levy/Estimated Levy W/ New Const	$95,629,272	$98,859,575	$101,217,404	$103,523,096	$105,816,177	$108,099,338
Bond and Interest / Debt	$10,210,664	$10,399,501	$10,151,639	$10,145,859	$10,085,998	$10,084,798
Estimated Levy & Debt Locked at 2%	$95,629,272	$97,520,193	$100,836,767	$103,241,752	$105,593,558	$107,932,501
Actual / Estimated increase in Levy	2.00%	2.76%	1.81%	1.79%	1.75%	1.81%
Adjustment Reflected as Abatement for 2%	$110,000.00	$753,200.03				

The current FY26 Tentative Budget reflects an Operating surplus of approximately $814k. Please note, additional risks and challenges remain. Please see below.

A summary of the operating results follows. Please note that for comparative purposes, presented are the FY22 through FY24 Actuals, the FY25 Budget as well as the current FY26 Budget Drafts.

	FY 22 Actuals	FY 23 Actuas	FY 24 Actuals	FY 25 Budget	FY 26 Budget Draft I	FY 26 Budget Tentative
Operating Revenues	$ 115,749,184	$ 121,501,303	$ 129,018,884	$ 133,454,005	$ 139,956,521	$ 139,956,521
Operating Expenditures	$ 116,477,309	$ 123,158,926	$ 128,242,958	$ 132,574,111	$ 138,711,873	$ 139,142,644
Operating Surplus (Deficit)	**$ (728,125)**	**$ (1,657,623)**	**$ 775,926**	**$ 879,894**	**$ 1,244,648**	**$ 813,877**
Beginning Fund Balance	$ 38,980,410	$ 38,330,835	$ 36,673,212	$ 37,449,138	$ 38,329,032	$ 38,329,032
Ending Fund Balance	**$ 38,252,285**	**$ 36,673,212**	**$ 37,449,138**	**$ 38,329,032**	**$ 39,573,680**	**$ 39,142,909**
Reserve for Replacement	$ (4,100,000)	$ (4,100,000)	$ (4,100,000)	$ (4,100,000)	$ (4,100,000)	$ (4,100,000)
Unrestricted Fund Balance	$ 34,152,285	$ 32,573,212	$ 33,349,138	$ 34,229,032	$ 35,473,680	$ 35,042,909

Revenues
FY26 Operating Revenues are budgeted to increase approximately $6.5M or 4.87%.

Local Revenues are expected to increase by $5.2M, the result of an increase in levy dollars. of $5.2M.

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Property Tax Revenues are budgeted to increase $5.2M primarily the result of the 2024 and 2025 Levy combined with the revenue assumption inputs above for CPI and new construction.

State Revenues are increasing by approximately $1.23M the result of the annual increase in the State's Evidence Based Funding (EBF) formula.

Federal Revenues are currently budgeted to stay flat with the FY25 Budget at $3.9M. As more information is received regarding Federal funding, the budget will be adjusted.

Expenses
Operating Expenditures are budgeted to increase approximately $6.56M versus the FY25 Budget, primarily driven by the increase in Salaries & Benefits. Please see below:

Salaries and Benefits within the FY26 Budget Draft I increased $5.9M due to the following:

- ✓ HEA, HESPA and Non-Union salary increases of approximately $4.5M.
- ✓ Benefits increased $1.4M primarily due to the 7% increase in Health Insurance as well as the in TRS and IMRF related to salary increase. Health Insurance Expense is budgeted to increase approximately $1.0M to $15.2M.

Purchased Services is budgeted to increase from the FY25 Budget by approximately $330k to $12.1M. Approximately $200k of this increase is related to the Fiscal/HR/Payroll implementation of Skyward Software in the Professional & Technical Services account. This additional amount covers the implementation cost and the use of the software. In the remaining forecast years, the 5-year plan reflects an approximate ($200k) savings per year for this same line item. Other material items in this grouping include: Contract Custodial $2.4M, Property, Liability and Workers Comp Insurance $1.3M, Contracted Transportation $500k, Curriculum Purchased Services (primarily software) $560k, Repair & Maintenance Buildings $575k and Snow Removal $372k.

Supplies & Materials is budgeted to remain relatively fairly flat with the FY25 Budget, increasing by approximately $150k to $8.99M. Material items in this grouping include: Cafeteria Food, Technology Inventoriable Supplies (laptops and Chromebooks) $1.5M, New Adoptions $900k, Electricity $750k, Building & Grounds Supplies $640k, Diesel Gasoline & Propane $550k and Natural Gas $360k.

Capital Outlay is currently budgeted to increase $173k versus the FY25 Budget. See above.

Other Objects is currently budgeted to remain flat with the FY25 Budget. Other Objects cover expenses such as Private Facility, Room & Board, and Out of District Tuition and will be adjusted in future budget drafts.

As a result, the FY26 Tentative Budget reflects a current Operating Surplus of $814k. Please know that this amount will change as a result of future unknowns and adjustments. Please see below.

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Continued Unknowns and Risks with the FY26 Budget:

- State revenues (EBF) have yet to be finalized. There is no guarantee that we will remain Tier I and there is no guarantee that the State will set aside the annual $350M in additional education funding. As more information becomes available, the Budget will be adjusted.
- Special education costs associated with Private Tuition and Room & Board will not be finalized until August when all placements are solidified.
- Health Insurance and the related risks associated with being self-insured are always uncertain.
- The overall health of the economy and the related financial impact (supply chain, next year's CPI, interest earnings, new construction, etc.)

Future Adjustments

- ✓ All other State Grants including final State funding
- ✓ Finalizing the Transportation Claim
- ✓ The IDEA Grant
- ✓ Other Federal Funding, Title Grants, National School Lunch, etc.
- ✓ Final Special Education estimates
- ✓ Department Allocations – Once the Budget is near final, each Department will have the opportunity to reclass budgeted expenditures between accounts within their budget based on their estimated need; i.e., supplies, travel, dues & fees, etc.

Budget Timeline

The budget timeline for presenting and submitting a final FY26 Budget in September, 2025 follows:

July /August – Updates as needed
August/September – Final FY26 Budget presented
September – Final Budget adopted by the Board

5-Year Plan

The attached budget document includes 5-Year Plan information for the years FY26-FY30. The Forecast years of FY27-30 are presented with input assumptions for material revenues and expenditures. Beyond FY26, material line items from Curriculum, Operations and Maintenance and Technology have been adjusted, reflecting each department's 5-year needs. For example, the Operation's & Maintenance Department has outlined their capital needs over the next 5 years in line with our Deferred Maintenance Plan, which includes such things as asphalt repair and

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replacement, mechanical needs as well as carpet replacement. Thus, this forecast currently reflects the all needs in of the district.

Please note, this plan does not currently reflect future budget cuts, including headcount reductions related to declining enrollment. Over the next few drafts of the Budget, as more adjustments are added and amounts are finalized, we will review various scenarios with the Board.

Recommendation

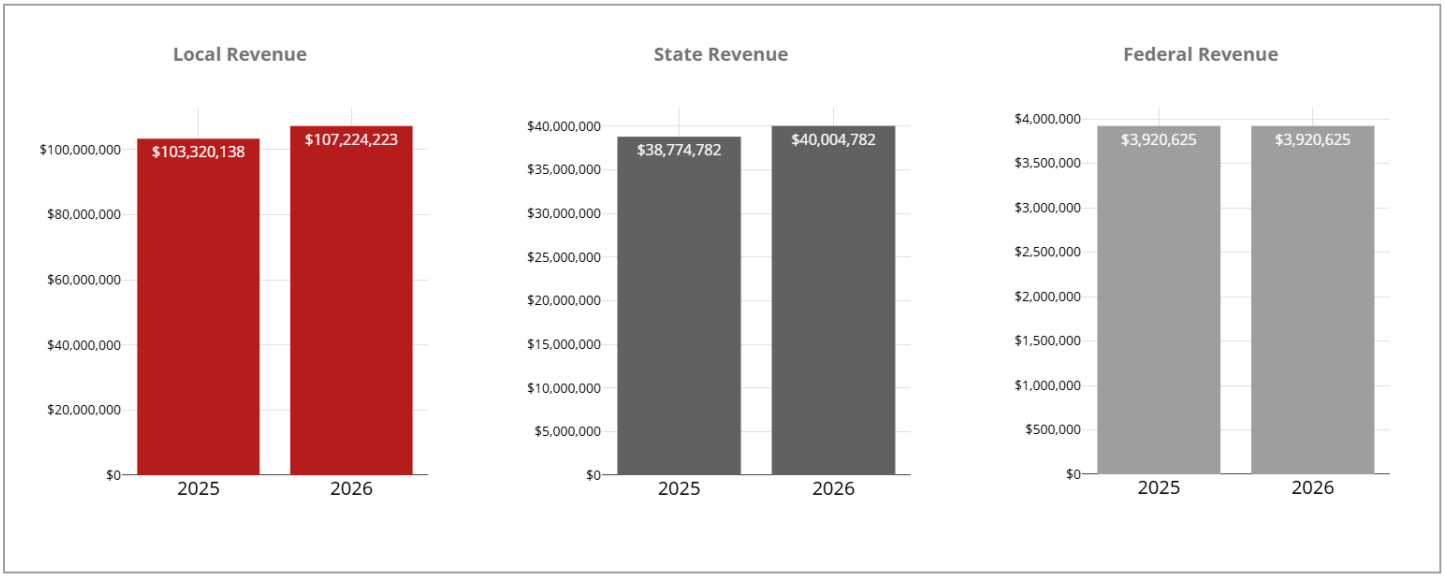
Administration recommends that the Board of Education approve the District's FY26 Tentative Budget Draft as presented.

If you have any questions, comments and/or suggestions, please feel free to reach out to me before the upcoming meeting.

Huntley Community SD 158

FY 2026 Budget Summary - Revenue

Local Revenue	State Revenue	Federal Revenue
$107,224,223	**$40,004,782**	**$3,920,625**
FY 2026 Budgeted	FY 2026 Budgeted	FY 2026 Budgeted
3.78% Change from Prior Year	3.17% Change from Prior Year	0.00% Change from Prior Year



	FY2024 Actuals	FY2025 Budget	FY2026 Budget	Percent Change	Dollar Change
Local Revenue					
1100 Ad Valorem Taxes	$88,601,283	$92,918,658	$96,822,743	4.20%	$3,904,085
1200 Payments in Lieu of Taxes	$961,557	$800,000	$800,000	0.00%	$0
1500 Earnings on Investments	$2,552,037	$2,100,000	$2,100,000	0.00%	$0
1600 Food Service	$2,212,239	$2,675,194	$2,675,194	0.00%	$0
All Other Local Revenue	$7,006,183	$4,826,286	$4,826,286	0.00%	$0
Total Local Revenue	$101,333,299	$103,320,138	$107,224,223	3.78%	$3,904,085
State Revenue					
3000 Unrestricted Grants-in-Aid	$31,959,335	$33,168,661	$34,398,661	3.71%	$1,230,000
3100 Special Education	$1,393,340	$1,329,322	$1,329,322	0.00%	$0
3300 Bilingual Education	$33,883	$77,280	$77,280	0.00%	$0
3500 State Transportation Reimbursement	$3,546,621	$3,540,290	$3,540,290	0.00%	$0
All Other State Revenue	$691,208	$659,229	$659,229	0.00%	$0
Total State Revenue	$37,624,386	$38,774,782	$40,004,782	3.17%	$1,230,000
Federal Revenue	$5,698,970	$3,920,625	$3,920,625	0.00%	$0
Total Revenue	**$144,656,655**	**$146,015,545**	**$151,149,630**	**3.52%**	**$5,134,085**
Other Financing Sources	$13,051,708	$0	$0	0.00%	$0
Total Revenue and Other Financing Sources	**$157,708,363**	**$146,015,545**	**$151,149,630**	**3.52%**	**$5,134,085**

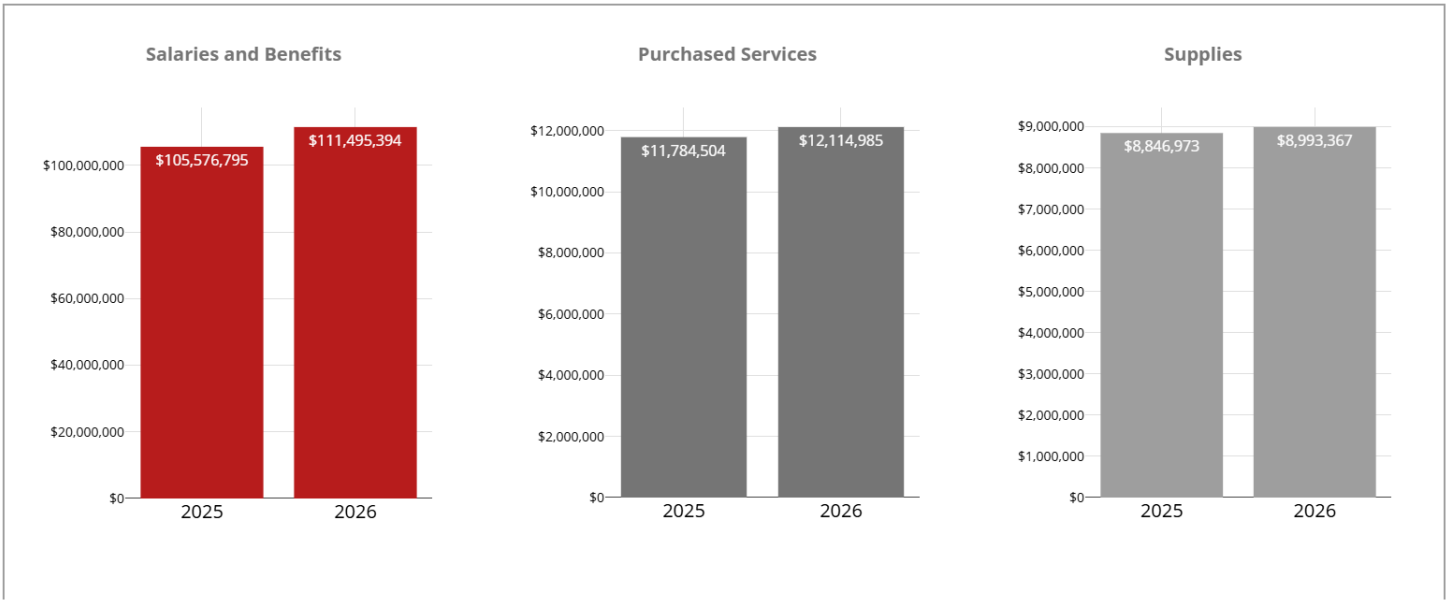
FY 2026 Revenue Budget Insight:
Revenues for FY 2026 are budgeted at $151,149,630, which is a difference of $5,134,085 or 3.52% from last fiscal year. **Local** Revenue is budgeted to change by $3,904,085 to $107,224,223. **State** Revenue is budgeted to change by $1,230,000 to $40,004,782 and **Federal** Revenue is budget to change by $0 to $3,920,625.

Huntley Community SD 158

FY 2026 Budget Summary - Expense

Loading...

Salaries and Benefits	Purchased Services	Supplies
$111,495,394	**$12,114,985**	**$8,993,367**
FY 2026 Budgeted	FY 2026 Budgeted	FY 2026 Budgeted
5.61% Change from Prior Year	2.80% Change from Prior Year	1.65% Change from Prior Year



	FY2024 Actuals	FY2025 Budget	FY2026 Budget	Percent Change	Dollar Change
Salaries and Benefits					
Salaries	$77,170,791	$81,071,209	$85,524,108	5.49%	$4,452,899
Employee Benefits	$22,416,709	$24,505,586	$25,971,286	5.98%	$1,465,700
Total Salaries and Benefits	$99,587,500	$105,576,795	$111,495,394	5.61%	$5,918,599
Purchased Services	$12,070,454	$11,784,504	$12,114,985	2.80%	$330,481
Supplies	$9,335,499	$8,846,973	$8,993,367	1.65%	$146,394
Capital Outlay	$5,253,012	$2,780,105	$2,953,164	6.22%	$173,059
Other Objects	$16,808,415	$16,139,170	$13,742,448	-14.85%	$-2,396,722
Non-Capitalized Equipment	$175,523	$163,952	$163,952	0.00%	$0
Termination Benefits	$0	$0	$0	$0	$0
Total Other Objects	$43,642,903	$39,714,704	$37,967,916	-4.40%	$-1,746,788
Total Expenses	**$156,035,216**	**$145,291,500**	**$149,463,310**	**2.87%**	**$4,171,811**
Other Financing Uses	$12,804,813	$0	$0	0.00%	$0
Total Expenses and Other Financing Uses	**$156,035,216**	**$145,291,500**	**$149,463,310**	**2.87%**	**$4,171,811**

FY 2026 Expense Budget Insight:
Expenses for FY 2026 are budgeted at $149,463,310, which is a difference of $4,171,811 or 2.87% from last fiscal year. **Salaries and Benefits** are budgeted to change by $5,918,599 or 5.61% to $111,495,394. **Purchased Services** are budgeted to change by $330,481 to $12,114,985 and **Supplies** are budgeted to change by $146,394 to $8,993,367.

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Projected Finances at a Glance - Operating Funds

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Operating Funds (Ed, O&M, Trans, IMRF, WC, Tort)

$139,956,522
FY26 Budgeted Revenues

$139,142,644
FY26 Budgeted Expenses

$813,878
Budgeted Surplus/Deficit
(Operating Funds Only)

$96,031,115
Revenue from Local Sources

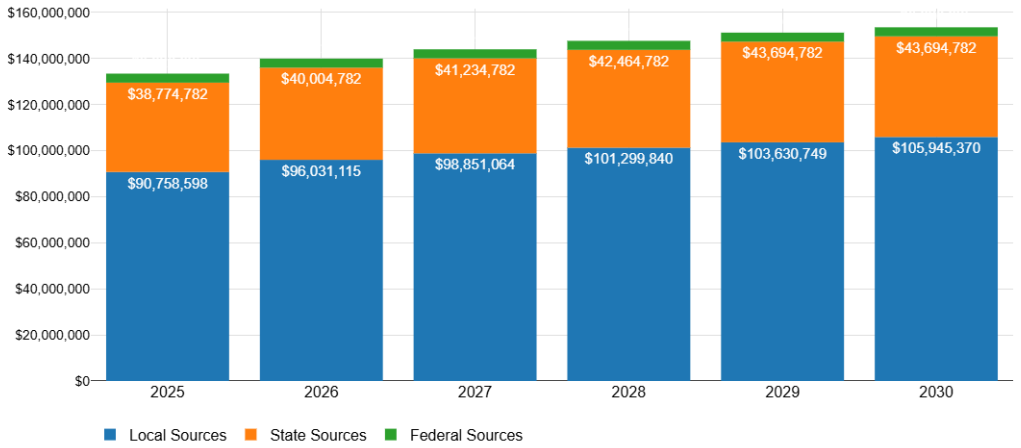
$40,004,782
Revenue from State Sources

$111,495,394
Expenses for Salaries and Benefits

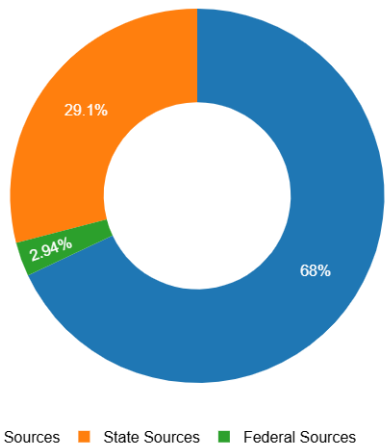
$80,770,675
Expenses for Instruction

$55,961,172
Expenses for Support Services

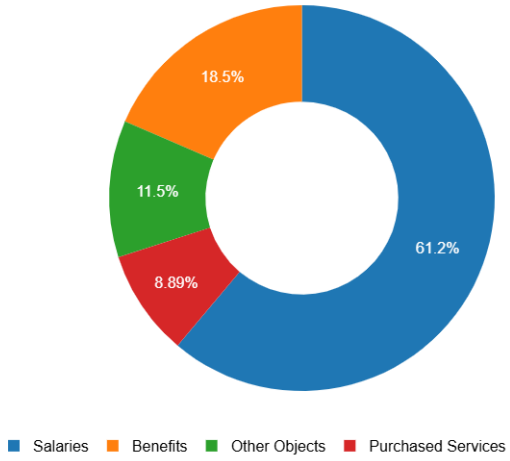
Projected Revenues by Source



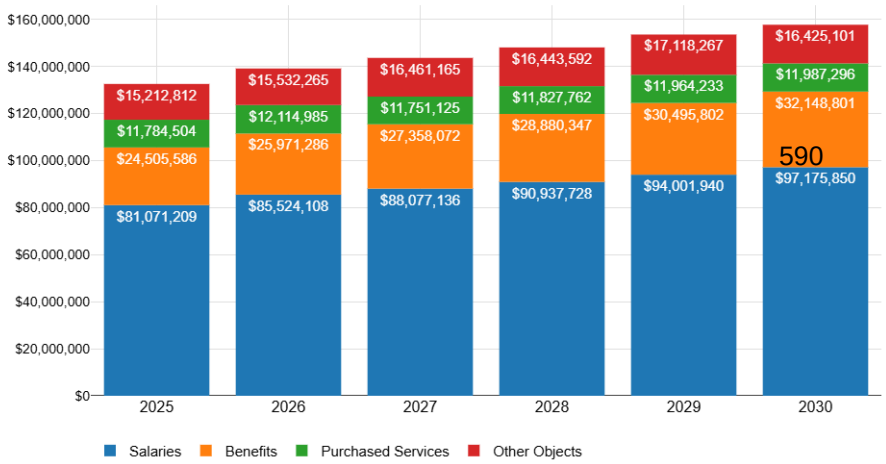
Current Budget Revenues by Source



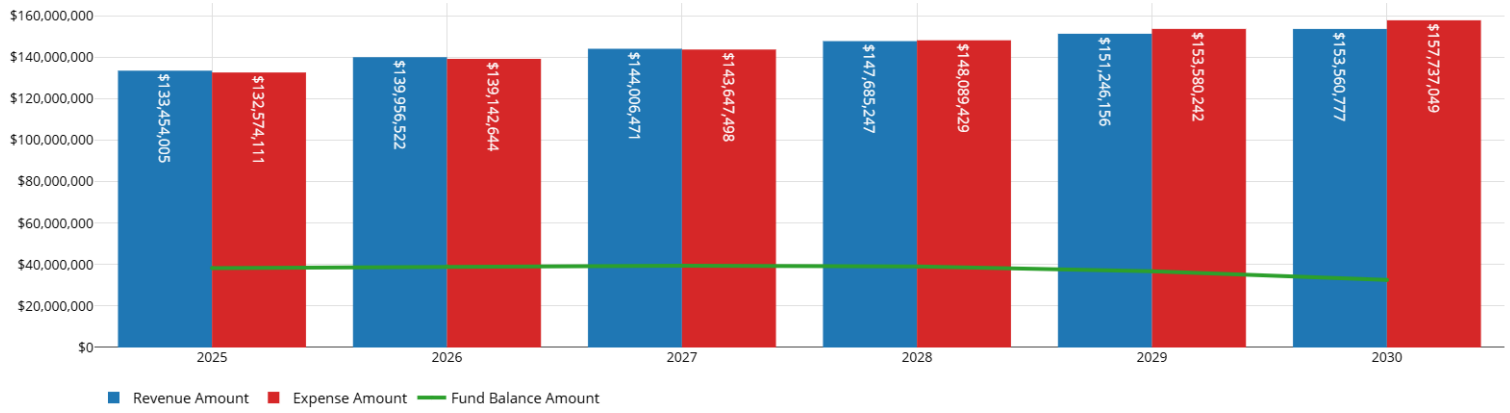
Current Budget Expenses by Object



Projected Expenses by Object



Projected Revenues, Expenses and Fund Balance (Operating Funds)



Projection Summary

Educational | O & M | Transportation | IMRF / SS | Working Cash | Tort

Huntley Community School District 158 | FY26 Tentative Budget

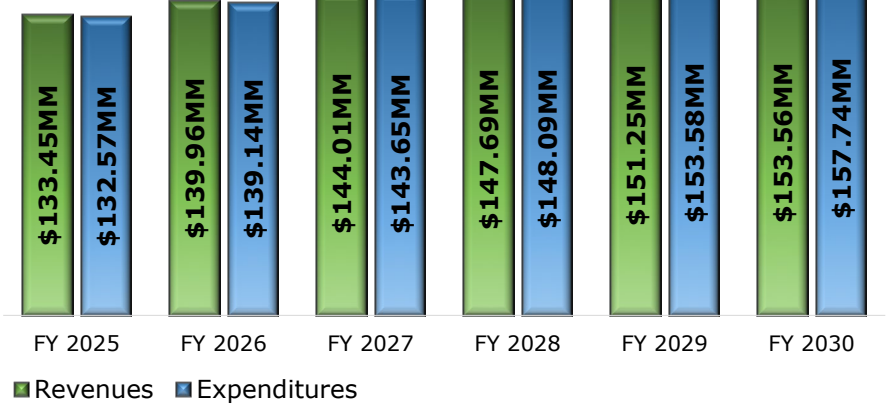
	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
REVENUE											
Local	$90,758,598	$96,031,115	*5.8%*	$98,851,064	*2.9%*	$101,299,840	*2.5%*	$103,630,749	*2.3%*	$105,945,370	*2.2%*
State	38,774,782	40,004,782	*3.2%*	41,234,782	*3.1%*	42,464,782	*3.0%*	43,694,782	*2.9%*	43,694,782	*0.0%*
Federal	3,920,625	3,920,625	*0.0%*	3,920,625	*0.0%*	3,920,625	*0.0%*	3,920,625	*0.0%*	3,920,625	*0.0%*
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$133,454,005**	**$139,956,522**	***4.9%***	**$144,006,471**	***2.9%***	**$147,685,247**	***2.6%***	**$151,246,156**	***2.4%***	**$153,560,777**	***1.5%***
EXPENDITURES											
Salaries	$81,071,209	$85,524,108	*5.5%*	$88,077,136	*3.0%*	$90,937,728	*3.2%*	$94,001,940	*3.4%*	$97,175,850	*3.4%*
Benefits	24,505,586	25,971,286	*6.0%*	27,358,072	*5.3%*	28,880,347	*5.6%*	30,495,802	*5.6%*	32,148,801	*5.4%*
Purchased Services	11,784,504	12,114,985	*2.8%*	11,751,125	*(3.0%)*	11,827,762	*0.7%*	11,964,233	*1.2%*	11,987,296	*0.2%*
Supplies And Materials	8,846,973	8,993,367	*1.7%*	8,518,367	*(5.3%)*	8,633,367	*1.4%*	9,149,367	*6.0%*	8,884,367	*(2.9%)*
Capital Outlay	2,780,105	2,953,164	*6.2%*	4,357,064	*47.5%*	4,224,491	*(3.0%)*	4,383,166	*3.8%*	3,955,000	*(9.8%)*
All Other Objects	3,585,734	3,585,734	*0.0%*	3,585,734	*0.0%*	3,585,734	*0.0%*	3,585,734	*0.0%*	3,585,734	*0.0%*
TOTAL EXPENDITURES	**$132,574,111**	**$139,142,644**	***5.0%***	**$143,647,498**	***3.2%***	**$148,089,429**	***3.1%***	**$153,580,242**	***3.7%***	**$157,737,049**	***2.7%***
SURPLUS / DEFICIT	**$879,893**	**$813,878**		**$358,973**		**($404,182)**		**($2,334,086)**		**($4,176,272)**	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	$0	$0		$0		$0		$0		$0	
Other Financing Uses	$0	$0		$0		$0		$0		$0	
TOTAL OTHER FIN. SOURCES / USES	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
SURPLUS/DEFICIT INCL. OTHER FIN. SOURCES	**$879,893**	**$813,878**		**$358,973**		**($404,182)**		**($2,334,086)**		**($4,176,272)**	
BEGINNING FUND BALANCE	**$37,454,369**	**$38,334,262**		**$39,148,140**		**$39,507,113**		**$39,102,931**		**$36,768,845**	
AUDIT ADUSTMENTS TO FUND BALANCE	0	0		0		0		0		0	
PROJECTED YEAR END BALANCE	**$38,334,262**	**$39,148,140**		**$39,507,113**		**$39,102,931**		**$36,768,845**		**$32,592,573**	
FUND BALANCE AS % OF EXPENDITURES	***29%***	***28%***		***28%***		***26%***		***24%***		***21%***	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**3.47**	**3.38**		**3.30**		**3.17**		**2.87**		**2.48**	

Projection Summary

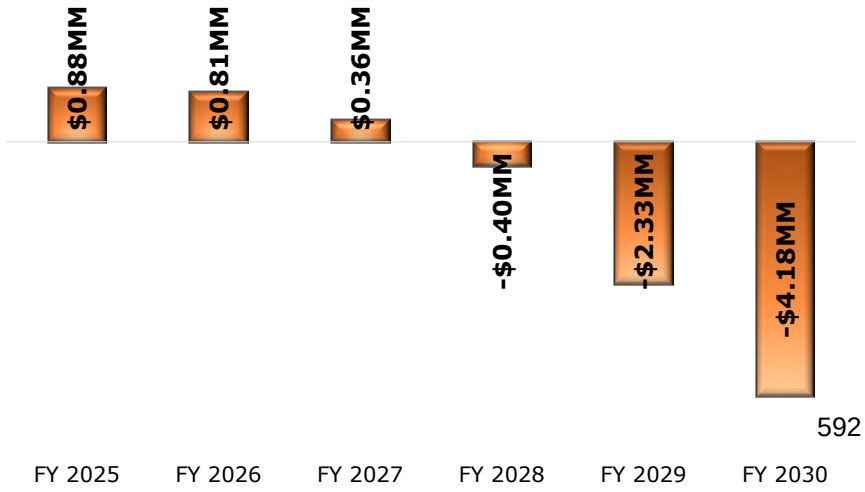
Educational | O & M | Transportation | IMRF / SS | Working Cash | Tort

Huntley Community School District 158 | FY26 Tentative Budget

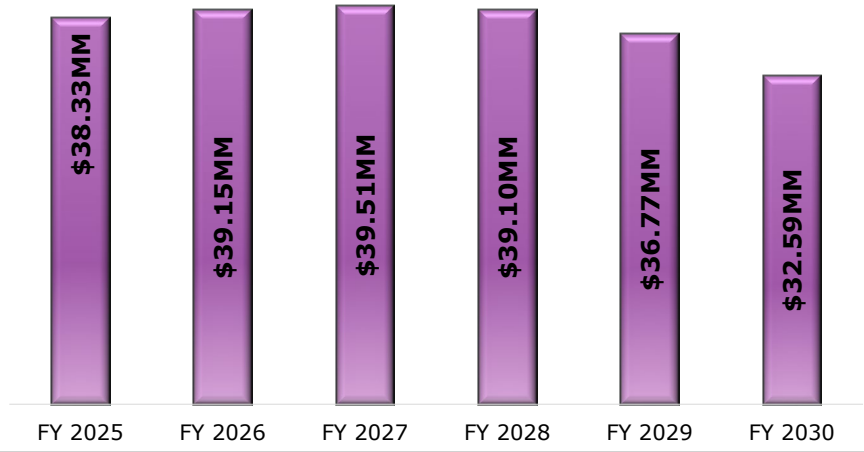
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



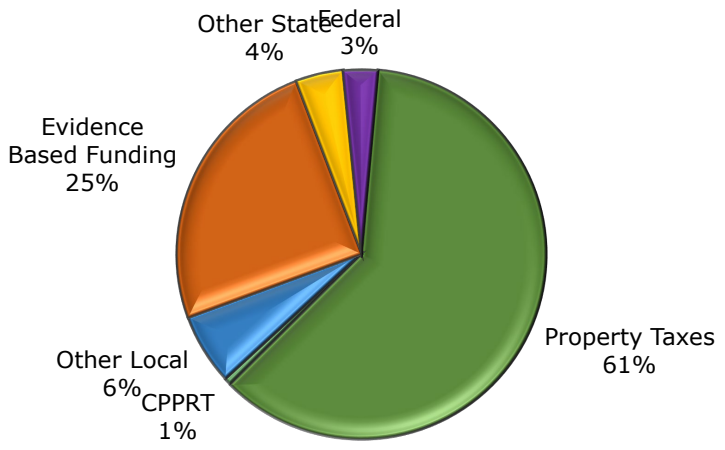
Revenue Summary

Educational | O & M | Transportation | IMRF / SS | Working Cash | Tort

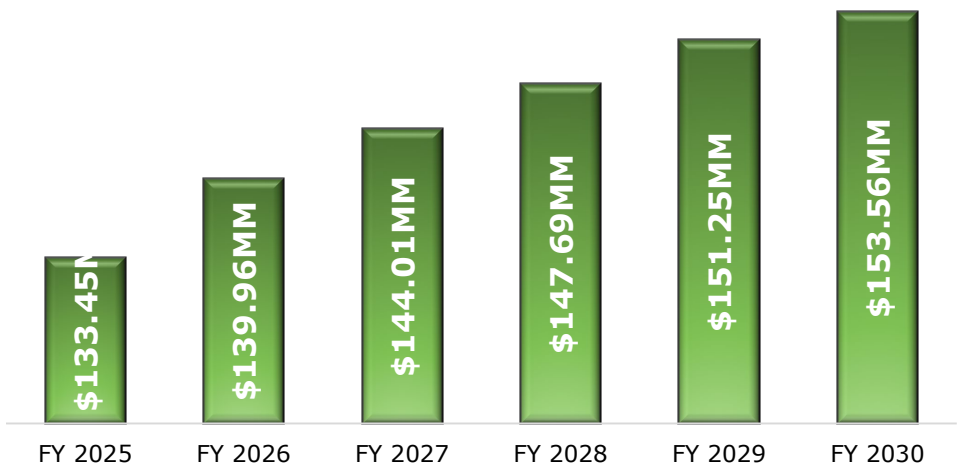
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
LOCAL											
Property Taxes	$81,645,767	$86,918,284	*6.5%*	$89,738,233	*3.2%*	$92,187,009	*2.7%*	$94,517,918	*2.5%*	$96,832,539	*2.4%*
CPPRT	800,000	800,000	*0.0%*	800,000	*0.0%*	800,000	*0.0%*	800,000	*0.0%*	800,000	*0.0%*
Other Local	8,312,831	8,312,831	*0.0%*	8,312,831	*0.0%*	8,312,831	*0.0%*	8,312,831	*0.0%*	8,312,831	*0.0%*
TOTAL LOCAL REVENUE	**$90,758,598**	**$96,031,115**	***5.8%***	**$98,851,064**	***2.9%***	**$101,299,840**	***2.5%***	**$103,630,749**	***2.3%***	**$105,945,370**	***2.2%***
STATE											
Evidence Based Funding	$33,168,661	$34,398,661	*3.7%*	$35,628,661	*3.6%*	$36,858,661	*3.5%*	$38,088,661	*3.3%*	$38,088,661	*0.0%*
Other State	5,606,121	5,606,121	*0.0%*	5,606,121	*0.0%*	5,606,121	*0.0%*	5,606,121	*0.0%*	5,606,121	*0.0%*
TOTAL STATE REVENUE	**$38,774,782**	**$40,004,782**	***3.2%***	**$41,234,782**	***3.1%***	**$42,464,782**	***3.0%***	**$43,694,782**	***2.9%***	**$43,694,782**	***0.0%***
TOTAL FEDERAL REVENUE	**$3,920,625**	**$3,920,625**	***0.0%***	**$3,920,625**	***0.0%***	**$3,920,625**	***0.0%***	**$3,920,625**	***0.0%***	**$3,920,625**	***0.0%***
FLOW-THROUGH REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	593
TOTAL REVENUE	**$133,454,005**	**$139,956,522**	***4.9%***	**$144,006,471**	***2.9%***	**$147,685,247**	***2.6%***	**$151,246,156**	***2.4%***	**$153,560,777**	***1.5%***

Budgeted Revenue Allocation by Source



Revenue Projection (in millions)

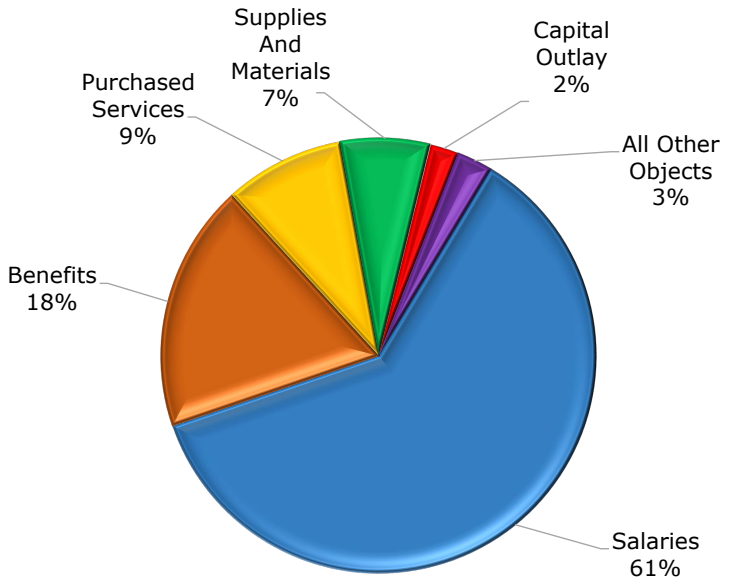


Expenditure Summary

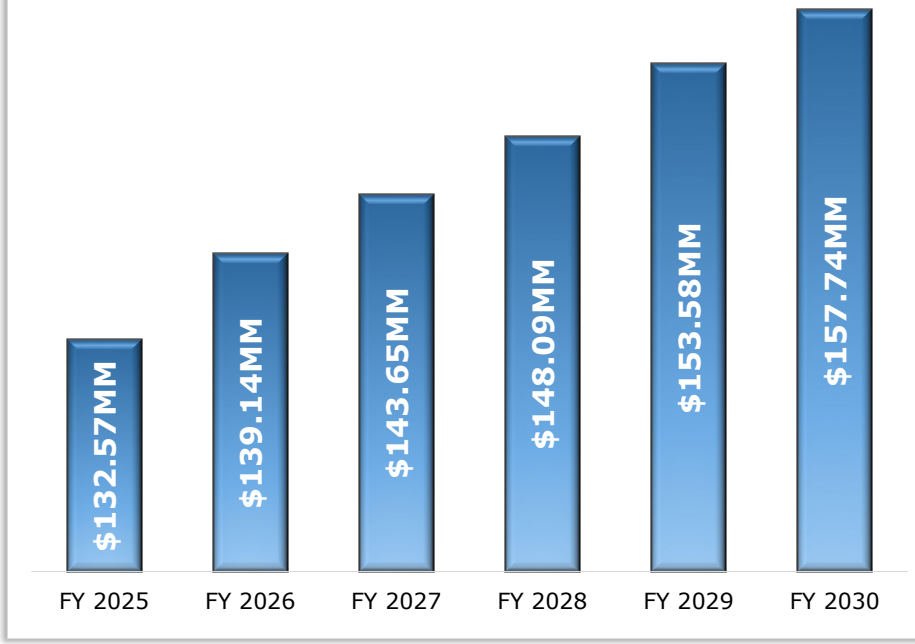
Educational | O & M | Transportation | IMRF / SS | Working Cash | Tort
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
Salaries	$81,071,209	$85,524,108	5.5%	$88,077,136	3.0%	$90,937,728	3.2%	$94,001,940	3.4%	$97,175,850	3.4%
Benefits	24,505,586	25,971,286	6.0%	27,358,072	5.3%	28,880,347	5.6%	30,495,802	5.6%	32,148,801	5.4%
TOTAL SALARIES & BENEFITS	**$105,576,795**	**$111,495,394**	**5.6%**	**$115,435,207**	**3.5%**	**$119,818,075**	**3.8%**	**$124,497,742**	**3.9%**	**$129,324,652**	**3.9%**
Purchased Services	$11,784,504	$12,114,985	2.8%	$11,751,125	(3.0%)	$11,827,762	0.7%	$11,964,233	1.2%	$11,987,296	0.2%
Supplies And Materials	8,846,973	8,993,367	1.7%	8,518,367	(5.3%)	8,633,367	1.4%	9,149,367	6.0%	8,884,367	(2.9%)
Capital Outlay	2,780,105	2,953,164	6.2%	4,357,064	47.5%	4,224,491	(3.0%)	4,383,166	3.8%	3,955,000	(9.8%)
Other Objects	3,421,782	3,421,782	0.0%	3,421,782	0.0%	3,421,782	0.0%	3,421,782	0.0%	3,421,782	0.0%
Non-Capitalized Equipment	163,952	163,952	0.0%	163,952	0.0%	163,952	0.0%	163,952	0.0%	163,952	0.0%
Termination Benefits	0	0		0		0		0		0	
Provision For Contingencies	0	0		0		0		0		0	
TOTAL ALL OTHER	**$26,997,316**	**$27,647,250**	**2.4%**	**$28,212,290**	**2.0%**	**$28,271,354**	**0.2%**	**$29,082,500**	**2.9%**	**$28,412,397**	**(2.3%)**
TOTAL EXPENDITURES	**$132,574,111**	**$139,142,644**	**5.0%**	**$143,647,498**	**3.2%**	**$148,089,429**	**3.1%**	**$153,580,242**	**3.7%**	**$157,737,049**	**2.7%**

Budgeted Expenditure Allocation by Object



Expenditure Projection (in millions)



Historical Summary

Educational | O & M | Transportation | IMRF / SS | Working Cash | Tort

Huntley Community School District 158 | FY26 Tentative Budget

	AFR FY 2020	AFR FY 2021		AFR FY 2022		AFR FY 2023		AFR FY 2024		BUDGET FY 2025	
REVENUE											
Local	$71,756,935	$71,102,866	(0.9%)	$74,547,146	4.8%	$80,573,538	8.1%	$85,897,814	6.6%	$90,758,598	5.7%
State	32,115,695	32,180,026	0.2%	33,583,579	4.4%	34,002,315	1.2%	37,624,386	10.7%	38,774,782	3.1%
Federal	3,246,551	5,793,786	78.5%	7,618,459	31.5%	6,925,450	(9.1%)	5,496,684	(20.6%)	3,920,625	(28.7%)
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$107,119,181**	**$109,076,678**	*1.8%*	**$115,749,184**	*6.1%*	**$121,501,303**	*5.0%*	**$129,018,884**	*6.2%*	**$133,454,005**	*3.4%*
EXPENDITURES											
Salaries	$66,021,801	$67,155,964	1.7%	$69,901,959	4.1%	$73,519,849	5.2%	$77,154,655	4.9%	$81,071,209	5.1%
Benefits	14,681,867	16,765,907	14.2%	18,810,395	12.2%	21,778,143	15.8%	22,415,947	2.9%	24,505,586	9.3%
Purchased Services	8,791,484	9,342,790	6.3%	10,853,062	16.2%	13,710,426	26.3%	12,087,353	(11.8%)	11,784,504	(2.5%)
Supplies And Materials	8,319,779	7,977,904	(4.1%)	9,308,934	16.7%	7,838,148	(15.8%)	8,789,365	12.1%	8,846,973	0.7%
Capital Outlay	3,974,270	3,175,968	(20.1%)	5,341,423	68.2%	3,600,243	(32.6%)	5,253,012	45.9%	2,780,105	(47.1%)
All Other Objects	4,380,963	2,620,424	(40.2%)	2,261,536	(13.7%)	2,712,117	19.9%	2,542,626	(6.2%)	3,585,734	41.0%
TOTAL EXPENDITURES	**$106,170,164**	**$107,038,957**	*0.8%*	**$116,477,309**	*8.8%*	**$123,158,926**	*5.7%*	**$128,242,958**	*4.1%*	**$132,574,111**	*3.4%*
SURPLUS / DEFICIT	**$949,017**	**$2,037,721**		**($728,125)**		**($1,657,623)**		**$775,926**		**$879,893**	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	$3,420,455	$6,065		$107,616		$153,602		$28,793		$0	
Other Financing Uses	($7,020,351)	($227,668)		($53,076)		($75,052)		($78,102)		$0	
TOTAL OTHER FIN. SOURCES / USES	**($3,599,896)**	**($221,603)**		**$54,540**		**$78,550**		**($49,309)**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**($2,650,879)**	**$1,816,118**		**($673,585)**		**($1,579,073)**		**$726,617**		**$879,893**	
BEGINNING FUND BALANCE	**$39,844,573**	**$38,145,320**		**$38,980,410**		**$38,306,825**		**$36,727,752**		**$37,454,369**	
AUDIT ADUSTMENTS TO FUND BALANCE	951,626	(981,028)		0		0		0		0	
YEAR END BALANCE	**$38,145,320**	**$38,980,410**		**$38,306,825**		**$36,727,752**		**$37,454,369**		**$38,334,262**	
FUND BALANCE AS % OF EXPENDITURES	*36%*	*36%*		*33%*		*30%*		*29%*		*29%*	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**4.31**	**4.37**		**3.95**		**3.58**		**3.50**		**3.47**	

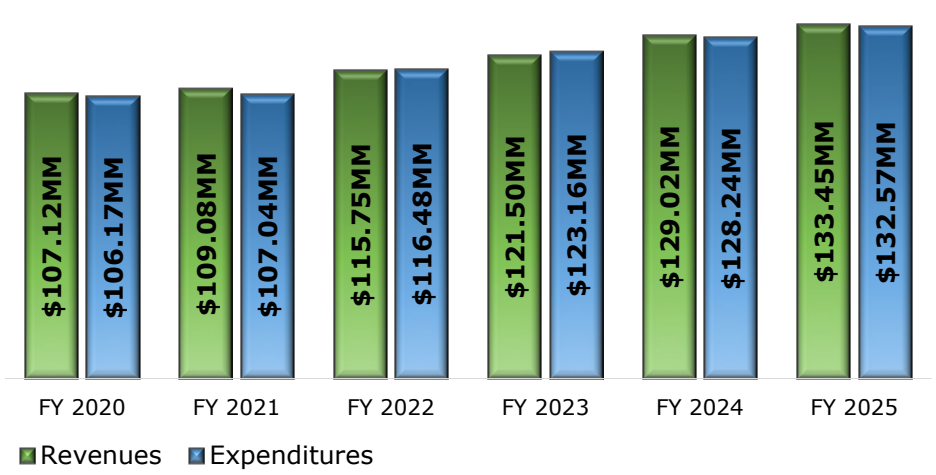
frontline Analytics

Historical Summary

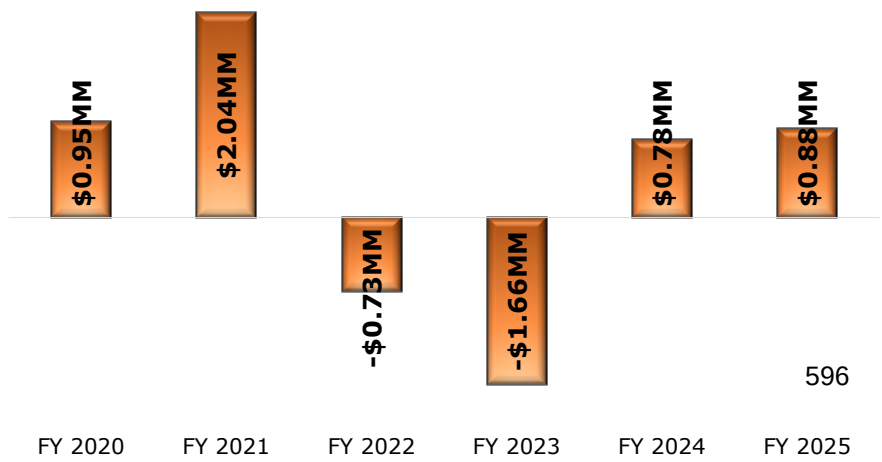
Educational | O & M | Transportation | IMRF / SS | Working Cash | Tort

Huntley Community School District 158 | FY26 Tentative Budget

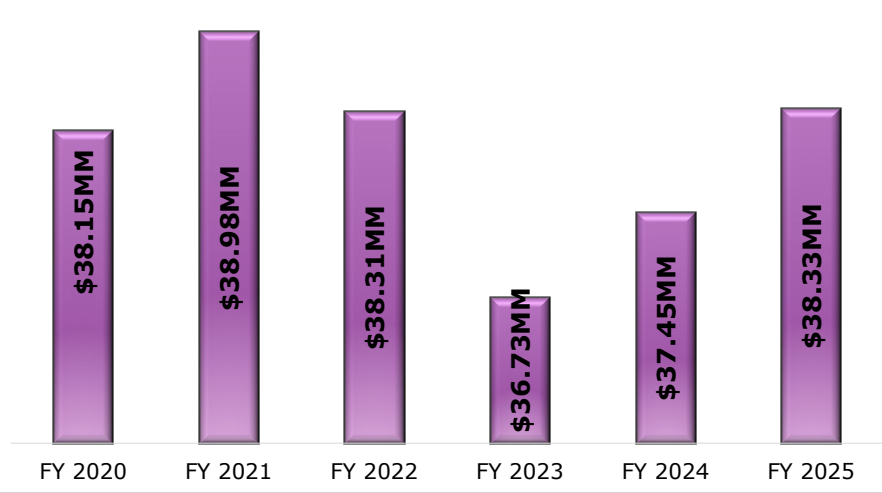
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



Projection Summary

Educational Fund

Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
REVENUE											
Local	$72,442,413	$76,877,866	*6.1%*	$79,123,581	*2.9%*	$81,073,704	*2.5%*	$82,929,963	*2.3%*	$84,773,250	*2.2%*
State	33,138,249	36,464,492	*10.0%*	37,694,492	*3.4%*	38,924,492	*3.3%*	40,154,492	*3.2%*	40,154,492	*0.0%*
Federal	3,920,625	3,920,625	*0.0%*	3,920,625	*0.0%*	3,920,625	*0.0%*	3,920,625	*0.0%*	3,920,625	*0.0%*
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$109,501,287**	**$117,262,983**	***7.1%***	**$120,738,698**	***3.0%***	**$123,918,821**	***2.6%***	**$127,005,080**	***2.5%***	**$128,848,367**	***1.5%***
EXPENDITURES											
Salary and Benefit Costs	$94,635,859	$100,085,142	*5.8%*	$103,533,166	*3.4%*	$107,400,562	*3.7%*	$111,539,793	*3.9%*	$115,861,181	*3.9%*
Other	15,514,361	16,134,892	*4.0%*	15,231,161	*(5.6%)*	15,335,185	*0.7%*	15,842,160	*3.3%*	15,620,183	*(1.4%)*
TOTAL EXPENDITURES	**$110,150,220**	**$116,220,034**	***5.5%***	**$118,764,328**	***2.2%***	**$122,735,747**	***3.3%***	**$127,381,953**	***3.8%***	**$131,481,364**	***3.2%***
SURPLUS / DEFICIT	**($648,933)**	**$1,042,949**		**$1,974,370**		**$1,183,074**		**($376,873)**		**($2,632,997)**	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	$0	$0		$0		$0		$0		$0	
Other Financing Uses	$0	$0		$0		$0		$0		$0	
TOTAL OTHER FIN. SOURCES / USES	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**($648,933)**	**$1,042,949**		**$1,974,370**		**$1,183,074**		**($376,873)**		**($2,632,997)**	
BEGINNING FUND BALANCE	**$14,187,996**	**$13,539,063**		**$14,582,012**		**$16,556,383**		**$17,739,457**		**$17,362,584**	
AUDIT ADUSTMENTS TO FUND BALANCE	0	0		0		0		0		0	
PROJECTED YEAR END BALANCE	**$13,539,063**	**$14,582,012**		**$16,556,383**		**$17,739,457**		**$17,362,584**		**$14,729,587**	
FUND BALANCE AS % OF EXPENDITURES	***12%***	***13%***		***14%***		***14%***		***14%***		***11%***	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**1.47**	**1.51**		**1.67**		**1.73**		**1.64**		**1.34**	

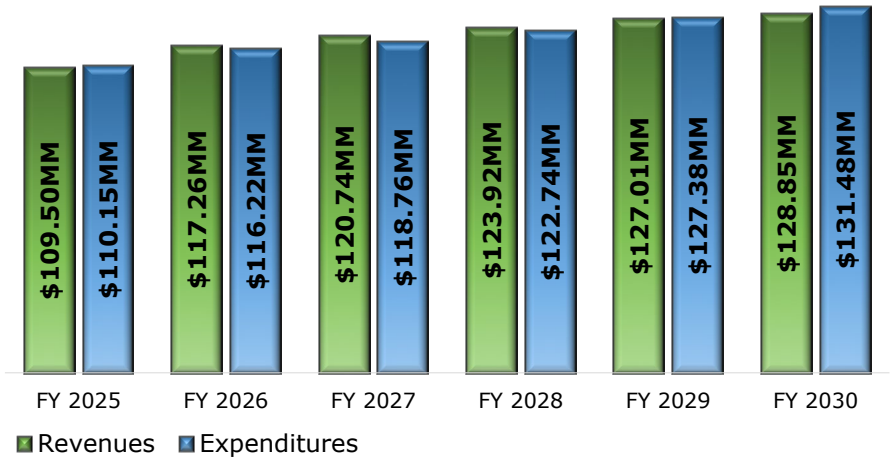
frontline Analytics

Projection Summary

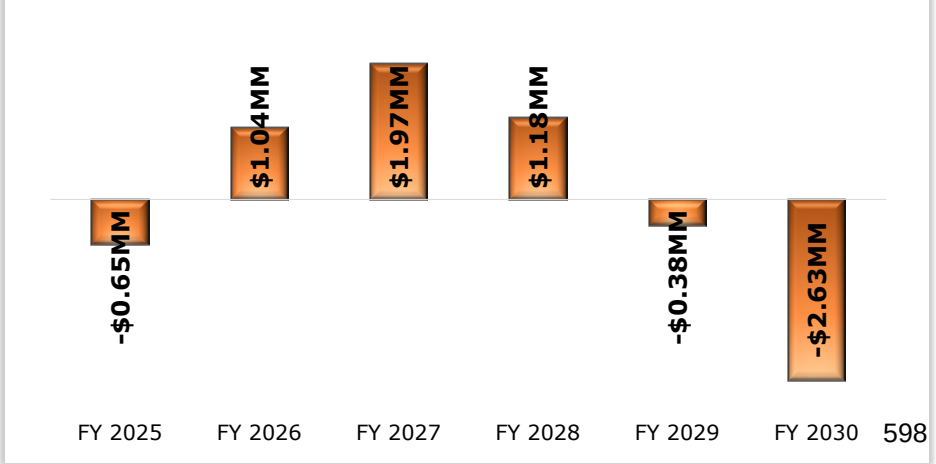
Educational Fund

Huntley Community School District 158 | FY26 Tentative Budget

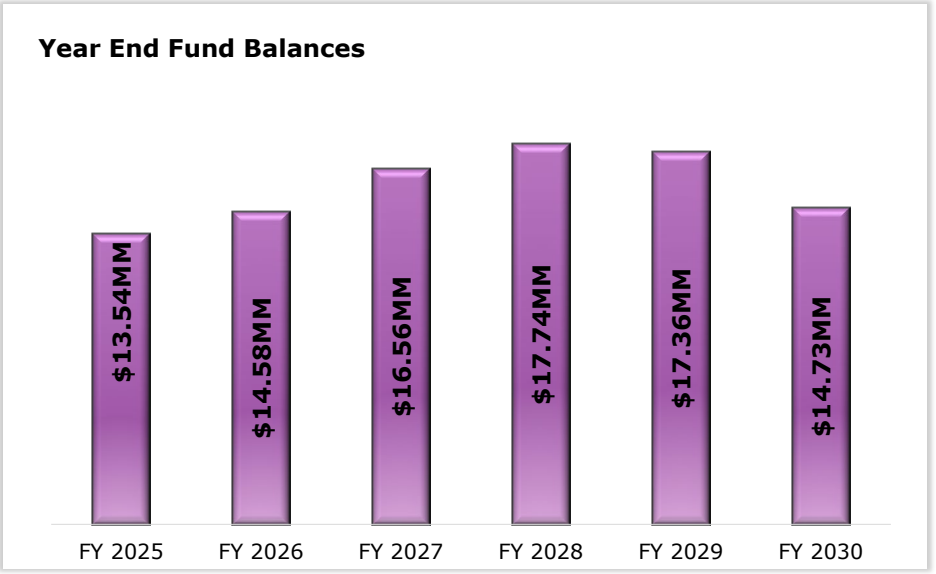
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



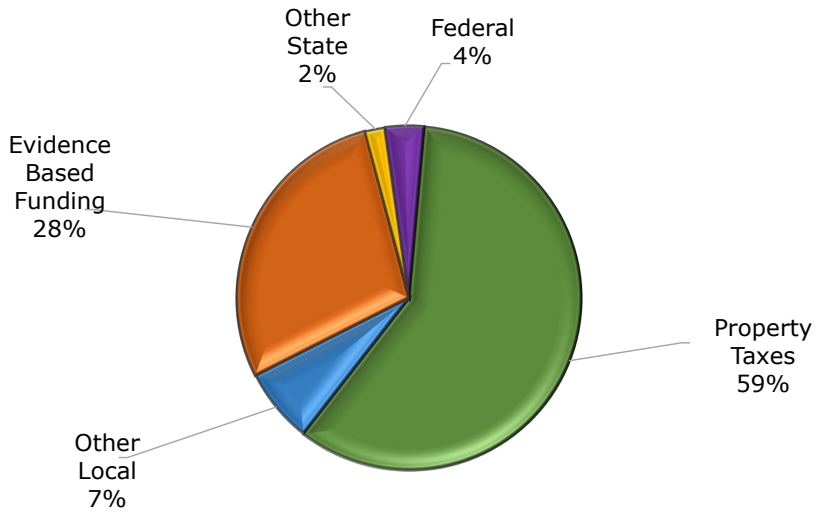
frontline Analytics

Revenue Summary

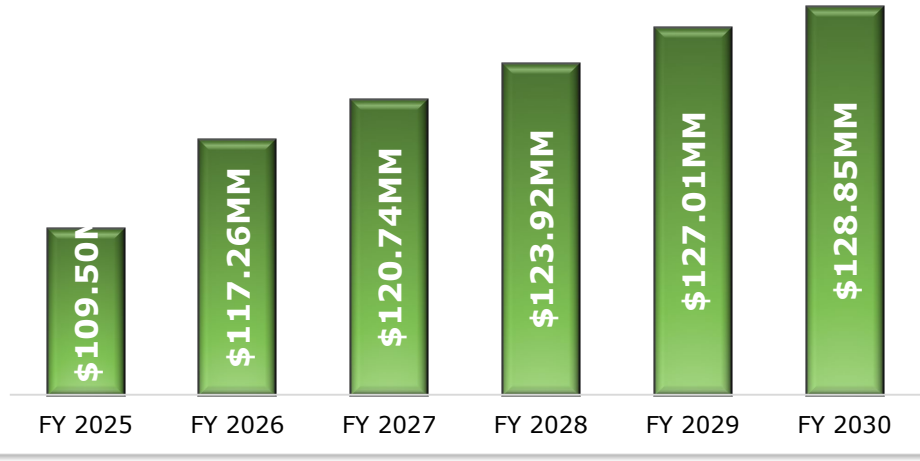
Educational Fund
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
LOCAL											
Property Taxes	$64,783,389	$69,218,842	*6.8%*	$71,464,557	*3.2%*	$73,414,680	*2.7%*	$75,270,939	*2.5%*	$77,114,226	*2.4%*
Other Local Revenue	7,659,024	7,659,024	*0.0%*	7,659,024	*0.0%*	7,659,024	*0.0%*	7,659,024	*0.0%*	7,659,024	*0.0%*
TOTAL LOCAL REVENUE	**$72,442,413**	**$76,877,866**	***6.1%***	**$79,123,581**	***2.9%***	**$81,073,704**	***2.5%***	**$82,929,963**	***2.3%***	**$84,773,250**	***2.2%***
STATE											
Evidence Based Funding	$31,072,418	$34,398,661	*10.7%*	$35,628,661	*3.6%*	$36,858,661	*3.5%*	$38,088,661	*3.3%*	$38,088,661	*0.0%*
Other State Revenue	2,065,831	2,065,831	*0.0%*	2,065,831	*0.0%*	2,065,831	*0.0%*	2,065,831	*0.0%*	2,065,831	*0.0%*
TOTAL STATE REVENUE	**$33,138,249**	**$36,464,492**	***10.0%***	**$37,694,492**	***3.4%***	**$38,924,492**	***3.3%***	**$40,154,492**	***3.2%***	**$40,154,492**	***0.0%***
TOTAL FEDERAL REVENUE	**$3,920,625**	**$3,920,625**	***0.0%***	**$3,920,625**	***0.0%***	**$3,920,625**	***0.0%***	**$3,920,625**	***0.0%***	**$3,920,625**	***0.0%***
FLOW-THROUGH REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
TOTAL REVENUE	**$109,501,287**	**$117,262,983**	***7.1%***	**$120,738,698**	***3.0%***	**$123,918,821**	***2.6%***	**$127,005,080**	***2.5%***	**$128,848,367**	***1.5%***

Budgeted Revenue Allocation by Source



Revenue Projection



Expenditure Summary

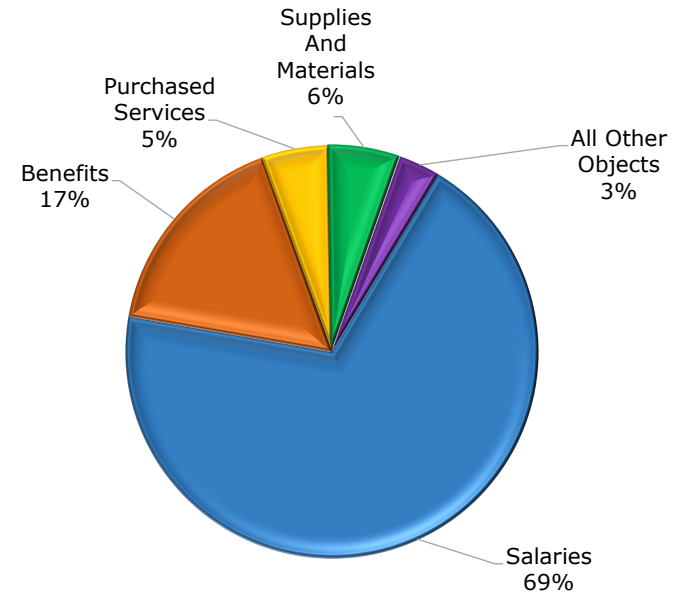
Educational Fund

Huntley Community School District 158 | FY26 Tentative Budget

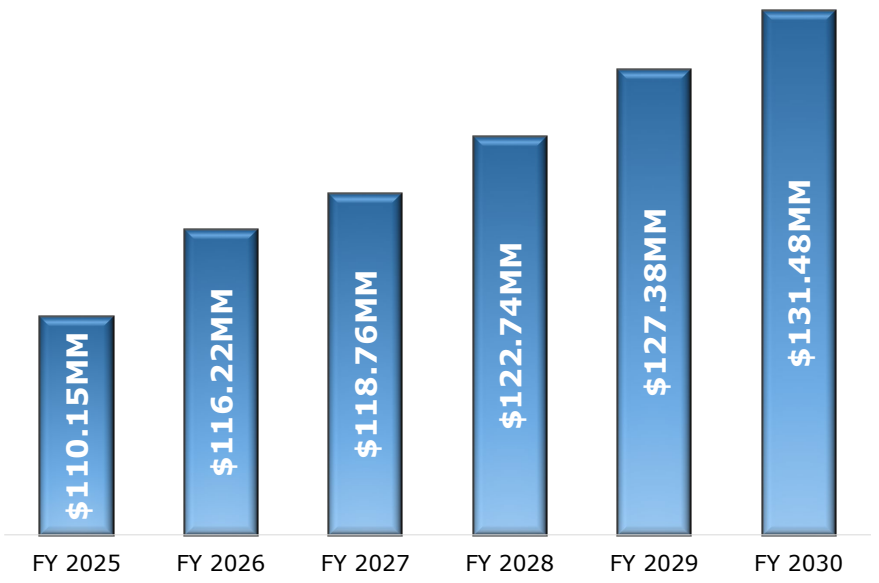
	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
Salaries	$76,158,361	$80,439,310	5.6%	$82,814,370	3.0%	$85,490,765	3.2%	$88,364,334	3.4%	$91,340,928	3.4%
Benefits	18,477,498	19,645,832	6.3%	20,718,797	5.5%	21,909,797	5.7%	23,175,459	5.8%	24,520,253	5.8%
TOTAL SALARIES & BENEFITS	**$94,635,859**	**$100,085,142**	**5.8%**	**$103,533,166**	**3.4%**	**$107,400,562**	**3.7%**	**$111,539,793**	**3.9%**	**$115,861,181**	**3.9%**
Purchased Services	$5,749,716	$5,943,853	3.4%	$5,495,122	(7.5%)	$5,484,146	(0.2%)	$5,475,121	(0.2%)	$5,518,144	0.8%
Supplies And Materials	6,133,130	6,279,524	2.4%	5,804,524	(7.6%)	5,919,524	2.0%	6,435,524	8.7%	6,170,524	(4.1%)
Capital Outlay	55,000	335,000	509.1%	355,000	6.0%	355,000	0.0%	355,000	0.0%	355,000	0.0%
Other Objects	3,412,563	3,412,563	0.0%	3,412,563	0.0%	3,412,563	0.0%	3,412,563	0.0%	3,412,563	0.0%
Non-Capitalized Equipment	163,952	163,952	0.0%	163,952	0.0%	163,952	0.0%	163,952	0.0%	163,952	0.0%
Termination Benefits	0	0		0		0		0		0	
Provision For Contingencies	0	0		0		0		0		0	
TOTAL ALL OTHER	**$15,514,361**	**$16,134,892**	**4.0%**	**$15,231,161**	**(5.6%)**	**$15,335,185**	**0.7%**	**$15,842,160**	**3.3%**	**$15,620,183**	**(1.4%)**
TOTAL EXPENDITURES	**$110,150,220**	**$116,220,034**	**5.5%**	**$118,764,328**	**2.2%**	**$122,735,747**	**3.3%**	**$127,381,953**	**3.8%**	**$131,481,364**	**3.2%**

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Budgeted Expenditure Allocation by Object



Expenditure Projection



frontline Analytics

Historical Summary

Educational Fund
Huntley Community School District 158 | FY26 Tentative Budget

	AFR FY 2020	AFR FY 2021		AFR FY 2022		AFR FY 2023		AFR FY 2024		BUDGET FY 2025	
REVENUE											
Local	$57,625,739	$56,682,395	*(1.6%)*	$59,639,216	*5.2%*	$64,576,685	*8.3%*	$67,999,491	*5.3%*	$72,442,413	*6.5%*
State	24,206,403	26,631,195	*10.0%*	27,563,291	*3.5%*	28,690,910	*4.1%*	31,931,522	*11.3%*	33,138,249	*3.8%*
Federal	3,246,551	5,793,786	*78.5%*	7,618,459	*31.5%*	6,925,450	*(9.1%)*	5,496,684	*(20.6%)*	3,920,625	*(28.7%)*
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$85,078,693**	**$89,107,376**	***4.7%***	**$94,820,966**	***6.4%***	**$100,193,045**	***5.7%***	**$105,427,697**	***5.2%***	**$109,501,287**	***3.9%***
EXPENDITURES											
Salary and Benefit Costs	$72,449,217	$76,124,132	*5.1%*	$80,425,794	*5.7%*	$85,678,030	*6.5%*	$90,211,775	*5.3%*	$94,635,859	*4.9%*
Other	14,675,529	13,099,249	*(10.7%)*	14,733,424	*12.5%*	16,293,426	*10.6%*	15,527,101	*(4.7%)*	15,514,361	*(0.1%)*
TOTAL EXPENDITURES	**$87,124,746**	**$89,223,381**	***2.4%***	**$95,159,218**	***6.7%***	**$101,971,456**	***7.2%***	**$105,738,876**	***3.7%***	**$110,150,220**	***4.2%***
SURPLUS / DEFICIT	**($2,046,053)**	**($116,005)**		**($338,252)**		**($1,778,411)**		**($311,179)**		**($648,933)**	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	$20,455	$6,065		$107,616		$153,602		$28,793		$0	
Other Financing Uses	($3,467,111)	($70,883)		($53,076)		($75,052)		($78,102)		($0)	
TOTAL OTHER FIN. SOURCES / USES	**($3,446,656)**	**($64,818)**		**$54,540**		**$78,550**		**($49,309)**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**($5,492,709)**	**($180,823)**		**($283,712)**		**($1,699,861)**		**($360,488)**		**($648,933)**	
BEGINNING FUND BALANCE	**$22,234,991**	**$17,693,908**		**$16,532,057**		**$16,248,345**		**$14,548,484**		**$14,187,996**	
AUDIT ADUSTMENTS TO FUND BALANCE	$951,626	($981,028)		$0		$0		$0		$0	
YEAR END BALANCE	**$17,693,908**	**$16,532,057**		**$16,248,345**		**$14,548,484**		**$14,187,996**		**$13,539,063**	
FUND BALANCE AS % OF EXPENDITURES	***20%***	***19%***		***17%***		***14%***		***13%***		***12%***	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**2.44**	**2.22**		**2.05**		**1.71**		**1.61**		**1.47**	

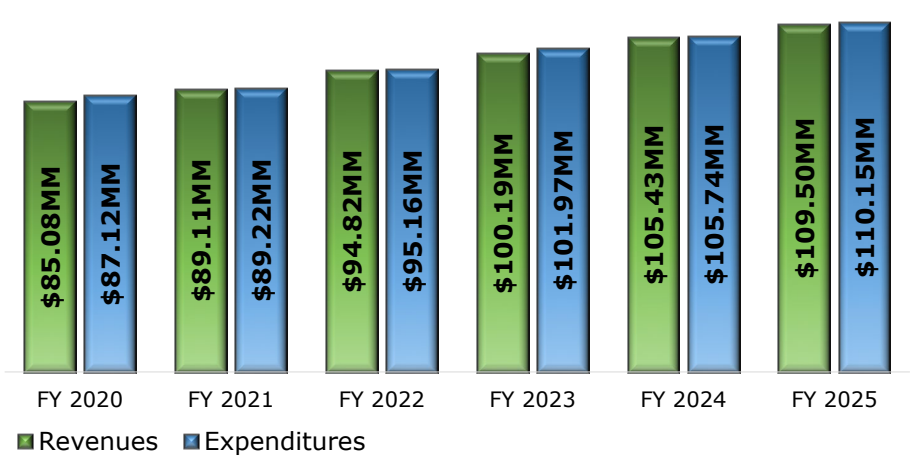
frontline Analytics

Historical Summary

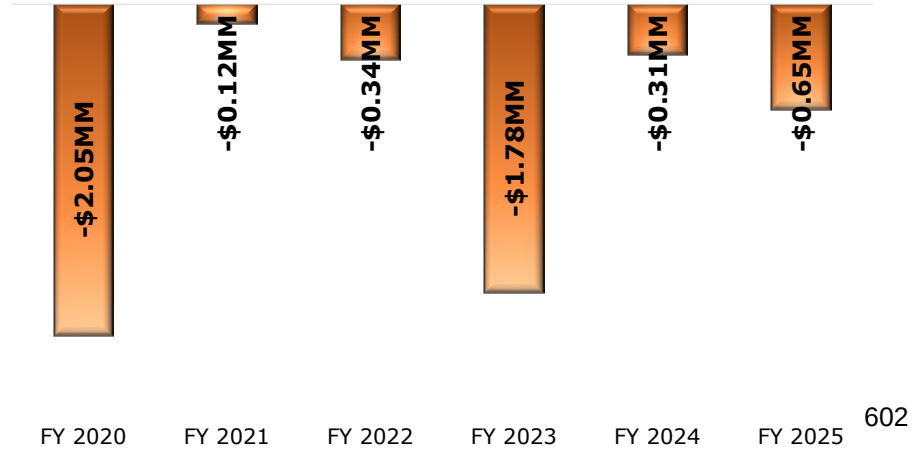
Educational Fund

Huntley Community School District 158 | FY26 Tentative Budget

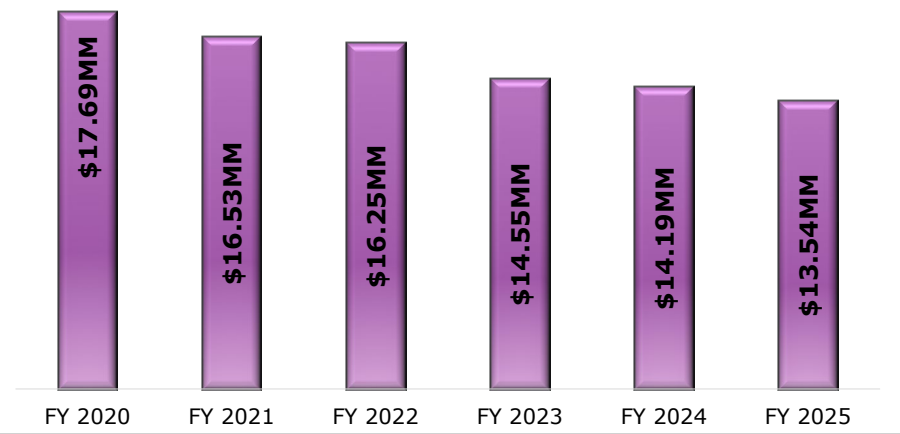
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



frontline Analytics

Projection Summary

Operations and Maintenance Fund
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
REVENUE											
Local	$9,464,899	$9,947,515	*5.1%*	$10,245,472	*3.0%*	$10,504,211	*2.5%*	$10,750,496	*2.3%*	$10,995,060	*2.3%*
State	2,096,243	0	*(100.0%)*	0	*0.0%*	0	*0.0%*	0	*0.0%*	0	*0.0%*
Federal	0	0		0		0		0		0	
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$11,561,142**	**$9,947,515**	***(14.0%)***	**$10,245,472**	***3.0%***	**$10,504,211**	***2.5%***	**$10,750,496**	***2.3%***	**$10,995,060**	***2.3%***
EXPENDITURES											
Salary and Benefit Costs	$1,950,002	$2,029,328	*4.1%*	$2,112,205	*4.1%*	$2,198,812	*4.1%*	$2,289,338	*4.1%*	$2,383,678	*4.1%*
Other	9,105,316	9,510,868	*4.5%*	9,861,918	*3.7%*	9,798,351	*(0.6%)*	10,082,985	*2.9%*	9,614,345	*(4.6%)*
TOTAL EXPENDITURES	**$11,055,319**	**$11,540,196**	***4.4%***	**$11,974,122**	***3.8%***	**$11,997,163**	***0.2%***	**$12,372,323**	***3.1%***	**$11,998,024**	***(3.0%)***
SURPLUS / DEFICIT	**$505,824**	**($1,592,680)**		**($1,728,650)**		**($1,492,952)**		**($1,621,827)**		**($1,002,963)**	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	$0	$0		$0		$0		$0		$0	
Other Financing Uses	$0	$0		$0		$0		$0		$0	
TOTAL OTHER FIN. SOURCES / USES	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**$505,824**	**($1,592,680)**		**($1,728,650)**		**($1,492,952)**		**($1,621,827)**		**($1,002,963)**	
BEGINNING FUND BALANCE	**$10,039,486**	**$10,545,310**		**$8,952,630**		**$7,223,980**		**$5,731,028**		**$4,109,201**	
AUDIT ADUSTMENTS TO FUND BALANCE	$0	$0		$0		$0		$0		$0	
PROJECTED YEAR END BALANCE	**$10,545,310**	**$8,952,630**		**$7,223,980**		**$5,731,028**		**$4,109,201**		**$3,106,238**	
FUND BALANCE AS % OF EXPENDITURES	***95%***	***78%***		***60%***		***48%***		***33%***		***26%***	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**11.45**	**9.31**		**7.24**		**5.73**		**3.99**		**3.11**	

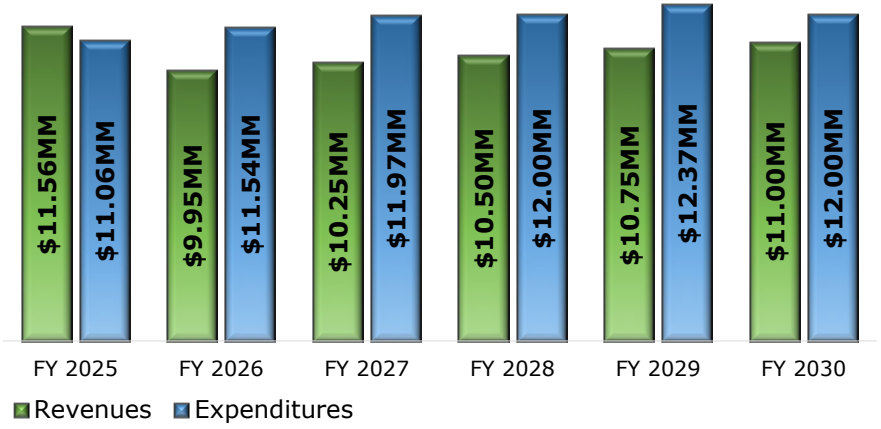
Frontline Analytics

Projection Summary

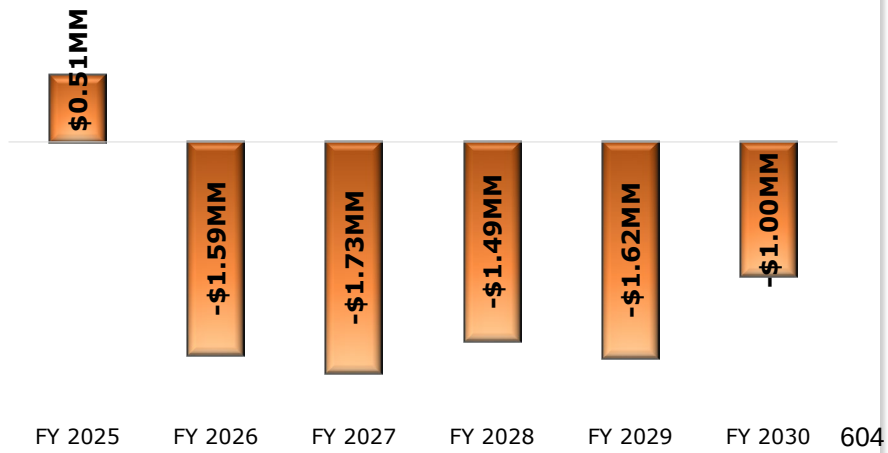
Operations and Maintenance Fund

Huntley Community School District 158 | FY26 Tentative Budget

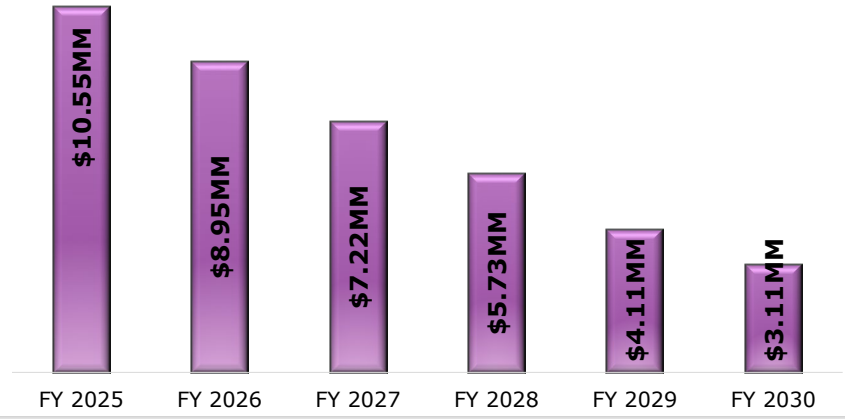
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



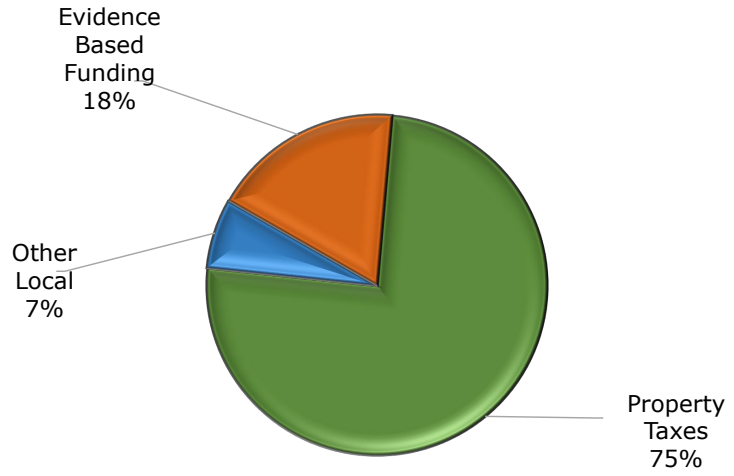
Revenue Summary

Operations and Maintenance Fund
Huntley Community School District 158 | FY26 Tentative Budget

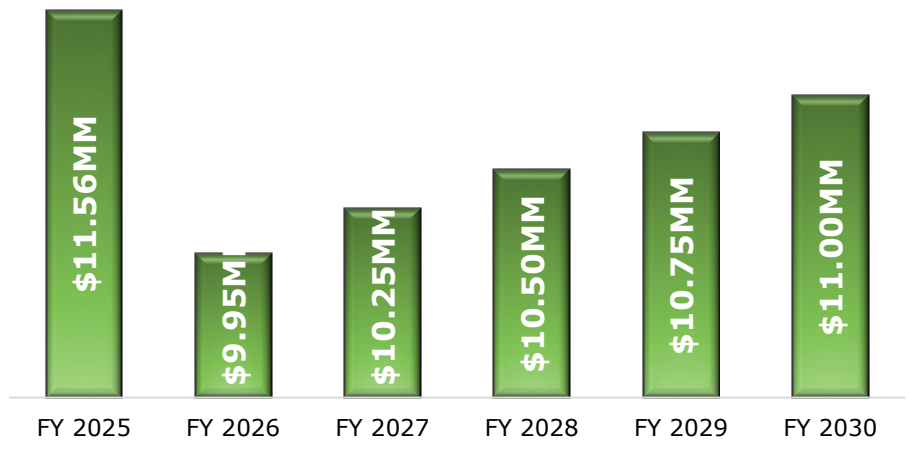
	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
LOCAL											
Property Taxes	$8,701,215	$9,183,831	*5.5%*	$9,481,788	*3.2%*	$9,740,527	*2.7%*	$9,986,812	*2.5%*	$10,231,376	*2.4%*
Other Local Revenue	763,684	763,684	*0.0%*	763,684	*0.0%*	763,684	*0.0%*	763,684	*0.0%*	763,684	*0.0%*
TOTAL LOCAL REVENUE	**$9,464,899**	**$9,947,515**	***5.1%***	**$10,245,472**	***3.0%***	**$10,504,211**	***2.5%***	**$10,750,496**	***2.3%***	**$10,995,060**	***2.3%***
STATE											
Evidence Based Funding	$2,096,243	$0	*-100.0%*	$0	*0.0%*	$0	*0.0%*	$0	*0.0%*	$0	*0.0%*
Other State Revenue	0	0		0		0		0		0	
TOTAL STATE REVENUE	**$2,096,243**	**$0**	***(100.0%)***	**$0**	***0.0%***	**$0**	***0.0%***	**$0**	***0.0%***	**$0**	***0.0%***
TOTAL FEDERAL REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
FLOW-THROUGH REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
TOTAL REVENUE	**$11,561,142**	**$9,947,515**	***(14.0%)***	**$10,245,472**	***3.0%***	**$10,504,211**	***2.5%***	**$10,750,496**	***2.3%***	**$10,995,060**	***2.3%***

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Budgeted Revenue Allocation by Source



Revenue Projection



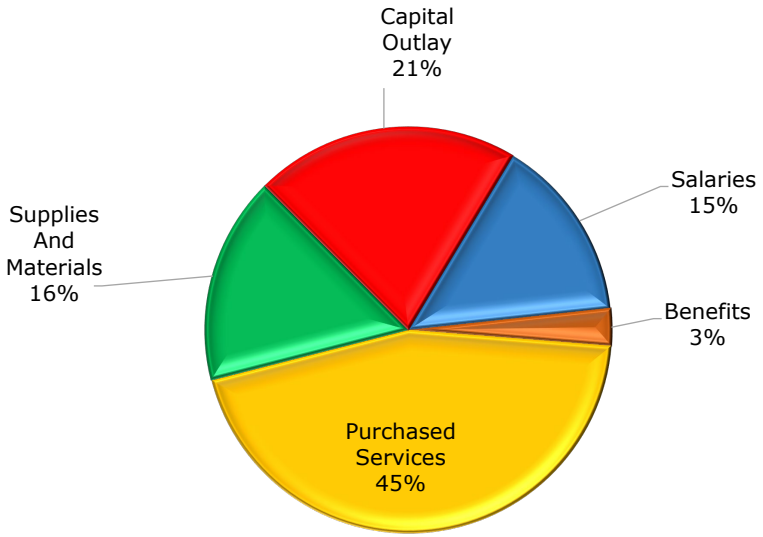
frontline Analytics

Expenditure Summary

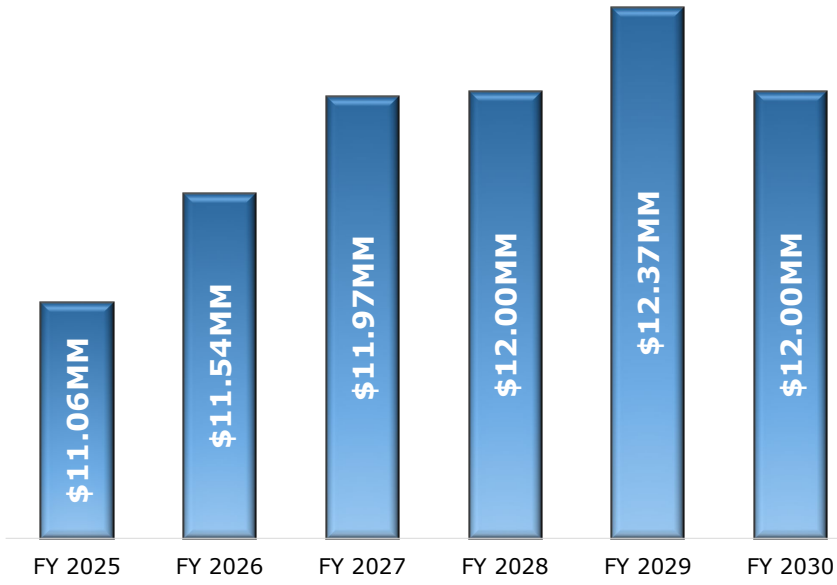
Operations and Maintenance Fund
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
Salaries	$1,625,997	$1,682,907	3.5%	$1,741,808	3.5%	$1,802,772	3.5%	$1,865,869	3.5%	$1,931,174	3.5%
Benefits	324,006	346,421	6.9%	370,397	6.9%	396,040	6.9%	423,470	6.9%	452,504	6.9%
TOTAL SALARIES & BENEFITS	**$1,950,002**	**$2,029,328**	4.1%	**$2,112,205**	4.1%	**$2,198,812**	4.1%	**$2,289,338**	4.1%	**$2,383,678**	4.1%
Purchased Services	$4,948,368	$5,060,861	2.3%	$5,128,011	1.3%	$5,197,017	1.3%	$5,322,976	2.4%	$5,282,502	(0.8%)
Supplies And Materials	1,828,843	1,828,843	0.0%	1,828,843	0.0%	1,828,843	0.0%	1,828,843	0.0%	1,828,843	0.0%
Capital Outlay	2,325,105	2,618,164	12.6%	2,902,064	10.8%	2,769,491	(4.6%)	2,928,166	5.7%	2,500,000	(14.6%)
Other Objects	3,000	3,000	0.0%	3,000	0.0%	3,000	0.0%	3,000	0.0%	3,000	0.0%
Non-Capitalized Equipment	0	0		0		0		0		0	
Termination Benefits	0	0		0		0		0		0	
Provision For Contingencies	0	0		0		0		0		0	
TOTAL ALL OTHER	**$9,105,316**	**$9,510,868**	4.5%	**$9,861,918**	3.7%	**$9,798,351**	(0.6%)	**$10,082,985**	2.9%	**$9,614,345**	(4.6%)
TOTAL EXPENDITURES	**$11,055,319**	**$11,540,196**	4.4%	**$11,974,122**	3.8%	**$11,997,163**	0.2%	**$12,372,323**	3.1%	**$11,998,024**	(3.0%)

Budgeted Expenditure Allocation by Object



Expenditure Projection



Historical Summary

Operations and Maintenance Fund
Huntley Community School District 158 | FY26 Tentative Budget

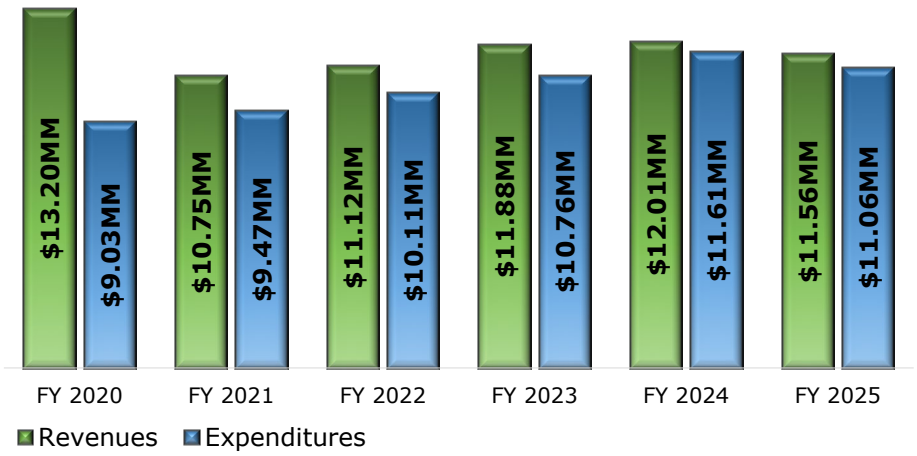
	AFR FY 2020	AFR FY 2021		AFR FY 2022		AFR FY 2023		AFR FY 2024		BUDGET FY 2025	
REVENUE											
Local	$8,602,927	$8,697,740	*1.1%*	$9,068,097	*4.3%*	$9,733,637	*7.3%*	$9,862,098	*1.3%*	$9,464,899	*(4.0%)*
State	4,600,000	2,050,000	*(55.4%)*	2,050,000	*0.0%*	2,146,243	*4.7%*	2,146,243	*0.0%*	2,096,243	*(2.3%)*
Federal	0	0		0		0		0		0	
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$13,202,927**	**$10,747,740**	***(18.6%)***	**$11,118,097**	***3.4%***	**$11,879,880**	***6.9%***	**$12,008,341**	***1.1%***	**$11,561,142**	***(3.7%)***
EXPENDITURES											
Salary and Benefit Costs	$1,590,656	$1,611,422	*1.3%*	$1,602,660	*(0.5%)*	$1,746,899	*9.0%*	$1,894,195	*8.4%*	$1,950,002	*2.9%*
Other	7,443,320	7,857,573	*5.6%*	8,512,215	*8.3%*	9,010,683	*5.9%*	9,717,995	*7.8%*	9,105,316	*(6.3%)*
TOTAL EXPENDITURES	**$9,033,976**	**$9,468,995**	***4.8%***	**$10,114,875**	***6.8%***	**$10,757,582**	***6.4%***	**$11,612,190**	***7.9%***	**$11,055,319**	***(4.8%)***
SURPLUS / DEFICIT	**$4,168,951**	**$1,278,745**		**$1,003,222**		**$1,122,298**		**$396,151**		**$505,824**	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	$3,400,000	$0		$0		$0		$0		$0	
Other Financing Uses	($3,553,240)	($156,785)		$0		$0		$0		$0	
TOTAL OTHER FIN. SOURCES / USES	**($153,240)**	**($156,785)**		**$0**		**$0**		**$0**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**$4,015,711**	**$1,121,960**		**$1,003,222**		**$1,122,298**		**$396,151**		**$505,824**	
BEGINNING FUND BALANCE	**$2,380,144**	**$6,395,855**		**$7,517,815**		**$8,521,037**		**$9,643,335**		**$10,039,486**	
AUDIT ADUSTMENTS TO FUND BALANCE	$0	$0		$0		$0		$0		$0	
YEAR END BALANCE	**$6,395,855**	**$7,517,815**		**$8,521,037**		**$9,643,335**		**$10,039,486**		**$10,545,310**	
FUND BALANCE AS % OF EXPENDITURES	***71%***	***79%***		***84%***		***90%***		***86%***		***95%***	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**8.50**	**9.53**		**10.11**		**10.76**		**10.37**		**11.45**	

frontline Analytics

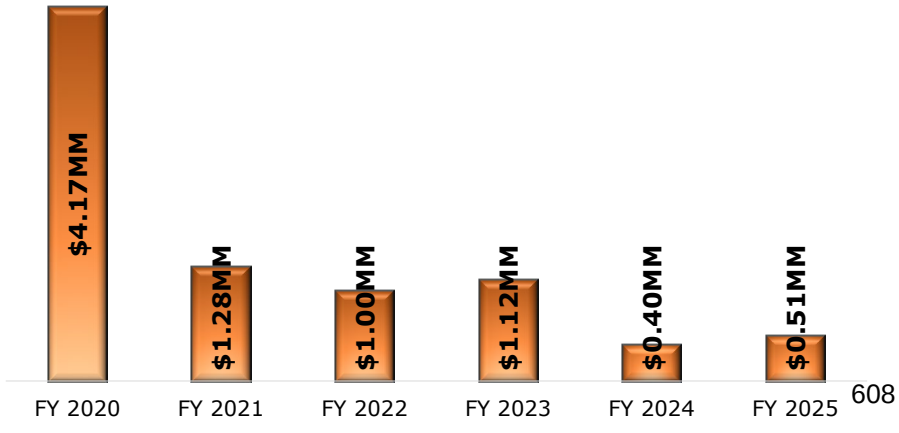
Historical Summary

Operations and Maintenance Fund
Huntley Community School District 158 | FY26 Tentative Budget

Projected Revenues and Expenditures

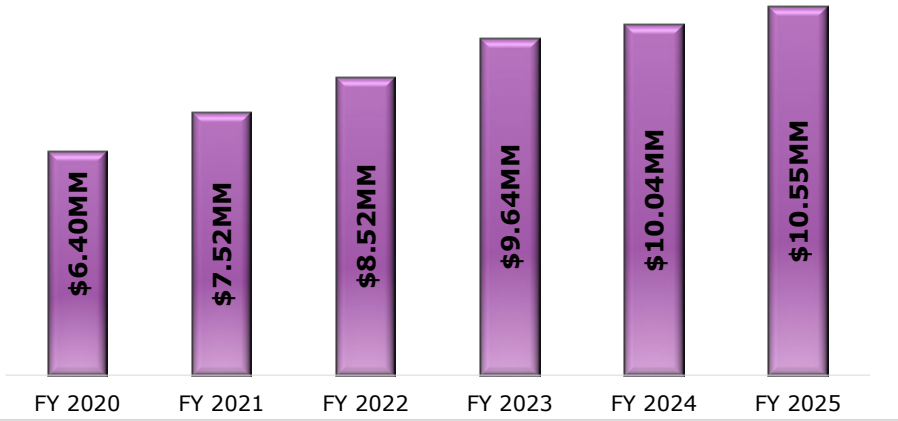


Fiscal Year Surplus / Deficit



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Year End Fund Balances



Projection Summary

Debt Service Fund
Huntley Community School District 158 | FY26 Tentative Budget

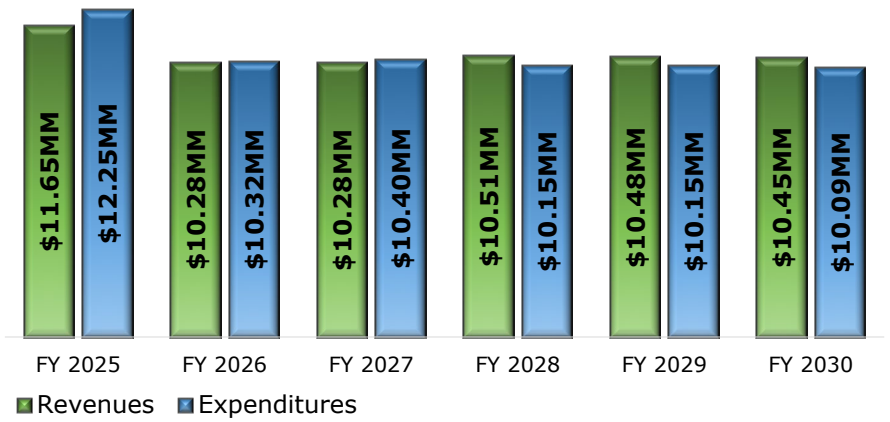
	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
REVENUE											
Local	$11,647,189	$10,278,757	*(11.7%)*	$10,275,990	*(0.0%)*	$10,512,754	*2.3%*	$10,478,616	*(0.3%)*	$10,449,581	*(0.3%)*
State	0	0		0		0		0		0	
Federal	0	0		0		0		0		0	
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$11,647,189**	**$10,278,757**	***(11.7%)***	**$10,275,990**	***(0.0%)***	**$10,512,754**	***2.3%***	**$10,478,616**	***(0.3%)***	**$10,449,581**	***(0.3%)***
EXPENDITURES											
Salary and Benefit Costs	$0	$0		$0		$0		$0		$0	
Other	12,249,890	10,320,666	*(15.7%)*	10,399,500	*0.8%*	10,151,639	*(2.4%)*	10,145,859	*(0.1%)*	10,085,998	*(0.6%)*
TOTAL EXPENDITURES	**$12,249,890**	**$10,320,666**	***(15.7%)***	**$10,399,500**	***0.8%***	**$10,151,639**	***(2.4%)***	**$10,145,859**	***(0.1%)***	**$10,085,998**	***(0.6%)***
SURPLUS / DEFICIT	**($602,701)**	**($41,909)**		**($123,510)**		**$361,115**		**$332,757**		**$363,583**	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	$0	$0		$0		$0		$0		$0	
Other Financing Uses	$0	$0		$0		$0		$0		$0	
TOTAL OTHER FIN. SOURCES / USES	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**($602,701)**	**($41,909)**		**($123,510)**		**$361,115**		**$332,757**		**$363,583**	
BEGINNING FUND BALANCE	**$7,606,904**	**$7,004,203**		**$6,962,294**		**$6,838,784**		**$7,199,900**		**$7,532,657**	
AUDIT ADUSTMENTS TO FUND BALANCE	$0	$0		$0		$0		$0		$0	
PROJECTED YEAR END BALANCE	**$7,004,203**	**$6,962,294**		**$6,838,784**		**$7,199,900**		**$7,532,657**		**$7,896,240**	
FUND BALANCE AS % OF EXPENDITURES	***57%***	***67%***		***66%***		***71%***		***74%***		***78%***	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**6.86**	**8.10**		**7.89**		**8.51**		**8.91**		**9.39**	

Projection Summary

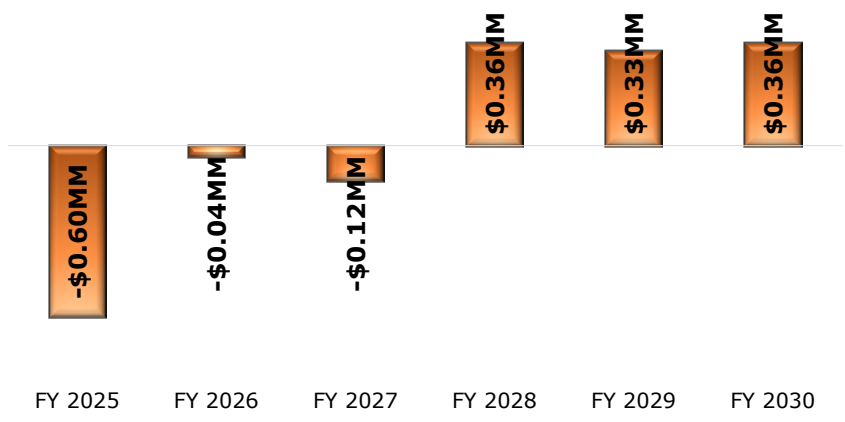
Debt Service Fund

Huntley Community School District 158 | FY26 Tentative Budget

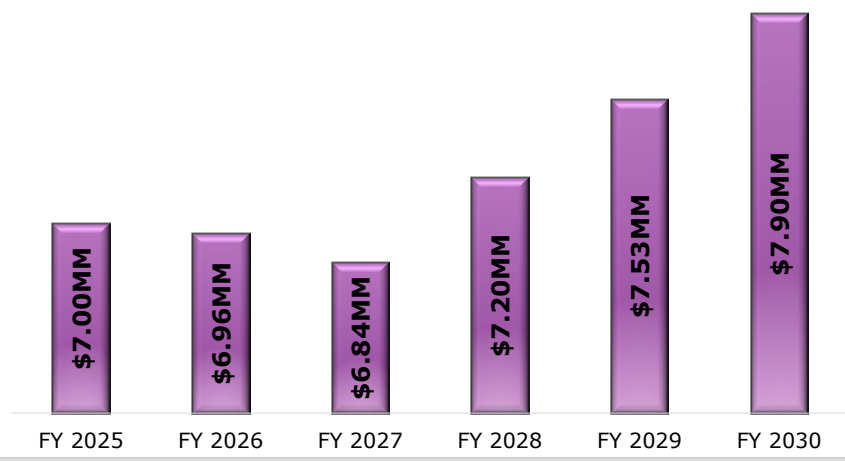
Projected Revenues and Expenditures



Fiscal Year End Surplus / Deficit



Year End Fund Balances

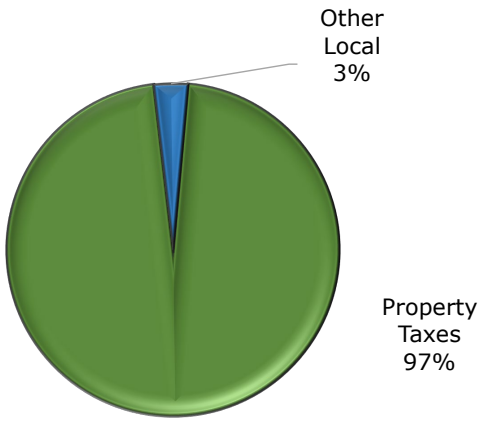


Revenue Summary

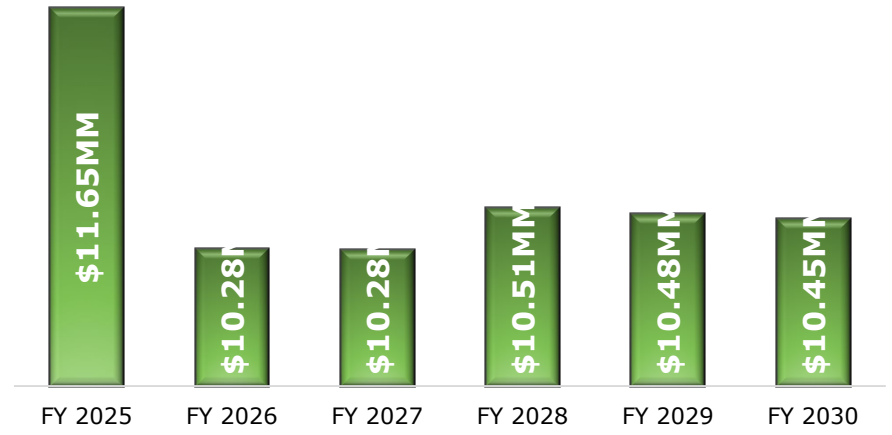
Debt Service Fund
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
LOCAL											
Property Taxes	$11,272,891	$9,904,459	*-12.1%*	$9,901,692	*0.0%*	$10,138,456	*2.4%*	$10,104,318	*-0.3%*	$10,075,283	*-0.3%*
Other Local Revenue	374,298	374,298	*0.0%*	374,298	*0.0%*	374,298	*0.0%*	374,298	*0.0%*	374,298	*0.0%*
TOTAL LOCAL REVENUE	**$11,647,189**	**$10,278,757**	***(11.7%)***	**$10,275,990**	***(0.0%)***	**$10,512,754**	***2.3%***	**$10,478,616**	***(0.3%)***	**$10,449,581**	***(0.3%)***
STATE											
Evidence Based Funding	$0	$0		$0		$0		$0		$0	
Other State Revenue	0	0		0		0		0		0	
TOTAL STATE REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
TOTAL FEDERAL REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
FLOW-THROUGH REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
TOTAL REVENUE	**$11,647,189**	**$10,278,757**	***(11.7%)***	**$10,275,990**	***(0.0%)***	**$10,512,754**	***2.3%***	**$10,478,616**	***(0.3%)***	**$10,449,581**	***(0.3%)***

Budgeted Revenue Allocation by Source



Revenue Projection



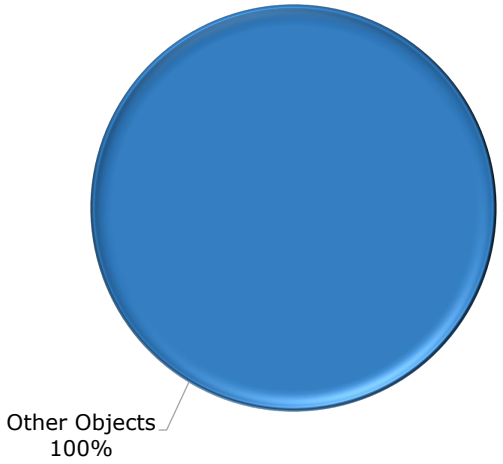
frontline Analytics

Expenditure Summary

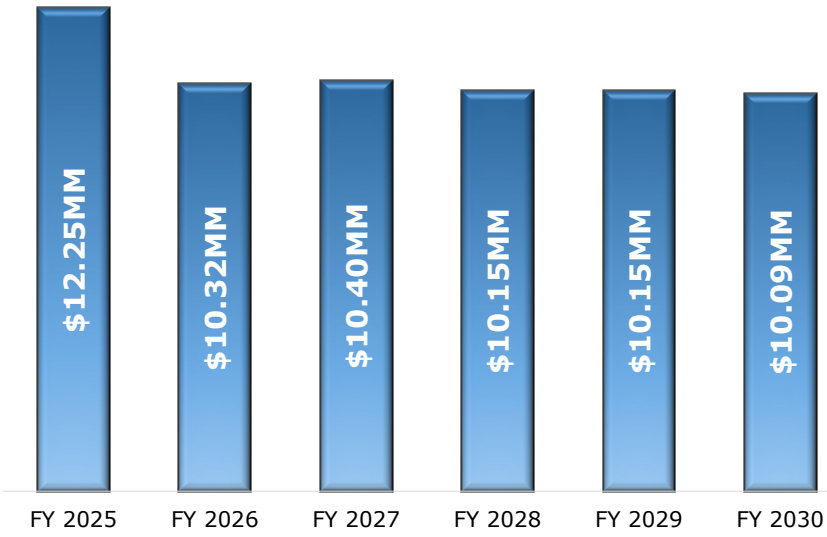
Debt Service Fund
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
Salaries	$0	$0		$0		$0		$0		$0	
Benefits	0	0		0		0		0		0	
TOTAL SALARIES & BENEFITS	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
Purchased Services	$0	$0		$0		$0		$0		$0	
Supplies And Materials	0	0		0		0		0		0	
Capital Outlay	0	0		0		0		0		0	
Other Objects	12,249,890	10,320,666	*(15.7%)*	10,399,500	*0.8%*	10,151,639	*(2.4%)*	10,145,859	*(0.1%)*	10,085,998	*(0.6%)*
Non-Capitalized Equipment	0	0		0		0		0		0	
Termination Benefits	0	0		0		0		0		0	
Provision For Contingencies	0	0		0		0		0		0	
TOTAL ALL OTHER	**$12,249,890**	**$10,320,666**	*(15.7%)*	**$10,399,500**	*0.8%*	**$10,151,639**	*(2.4%)*	**$10,145,859**	*(0.1%)*	**$10,085,998**	*(0.6%)*
TOTAL EXPENDITURES	**$12,249,890**	**$10,320,666**	*(15.7%)*	**$10,399,500**	*0.8%*	**$10,151,639**	*(2.4%)*	**$10,145,859**	*(0.1%)*	**$10,085,998**	*(0.6%)*

Budgeted Expenditure Allocation by Object



Expenditure Projection



Historical Summary

Debt Service Fund
Huntley Community School District 158 | FY26 Tentative Budget

	AFR FY 2020	AFR FY 2021		AFR FY 2022		AFR FY 2023		AFR FY 2024		BUDGET FY 2025	
REVENUE											
Local	$10,423,412	$11,013,077	*5.7%*	$11,459,401	*4.1%*	$11,647,598	*1.6%*	$11,949,083	*2.6%*	$11,647,189	*(2.5%)*
State	0	0		0		0		0		0	
Federal	0	0		0		0		0		0	
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$10,423,412**	**$11,013,077**	***5.7%***	**$11,459,401**	***4.1%***	**$11,647,598**	***1.6%***	**$11,949,083**	***2.6%***	**$11,647,189**	***(2.5%)***
EXPENDITURES											
Salary and Benefit Costs	$0	$0		$0		$0		$0		$0	
Other	11,189,442	12,316,991	*10.1%*	11,931,301	*(3.1%)*	12,129,395	*1.7%*	12,550,842	*3.5%*	12,249,890	*(2.4%)*
TOTAL EXPENDITURES	**$11,189,442**	**$12,316,991**	***10.1%***	**$11,931,301**	***(3.1%)***	**$12,129,395**	***1.7%***	**$12,550,842**	***3.5%***	**$12,249,890**	***(2.4%)***
SURPLUS / DEFICIT	**($766,030)**	**($1,303,914)**		**($471,900)**		**($481,797)**		**($601,759)**		**($602,701)**	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	$935,002	$51,945,381		$11,219,939		$12,347,322		$13,022,915		$0	
Other Financing Uses	$0	($50,456,059)		($10,350,000)		($11,665,000)		($12,330,000)		$0	
TOTAL OTHER FIN. SOURCES / USES	**$935,002**	**$1,489,322**		**$869,939**		**$682,322**		**$692,915**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**$168,972**	**$185,408**		**$398,039**		**$200,525**		**$91,156**		**($602,701)**	
BEGINNING FUND BALANCE	**$6,562,804**	**$6,731,776**		**$6,917,184**		**$7,315,223**		**$7,515,748**		**$7,606,904**	
AUDIT ADUSTMENTS TO FUND BALANCE	$0	$0		$0		$0		$0		$0	
YEAR END BALANCE	**$6,731,776**	**$6,917,184**		**$7,315,223**		**$7,515,748**		**$7,606,904**		**$7,004,203**	
FUND BALANCE AS % OF EXPENDITURES	***60%***	***56%***		***61%***		***62%***		***61%***		***57%***	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**7.22**	**6.74**		**7.36**		**7.44**		**7.27**		**6.86**	

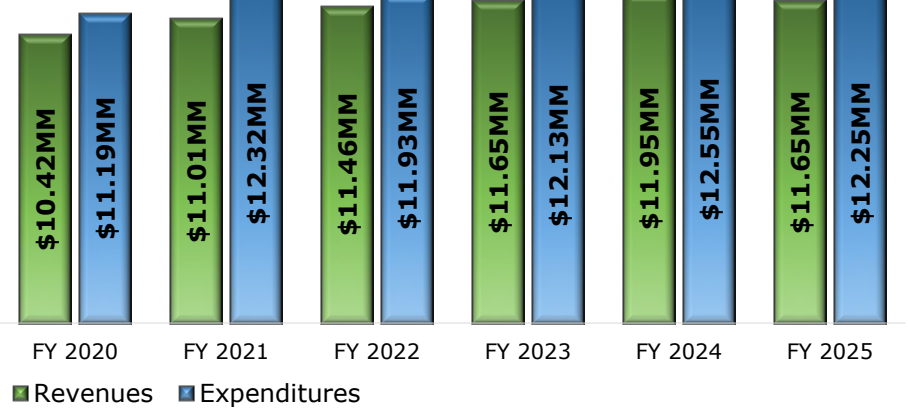
frontline Analytics

Historical Summary

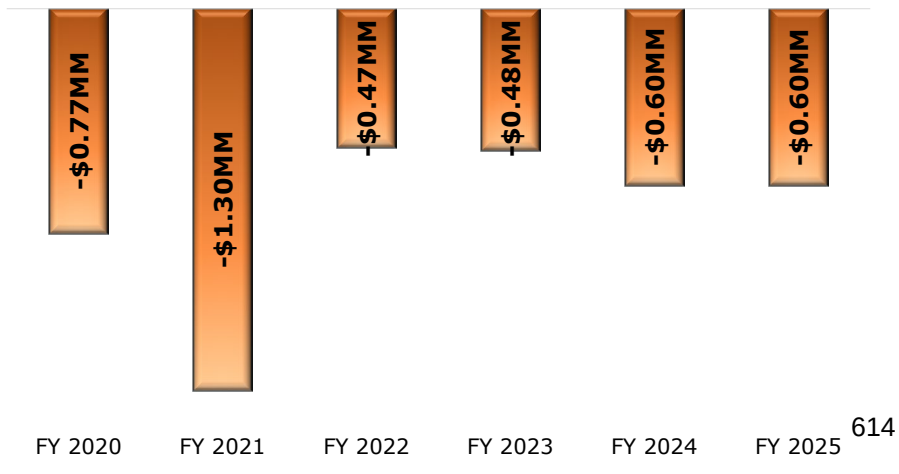
Debt Service Fund

Huntley Community School District 158 | FY26 Tentative Budget

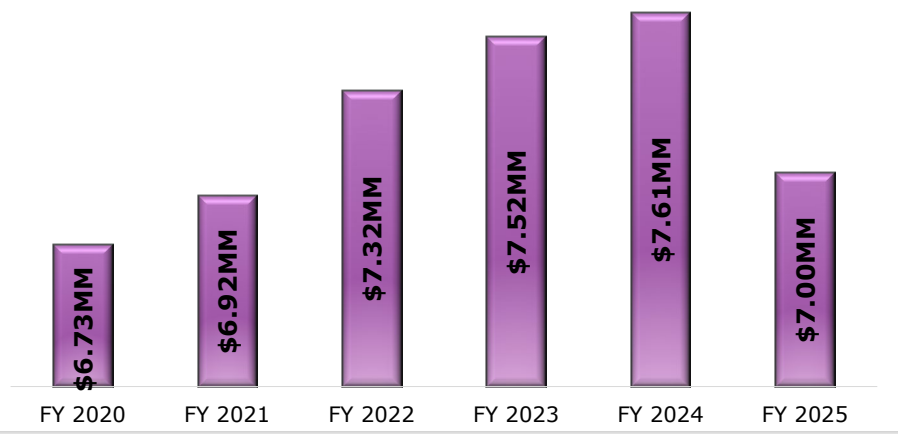
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



frontline Analytics

Projection Summary

Transportation Fund
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
REVENUE											
Local	$4,566,094	$4,699,025	*2.9%*	$4,840,348	*3.0%*	$4,963,069	*2.5%*	$5,079,883	*2.4%*	$5,195,881	*2.3%*
State	3,540,290	3,540,290	*0.0%*	3,540,290	*0.0%*	3,540,290	*0.0%*	3,540,290	*0.0%*	3,540,290	*0.0%*
Federal	0	0		0		0		0		0	
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$8,106,384**	**$8,239,315**	***1.6%***	**$8,380,638**	***1.7%***	**$8,503,359**	***1.5%***	**$8,620,173**	***1.4%***	**$8,736,171**	***1.3%***
EXPENDITURES											
Salary and Benefit Costs	$5,452,549	$5,718,696	*4.9%*	$5,999,430	*4.9%*	$6,295,630	*4.9%*	$6,608,232	*5.0%*	$6,937,670	*5.0%*
Other	2,377,639	2,001,490	*(15.8%)*	3,119,211	*55.8%*	3,137,818	*0.6%*	3,157,355	*0.6%*	3,177,869	*0.6%*
TOTAL EXPENDITURES	**$7,830,188**	**$7,720,186**	***(1.4%)***	**$9,118,641**	***18.1%***	**$9,433,448**	***3.5%***	**$9,765,588**	***3.5%***	**$10,115,539**	***3.6%***
SURPLUS / DEFICIT	**$276,196**	**$519,129**		**($738,003)**		**($930,089)**		**($1,145,415)**		**($1,379,368)**	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	$0	$0		$0		$0		$0		$0	
Other Financing Uses	$0	$0		$0		$0		$0		$0	
TOTAL OTHER FIN. SOURCES / USES	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**$276,196**	**$519,129**		**($738,003)**		**($930,089)**		**($1,145,415)**		**($1,379,368)**	
BEGINNING FUND BALANCE	**$5,027,644**	**$5,303,840**		**$5,822,969**		**$5,084,966**		**$4,154,877**		**$3,009,463**	
AUDIT ADUSTMENTS TO FUND BALANCE	$0	$0		$0		$0		$0		$0	
PROJECTED YEAR END BALANCE	**$5,303,840**	**$5,822,969**		**$5,084,966**		**$4,154,877**		**$3,009,463**		**$1,630,094**	
FUND BALANCE AS % OF EXPENDITURES	***68%***	***75%***		***56%***		***44%***		***31%***		***16%***	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**8.13**	**9.05**		**6.69**		**5.29**		**3.70**		**1.93**	

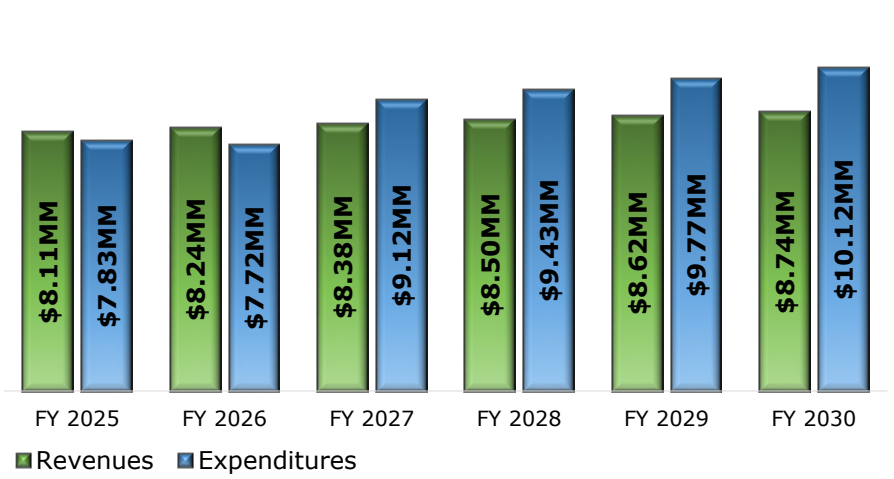
frontline Analytics

Projection Summary

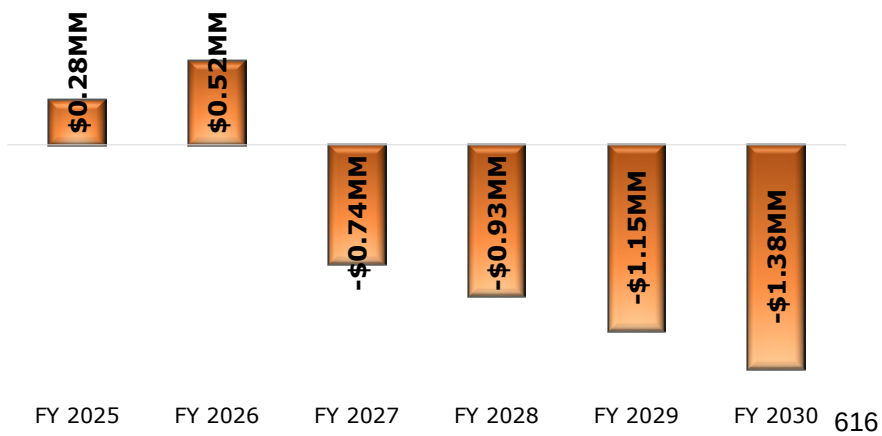
Transportation Fund

Huntley Community School District 158 | FY26 Tentative Budget

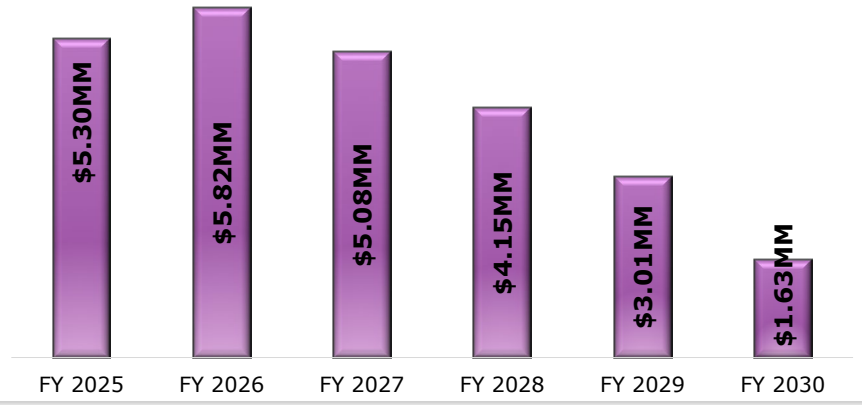
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances

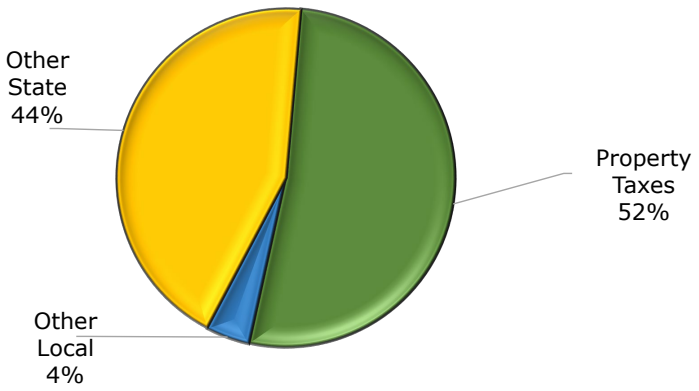


Revenue Summary

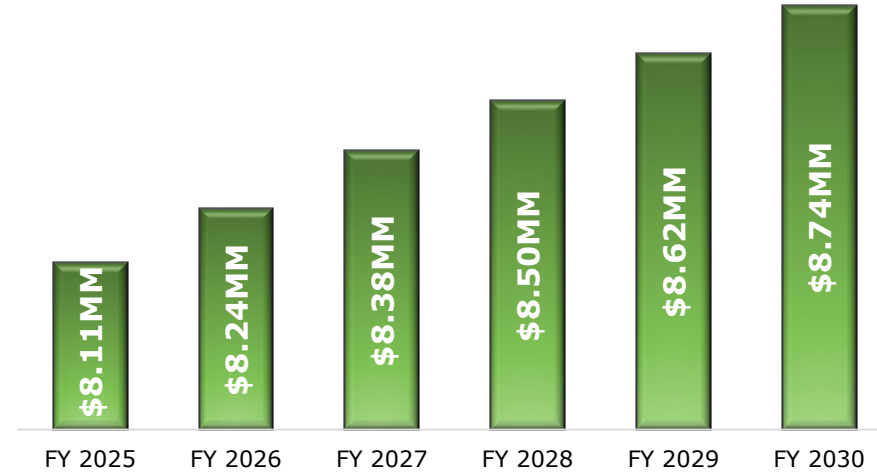
Transportation Fund
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
LOCAL											
Property Taxes	$4,223,007	$4,355,938	*3.1%*	$4,497,261	*3.2%*	$4,619,982	*2.7%*	$4,736,796	*2.5%*	$4,852,794	*2.4%*
Other Local Revenue	343,087	343,087	*0.0%*	343,087	*0.0%*	343,087	*0.0%*	343,087	*0.0%*	343,087	*0.0%*
TOTAL LOCAL REVENUE	**$4,566,094**	**$4,699,025**	***2.9%***	**$4,840,348**	***3.0%***	**$4,963,069**	***2.5%***	**$5,079,883**	***2.4%***	**$5,195,881**	***2.3%***
STATE											
Evidence Based Funding	$0	$0		$0		$0		$0		$0	
Other State Revenue	3,540,290	3,540,290	*0.0%*	3,540,290	*0.0%*	3,540,290	*0.0%*	3,540,290	*0.0%*	3,540,290	*0.0%*
TOTAL STATE REVENUE	**$3,540,290**	**$3,540,290**	***0.0%***	**$3,540,290**	***0.0%***	**$3,540,290**	***0.0%***	**$3,540,290**	***0.0%***	**$3,540,290**	***0.0%***
TOTAL FEDERAL REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
FLOW-THROUGH REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
TOTAL REVENUE	**$8,106,384**	**$8,239,315**	***1.6%***	**$8,380,638**	***1.7%***	**$8,503,359**	***1.5%***	**$8,620,173**	***1.4%***	**$8,736,171**	***1.3%***

Budgeted Revenue Allocation by Source



Revenue Projection

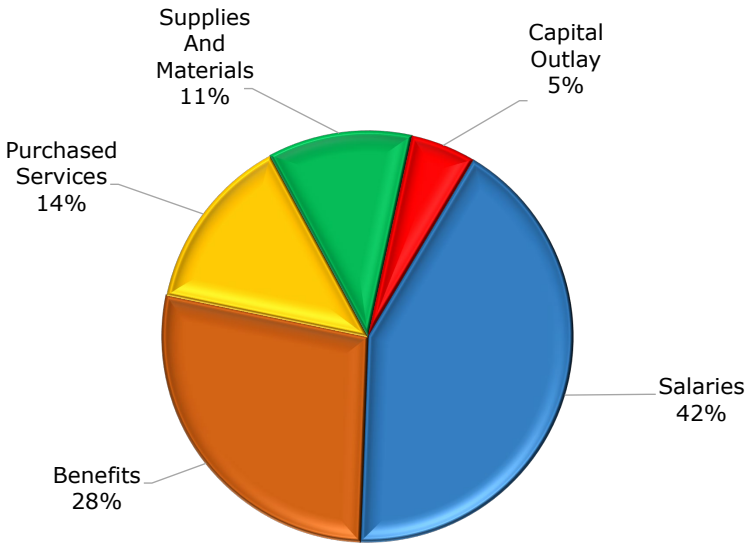


Expenditure Summary

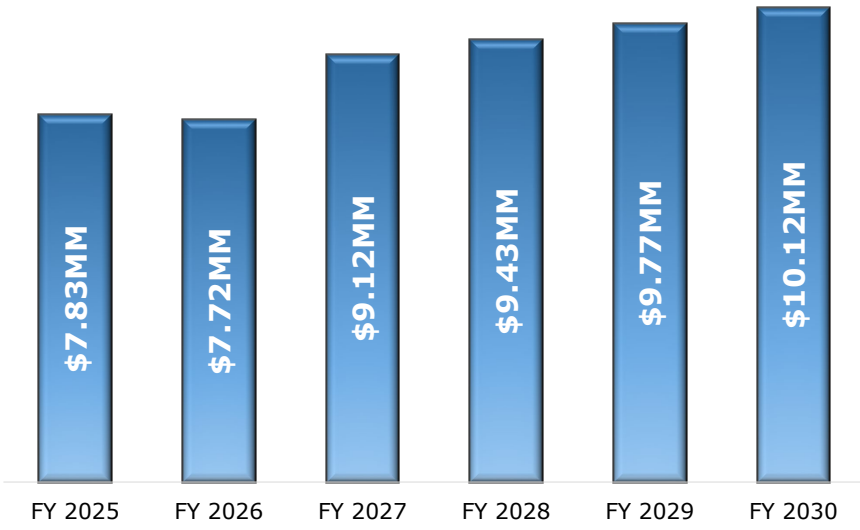
Transportation Fund
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
Salaries	$3,286,852	$3,401,891	3.5%	$3,520,958	3.5%	$3,644,191	3.5%	$3,771,738	3.5%	$3,903,749	3.5%
Benefits	2,165,697	2,316,805	7.0%	2,478,472	7.0%	2,651,439	7.0%	2,836,495	7.0%	3,033,922	7.0%
TOTAL SALARIES & BENEFITS	**$5,452,549**	**$5,718,696**	4.9%	**$5,999,430**	4.9%	**$6,295,630**	4.9%	**$6,608,232**	5.0%	**$6,937,670**	5.0%
Purchased Services	$1,086,420	$1,110,271	2.2%	$1,127,992	1.6%	$1,146,599	1.6%	$1,166,136	1.7%	$1,186,650	1.8%
Supplies And Materials	885,000	885,000	0.0%	885,000	0.0%	885,000	0.0%	885,000	0.0%	885,000	0.0%
Capital Outlay	400,000	0	(100.0%)	1,100,000		1,100,000	0.0%	1,100,000	0.0%	1,100,000	0.0%
Other Objects	6,219	6,219	0.0%	6,219	0.0%	6,219	0.0%	6,219	0.0%	6,219	0.0%
Non-Capitalized Equipment	0	0		0		0		0		0	
Termination Benefits	0	0		0		0		0		0	
Provision For Contingencies	0	0		0		0		0		0	
TOTAL ALL OTHER	**$2,377,639**	**$2,001,490**	(15.8%)	**$3,119,211**	55.8%	**$3,137,818**	0.6%	**$3,157,355**	0.6%	**$3,177,869**	0.6%
TOTAL EXPENDITURES	**$7,830,188**	**$7,720,186**	(1.4%)	**$9,118,641**	18.1%	**$9,433,448**	3.5%	**$9,765,588**	3.5%	**$10,115,539**	3.6%

Budgeted Expenditure Allocation by Object



Expenditure Projection



frontline Analytics

Historical Summary

Transportation Fund
Huntley Community School District 158 | FY26 Tentative Budget

	AFR FY 2020	AFR FY 2021		AFR FY 2022		AFR FY 2023		AFR FY 2024		BUDGET FY 2025	
REVENUE											
Local	$2,154,207	$2,278,253	*5.8%*	$2,239,474	*(1.7%)*	$2,483,644	*10.9%*	$3,909,134	*57.4%*	$4,566,094	*16.8%*
State	3,309,292	3,498,831	*5.7%*	3,970,288	*13.5%*	3,165,162	*(20.3%)*	3,546,621	*12.1%*	3,540,290	*(0.2%)*
Federal	0	0		0		0		0		0	
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$5,463,499**	**$5,777,084**	***5.7%***	**$6,209,762**	***7.5%***	**$5,648,806**	***(9.0%)***	**$7,455,755**	***32.0%***	**$8,106,384**	***8.7%***
EXPENDITURES											
Salary and Benefit Costs	$3,692,430	$3,127,467	*(15.3%)*	$3,401,598	*8.8%*	$4,609,506	*35.5%*	$4,067,944	*(11.7%)*	$5,452,549	*34.0%*
Other	3,347,647	2,160,264	*(35.5%)*	4,519,316	*109.2%*	2,556,825	*(43.4%)*	3,427,260	*34.0%*	2,377,639	*(30.6%)*
TOTAL EXPENDITURES	**$7,040,077**	**$5,287,731**	***(24.9%)***	**$7,920,914**	***49.8%***	**$7,166,331**	***(9.5%)***	**$7,495,204**	***4.6%***	**$7,830,188**	***4.5%***
SURPLUS / DEFICIT	**($1,576,578)**	**$489,353**		**($1,711,152)**		**($1,517,525)**		**($39,449)**		**$276,196**	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	$0	$0		$0		$0		$0		$0	
Other Financing Uses	$0	$0		$0		$0		$0		$0	
TOTAL OTHER FIN. SOURCES / USES	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**($1,576,578)**	**$489,353**		**($1,711,152)**		**($1,517,525)**		**($39,449)**		**$276,196**	
BEGINNING FUND BALANCE	**$9,382,995**	**$7,806,417**		**$8,295,770**		**$6,584,618**		**$5,067,093**		**$5,027,644**	
AUDIT ADUSTMENTS TO FUND BALANCE	$0	$0		$0		$0		$0		$0	
YEAR END BALANCE	**$7,806,417**	**$8,295,770**		**$6,584,618**		**$5,067,093**		**$5,027,644**		**$5,303,840**	
FUND BALANCE AS % OF EXPENDITURES	***111%***	***157%***		***83%***		***71%***		***67%***		***68%***	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**13.31**	**18.83**		**9.98**		**8.48**		**8.05**		**8.13**	

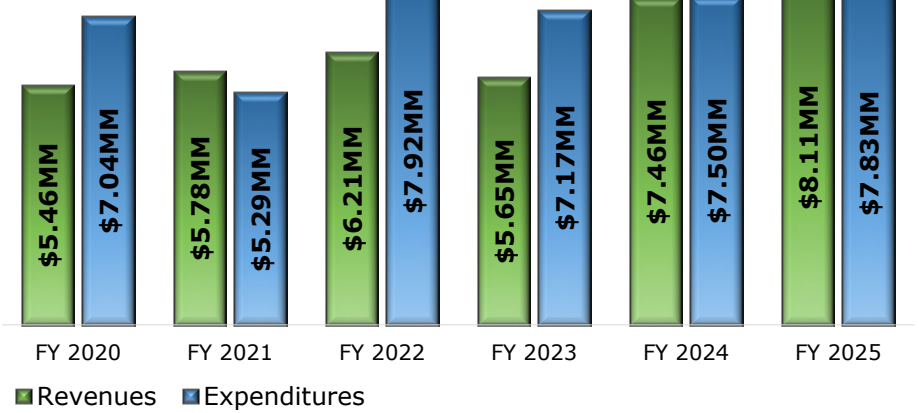
frontline Analytics

Historical Summary

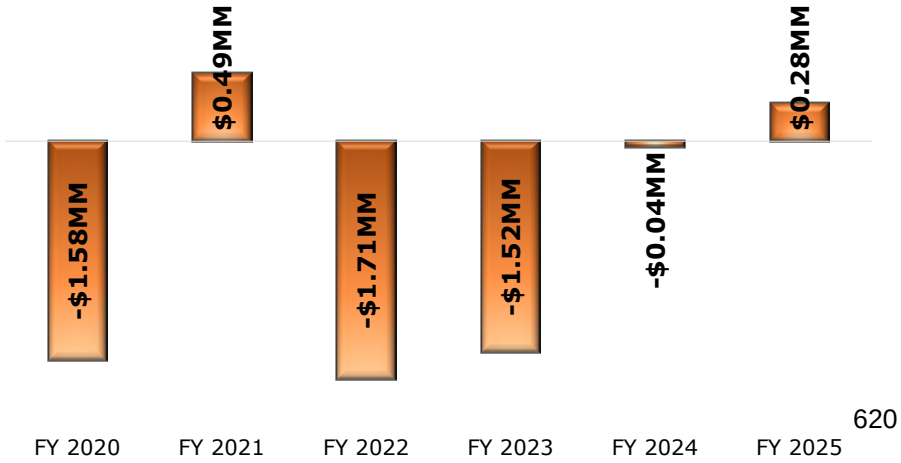
Transportation Fund

Huntley Community School District 158 | FY26 Tentative Budget

Projected Revenues and Expenditures

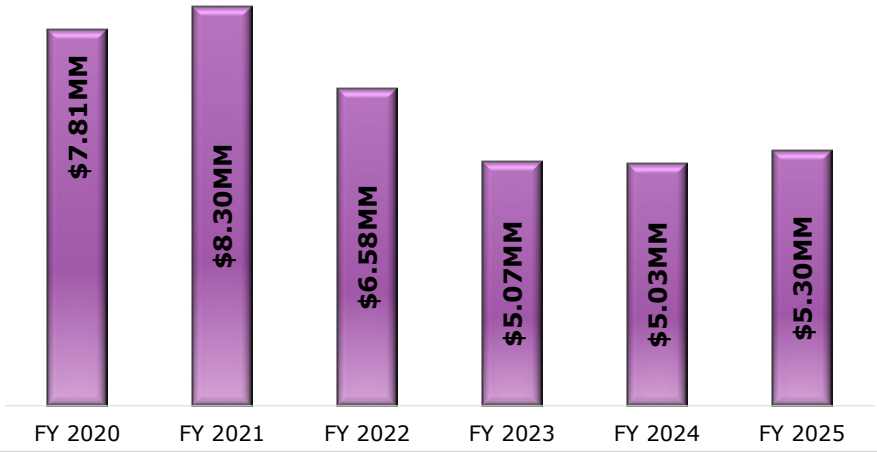


Fiscal Year Surplus / Deficit



620

Year End Fund Balances



frontline Analytics

Projection Summary

Municipal Retirement / Social Security Fund
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
REVENUE											
Local	$3,724,951	$3,918,501	*5.2%*	$4,036,419	*3.0%*	$4,138,817	*2.5%*	$4,236,286	*2.4%*	$4,333,074	*2.3%*
State	0	0		0		0		0		0	
Federal	0	0		0		0		0		0	
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$3,724,951**	**$3,918,501**	***5.2%***	**$4,036,419**	***3.0%***	**$4,138,817**	***2.5%***	**$4,236,286**	***2.4%***	**$4,333,074**	***2.3%***
EXPENDITURES											
Salary and Benefit Costs	$3,538,385	$3,662,229	*3.5%*	$3,790,407	*3.5%*	$3,923,071	*3.5%*	$4,060,378	*3.5%*	$4,142,122	*2.0%*
Other	0	0		0		0		0		0	
TOTAL EXPENDITURES	**$3,538,385**	**$3,662,229**	***3.5%***	**$3,790,407**	***3.5%***	**$3,923,071**	***3.5%***	**$4,060,378**	***3.5%***	**$4,142,122**	***2.0%***
SURPLUS / DEFICIT	**$186,566**	**$256,273**		**$246,013**		**$215,746**		**$175,908**		**$190,952**	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	$0	$0		$0		$0		$0		$0	
Other Financing Uses	$0	$0		$0		$0		$0		$0	
TOTAL OTHER FIN. SOURCES / USES	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**$186,566**	**$256,273**		**$246,013**		**$215,746**		**$175,908**		**$190,952**	
BEGINNING FUND BALANCE	**$1,724,692**	**$1,911,258**		**$2,167,531**		**$2,413,543**		**$2,629,290**		**$2,805,197**	
AUDIT ADUSTMENTS TO FUND BALANCE	$0	$0		$0		$0		$0		$0	
PROJECTED YEAR END BALANCE	**$1,911,258**	**$2,167,531**		**$2,413,543**		**$2,629,290**		**$2,805,197**		**$2,996,149**	
FUND BALANCE AS % OF EXPENDITURES	***54%***	***59%***		***64%***		***67%***		***69%***		***72%***	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**6.48**	**7.10**		**7.64**		**8.04**		**8.29**		**8.68**	

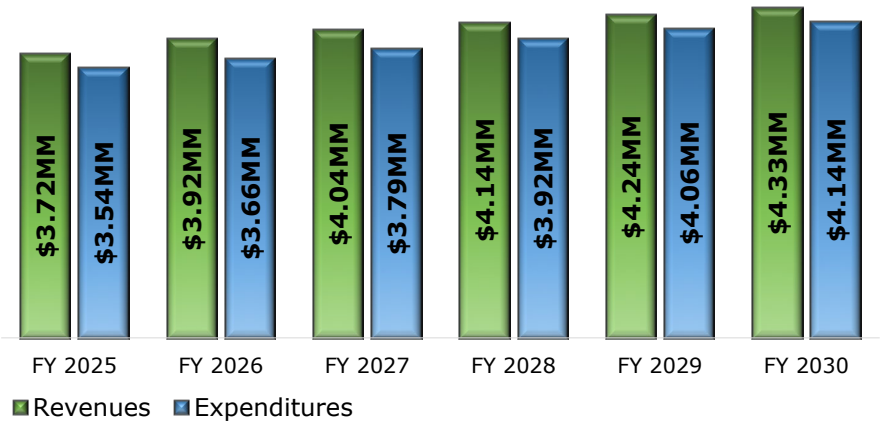
frontline Analytics

Projection Summary

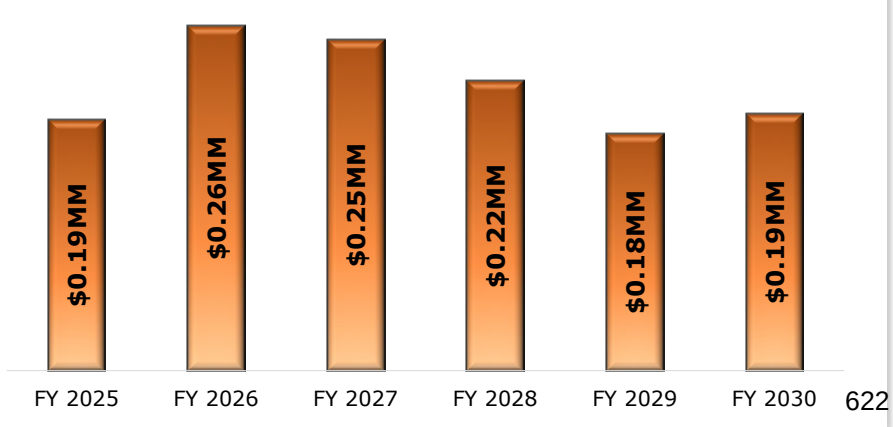
Municipal Retirement / Social Security Fund

Huntley Community School District 158 | FY26 Tentative Budget

Projected Revenues and Expenditures

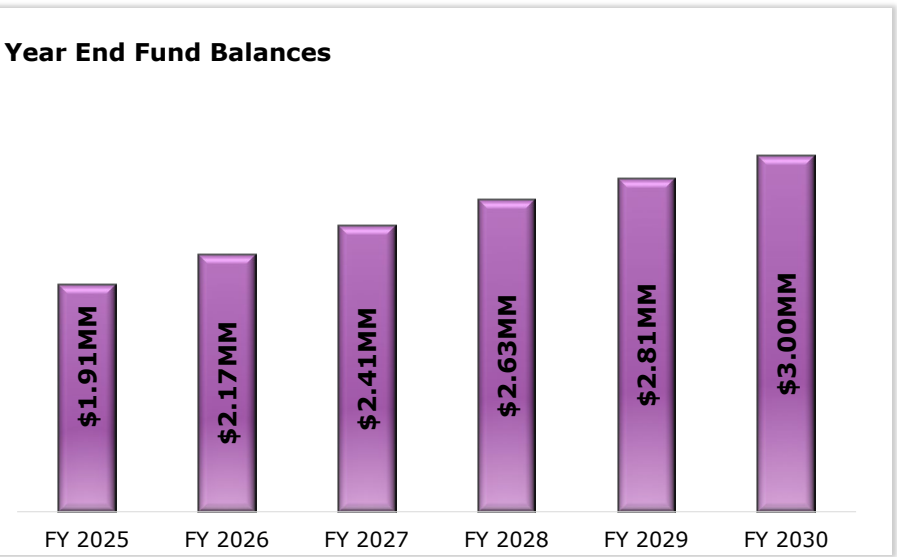


Fiscal Year Surplus / Deficit



622

Year End Fund Balances

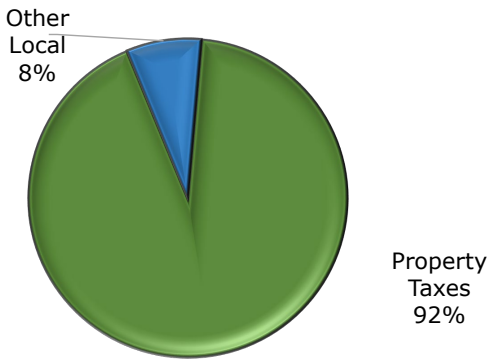


Revenue Summary

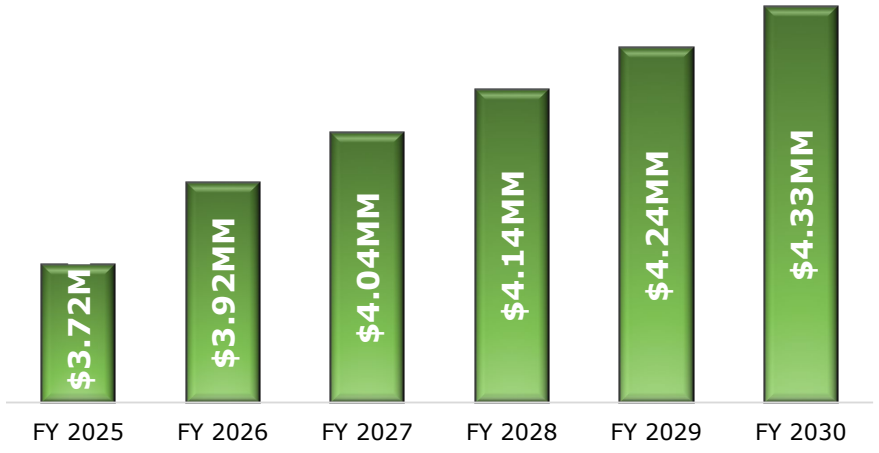
Municipal Retirement / Social Security Fund
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
LOCAL											
Property Taxes	$3,441,005	$3,634,555	*5.6%*	$3,752,473	*3.2%*	$3,854,871	*2.7%*	$3,952,340	*2.5%*	$4,049,128	*2.4%*
Other Local Revenue	283,946	283,946	*0.0%*	283,946	*0.0%*	283,946	*0.0%*	283,946	*0.0%*	283,946	*0.0%*
TOTAL LOCAL REVENUE	**$3,724,951**	**$3,918,501**	***5.2%***	**$4,036,419**	***3.0%***	**$4,138,817**	***2.5%***	**$4,236,286**	***2.4%***	**$4,333,074**	***2.3%***
STATE											
Evidence Based Funding	$0	$0		$0		$0		$0		$0	
Other State Revenue	0	0		0		0		0		0	
TOTAL STATE REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
TOTAL FEDERAL REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
FLOW-THROUGH REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
TOTAL REVENUE	**$3,724,951**	**$3,918,501**	***5.2%***	**$4,036,419**	***3.0%***	**$4,138,817**	***2.5%***	**$4,236,286**	***2.4%***	**$4,333,074**	***2.3%***

Budgeted Revenue Allocation by Source



Revenue Projection



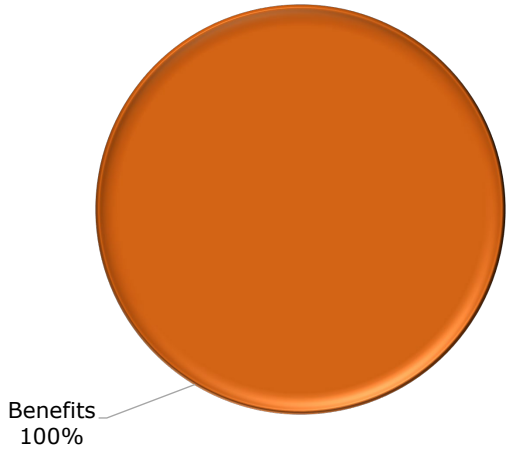
frontline Analytics

Expenditure Summary

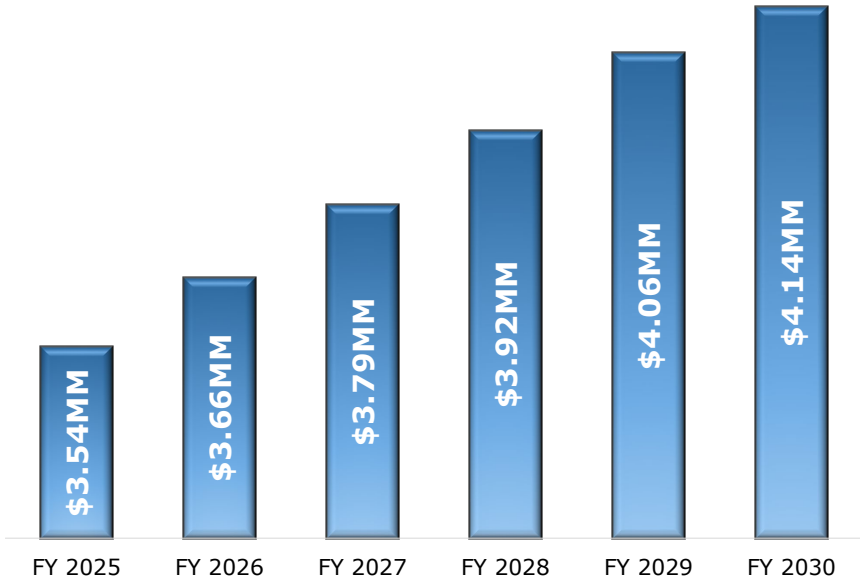
Municipal Retirement / Social Security Fund
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
Salaries	$0	$0		$0		$0		$0		$0	
Benefits	3,538,385	3,662,229	*3.5%*	3,790,407	*3.5%*	3,923,071	*3.5%*	4,060,378	*3.5%*	4,142,122	*2.0%*
TOTAL SALARIES & BENEFITS	**$3,538,385**	**$3,662,229**	*3.5%*	**$3,790,407**	*3.5%*	**$3,923,071**	*3.5%*	**$4,060,378**	*3.5%*	**$4,142,122**	*2.0%*
Purchased Services	$0	$0		$0		$0		$0		$0	
Supplies And Materials	0	0		0		0		0		0	
Capital Outlay	0	0		0		0		0		0	
Other Objects	0	0		0		0		0		0	
Non-Capitalized Equipment	0	0		0		0		0		0	
Termination Benefits	0	0		0		0		0		0	
Provision For Contingencies	0	0		0		0		0		0	
TOTAL ALL OTHER	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
TOTAL EXPENDITURES	**$3,538,385**	**$3,662,229**	*3.5%*	**$3,790,407**	*3.5%*	**$3,923,071**	*3.5%*	**$4,060,378**	*3.5%*	**$4,142,122**	*2.0%*

Budgeted Expenditure Allocation by Object



Expenditure Projection



Historical Summary

Municipal Retirement / Social Security Fund
Huntley Community School District 158 | FY26 Tentative Budget

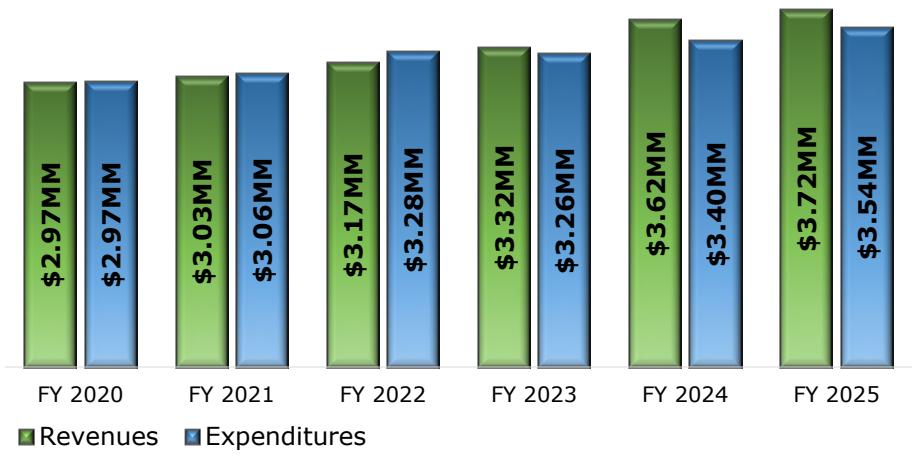
	AFR FY 2020	AFR FY 2021		AFR FY 2022		AFR FY 2023		AFR FY 2024		BUDGET FY 2025	
REVENUE											
Local	$2,965,777	$3,029,155	*2.1%*	$3,171,255	*4.7%*	$3,321,985	*4.8%*	$3,618,568	*8.9%*	$3,724,951	*2.9%*
State	0	0		0		0		0		0	
Federal	0	0		0		0		0		0	
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$2,965,777**	**$3,029,155**	***2.1%***	**$3,171,255**	***4.7%***	**$3,321,985**	***4.8%***	**$3,618,568**	***8.9%***	**$3,724,951**	***2.9%***
EXPENDITURES											
Salary and Benefit Costs	$2,971,365	$3,058,850	*2.9%*	$3,282,302	*7.3%*	$3,263,557	*(0.6%)*	$3,396,688	*4.1%*	$3,538,385	*4.2%*
Other	0	0		0		0		0		0	
TOTAL EXPENDITURES	**$2,971,365**	**$3,058,850**	***2.9%***	**$3,282,302**	***7.3%***	**$3,263,557**	***(0.6%)***	**$3,396,688**	***4.1%***	**$3,538,385**	***4.2%***
SURPLUS / DEFICIT	**($5,588)**	**($29,695)**		**($111,047)**		**$58,428**		**$221,880**		**$186,566**	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	$0	$0		$0		$0		$0		$0	
Other Financing Uses	$0	$0		$0		$0		$0		$0	
TOTAL OTHER FIN. SOURCES / USES	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**($5,588)**	**($29,695)**		**($111,047)**		**$58,428**		**$221,880**		**$186,566**	
BEGINNING FUND BALANCE	**$1,590,714**	**$1,585,126**		**$1,555,431**		**$1,444,384**		**$1,502,812**		**$1,724,692**	
AUDIT ADUSTMENTS TO FUND BALANCE	$0	$0		$0		$0		$0		$0	
YEAR END BALANCE	**$1,585,126**	**$1,555,431**		**$1,444,384**		**$1,502,812**		**$1,724,692**		**$1,911,258**	
FUND BALANCE AS % OF EXPENDITURES	***53%***	***51%***		***44%***		***46%***		***51%***		***54%***	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**6.40**	**6.10**		**5.28**		**5.53**		**6.09**		**6.48**	

frontline Analytics

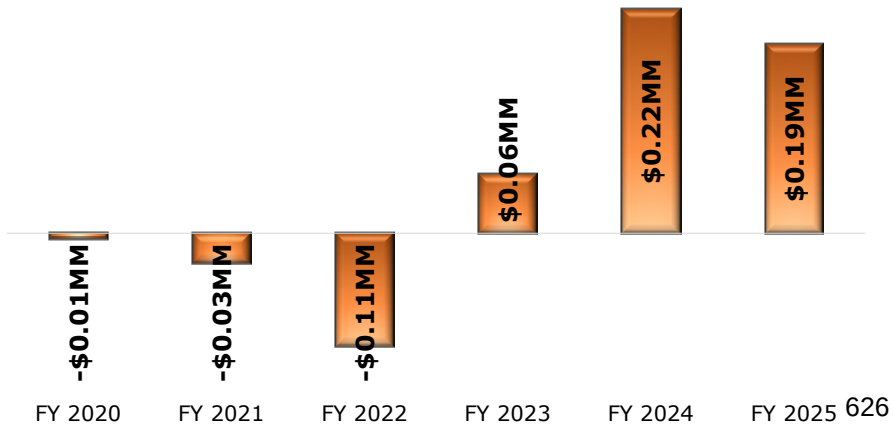
Historical Summary

Municipal Retirement / Social Security Fund
Huntley Community School District 158 | FY26 Tentative Budget

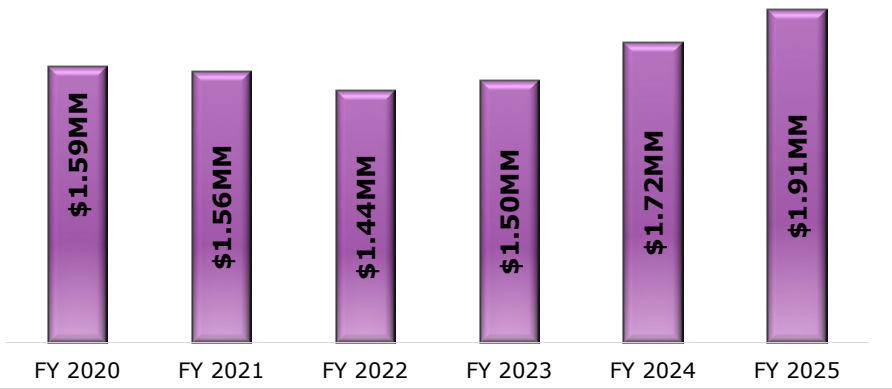
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



Capital Project Fund
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
REVENUE											
Local	$913,089	$913,089	*0.0%*	$913,089	*0.0%*	$913,089	*0.0%*	$913,089	*0.0%*	$913,089	*0.0%*
State	0	0		0		0		0		0	
Federal	0	0		0		0		0		0	
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$913,089**	**$913,089**	***0.0%***	**$913,089**	***0.0%***	**$913,089**	***0.0%***	**$913,089**	***0.0%***	**$913,089**	***0.0%***
EXPENDITURES											
Salary and Benefit Costs	$0	$0		$0		$0		$0		$0	
Other	467,498	0	*(100.0%)*	0		0		0		0	
TOTAL EXPENDITURES	**$467,498**	**$0**	***(100.0%)***	**$0**		**$0**		**$0**		**$0**	
SURPLUS / DEFICIT	**$445,591**	**$913,089**		**$913,089**		**$913,089**		**$913,089**		**$913,089**	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	$0	$0		$0		$0		$0		$0	
Other Financing Uses	$0	$0		$0		$0		$0		$0	
TOTAL OTHER FIN. SOURCES / USES	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**$445,591**	**$913,089**		**$913,089**		**$913,089**		**$913,089**		**$913,089**	
BEGINNING FUND BALANCE	**$1,320,671**	**$1,766,262**		**$2,679,352**		**$3,592,441**		**$4,505,530**		**$5,418,619**	
AUDIT ADUSTMENTS TO FUND BALANCE	$0	$0		$0		$0		$0		$0	
PROJECTED YEAR END BALANCE	**$1,766,262**	**$2,679,352**		**$3,592,441**		**$4,505,530**		**$5,418,619**		**$6,331,709**	
FUND BALANCE AS % OF EXPENDITURES	***378%***	***#DIV/0!***		***#DIV/0!***		***#DIV/0!***		***#DIV/0!***		***#DIV/0!***	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**45.34**	**#DIV/0!**		**#DIV/0!**		**#DIV/0!**		**#DIV/0!**		**#DIV/0!**	

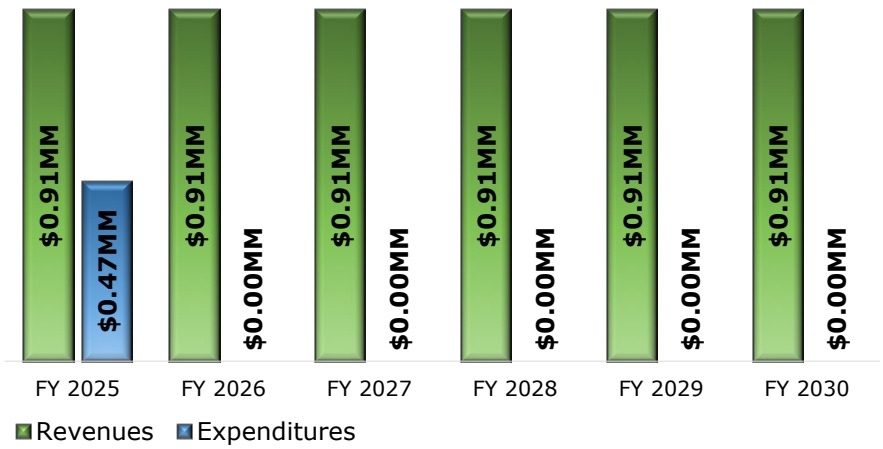
frontline Analytics

Projection Summary

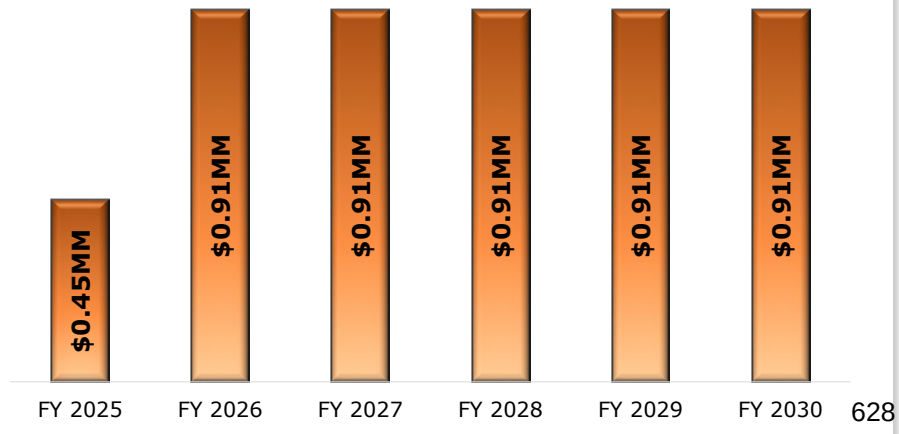
Capital Project Fund

Huntley Community School District 158 | FY26 Tentative Budget

Projected Revenues and Expenditures

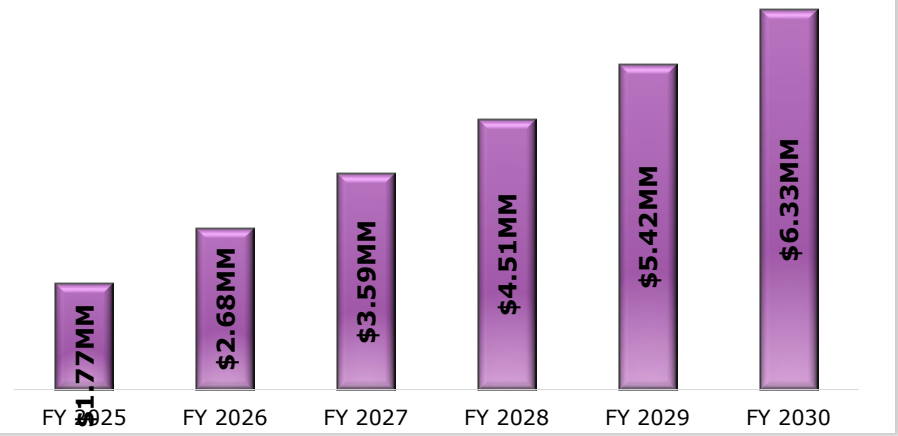


Fiscal Year Surplus / Deficit



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Year End Fund Balances

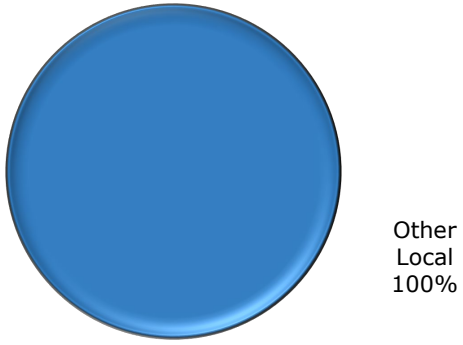


Revenue Summary

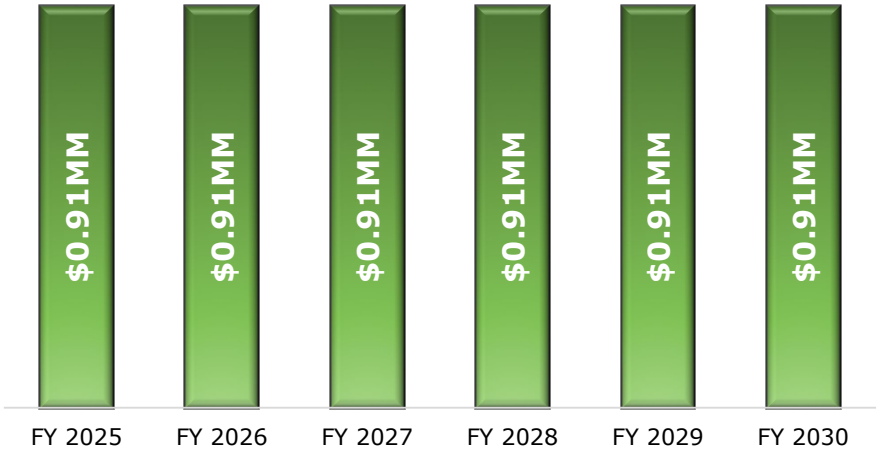
Capital Projects Fund
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
LOCAL											
Property Taxes	$0	$0		$0		$0		$0		$0	
Other Local Revenue	913,089	913,089	*0.0%*	913,089	*0.0%*	913,089	*0.0%*	913,089	*0.0%*	913,089	*0.0%*
TOTAL LOCAL REVENUE	**$913,089**	**$913,089**	***0.0%***	**$913,089**	***0.0%***	**$913,089**	***0.0%***	**$913,089**	***0.0%***	**$913,089**	***0.0%***
STATE											
Evidence Based Funding	$0	$0		$0		$0		$0		$0	
Other State Revenue	0	0		0		0		0		0	
TOTAL STATE REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
TOTAL FEDERAL REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
FLOW-THROUGH REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
TOTAL REVENUE	**$913,089**	**$913,089**	***0.0%***	**$913,089**	***0.0%***	**$913,089**	***0.0%***	**$913,089**	***0.0%***	**$913,089**	***0.0%***

Budgeted Revenue Allocation by Source



Revenue Projection



frontline Analytics

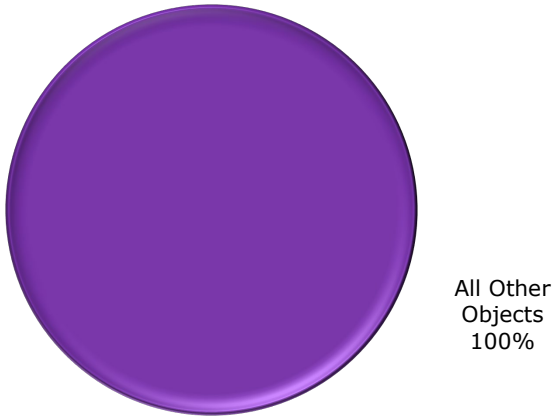
Expenditure Summary

Capital Projects Fund
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027	PROJECTED FY 2028	PROJECTED FY 2029	PROJECTED FY 2030
Salaries	$0	$0		$0	$0	$0	$0
Benefits	0	0		0	0	0	0
TOTAL SALARIES & BENEFITS	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**
Purchased Services	$0	$0		$0	$0	$0	$0
Supplies And Materials	0	0		0	0	0	0
Capital Outlay	0	0		0	0	0	0
Other Objects	467,498	0	*(100.0%)*	0	0	0	0
Non-Capitalized Equipment	0	0		0	0	0	0
Termination Benefits	0	0		0	0	0	0
Provision For Contingencies	0	0		0	0	0	0
TOTAL ALL OTHER	**$467,498**	**$0**	*(100.0%)*	**$0**	**$0**	**$0**	**$0**
TOTAL EXPENDITURES	**$467,498**	**$0**	*(100.0%)*	**$0**	**$0**	**$0**	**$0**

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Budgeted Expenditure Allocation by Object



Expenditure Projection



Historical Summary

Capital Projects Fund
Huntley Community School District 158 | FY26 Tentative Budget

	AFR FY 2020	AFR FY 2021		AFR FY 2022		AFR FY 2023		AFR FY 2024		BUDGET FY 2025	
REVENUE											
Local	$445,905	$502,117	*12.6%*	$788,753	*57.1%*	$508,328	*(35.6%)*	$1,495,307	*194.2%*	$913,089	*(38.9%)*
State	0	0		0		0		0		0	
Federal	0	0		0		0		0		0	
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$445,905**	**$502,117**	***12.6%***	**$788,753**	***57.1%***	**$508,328**	***(35.6%)***	**$1,495,307**	***194.2%***	**$913,089**	***(38.9%)***
EXPENDITURES											
Salary and Benefit Costs	$0	$0		$0		$0		$0		$0	
Other	3,766,713	859,951	*(77.2%)*	0	*(100.0%)*	742,531		343,847	*(53.7%)*	467,498	*36.0%*
TOTAL EXPENDITURES	**$3,766,713**	**$859,951**	***(77.2%)***	**$0**	***(100.0%)***	**$742,531**		**$343,847**	***(53.7%)***	**$467,498**	***36.0%***
SURPLUS / DEFICIT	**($3,320,808)**	**($357,834)**		**$788,753**		**($234,203)**		**$1,151,460**		**$445,591**	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	$3,400,000	$0		$0		$0		$0		$0	
Other Financing Uses	($714,651)	($697,713)		($711,863)		($472,270)		($474,813)		($0)	
TOTAL OTHER FIN. SOURCES / USES	**$2,685,349**	**($697,713)**		**($711,863)**		**($472,270)**		**($474,813)**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**($635,459)**	**($1,055,547)**		**$76,890**		**($706,473)**		**$676,647**		**$445,591**	
BEGINNING FUND BALANCE	**$2,964,613**	**$2,329,154**		**$1,273,607**		**$1,350,497**		**$644,024**		**$1,320,671**	
AUDIT ADUSTMENTS TO FUND BALANCE	$0	$0		$0		$0		$0		$0	
YEAR END BALANCE	**$2,329,154**	**$1,273,607**		**$1,350,497**		**$644,024**		**$1,320,671**		**$1,766,262**	
FUND BALANCE AS % OF EXPENDITURES	***62%***	***148%***		***#DIV/0!***		***87%***		***384%***		***378%***	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**7.42**	**17.77**		**#DIV/0!**		**10.41**		**46.09**		**45.34**	

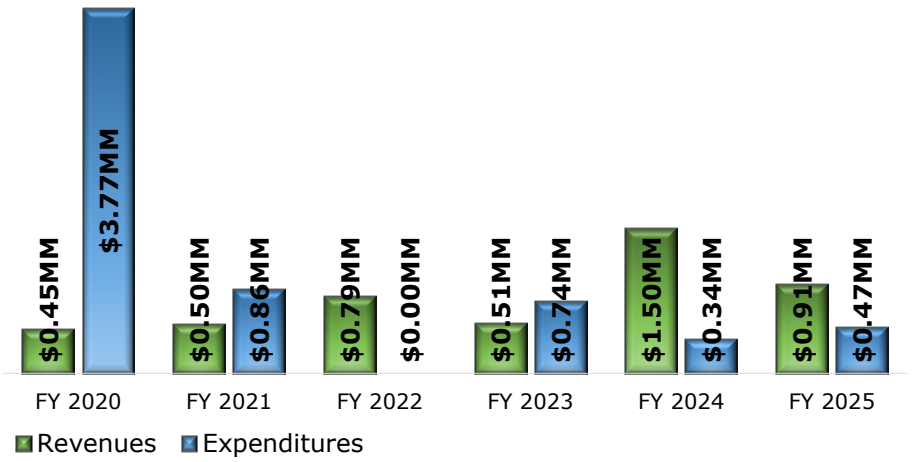
frontline Analytics

Historical Summary

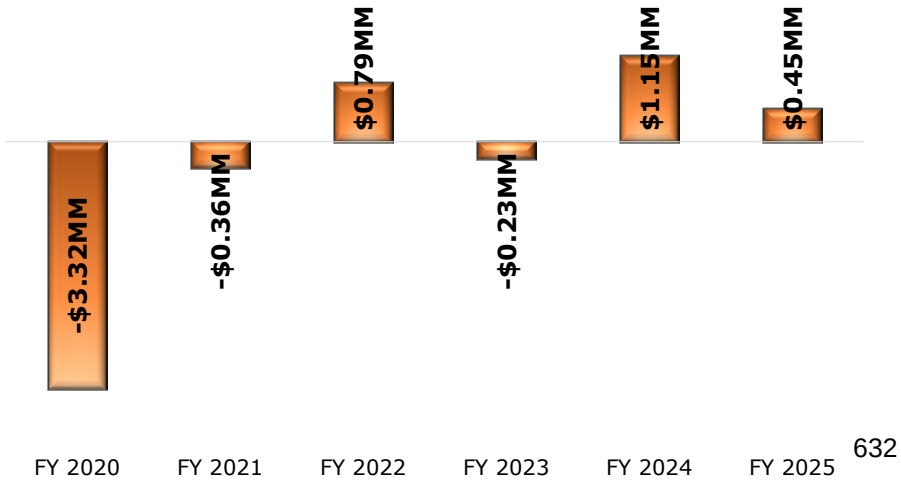
Capital Projects Fund

Huntley Community School District 158 | FY26 Tentative Budget

Projected Revenues and Expenditures

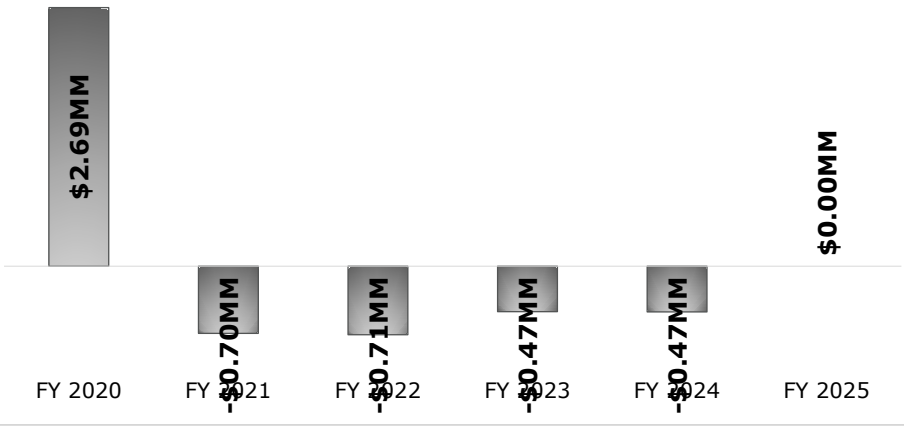


Fiscal Year Surplus / Deficit

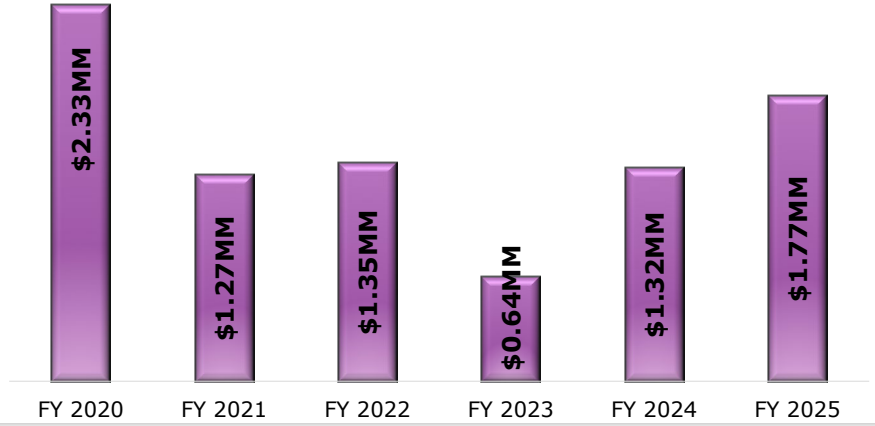


632

Other Financing Sources & Uses



Year End Fund Balances



Projection Summary

Working Cash Fund
Huntley Community School District 158 | FY26 Tentative Budget

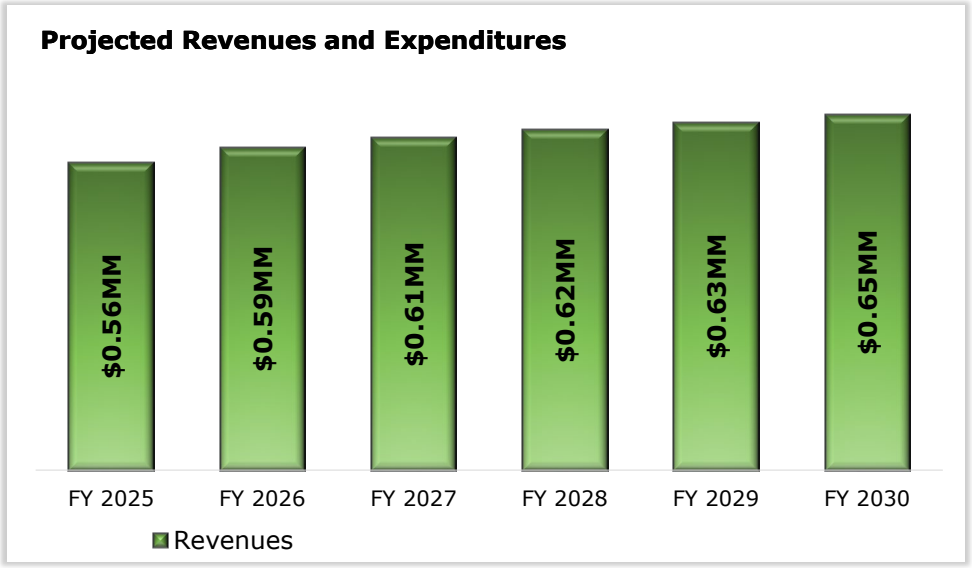
	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
REVENUE											
Local	$560,240	$588,207	*5.0%*	$605,243	*2.9%*	$620,038	*2.4%*	$634,120	*2.3%*	$648,104	*2.2%*
State	0	0		0		0		0		0	
Federal	0	0		0		0		0		0	
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$560,240**	**$588,207**	***5.0%***	**$605,243**	***2.9%***	**$620,038**	***2.4%***	**$634,120**	***2.3%***	**$648,104**	***2.2%***
OTHER FINANCING SOURCES / USES											
Other Financing Sources	$0	$0		$0		$0		$0		$0	
Other Financing Uses	0	0		0		0		0		0	
TOTAL OTHER FIN. SOURCES / USES	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**$560,240**	**$588,207**		**$605,243**		**$620,038**		**$634,120**		**$648,104**	
BEGINNING FUND BALANCE	**$6,474,551**	**$7,034,791**		**$7,622,999**		**$8,228,242**		**$8,848,280**		**$9,482,400**	
AUDIT ADUSTMENTS TO FUND BALANCE											
PROJECTED YEAR END BALANCE	**$7,034,791**	**$7,622,999**		**$8,228,242**		**$8,848,280**		**$9,482,400**		**$10,130,505**	

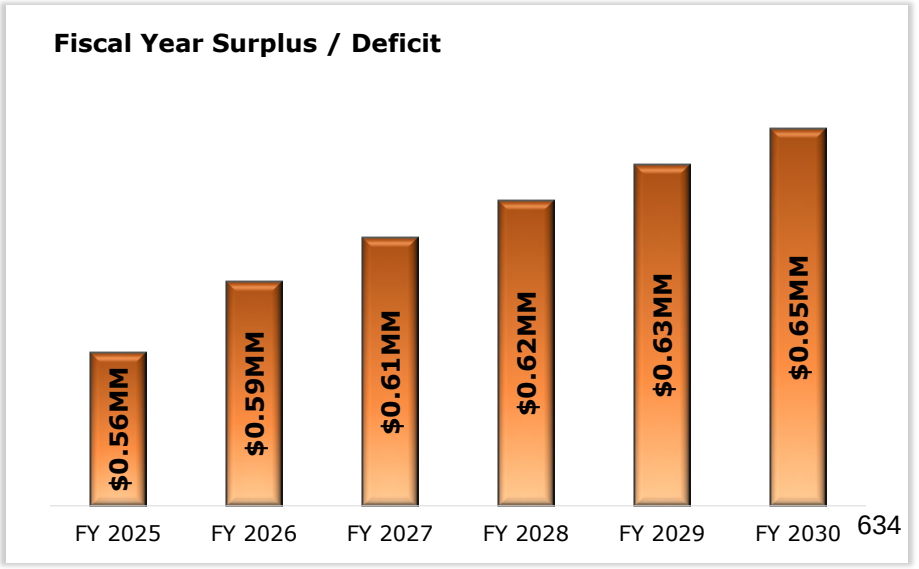
frontline Analytics

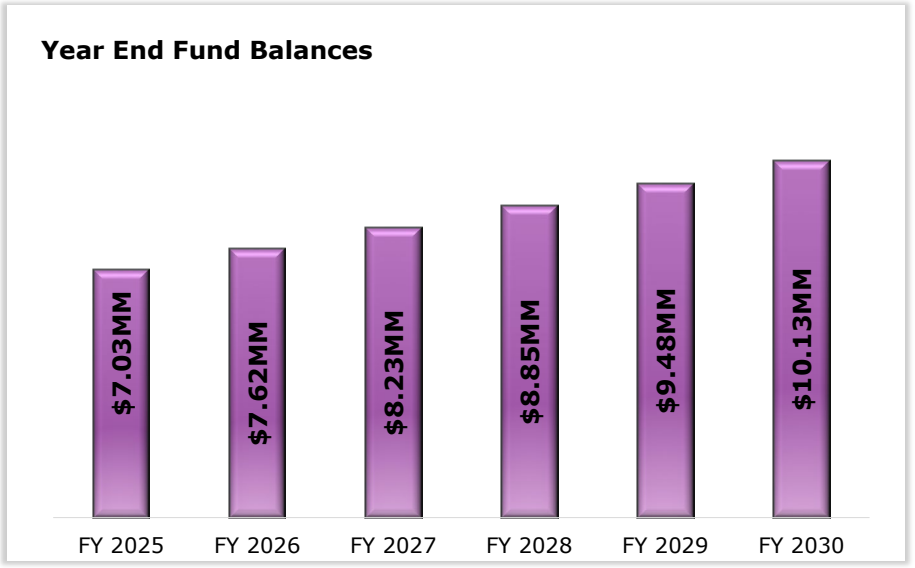
Projection Summary

Working Cash Fund

Huntley Community School District 158 | FY26 Tentative Budget







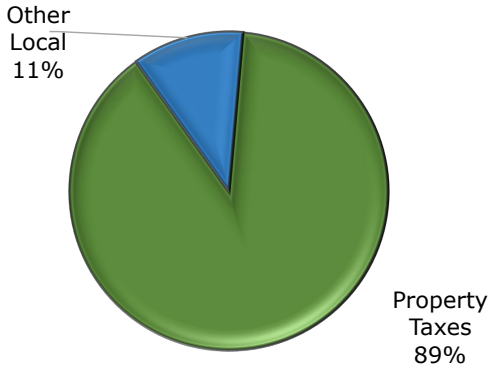
frontline Analytics

Revenue Summary

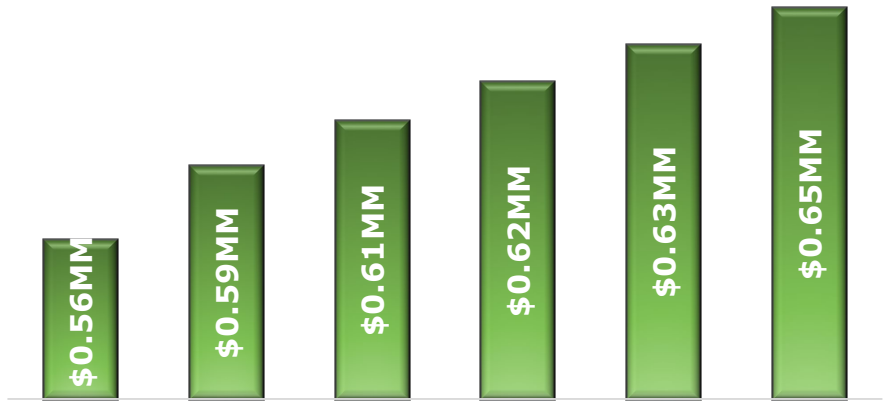
Working Cash Fund
Huntley Community School District 158 | FY26 Tentative Budget

	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
LOCAL											
Property Taxes	$497,151	$525,118	*5.6%*	$542,154	*3.2%*	$556,949	*2.7%*	$571,031	*2.5%*	$585,015	*2.4%*
Other Local Revenue	63,089	63,089	*0.0%*	63,089	*0.0%*	63,089	*0.0%*	63,089	*0.0%*	63,089	*0.0%*
TOTAL LOCAL REVENUE	**$560,240**	**$588,207**	***5.0%***	**$605,243**	***2.9%***	**$620,038**	***2.4%***	**$634,120**	***2.3%***	**$648,104**	***2.2%***
STATE											
Evidence Based Funding	$0	$0		$0		$0		$0		$0	
Other State Revenue	0	0		0		0		0		0	
TOTAL STATE REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
TOTAL FEDERAL REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
FLOW-THROUGH REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
TOTAL REVENUE	**$560,240**	**$588,207**	***5.0%***	**$605,243**	***2.9%***	**$620,038**	***2.4%***	**$634,120**	***2.3%***	**$648,104**	***2.2%***

Budgeted Revenue Allocation by Source



Revenue Projection



Historical Summary

Working Cash Fund

Huntley Community School District 158 | FY26 Tentative Budget

	AFR FY 2020	AFR FY 2021		AFR FY 2022		AFR FY 2023		AFR FY 2024		BUDGET FY 2025	
REVENUE											
Local	$408,285	$415,323	*1.7%*	$429,104	*3.3%*	$457,587	*6.6%*	$508,523	*11.1%*	$560,240	*10.2%*
State	0	0		0		0		0		0	
Federal	0	0		0		0		0		0	
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$408,285**	**$415,323**	***1.7%***	**$429,104**	***3.3%***	**$457,587**	***6.6%***	**$508,523**	***11.1%***	**$560,240**	***10.2%***
OTHER FINANCING SOURCES / USES											
Other Financing Sources	$0	$0		$0		$0		$0		$0	
Other Financing Uses	0	0		0		0		0		0	
TOTAL OTHER FIN. SOURCES / USES	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	**$408,285**	**$415,323**		**$429,104**		**$457,587**		**$508,523**		**$560,240**	
BEGINNING FUND BALANCE	**$4,255,729**	**$4,664,014**		**$5,079,337**		**$5,508,441**		**$5,966,028**		**$6,474,551**	
AUDIT ADUSTMENTS TO FUND BALANCE	$0	$0		$0		$0		$0		$0	
YEAR END BALANCE	**$4,664,014**	**$5,079,337**		**$5,508,441**		**$5,966,028**		**$6,474,551**		**$7,034,791**	

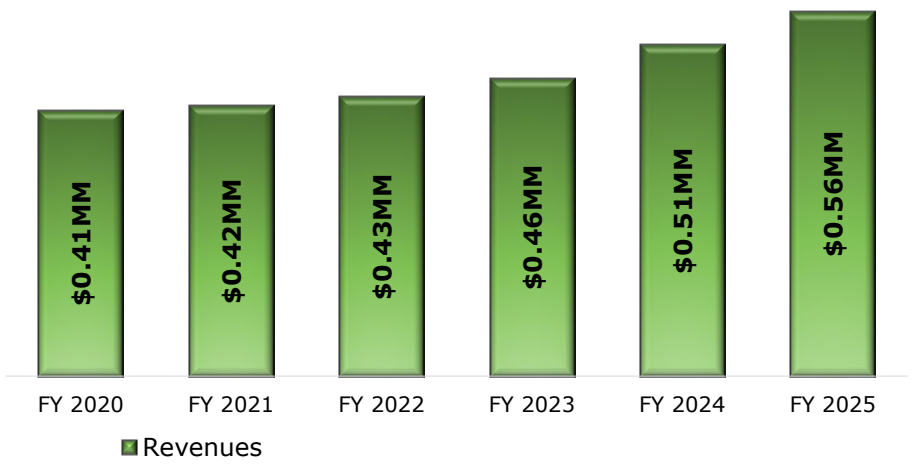
frontline Analytics

Historical Summary

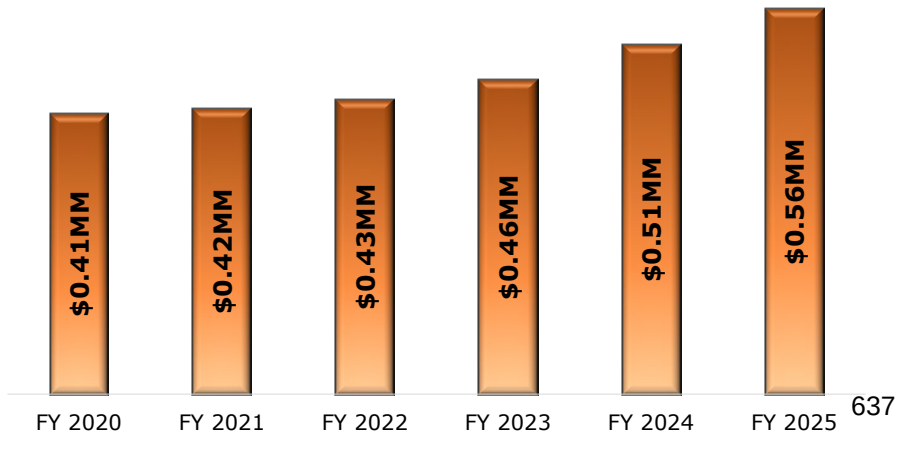
Working Cash Fund

Huntley Community School District 158 | FY26 Tentative Budget

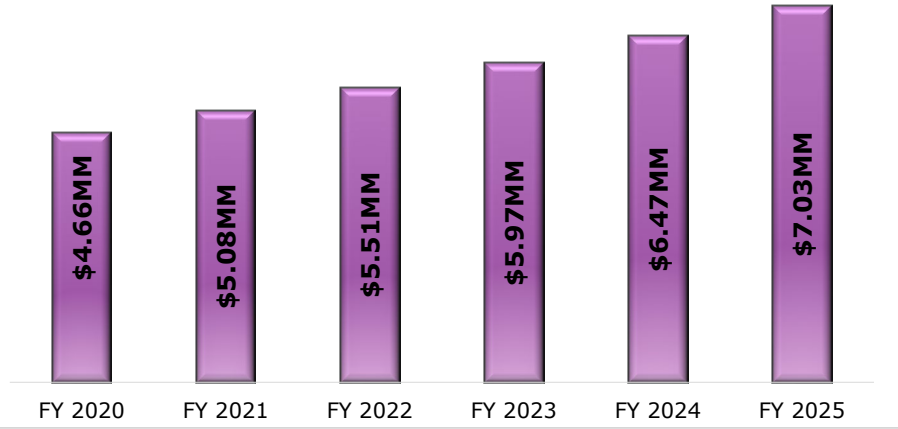
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



frontline Analytics

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • huntley158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 12, 2025

Subject: **Revenue Contract Approval**
Board of Education Meeting – June 12, 2025
Finance Committee

Presented are Fundraising/Crowdfunding Authorization forms for the organizations listed below.

Organization Benefited	Vendor	Net Revenue
Martin Elementary	CDM Promotions	$3,480
Conley Elementary	CDM Promotions	$2,540
Leggee Elementary	CDM Promotions	$2,700
Huntley High Girls Volleyball	Gold Fundraising	$12,000
Huntley High HOSA/Medical Club	Gordon Food Service	$2,500
Heineman Music	Rite Bite Fundraising	$5,000

RECOMMENDATION
The Finance Committee recommend the Board of Education approve the Fundraising/Crowdfunding Authorization forms at the June 12, 2025 Regular Board Meeting.

Fundraising Authorization Form

Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form *in its entirety* and submit the form to your Athletic / Activities Director (as applicable) and Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 5/22/2025 School: Martin

Name of School Organization: Martin Elementary

Sponsor / Coach's Name: Christian Bierma Phone: 5426

Starting Date of Event: August 11 2026 Ending Date of Event: October 1st 2025

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ 3,480.00 ✓

Type of Sale / Event: T-Shirt Sale ✓

Will a Vendor Be Used: ☒ Yes* ☐ No **** Attach all contracts and agreements to this form.***

Name of Vendor (if applicable): CDM Promotions ✓

Type of Product or Service Provided by Vendor: Custom T-Shirts

Purpose of Fundraiser: Provide Students with ensemble shirts and to fund supplies for students

Name of Activity Account: Martin Band Activity Account #: 706

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over $1,000).

Sponsor Signature — Date

Athletic / Activities Director Signature — Date

Michele Happold — 5-22-25

Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event* — Date

Chief Financial Officer Signature — 5-31-25 — Date

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of $1,000.00 be approved by the board.

☐ Superintendent's Copy ☐ Fiscal Services Copy Date of Board Approval: _____

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Anna Meyer <ameyer@district158.org>

Conley, Leggee, Martin Ensemble Fundraiser Approval Needed

1 message

Christian Bierma <cbierma@district158.org> Fri, May 23, 2025 at 3:07 PM
To: Anna Meyer <ameyer@district158.org>
Cc: Scott Iddings <siddings@district158.org>, Michele Happold <mhappold@district158.org>, Katherine Surjan <ksurjan@district158.org>

Good afternoon Anna,

We are organizing our annual t-shirt sale for the start of next school year and need your help getting this sent off to the board for approval.

You should be receiving our signed approval forms from each of the three schools shortly. Last year, you requested backup information about the fundraiser. I've attached the t-shirt totals document as well as the invoices from our vendor. Just like last year, we charge $20 per shirt. Every student purchases a shirt. Some families choose to buy more for parents, siblings, etc. The money collected is used to buy shirts, food, and other supplies that the students need throughout the year. This year's fundraising estimate is based on the total funds raised last year. The same model is used across all three schools.

Please let me know if you need any more information. The best way to reach me this summer would be by calling my cell phone at 815-534-0386.

Have a great day!

Elementary Ensemble T-Shirt Totals 24-25

--
Christian Bierma
Martin Elementary School 5th Grade Band Director
Leggee Elementary School 5th Grade Band Director
cbierma@district158.org

3 attachments

Invoice 2CM3135978 for P.O. 2CMA1858 - Martin Band Tees 10-14-24.pdf
154K

Invoice 2CM3135975 for P.O. 2CMA1860 - Conley Band Tees 10-14-24.pdf
153K

Invoice 2CM3135976 for P.O. 2CMA1859 - Leggee Band Tees 10-14-24.pdf
153K

AIA™ CDM PROMOTIONS

Dena Napoli
P: 847-254-7870 F: 847-669-3376
Email : dnapoli@cdmpromo.com
Website : cdmpromo.espwebsite.com

MELINDA STANTON
ADMINISTRATIVE ASSIS
MARTIN ELEMENTARY SCHOOL
10920 REED ROAD
LAKE IN THE HILLS IL 60156

INVOICE	2CM3135978
INVOICE DATE	10/14/2024
PAGE	1 of 1
ACCOUNT#	514242226
EAIA Order #	2CMA1858
YOUR REF/PO#	Band/Orchestra Tees 2024
ORDERED BY	Melinda Stanton
Tax Exempt	[X] Yes [ ] No
Tax Exempt #	Same as 261604

Delivery Details Below.

Line	Qty	Item	Description	Unit	Amount
1	118	CPN-10473695	Gildan Heavy Cotton™ Youth T-Shirt	8.00 EA	944.00
2	56	CPN-556026146	*Breakdown below*		
	- 55	CPN-556026146	Gildan Heavy Cotton™ T-Shirt	8.00 EA	440.00
	- 1		3XL - /Cotton	10.00	10.00

Terms	Sub-Total	Freight	Sales Tax	Invoice Total	Payment	Due Date
Net 15	$1,394.00	$0.00	$0.00	$1,394.00	$0.00	10/29/2024

PLEASE PAY THIS AMOUNT → **Total Due** **$1,394.00**

For proper credit to your account, PLEASE INCLUDE THE INVOICE NUMBER ON YOUR REMITTANCE

Electronic Payment:
CIBC Bank USA
AIA Corporation
ABA: 071006486
Acct#: 7701657
Email: bankinfo@aiacorporation.com

Checks Payable to: AIA Corporation

Standard Mail:
AIA CORPORATION
8148 SOLUTIONS CENTER
CHICAGO IL 60677-8001

Courier Packages
AIA CORPORATION
222 W. COLLEGE AVE 9th FLOOR
APPLETON WI 54911

Thank you for your order! We appreciate your business!

Fundraising Authorization Form

Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form *in its entirety* and submit the form to your Athletic / Activities Director (as applicable) and Building Principal a minimum of 45 days prior to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 5/22/25 School: Conley Elementary School

Name of School Organization: Band/Orchestra

Sponsor / Coach's Name: Brittany Chally Phone: 847-659-3822

Starting Date of Event: 8/11/25 Ending Date of Event: 10/1/25

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $2,540 ✓

Type of Sale / Event: T-shirt sale ✓

Will a Vendor Be Used: ☒ Yes* ☐ No **** Attach all contracts and agreements to this form.***

Name of Vendor (if applicable): CDM Promotion

Type of Product or Service Provided by Vendor: T-shirt supplier

Purpose of Fundraiser: Provide students uniform for concert and provide supplies for the year.

Name of Activity Account: Conley Music Band/Orchestra Activity Account #: 1706

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over $1,000).

Brittany Chally — 5/22/25
Sponsor Signature — Date

Athletic / Activities Director Signature — Date

[signature] — 5/22/25
Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event* — Date

[signature] — 5-31-25
Chief Financial Officer Signature — Date

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of $1,000.00 be approved by the board.

☐ Superintendent's Copy ☐ Fiscal Services Copy Date of Board Approval: _____

AIA™ CDM PROMOTIONS

Mike Napoli
P: 847-669-3100 F: 847-669-3376
Email : mnapoli@cdmpromo.com
Website : cdmpromo.espwebsite.com

KATHY MICHEL
CONLEY ELEMENTARY SCHOOL
750 ACADEMIC DRIVE
ALGONQUIN IL 60102

INVOICE	2CM3135975
INVOICE DATE	10/14/2024
PAGE	1 of 1
ACCOUNT#	514241565
EAIA Order #	2CMA1860
YOUR REF/PO#	Band/Orchestra Tees 2024
ORDERED BY	Kathy Michel
Tax Exempt	[X] Yes [ ] No
Tax Exempt #	E9995-0162-06 (JR)

Delivery Details Below.

Line	Qty	Item	Description	Unit	Amount
1	87	CPN-10473695	Gildan Heavy Cotton™ Youth T-Shirt	10.00 EA	870.00
2	62	CPN-556026146	*Breakdown below*		
-	59	CPN-556026146	Gildan Heavy Cotton™ T-Shirt	10.00 EA	590.00
-	3		2XL - /Cotton	12.00	36.00

Terms	Sub-Total	Freight	Sales Tax	Invoice Total	Payment	Due Date
Net 15	$1,496.00	$0.00	$0.00	$1,496.00	$0.00	10/29/2024
			PLEASE PAY THIS AMOUNT →		Total Due	$1,496.00

For proper credit to your account, PLEASE INCLUDE THE INVOICE NUMBER ON YOUR REMITTANCE

Electronic Payment:
CIBC Bank USA
AIA Corporation
ABA: 071006486
Acct#: 7701657
Email: bankinfo@aiacorporation.com

Checks Payable to: AIA Corporation

Standard Mail:
AIA CORPORATION
8148 SOLUTIONS CENTER
CHICAGO IL 60677-8001

Courier Packages
AIA CORPORATION
222 W. COLLEGE AVE 9th FLOOR
APPLETON WI 54911

Thank you for your order! We appreciate your business!

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Anna Meyer <ameyer@district158.org>

Conley, Leggee, Martin Ensemble Fundraiser Approval Needed

1 message

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To: Anna Meyer <ameyer@district158.org>
Cc: Scott Iddings <siddings@district158.org>, Michele Happold <mhappold@district158.org>, Katherine Surjan <ksurjan@district158.org>

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Elementary Ensemble T-Shirt Totals 24-25

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cbierma@district158.org

3 attachments

Invoice 2CM3135978 for P.O. 2CMA1858 - Martin Band Tees 10-14-24.pdf
154K

Invoice 2CM3135975 for P.O. 2CMA1860 - Conley Band Tees 10-14-24.pdf
153K

Invoice 2CM3135976 for P.O. 2CMA1859 - Leggee Band Tees 10-14-24.pdf
153K

Fundraising Authorization Form

Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form *in its entirety* and submit the form to your Athletic / Activities Director (as applicable) and Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: May 21st, 2025 School: Leggee Elementary

Name of School Organization: Leggee Band and Orchestra

Sponsor / Coach's Name: Christian Bierma Phone: x6388

Starting Date of Event: August 11th, 2025 Ending Date of Event: October 1st, 2025

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ 2,700.00

Type of Sale / Event: T-Shirt Sale

Will a Vendor Be Used: ☒ Yes* ☐ No **** Attach all contracts and agreements to this form.***

Name of Vendor (if applicable): CDM Productions

Type of Product or Service Provided by Vendor: Custom T-Shirt Printing

Purpose of Fundraiser: T-shirts for student use, final concert student food, supplies for students

Name of Activity Account: Band/Orchestra Activity Account Activity Account #: 30511

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over $1,000).

Sponsor Signature — Date: 5/22/25

Athletic / Activities Director Signature — Date

Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event* — Date: 5-22-25

Chief Financial Officer Signature — Date: 5-31-25

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of $1,000.00 be approved by the board.

☐ Superintendent's Copy ☐ Fiscal Services Copy Date of Board Approval:

AIA CDM PROMOTIONS

Dena Napoli
P: 847-254-7870 F: 847-669-3376
Email : dnapoli@cdmpromo.com
Website : cdmpromo.espwebsite.com

TARA MANNING
LEGGEE ELEMENTARY SCHOOL
13723 HARMONY ROAD
HUNTLEY IL 60142

INVOICE	2CM3135976
INVOICE DATE	10/14/2024
PAGE	1 of 1
ACCOUNT#	514242897
EAIA Order #	2CMA1859
YOUR REF/PO#	Band/Orchestra Tees 2024
ORDERED BY	Tara Manning
Tax Exempt	[X] Yes [ ] No
Tax Exempt #	Same as 206021 (JR)

Delivery Details Below.

Line	Qty	Item	Description	Unit	Amount
1	67	CPN-10473695	Gildan Heavy Cotton™ Youth T-Shirt	10.00 EA	670.00
2	39	CPN-556026146	*Breakdown below*		
-	38	CPN-556026146	Gildan Heavy Cotton™ T-Shirt	10.00 EA	380.00
-	1		3XL - /Cotton	12.00	12.00

Terms	Sub-Total	Freight	Sales Tax	Invoice Total	Payment	Due Date
Net 30	$1,062.00	$0.00	$0.00	$1,062.00	$0.00	11/13/2024
			PLEASE PAY THIS AMOUNT ➡		Total Due	$1,062.00

For proper credit to your account, PLEASE INCLUDE THE INVOICE NUMBER ON YOUR REMITTANCE

Electronic Payment:
CIBC Bank USA
AIA Corporation
ABA: 071006486
Acct#: 7701657
Email: bankinfo@aiacorporation.com

Checks Payable to: AIA Corporation

Standard Mail:
AIA CORPORATION
8148 SOLUTIONS CENTER
CHICAGO IL 60677-8001

Courier Packages
AIA CORPORATION
222 W. COLLEGE AVE 9th FLOOR
APPLETON WI 54911

Thank you for your order! We appreciate your business!

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Anna Meyer <ameyer@district158.org>

Conley, Leggee, Martin Ensemble Fundraiser Approval Needed

1 message

Christian Bierma <cbierma@district158.org> Fri, May 23, 2025 at 3:07 PM
To: Anna Meyer <ameyer@district158.org>
Cc: Scott Iddings <siddings@district158.org>, Michele Happold <mhappold@district158.org>, Katherine Surjan <ksurjan@district158.org>

Good afternoon Anna,

We are organizing our annual t-shirt sale for the start of next school year and need your help getting this sent off to the board for approval.

You should be receiving our signed approval forms from each of the three schools shortly. Last year, you requested backup information about the fundraiser. I've attached the t-shirt totals document as well as the invoices from our vendor. Just like last year, we charge $20 per shirt. Every student purchases a shirt. Some families choose to buy more for parents, siblings, etc. The money collected is used to buy shirts, food, and other supplies that the students need throughout the year. This year's fundraising estimate is based on the total funds raised last year. The same model is used across all three schools.

Please let me know if you need any more information. The best way to reach me this summer would be by calling my cell phone at 815-534-0386.

Have a great day!

Elementary Ensemble T-Shirt Totals 24-25

--
Christian Bierma
Martin Elementary School 5th Grade Band Director
Leggee Elementary School 5th Grade Band Director
cbierma@district158.org

3 attachments

Invoice 2CM3135978 for P.O. 2CMA1858 - Martin Band Tees 10-14-24.pdf
154K

Invoice 2CM3135975 for P.O. 2CMA1860 - Conley Band Tees 10-14-24.pdf
153K

Invoice 2CM3135976 for P.O. 2CMA1859 - Leggee Band Tees 10-14-24.pdf
153K

Fundraising Authorization Form

Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form *in its entirety* and submit the form to your Athletic / Activities Director (as applicable) and Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 5/22 25 School: Huntley High School

Name of School Organization: Girls Volleyball Program

Sponsor / Coach's Name: Karen Naymola Phone: 847-833-4154

Starting Date of Event: 8-18 25 Ending Date of Event: 8/25 25

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ 12,000.00 ✓

Type of Sale / Event: Item sale

Will a Vendor Be Used: ☒ Yes* ☐ No **** Attach all contracts and agreements to this form.***

Name of Vendor (if applicable): Gold Fundraising ✓

Type of Product or Service Provided by Vendor: Set up of sale/ See attached contract.

Purpose of Fundraiser: New poles, team shoes,

Name of Activity Account: Girls Volleyball Activity Account #: 522

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over $1,000).

Sponsor Signature — Date: 5/22/25

Athletic / Activities Director Signature — Date: 5/22/25

Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event* — Date: 5.22.25

Chief Financial Officer Signature — Date: 5-31-25

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of $1,000.00 be approved by the board.

☐ Superintendent's Copy ☐ Fiscal Services Copy Date of Board Approval: _____

DocuSign Envelope ID: C4454536-49B6-469C-8EC1-C05E507B7453

FUNDRAISING UNIVERSITY
CELEBRATING 15 YEARS IN SCHOOLS

FUNDRAISING UNIVERSITY - FUNDRAISER AGREEMENT

Effinger Consulting, LLC DBA FUNDRAISING UNIVERSITY ["PROVIDER"] AND ORGANIZATION IDENTIFIED BELOW ENTER INTO THE FOLLOWING FUNDRAISER AGREEEMENT ["AGREEMENT"] FOR THE PURPOSE OF PROVIDING A FUNDRAISING PROGRAM ["PROGRAM"] DESIGNED TO FACILITATE ORGANIZATION'S FUNDRAISING EFFORTS:

FUNDRAISING PERIOD

START DATE: 8/7/2025 **END DATE:** 8/26/2025

ITEM	SELLING PRICE	PROFIT BREAKDOWN	
		UNITS SOLD	GROUP EARNING PERCENTAGE
Driven Coffee	$30.00	0+	40%

TERMS & CONDITIONS

1. PROGRAM TERMS.

PROVIDER AND ORGANIZATION AGREE TO THE INDICATED FUNDRAISING PERIOD, PRODUCT, QUANTITY AND PRICE.

2. PROVIDER OBLIGATIONS.

PROVIDER AGREES TO USE ITS BEST EFFORTS TO ASSIST ORGANIZATION WITH ITS FUNDRAISING EFFORTS.

PROVIDER AGREES, AT ITS DISCRETION, TO PROVIDE TRAINING AND INCENTIVES TO INDIVIDUALS INVOLVED IN FUNDRAISING PROCESS ALONG WITH THE PROGRAM MATERIALS APPROPRIATE TO FACILITATE ORGANIZATION'S EFFORTS.

PROVIDER AGREES TO SUPPLY NECESSARY MERCHANT DISCOUNTS FOR THE DISCOUNT PRODUCT.

PROVIDER AGREES TO PAY FOR PRINTING AND PRODUCTION COSTS ASSOCIATED WITH THE SALE OF DISCOUNT AND NON-DISCOUNT PRODUCTS.

3. ORGANIZATION OBLIGATIONS.

ORGANIZATION AGREES TO USE ITS BEST EFFORTS TO SELL FUNDRAISING PRODUCTS AT THE SPECIFIED PRICE. ORGANIZATION CONFIRMS THAT IT IS NOT UNDER A CONTRACTUAL OBLIGATION TO PARTICIPATE IN A COMPETING NON-PROVIDER FUNDRAISING PROGRAM.

ORGANIZATION AGREES TO PERMIT PROVIDER TO OPERATE THE PROGRAM WITHIN A MUTUALLY AGREEABLE TIME FRAME AND TO ALLOW PROVIDER REASONABLE ACCESS TO ORGANIZATION'S FACILITIES IN ORDER TO CONDUCT THE PROGRAM.

FOR THE DISCOUNT PRODUCT OR FROZEN PRODUCT ORGANIZATION PURCHASES FROM PROVIDER, ORGANIZATION AGREES TO PAY PROVIDER ALL AMOUNTS COLLECTED FROM THE SALE OF DISCOUNT OR FROZEN PRODUCT MINUS THE ORGANIZATION'S PROFIT PERCENTAGE. ORGANIZATION SHALL PAY PROVIDER FOR THE DISCOUNT OR FROZEN PRODUCT AT THE CONCLUSION OF THE PROGRAM. ORGANIZATION SHALL BE SOLELY RESPONSIBLE TO COLLECT AND REMIT TO THE APPROPRIATE TAXING AUTHORITIES ANY SALES TAXES, IF REQUIRED BY STATE LAW. ORGANIZATION RETAINS ANY SALES TAX AMOUNTS COLLECTED FROM THE SALE OF THE DISCOUNT OR FROZEN PRODUCT.

ORGANIZATION AGREES TO RETURN TO PROVIDER ALL UNSOLD OR UNUSED DISCOUNT OR FROZEN PRODUCT AT THE CONCLUSION OF THE PROGRAM.

ORGANIZATION ACKNOWLEDGES THAT PROVIDER DEVOTES SIGNIFICANT TIME, EFFORT AND EXPENSE IN FORMING AND MAINTAINING RELATIONSHIPS WITH MERCHANTS USED ON ITS DISCOUNT PRODUCT, AND MAY CONTINUE THOSE RELATIONSHIPS WITH OTHER PROVIDER FUNDRAISING PROGRAMS AFTER TERMINATION OF THIS AGREEMENT. ACCORDINGLY, ORGANIZATION AGREES TO PROTECT PROVIDER'S MERCHANT RELATIONSHIPS FOR A PERIOD OF TWELVE (12) MONTHS FOLLOWING TERMINATION OF THIS AGREEMENT.

ORGANIZATIONS SHALL NOT PRODUCE OR PARTICIPATE WITH ANY DISCOUNT PRODUCT USING ANY OF THE MERCHANTS FROM PROVIDER'S DISCOUNT PRODUCT PREPARED FOR OR SOLD BY ORGANIZATION. ORGANIZATION AGREES TO PAY PROVIDER $1,500 (ONE

Docusign Envelope ID: C4454336-49B6-489C-8EC1-C05E507B7455

OTHER ORGANIZATION ANNOUNCEMENTS. PROVIDER CAN UNSUBSCRIBE AT ANY TIME AND PROVIDER INFORMATION IS NEVER SHARED EXTERNALLY.

AUTHORIZED ORGANIZATION REPRESENTATION [SIGNATURE]	NAME / TITLE	DATE
Signed by: Karen Naymola F67E48DC586E485...	Karen	5/1/2025
	5/22/2025	

SCHOOL / ORGANIZATION	GROUP	# OF STUDENTS SELLING	
Huntley High School	Volleyball	40	
ADDRESS / DELIVERY LOCATIONS	**CITY**	**STATE**	**ZIP CODE**
13719 Harmony Rd	Huntley	Illinois	60142

CONTACT NAME	BEST TIME TO CALL	CONTACT CELL #	CONTACT EMAIL ADDRESS
Karen	AM	8478334154	knaymola@district158.org

Fundraising Authorization Form

Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form *in its entirety* and submit the form to your Athletic / Activities Director (as applicable) and Building Principal a minimum of **45 days prior** to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 05/19/25 School: Huntley High School

Name of School Organization: HS Hosa/Medical Club

Sponsor / Coach's Name: Colline Wise Phone: 847-659-6525

Starting Date of Event: 9/15/25 Ending Date of Event: 10/17/25

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ 2,500.00

Type of Sale / Event: $1 World's Finest Chocolate Bars

Will a Vendor Be Used: ☒ Yes* ☐ No **** Attach all contracts and agreements to this form.***

Name of Vendor (if applicable): Gordon Food Service

Type of Product or Service Provided by Vendor: individual chocolate bars

Purpose of Fundraiser: cost of supplies for events

Name of Activity Account: HS HOSA/medical club Activity Account #: 517

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over $1,000).

Sponsor Signature — Date: 5/19/25

Athletic / Activities Director Signature — Date: 5/19/25

Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event* — Date: 5-21-25

Chief Financial Officer Signature — Date: 5-21-25

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of $1,000.00 be approved by the board.

☐ Superintendent's Copy ☐ Fiscal Services Copy Date of Board Approval: _____

My Store:
Sarasota

SIGN IN / UP

Home » Variety Chocolate Bars



World's Finest Chocolate

Variety Chocolate Bars

Candy, Chocolate Bars, Variety, 1 Ct Box, 60 Per Case

ITEM CODE: 445796

LOCATION: Aisle 3

Buy Online, Pick Up Today

Same day pick up: Pick up this item for free at your selected location up to 3 hours prior to store closing.

$36.99 Case

Add to Cart

2 in stock at **Sarasota**

Available Today

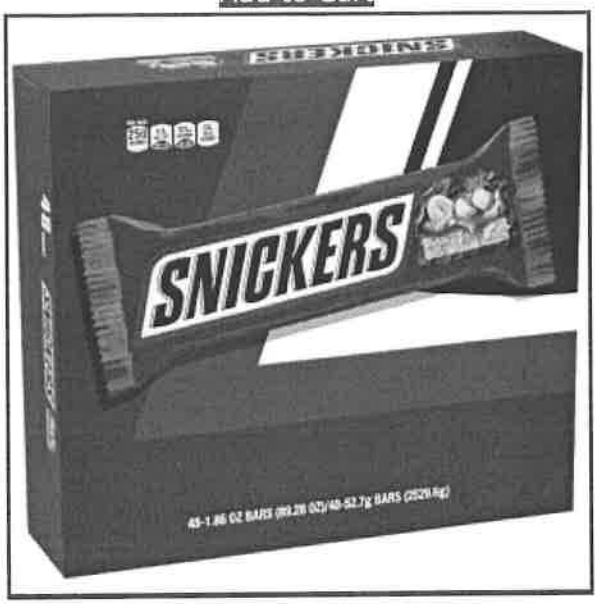
Similar products to: *candy chocolate bars*

$30.99

Box

Price: 30.99 Box

Add to Cart



Snickers Candy Bars

Candy Bars, Chocolate-Covered, with Nuts, 48 Ct Box

$48.99

Box

Price: 48.99 Box

Add to Cart

Fundraising Authorization Form

Fiscal Services

All fundraising activities for school organizations require pre-approval. Please complete this form *in its entirety* and submit the form to your Athletic / Activities Director (as applicable) and Building Principal a minimum of 45 days prior to the desired starting date of the event. The Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 5/21/25 School: Heineman MS

Name of School Organization: HMS Music

Sponsor / Coach's Name: Moore/Jorgensen/Mulchay/Rohde Phone: 847-659-4483

Starting Date of Event: 9/2/25 Ending Date of Event: 9/22/25

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ 5,000.00 ✓

Type of Sale / Event: Rite Bite-Butter Braid ✓

Will a Vendor Be Used: ☒ Yes* ☐ No ** Attach all contracts and agreements to this form.*

Name of Vendor (if applicable): Rite Bite Fundraising

Rec'd by Fiscal Svcs
MAY 28 2025
Activity A/P

Type of Product or Service Provided by Vendor: Butter Braid Pastry

Purpose of Fundraiser: Students raise money for field trip

Name of Activity Account: HMS Music Activity Activity Account #: 1406

Submit completed forms with attachments to the Chief Financial Officer. A signed copy will be returned to you indicating approval or non-approval for fundraisers which require Board approval (over $1,000).

Emily Moore — Sponsor Signature — Date: 5/21/25

Andrew Gibbs — Athletic / Activities Director Signature — Date: 5.27.25

Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event* — Date

Chief Financial Officer Signature — Date: 5/30/25

* Public Act 94-0714 requires all contracts and agreements that pertain to goods and services that are intended to generate additional revenue and other remunerations for the school district in excess of $1,000.00 be approved by the board.

☐ Superintendent's Copy ☐ Fiscal Services Copy Date of Board Approval: _____

HUNTLEY COMMUNITY SCHOOL DISTRICT 158

Emily Moore <emoore@district158.org>

RE: Heineman dates for fundraising

Hailey Schambach <hailey@ritebitefundraising.com> Mon, May 19, 2025 at 11:23 AM
To: Emily Moore <emoore@district158.org>

Hi Emily!

It looks like your group is already signed up for a Fall 2025 fundraiser! Do these dates still work for you?

Product:	**Butter Braid Pastries**
Group Name:	Heineman Music Department
Contact Person:	Emily Moore
Contact Phone Number:	847-659-4483
Mail Order Forms Date:	8/19/25
Start Date:	9/2/25
End Date:	9/22/25
Submit Order Date:	9/22/25
Delivery Date & Rite Bite Fundraising Arrival Time:	9/26/25 at 01:30 PM
Product Distribution Time:	02:30 PM to 04:30 PM

Make Checks Payable To:	Heineman Middle School
Number of Order Forms:	300
Number of Posters:	0
Fundraiser Purpose:	The profit per braid is $5.00
Number of Sellers:	530
Minimum Sale Per Person:	
Selling Price:	$17.00 per item
Profit:	$7.00 – more than 200 items sold $6.00 – less than 200 items sold
Minimum for Free Delivery:	**All order sizes are FREE delivery!**
	submitted on the Group Leader Portal will be processed by seller prior to delivery for FREE!

Rec'd by Fiscal Svcs
MAY 28 2025
Activity A/P

Hailey Schambach

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • huntley158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 12, 2025

Subject: **Purchase Order Summary**
Board of Education Meeting, June 12, 2025
Finance Committee

The following is an executive summary of the attached report titled "Purchase Orders" which is a listing of purchase orders issued from May 8, 2025 to June 6, 2025 for which administration is requesting Board Approval to issue payment once invoices have been received. Invoices which exceed an approved Purchase Order by $100 or 10% of the Purchase Order (whichever is lower) will not be issued without additional Board approval.

Education Fund	$	3,976,900.36
Operations & Maintenance Fund		3,076,726.20
Debt Service Fund		0.00
Transporation Fund		284,570.25
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	7,338,196.81

At this time there is no Supplemental Purchase Order Summary for which Board approval is needed. Therefore, one will be provided in the packet for the upcoming Regular Board meeting. It will consist of an executive summary and an attached report titled "Purchase Orders" which will contain a listing of purchase orders issued for which Administration will request Board Approval to issue payment once invoices have been received.

RECOMMENDATION
The Finance Committee recommend the Board of Education approve the Purchase Order Report at the June 12, 2025 Regular Board of Education meeting.

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

Printed: 6/6/2025 7:20 AM

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
1ST Ayd Corporation					
25060677	40-2554-410-00-79	Fleet Supplies	06/01/2025	0.00	40-2554-410-00-79
20253010	40-2554-410-00-79	Fleet Supplies	06/04/2025	304.79	40-2554-410-00-79
20253010			06/04/2025	0.00	
			Total	$304.79	
247 Security Inc					
20253011	40-2554-410-00-79	Fleet Supplies	06/04/2025	18,500.00	40-2554-410-00-79
20253011			06/04/2025	0.00	
			Total	$18,500.00	
95 Percent Group LLC					
20253050	10-1100-410-56-79-605-14	Rtl Materials 6-12	06/05/2025	799.00	10-1100-410-56-79-605-14
20253049			06/05/2025	0.00	
20253050	10-1100-410-56-79-605-14	Rtl Materials 6-12	06/05/2025	199.00	10-1100-410-56-79-605-14
20253050	10-1100-410-56-79-605-14	Rtl Materials 6-12	06/05/2025	99.80	10-1100-410-56-79-605-14
20253049	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/05/2025	5,395.50	10-2212-310-00-79-505-14
20253050			06/05/2025	0.00	
20253049	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/05/2025	159.80	10-2212-310-00-79-505-14
20253049	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/05/2025	169.80	10-2212-310-00-79-505-14
20253049	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/05/2025	0.00	10-2212-310-00-79-505-14
20253049	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/05/2025	0.00	10-2212-310-00-79-505-14
20253049			06/05/2025	0.00	
20253049	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/05/2025	5,395.50	10-2212-310-00-79-505-14
			Total	$12,218.40	
A Freedom Flag Co					
20252854	20-2542-410-00-79	Supplies B & G	05/20/2025	863.40	20-2542-410-00-79
20252854			05/20/2025	0.00	
			Total	$863.40	
Accountable Healthcare Staffing Inc					

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
25060637	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	06/01/2025	30,000.00	10-1101-310-00-79-605-14
			Total	$30,000.00	
Accurate Translation Bureau					
20253001	10-3000-310-92-79-600-14	IDEA Comm Engage PS	06/03/2025	1,044.24	10-3000-310-92-79-600-14
20253002	10-3000-310-92-79-600-14	IDEA Comm Engage PS	06/03/2025	946.17	10-3000-310-92-79-600-14
			Total	$1,990.41	
ACIA CL LLC (DBA CL Chrysler Dodge Jeep Ram)					
20252906			05/21/2025	0.00	
20253012			06/04/2025	0.00	
20252906	40-2554-410-00-79	Fleet Supplies	05/21/2025	4,201.70	40-2554-410-00-79
20253012	40-2554-410-00-79	Fleet Supplies	06/04/2025	112.78	40-2554-410-00-79
			Total	$4,314.48	
Active Internet Technologies LLC					
20260014	10-2633-360-00-74-500-14	Communications Purch Services	06/04/2025	16,800.00	10-2633-360-00-74-500-14
			Total	$16,800.00	
Acutrans					
20252957	10-1200-310-92-79-600-14	IDEA General Purchased Service	05/27/2025	637.31	10-1200-310-92-79-600-14
			Total	$637.31	
ADP LLC					
25060337	10-1100-220-00-79-600-14	Regular Programs Insurance	06/01/2025	2,100.00	10-1100-220-00-79-600-14
25060437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	06/01/2025	9,000.00	10-2520-310-00-74-500-14
25060437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	06/01/2025	12,600.00	10-2520-310-00-74-500-14
			Total	$23,700.00	
Advance Auto Parts					
25060717	40-2554-410-00-79	Fleet Supplies	06/01/2025	0.00	40-2554-410-00-79
			Total	$0.00	

658

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Advantage Mechanical Inc					
25060317	20-2542-390-00-79	Other Purchased Service	06/01/2025	5,121.77	20-2542-390-00-79
20252930	20-2542-323-00-79	Repairs & Maint Buildings	05/27/2025	8,469.00	20-2542-323-00-79
20252930			05/27/2025	0.00	
25060027	20-2542-323-00-79	Repairs & Maint Buildings	06/01/2025	2,500.00	20-2542-323-00-79
			Total	$16,090.77	
Advocate Sherman Occ Health-					
20252927	10-2642-390-00-74-500-14	Purchased Service Human Res	05/21/2025	101.00	10-2642-390-00-74-500-14
			Total	$101.00	
Aequor Healthcare Services					
25060547	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	06/01/2025	25,000.00	10-1101-310-00-79-605-14
			Total	$25,000.00	
AFLAC Group					
25060427	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	06/01/2025	5,000.00	10-2310-220-00-79-600-14
			Total	$5,000.00	
Air Products Equipment Co					
20252941	20-2542-323-00-79	Repairs & Maint Buildings	05/27/2025	970.00	20-2542-323-00-79
20252941			05/27/2025	0.00	
			Total	$970.00	
Airgas USA LLC					
25060237	20-2542-410-00-79	Supplies B & G	06/01/2025	500.00	20-2542-410-00-79
			Total	$500.00	
Alexander Leigh Center for Autism					
25061617	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	40,000.00	10-4220-670-00-79-600-14
			Total	$40,000.00	

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
Allendale Association						
25060537	10-158	Activity Funds	06/01/2025	0.00	10-120	
			Total	$0.00		
Alpha Baking Company Inc						
25061147	10-2560-415-00-74-210-13	Cafe Food Heineman	06/01/2025	800.00	10-2560-415-00-74-210-13	
25061137	10-2560-415-00-74-150-13	Cafe Food Conley	06/01/2025	600.00	10-2560-415-00-74-150-13	
25061117	10-2560-415-00-72-220-13	Cafe Food Marlowe	06/01/2025	1,000.00	10-2560-415-00-72-220-13	
25061107	10-2560-415-00-72-120-13	Cafe Food Martin	06/01/2025	1,000.00	10-2560-415-00-72-120-13	
25061087	10-2560-415-00-71-300-13	Cafe Food HS	06/01/2025	5,000.00	10-2560-415-00-71-300-13	
25061077	10-2560-415-00-71-100-13	Cafe Food Leggee	06/01/2025	650.00	10-2560-415-00-71-100-13	660
25061127	10-2560-415-00-74-140-13	Cafe Food Mackeben	06/01/2025	600.00	10-2560-415-00-74-140-13	
25061097	10-2560-415-00-72-110-13	Cafe Food Chesak	06/01/2025	700.00	10-2560-415-00-72-110-13	
			Total	$10,350.00		
American Bottling Company						
25060407	10-2560-415-00-72-220-13	Cafe Food Marlowe	06/01/2025	5,000.00	10-2560-415-00-72-220-13	
25061497	10-2560-415-00-71-300-13	Cafe Food HS	06/01/2025	7,500.00	10-2560-415-00-71-300-13	
25061507	10-2560-415-00-74-210-13	Cafe Food Heineman	06/01/2025	5,000.00	10-2560-415-00-74-210-13	
			Total	$17,500.00		
AmeriGas						
25060567	40-2552-461-00-79	Propane	06/01/2025	25,000.00	40-2552-461-00-79	
			Total	$25,000.00		
Amita GlenOaks School						
25060497	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	18,000.00	10-4220-670-00-79-600-14	
			Total	$18,000.00		
Ancora Publishing						
20252942	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/27/2025	3,712.50	10-1100-410-56-79-605-14	
20252942	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/27/2025	2,362.50	10-1100-410-56-79-605-14	

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20252942	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/27/2025	7,425.00	10-1100-410-56-79-605-14
20252942	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/27/2025	1,575.00	10-1100-410-56-79-605-14
20252942	10-1100-410-56-79-605-14	Rtl Materials 6-12	05/27/2025	1,055.25	10-1100-410-56-79-605-14
			Total	$16,130.25	
Anderson Lock Co Inc					
20252931			05/27/2025	0.00	
20252932	10-2546-540-00-79-600-14	Security Officer Equipment	05/27/2025	29,016.80	10-2546-540-00-79-600-14
20252932			05/27/2025	0.00	
20252931	10-2546-540-00-79-600-14	Security Officer Equipment	05/27/2025	2,690.00	10-2546-540-00-79-600-14
25060087	20-2542-410-00-79	Supplies B & G	06/01/2025	1,000.00	20-2542-410-00-79
			Total	$32,706.80	
Anderson Pest Solutions					
20252855	20-2542-323-00-79	Repairs & Maint Buildings	05/20/2025	49.72	20-2542-323-00-79
25060037	20-2542-321-00-79	Sanitation/Exterminating	06/01/2025	611.29	20-2542-321-00-79
20253036	20-2542-321-00-79	Sanitation/Exterminating	06/04/2025	40.00	20-2542-321-00-79
20252855			05/20/2025	0.00	
20253036			06/04/2025	0.00	
20253036	20-2542-321-00-79	Sanitation/Exterminating	06/04/2025	49.72	20-2542-321-00-79
			Total	$750.73	
Apple Inc					
20260025	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	06/04/2025	47,040.00	10-2660-490-00-79-600-14
20252929	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/27/2025	2,368.00	10-2660-490-00-79-600-14
			Total	$49,408.00	
Applied Maintenance					
25060807	40-2554-410-00-79	Fleet Supplies	06/01/2025	0.00	40-2554-410-00-79
20252907	40-2554-410-00-79	Fleet Supplies	05/21/2025	668.79	40-2554-410-00-79
20252907			05/21/2025	0.00	
			Total	$668.79	

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
ArbiterPay					
20260031	10-1500-640-00-71-300-13	Sports Dues & Fees HS	06/04/2025	1,935.00	10-1500-640-00-71-300-13
			Total	$1,935.00	
ArbiterSports LLC					
20260027	10-1500-640-00-71-300-13	Sports Dues & Fees HS	06/04/2025	2,050.00	10-1500-640-00-71-300-13
			Total	$2,050.00	
Arctic Snow and Ice Control Inc					
25060247	20-2542-322-00-79-605-14	Snow Removal	06/01/2025	0.00	20-2542-322-00-79-605-14
			Total	$0.00	
Associated Electrical Contractors					
25060057	20-2542-323-00-79	Repairs & Maint Buildings	06/01/2025	1,000.00	20-2542-323-00-79
20252958	10-2560-323-00-71-300-13	Cafe Repairs HS	05/27/2025	780.00	10-2560-323-00-71-300-13
			Total	$1,780.00	
AT&T 5080					
25060347	20-2540-340-00-79	Telephone - Districtwide	06/01/2025	500.00	20-2540-340-00-79
			Total	$500.00	
AT&T					
25060327	20-2540-340-00-79	Telephone - Districtwide	06/01/2025	5,000.00	20-2540-340-00-79
			Total	$5,000.00	
Auto Tech Centers Inc					
20252997	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	06/02/2025	53.90	10-1700-323-21-71-300-13
20252944	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	05/27/2025	72.90	10-1700-323-21-71-300-13
20252944	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	05/27/2025	72.90	10-1700-323-21-71-300-13
			Total	$199.70	
Ballard & Tighe Publishers					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
20252943	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	05/27/2025	227.00	10-1800-410-82-79-605-14	
			Total	$227.00		
Batteries Plus LLC						
25060257	20-2542-410-00-79	Supplies B & G	06/01/2025	250.00	20-2542-410-00-79	
			Total	$250.00		
Baycom Inc						
20252933			05/27/2025	0.00		
20252933	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	05/27/2025	33,748.00	10-2546-390-00-79-600-14	
20260026			06/04/2025	0.00		663
20260026	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	06/04/2025	59,530.00	10-2546-390-00-79-600-14	
			Total	$93,278.00		
Benchmark Education Company						
20253039	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	06/04/2025	1,365.00	10-1800-410-82-79-605-14	
20253039	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	06/04/2025	476.50	10-1800-410-82-79-605-14	
20253039	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	06/04/2025	(500.00)	10-1800-410-82-79-605-14	
20253039	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	06/04/2025	195.00	10-1800-410-82-79-605-14	
20253039	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	06/04/2025	975.00	10-1800-410-82-79-605-14	
20253039	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	06/04/2025	2,210.00	10-1800-410-82-79-605-14	
20253039	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	06/04/2025	520.00	10-1800-410-82-79-605-14	
			Total	$5,241.50		
Benefitfocus.com Inc						
25060197	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	06/01/2025	2,000.00	10-2310-220-00-79-600-14	
			Total	$2,000.00		
Bloomsbury Publishing Inc						
20260022	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/04/2025	699.50	10-2212-310-00-79-505-14	
20260022	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/04/2025	699.50	10-2212-310-00-79-505-14	
20260022			06/04/2025	0.00		
			Total	$1,399.00		

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P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Blu Petroleum					
25061647	40-2552-464-00-79	Diesel/Gasoline	06/01/2025	4,000.00	40-2552-464-00-79
25060827	40-2552-464-00-79	Diesel/Gasoline	06/01/2025	40,000.00	40-2552-464-00-79
			Total	$44,000.00	
Blue Cross Blue Shield					
25060417	10-1100-220-00-79-600-14	Regular Programs Insurance	06/01/2025	1,400,000.00	10-1100-220-00-79-600-14
			Total	$1,400,000.00	
BMO Mastercard					
20252834	10-158	Activity Funds	05/12/2025	2,183.00	10-120
20252834	10-158	Activity Funds	05/12/2025	65.10	10-120
20252834	10-158	Activity Funds	05/12/2025	100.00	10-120
20252834	10-158	Activity Funds	05/12/2025	435.49	10-120
20252833	10-158	Activity Funds	05/12/2025	93.05	10-120
20252834	10-158	Activity Funds	05/12/2025	417.49	10-120
20252834	10-158	Activity Funds	05/12/2025	59.99	10-120
20252834	10-1500-335-00-71-300-13	Conference Travel HS	05/12/2025	306.88	10-1500-335-00-71-300-13
20252834	10-158	Activity Funds	05/12/2025	31.40	10-120
20252834	10-158	Activity Funds	05/12/2025	322.47	10-120
20252834	10-158	Activity Funds	05/12/2025	411.00	10-120
20252834	10-158	Activity Funds	05/12/2025	779.62	10-120
20252832	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	05/12/2025	530.00	10-2213-415-00-71-300-13
20252833	10-158	Activity Funds	05/12/2025	18.88	10-120
20252834	10-158	Activity Funds	05/12/2025	104.65	10-120
20252834	10-1500-335-00-71-300-13	Conference Travel HS	05/12/2025	8.79	10-1500-335-00-71-300-13
20252834	10-158	Activity Funds	05/12/2025	87.18	10-120
20252833	10-1110-410-00-71-100-13	Inst Supplies Leggee	05/12/2025	120.35	10-1110-410-00-71-100-13
20252833	10-158	Activity Funds	05/12/2025	193.50	10-120
20252834	10-158	Activity Funds	05/12/2025	53.98	10-120
20252832	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	05/12/2025	46.16	10-2213-415-00-71-300-13
20252834	10-158	Activity Funds	05/12/2025	289.82	10-120

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20252818	10-158	Activity Funds	05/12/2025	73.17	10-120
20252833	10-1110-410-00-71-100-13	Inst Supplies Leggee	05/12/2025	78.99	10-1110-410-00-71-100-13
20252832	10-1531-319-00-71-300-13	Theater Royalties	05/12/2025	27.17	10-1531-319-00-71-300-13
20252832	10-1130-410-33-71-305-13	Academies Supplies	05/12/2025	70.95	10-1130-410-33-71-305-13
20252832	10-1130-410-33-71-305-13	Academies Supplies	05/12/2025	17.96	10-1130-410-33-71-305-13
20252832	10-1400-410-09-71-300-13	Family Consumer Science HS	05/12/2025	114.00	10-1400-410-09-71-300-13
20252832	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	05/12/2025	525.00	10-2213-415-00-71-300-13
20252832	10-158	Activity Funds	05/12/2025	33.96	10-120
20252832	10-1130-490-00-71-300-13	Instructional Coaching Supplies HS	05/12/2025	(21.99)	10-1130-490-00-71-300-13
20252832	10-2410-490-00-71-300-13	HS Staff Recognition	05/12/2025	180.91	10-2410-490-00-71-300-13
20252834	10-1500-335-00-71-300-13	Conference Travel HS	05/12/2025	16.90	10-1500-335-00-71-300-13
20252900	10-1125-410-90-79-600-14	Supplies Parent-Tot	05/20/2025	256.62	10-1125-410-90-79-600-14
20252834	10-158	Activity Funds	05/12/2025	(4.99)	10-120
20252834	10-158	Activity Funds	05/12/2025	(9.98)	10-120
20252834	10-158	Activity Funds	05/12/2025	(19.96)	10-120
20252834	10-158	Activity Funds	05/12/2025	34.93	10-120
20252834	10-158	Activity Funds	05/12/2025	8.44	10-120
20252833	10-158	Activity Funds	05/12/2025	243.79	10-120
20252832	10-1130-490-00-71-300-13	Instructional Coaching Supplies HS	05/12/2025	61.97	10-1130-490-00-71-300-13
20252833	10-2220-490-00-71-100-13	Media Center Tech Leggee	05/12/2025	54.06	10-2220-490-00-71-100-13
20252833	10-1110-410-00-71-100-13	Inst Supplies Leggee	05/12/2025	26.33	10-1110-410-00-71-100-13
20252833	10-158	Activity Funds	05/12/2025	55.93	10-120
20252834	10-1500-335-00-71-300-13	Conference Travel HS	05/12/2025	8.79	10-1500-335-00-71-300-13
20252833	10-158	Activity Funds	05/12/2025	146.07	10-120
20252833	10-1110-410-00-71-100-13	Inst Supplies Leggee	05/12/2025	41.95	10-1110-410-00-71-100-13
20252834	10-158	Activity Funds	05/12/2025	57.47	10-120
20252834	10-158	Activity Funds	05/12/2025	100.00	10-120
20252833	10-1110-410-00-71-100-13	Inst Supplies Leggee	05/12/2025	9.99	10-1110-410-00-71-100-13
20252834	10-158	Activity Funds	05/12/2025	12.76	10-120
20252833	10-1110-410-00-71-100-13	Inst Supplies Leggee	05/12/2025	143.68	10-1110-410-00-71-100-13
20252833	10-1110-410-00-71-100-13	Inst Supplies Leggee	05/12/2025	13.49	10-1110-410-00-71-100-13
20252834	10-158	Activity Funds	05/12/2025	31.45	10-120
20252833	10-158	Activity Funds	05/12/2025	46.09	10-120
20252827	10-1120-410-09-74-210-13	Home Ec Heineman	05/12/2025	110.16	10-1120-410-09-74-210-13

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Huntley Community School District 158

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
20252821	10-1610-410-00-79-600-14	Supplies Summer School	05/12/2025	16.66	10-1610-410-00-79-600-14	
20252821	10-1610-410-00-79-600-14	Supplies Summer School	05/12/2025	11.12	10-1610-410-00-79-600-14	
20252827	10-1500-332-00-74-210-13	Athletic Travel Heineman	05/12/2025	140.92	10-1500-332-00-74-210-13	
20252827	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	05/12/2025	239.97	10-2213-415-00-74-210-13	
20252827	10-1500-411-00-74-210-13	Awards Heineman	05/12/2025	51.69	10-1500-411-00-74-210-13	
20252827	10-2410-491-00-74-210-13	Rebate Supplies Heineman	05/12/2025	(46.21)	10-2410-491-00-74-210-13	
20252827	10-2410-491-00-74-210-13	Rebate Supplies Heineman	05/12/2025	46.21	10-2410-491-00-74-210-13	
20252827	10-2410-491-00-74-210-13	Rebate Supplies Heineman	05/12/2025	83.20	10-2410-491-00-74-210-13	
20252827	10-2410-491-00-74-210-13	Rebate Supplies Heineman	05/12/2025	116.95	10-2410-491-00-74-210-13	
20252827	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	05/12/2025	311.98	10-1120-323-00-74-210-13	
20252827	10-1120-410-00-74-210-13	Inst Supplies Heineman	05/12/2025	170.76	10-1120-410-00-74-210-13	
20252817	10-158	Activity Funds	05/12/2025	22.00	10-120	666
20252827	10-1120-410-09-74-210-13	Home Ec Heineman	05/12/2025	21.34	10-1120-410-09-74-210-13	
20252821	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	05/12/2025	77.16	10-1800-410-82-79-605-14	
20252827	10-1120-410-00-74-210-13	Inst Supplies Heineman	05/12/2025	161.93	10-1120-410-00-74-210-13	
20252827	10-1120-410-00-74-210-13	Inst Supplies Heineman	05/12/2025	7.00	10-1120-410-00-74-210-13	
20252827	10-2410-491-00-74-210-13	Rebate Supplies Heineman	05/12/2025	88.29	10-2410-491-00-74-210-13	
20252827	10-1120-410-00-74-210-13	Inst Supplies Heineman	05/12/2025	45.02	10-1120-410-00-74-210-13	
20252828	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	05/12/2025	15.62	10-2210-314-92-79-605-14	
20252828	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	05/12/2025	90.98	10-2210-314-92-79-605-14	
20252828	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	05/12/2025	83.25	10-2210-314-92-79-605-14	
20252828	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	05/12/2025	8.00	10-2210-314-92-79-605-14	
20252828	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	05/12/2025	8.00	10-2210-314-92-79-605-14	
20252828	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	05/12/2025	12.00	10-2210-314-92-79-605-14	
20252828	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	05/12/2025	12.00	10-2210-314-92-79-605-14	
20252829	10-1120-410-22-72-220-13	Tech Lab Supplies Marlowe	05/12/2025	(249.00)	10-1120-410-22-72-220-13	
20252827	10-1120-410-00-74-210-13	Inst Supplies Heineman	05/12/2025	10.99	10-1120-410-00-74-210-13	
20252827	10-1120-410-00-74-210-13	Inst Supplies Heineman	05/12/2025	207.07	10-1120-410-00-74-210-13	
20252824	10-2633-360-00-74-500-14	Communications Purch Services	05/12/2025	76.00	10-2633-360-00-74-500-14	
20252824	10-2633-360-00-74-500-14	Communications Purch Services	05/12/2025	45.00	10-2633-360-00-74-500-14	
20252826	10-2310-640-00-74-500-14	Dues & Fees Board	05/12/2025	250.00	10-2310-640-00-74-500-14	
20252826	10-2310-640-00-74-500-14	Dues & Fees Board	05/12/2025	199.00	10-2310-640-00-74-500-14	
20252827	10-1120-410-00-74-210-13	Inst Supplies Heineman	05/12/2025	26.22	10-1120-410-00-74-210-13	
20252827	10-1120-410-00-74-210-13	Inst Supplies Heineman	05/12/2025	25.38	10-1120-410-00-74-210-13	

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20252827	10-1120-410-50-74-210-13	PE Supplies Heineman	05/12/2025	149.97	10-1120-410-50-74-210-13
20252827	10-1120-410-00-74-210-13	Inst Supplies Heineman	05/12/2025	98.91	10-1120-410-00-74-210-13
20252827	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	05/12/2025	38.94	10-1120-323-00-74-210-13
20252827	10-2410-491-00-74-210-13	Rebate Supplies Heineman	05/12/2025	89.99	10-2410-491-00-74-210-13
20252827	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/12/2025	901.96	10-2410-410-00-74-210-14
20252827	10-1120-410-00-74-210-13	Inst Supplies Heineman	05/12/2025	20.64	10-1120-410-00-74-210-13
20252821	10-1610-410-00-79-600-14	Supplies Summer School	05/12/2025	236.09	10-1610-410-00-79-600-14
20252827	10-1120-410-00-74-210-13	Inst Supplies Heineman	05/12/2025	26.14	10-1120-410-00-74-210-13
20252821	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	05/12/2025	57.54	10-1800-410-84-79-605-14
20252827	10-1500-332-00-74-210-13	Athletic Travel Heineman	05/12/2025	195.49	10-1500-332-00-74-210-13
20252824	10-2321-410-00-74-500-14	Supplies Supt	05/12/2025	131.40	10-2321-410-00-74-500-14
20252823	10-2520-310-00-74-500-14	Prof & Tech Fiscal	05/12/2025	503.70	10-2520-310-00-74-500-14
20252823	10-2520-410-00-74-500-14	Supplies Fiscal	05/12/2025	153.77	10-2520-410-00-74-500-14
20252822	20-2546-310-00-71-305	Resource Officer	05/12/2025	63.41	20-2546-310-00-71-305
20252822	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	05/12/2025	406.16	10-2546-390-00-79-600-14
20252822	10-2546-490-00-79-600-14	Security Officer Supplies	05/12/2025	9.99	10-2546-490-00-79-600-14
20252821	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	05/12/2025	40.97	10-2213-415-00-74-500-14
20252821	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	05/12/2025	437.25	10-2210-490-00-74-500-14
20252821	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	05/12/2025	437.25	10-2210-490-00-74-500-14
20252821	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	05/12/2025	124.75	10-2210-490-00-74-500-14
20252829	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	05/12/2025	(131.85)	10-1120-490-02-72-220-13
20252827	10-1120-410-00-74-210-13	Inst Supplies Heineman	05/12/2025	39.98	10-1120-410-00-74-210-13
20252819	10-1500-335-00-71-300-13	Conference Travel HS	05/12/2025	31.47	10-1500-335-00-71-300-13
20252829	10-1120-410-22-72-220-13	Tech Lab Supplies Marlowe	05/12/2025	249.00	10-1120-410-22-72-220-13
20252819	10-158	Activity Funds	05/12/2025	269.64	10-120
20252819	10-1500-335-00-71-300-13	Conference Travel HS	05/12/2025	15.79	10-1500-335-00-71-300-13
20252819	10-158	Activity Funds	05/12/2025	420.00	10-120
20252819	10-158	Activity Funds	05/12/2025	176.95	10-120
20252819	10-158	Activity Funds	05/12/2025	176.95	10-120
20252819	10-158	Activity Funds	05/12/2025	190.99	10-120
20252819	10-158	Activity Funds	05/12/2025	266.94	10-120
20252819	10-158	Activity Funds	05/12/2025	360.22	10-120
20252819	10-158	Activity Funds	05/12/2025	67.87	10-120
20252819	10-1500-335-00-71-300-13	Conference Travel HS	05/12/2025	4.34	10-1500-335-00-71-300-13

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20252819	10-158	Activity Funds	05/12/2025	227.79	10-120
20252819	10-158	Activity Funds	05/12/2025	264.64	10-120
20252819	10-1500-335-00-71-300-13	Conference Travel HS	05/12/2025	30.00	10-1500-335-00-71-300-13
20252819	10-158	Activity Funds	05/12/2025	269.94	10-120
20252819	10-158	Activity Funds	05/12/2025	458.84	10-120
20252819	10-158	Activity Funds	05/12/2025	69.94	10-120
20252819	10-158	Activity Funds	05/12/2025	11.39	10-120
20252819	10-158	Activity Funds	05/12/2025	33.20	10-120
20252819	10-158	Activity Funds	05/12/2025	16.96	10-120
20252819	10-158	Activity Funds	05/12/2025	25.52	10-120
20252819	10-158	Activity Funds	05/12/2025	93.44	10-120
20252819	10-158	Activity Funds	05/12/2025	55.95	10-120
20252819	10-158	Activity Funds	05/12/2025	329.85	10-120
20252819	10-158	Activity Funds	05/12/2025	59.98	10-120
20252819	10-158	Activity Funds	05/12/2025	138.32	10-120
20252819	10-158	Activity Funds	05/12/2025	17.63	10-120
20252819	10-158	Activity Funds	05/12/2025	85.25	10-120
20252821	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	05/12/2025	27.22	10-2210-490-00-74-500-14
20252818	10-158	Activity Funds	05/12/2025	71.37	10-120
20252829	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	05/12/2025	(77.18)	10-1120-490-02-72-220-13
20252829	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	05/12/2025	(47.80)	10-1120-490-02-72-220-13
20252829	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	05/12/2025	(26.72)	10-1120-490-02-72-220-13
20252829	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	05/12/2025	(21.12)	10-1120-490-02-72-220-13
20252829	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	05/12/2025	(14.08)	10-1120-490-02-72-220-13
20252829	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	05/12/2025	(9.86)	10-1120-490-02-72-220-13
20252829	10-158	Activity Funds	05/12/2025	43.87	10-120
20252829	10-158	Activity Funds	05/12/2025	67.26	10-120
20252829	10-1120-410-09-72-220-13	Home Ec Marlowe	05/12/2025	6.17	10-1120-410-09-72-220-13
20252829	10-1120-410-09-72-220-13	Home Ec Marlowe	05/12/2025	12.47	10-1120-410-09-72-220-13
20252829	10-1120-410-09-72-220-13	Home Ec Marlowe	05/12/2025	233.27	10-1120-410-09-72-220-13
20252819	10-158	Activity Funds	05/12/2025	264.64	10-120
20252821	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	05/12/2025	163.17	10-2210-490-00-74-500-14
20252829	10-1120-323-00-72-220-13	Repairs Marlowe	05/12/2025	338.00	10-1120-323-00-72-220-13
20252821	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	05/12/2025	210.72	10-2210-490-00-74-500-14

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20252820	10-158	Activity Funds	05/12/2025	105.96	10-120
20252820	10-158	Activity Funds	05/12/2025	192.30	10-120
20252820	10-158	Activity Funds	05/12/2025	528.00	10-120
20252820	10-158	Activity Funds	05/12/2025	1,030.00	10-120
20252820	10-158	Activity Funds	05/12/2025	1,030.00	10-120
20252820	10-158	Activity Funds	05/12/2025	532.34	10-120
20252820	10-158	Activity Funds	05/12/2025	516.00	10-120
20252820	10-158	Activity Funds	05/12/2025	488.00	10-120
20252820	10-158	Activity Funds	05/12/2025	31.43	10-120
20252820	10-158	Activity Funds	05/12/2025	37.31	10-120
20252820	10-158	Activity Funds	05/12/2025	18.99	10-120
20252821	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	05/12/2025	33.66	10-2210-490-00-74-500-14
20252902	10-158	Activity Funds	05/20/2025	214.00	10-120
20252903	10-158	Activity Funds	05/20/2025	12.84	10-120
20252903	10-158	Activity Funds	05/20/2025	22.42	10-120
20252902	10-158	Activity Funds	05/20/2025	1,787.00	10-120
20252902	10-158	Activity Funds	05/20/2025	602.00	10-120
20252902	10-158	Activity Funds	05/20/2025	162.00	10-120
20252902	10-158	Activity Funds	05/20/2025	219.62	10-120
20252904	10-2660-390-00-79-600-14	Purchased Service Technology	05/20/2025	50.00	10-2660-390-00-79-600-14
20252902	10-2410-491-00-74-210-13	Rebate Supplies Heineman	05/20/2025	27.95	10-2410-491-00-74-210-13
20252903	10-158	Activity Funds	05/20/2025	44.63	10-120
20252902	10-158	Activity Funds	05/20/2025	97.13	10-120
20252902	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/20/2025	266.89	10-2410-410-00-74-210-14
20252901	10-2560-410-00-71-300-13	Cafe Supplies HS	05/20/2025	83.98	10-2560-410-00-71-300-13
20252900	10-2210-410-97-79-600-14	All Children PD Supplies	05/20/2025	141.00	10-2210-410-97-79-600-14
20252900	10-2560-415-95-79-600-14	ECE Snacks	05/20/2025	39.42	10-2560-415-95-79-600-14
20252900	10-1125-332-00-79-600-14	Travel Preschool	05/20/2025	60.00	10-1125-332-00-79-600-14
20252900	10-1125-410-90-79-600-14	Supplies Parent-Tot	05/20/2025	63.82	10-1125-410-90-79-600-14
20252902	10-158	Activity Funds	05/20/2025	1,426.10	10-120
20252903	10-158	Activity Funds	05/20/2025	86.16	10-120
20252892	10-2220-430-00-72-110-13	Media Center Chesak	05/20/2025	4.99	10-2220-430-00-72-110-13
20252904	10-2660-319-61-79-600-14	Software Maintenance	05/20/2025	38.17	10-2660-319-61-79-600-14
20252904	10-2660-410-00-79-600-14	Supplies Tech	05/20/2025	5.99	10-2660-410-00-79-600-14

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From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20252904	10-2660-410-00-79-600-14	Supplies Tech	05/20/2025	202.92	10-2660-410-00-79-600-14
20252904	10-2660-410-00-79-600-14	Supplies Tech	05/20/2025	521.07	10-2660-410-00-79-600-14
20252904	10-2660-410-00-79-600-14	Supplies Tech	05/20/2025	119.53	10-2660-410-00-79-600-14
20252904	10-2660-410-00-79-600-14	Supplies Tech	05/20/2025	222.63	10-2660-410-00-79-600-14
20252903	10-158	Activity Funds	05/20/2025	31.99	10-120
20252903	10-158	Activity Funds	05/20/2025	103.43	10-120
20252903	10-158	Activity Funds	05/20/2025	29.99	10-120
20252903	10-2410-640-00-74-150-13	Office Dues & Fees Conley	05/20/2025	390.00	10-2410-640-00-74-150-13
20252903	10-158	Activity Funds	05/20/2025	161.82	10-120
20252903	10-158	Activity Funds	05/20/2025	38.35	10-120
20252903	10-158	Activity Funds	05/20/2025	14.42	10-120
20252903	10-158	Activity Funds	05/20/2025	76.67	10-120
20252903	10-158	Activity Funds	05/20/2025	71.96	10-120
20252900	10-1225-410-95-79-600-14	ECE Instr Supplies	05/20/2025	35.98	10-1225-410-95-79-600-14
20252903	10-158	Activity Funds	05/20/2025	105.13	10-120
20252894	10-1110-410-00-71-100-13	Inst Supplies Leggee	05/20/2025	419.96	10-1110-410-00-71-100-13
20252900	10-2300-410-97-79-600-14	All Children Gen Admin Sup	05/20/2025	78.99	10-2300-410-97-79-600-14
20252895	10-158	Activity Funds	05/20/2025	98.00	10-120
20252895	10-158	Activity Funds	05/20/2025	69.00	10-120
20252895	10-158	Activity Funds	05/20/2025	933.65	10-120
20252895	10-158	Activity Funds	05/20/2025	(91.90)	10-120
20252895	10-158	Activity Funds	05/20/2025	350.00	10-120
20252894	10-158	Activity Funds	05/20/2025	252.00	10-120
20252895	10-158	Activity Funds	05/20/2025	153.90	10-120
20252894	10-2410-410-00-71-100-13	Office Supplies Leggee	05/20/2025	68.21	10-2410-410-00-71-100-13
20252895	10-158	Activity Funds	05/20/2025	19.97	10-120
20252893	10-2190-410-00-71-300-12	Graduation Supplies HHS	05/20/2025	45.12	10-2190-410-00-71-300-12
20252893	10-2190-410-00-71-300-12	Graduation Supplies HHS	05/20/2025	382.75	10-2190-410-00-71-300-12
20252893	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	05/20/2025	(29.59)	10-1130-490-02-71-300-13
20252900	10-1125-410-90-79-600-14	Supplies Parent-Tot	05/20/2025	18.12	10-1125-410-90-79-600-14
20252893	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	05/20/2025	(36.02)	10-1130-490-02-71-300-13
20252836	20-2542-410-00-79	Supplies B & G	05/12/2025	79.95	20-2542-410-00-79
20252892	10-2410-410-00-72-110-13	Office Supplies Chesak	05/20/2025	3.44	10-2410-410-00-72-110-13
20252894	10-1110-410-00-71-100-13	Inst Supplies Leggee	05/20/2025	94.20	10-1110-410-00-71-100-13

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20252896	20-2542-410-00-79	Supplies B & G	05/20/2025	4,279.03	20-2542-410-00-79
20252904	10-2660-410-00-79-600-14	Supplies Tech	05/20/2025	33.25	10-2660-410-00-79-600-14
20252900	10-1125-410-90-79-600-14	Supplies Parent-Tot	05/20/2025	33.12	10-1125-410-90-79-600-14
20252898	10-2220-430-00-74-140-13	Media Center Mackeben	05/20/2025	296.77	10-2220-430-00-74-140-13
20252898	10-158	Activity Funds	05/20/2025	(986.55)	10-120
20252897	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/20/2025	49.00	10-2212-310-00-79-505-14
20252896	20-2542-410-00-79	Supplies B & G	05/20/2025	27.61	20-2542-410-00-79
20252896	20-2542-410-00-79	Supplies B & G	05/20/2025	25.21	20-2542-410-00-79
20252895	10-158	Activity Funds	05/20/2025	385.00	10-120
20252896	20-2542-410-00-79	Supplies B & G	05/20/2025	25.21	20-2542-410-00-79
20252900	10-2560-415-95-79-600-14	ECE Snacks	05/20/2025	47.63	10-2560-415-95-79-600-14
20252896	20-2542-410-00-79	Supplies B & G	05/20/2025	1,704.12	20-2542-410-00-79
20252896	20-2542-410-00-79	Supplies B & G	05/20/2025	568.04	20-2542-410-00-79
20252896	20-2542-410-00-79	Supplies B & G	05/20/2025	42.85	20-2542-410-00-79
20252896	20-2542-410-00-79	Supplies B & G	05/20/2025	2,171.60	20-2542-410-00-79
20252896	20-2542-410-00-79	Supplies B & G	05/20/2025	139.11	20-2542-410-00-79
20252896	20-2542-410-00-79	Supplies B & G	05/20/2025	24.24	20-2542-410-00-79
20252895	10-158	Activity Funds	05/20/2025	315.85	10-120
20252896	20-2542-410-00-79	Supplies B & G	05/20/2025	27.61	20-2542-410-00-79
20252973	10-158	Activity Funds	05/27/2025	145.00	10-120
20252977	10-2210-410-97-79-600-14	All Children PD Supplies	05/27/2025	83.25	10-2210-410-97-79-600-14
20252977	10-1125-410-90-79-600-14	Supplies Parent-Tot	05/27/2025	15.82	10-1125-410-90-79-600-14
20252977	10-1125-410-90-79-600-14	Supplies Parent-Tot	05/27/2025	421.06	10-1125-410-90-79-600-14
20252975	10-2410-410-00-74-140-13	Office Supplies Mackeben	05/27/2025	90.94	10-2410-410-00-74-140-13
20252975	10-2220-490-00-74-140-13	Media Center Tech Mackeben	05/27/2025	19.58	10-2220-490-00-74-140-13
20252975	10-1110-410-00-74-140-13	Inst Supplies Mackeben	05/27/2025	8.09	10-1110-410-00-74-140-13
20252904	10-2660-410-00-79-600-14	Supplies Tech	05/20/2025	75.82	10-2660-410-00-79-600-14
20252974	20-2540-410-00-79	Office Supplies B & G	05/27/2025	119.72	20-2540-410-00-79
20252977	10-1125-410-90-79-600-14	Supplies Parent-Tot	05/27/2025	287.44	10-1125-410-90-79-600-14
20252973	10-158	Activity Funds	05/27/2025	157.16	10-120
20252971	10-1400-410-09-71-300-13	Family Consumer Science HS	05/27/2025	20.87	10-1400-410-09-71-300-13
20252971	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	05/27/2025	86.75	10-2213-415-00-71-300-13
20252971	10-1100-310-65-79-600-14	AMP-IT Purchased Services	05/27/2025	650.00	10-1100-310-65-79-600-14
20252971	10-158	Activity Funds	05/27/2025	(600.00)	10-120

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20252971	10-1130-410-12-71-300-13	Music Supplies HS	05/27/2025	76.84	10-1130-410-12-71-300-13
20252969	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/27/2025	65.45	10-2410-410-00-74-210-14
20252974	20-2542-410-00-79	Supplies B & G	05/27/2025	43.79	20-2542-410-00-79
20252977	10-2560-415-95-79-600-14	ECE Snacks	05/27/2025	47.56	10-2560-415-95-79-600-14
20252981	10-2660-319-61-79-600-14	Software Maintenance	05/27/2025	29.00	10-2660-319-61-79-600-14
20252981	10-2660-319-61-79-600-14	Software Maintenance	05/27/2025	57.46	10-2660-319-61-79-600-14
20252980	10-158	Activity Funds	05/27/2025	40.98	10-120
20252980	10-158	Activity Funds	05/27/2025	44.10	10-120
20252980	10-158	Activity Funds	05/27/2025	33.97	10-120
20252980	10-158	Activity Funds	05/27/2025	139.95	10-120
20252979	10-158	Activity Funds	05/27/2025	1,710.00	10-120
20252977	10-2560-415-95-79-600-14	ECE Snacks	05/27/2025	51.97	10-2560-415-95-79-600-14
20252978	10-2560-415-00-71-300-13	Cafe Food HS	05/27/2025	23.31	10-2560-415-00-71-300-13
20252977	10-2560-415-95-79-600-14	ECE Snacks	05/27/2025	46.44	10-2560-415-95-79-600-14
20252977	10-2560-415-95-79-600-14	ECE Snacks	05/27/2025	54.25	10-2560-415-95-79-600-14
20252977	10-2560-415-95-79-600-14	ECE Snacks	05/27/2025	43.89	10-2560-415-95-79-600-14
20252977	10-2300-410-97-79-600-14	All Children Gen Admin Sup	05/27/2025	146.46	10-2300-410-97-79-600-14
20252977	10-1125-410-97-79-600-14	All Children Supplies	05/27/2025	1,220.85	10-1125-410-97-79-600-14
20252977	10-1125-410-90-79-600-14	Supplies Parent-Tot	05/27/2025	482.88	10-1125-410-90-79-600-14
20252977	10-1125-410-90-79-600-14	Supplies Parent-Tot	05/27/2025	287.44	10-1125-410-90-79-600-14
20252969	10-1500-332-00-74-210-13	Athletic Travel Heineman	05/27/2025	195.95	10-1500-332-00-74-210-13
20252979	10-1500-332-00-74-210-13	Athletic Travel Heineman	05/27/2025	36.00	10-1500-332-00-74-210-13
20252962	10-1500-335-00-71-300-13	Conference Travel HS	05/27/2025	102.28	10-1500-335-00-71-300-13
20252969	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/27/2025	26.24	10-2410-410-00-74-210-14
20252962	10-1500-335-00-71-300-13	Conference Travel HS	05/27/2025	363.27	10-1500-335-00-71-300-13
20252962	10-1500-335-00-71-300-13	Conference Travel HS	05/27/2025	421.24	10-1500-335-00-71-300-13
20252962	10-158	Activity Funds	05/27/2025	72.00	10-120
20252962	10-1500-335-00-71-300-13	Conference Travel HS	05/27/2025	166.72	10-1500-335-00-71-300-13
20252962	10-1500-335-00-71-300-13	Conference Travel HS	05/27/2025	131.06	10-1500-335-00-71-300-13
20252962	10-1500-335-00-71-300-13	Conference Travel HS	05/27/2025	45.44	10-1500-335-00-71-300-13
20252962	10-1500-335-00-71-300-13	Conference Travel HS	05/27/2025	44.96	10-1500-335-00-71-300-13
20252962	10-1500-335-00-71-300-13	Conference Travel HS	05/27/2025	24.00	10-1500-335-00-71-300-13
20252962	10-1500-335-00-71-300-13	Conference Travel HS	05/27/2025	2,300.00	10-1500-335-00-71-300-13
20252962	10-1500-335-00-71-300-13	Conference Travel HS	05/27/2025	31.14	10-1500-335-00-71-300-13

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
20252962	10-158	Activity Funds	05/27/2025	54.68	10-120	
20252961	10-158	Activity Funds	05/27/2025	145.32	10-120	
20252883	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	05/20/2025	444.25	10-1800-410-84-79-605-14	
20252905	40-2552-490-00-79	Inventoriable Supplies	05/20/2025	184.99	40-2552-490-00-79	
20252905	10-2642-411-00-74-500-14	HR Employee Recognition	05/20/2025	135.04	10-2642-411-00-74-500-14	
20252904	10-2660-410-00-79-600-14	Supplies Tech	05/20/2025	206.84	10-2660-410-00-79-600-14	
20252962	10-158	Activity Funds	05/27/2025	265.20	10-120	
20252964	10-1100-421-00-74-500-14	Materials 6-12	05/27/2025	229.00	10-1100-421-00-74-500-14	
20252892	10-1110-410-00-72-110-13	Inst Supplies Chesak	05/20/2025	29.70	10-1110-410-00-72-110-13	
20252969	10-158	Activity Funds	05/27/2025	185.54	10-120	
20252969	10-2220-490-00-74-210-13	Media Center Tech Heineman	05/27/2025	(11.99)	10-2220-490-00-74-210-13	673
20252969	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/27/2025	135.69	10-2410-410-00-74-210-14	
20252968	10-2321-410-00-74-500-14	Supplies Supt	05/27/2025	32.85	10-2321-410-00-74-500-14	
20252964	10-1610-410-00-79-600-14	Supplies Summer School	05/27/2025	75.79	10-1610-410-00-79-600-14	
20252964	10-1610-410-00-79-600-14	Supplies Summer School	05/27/2025	457.47	10-1610-410-00-79-600-14	
20252962	10-158	Activity Funds	05/27/2025	512.71	10-120	
20252964	10-1100-421-00-74-500-14	Materials 6-12	05/27/2025	123.90	10-1100-421-00-74-500-14	
20252969	10-1500-332-00-74-210-13	Athletic Travel Heineman	05/27/2025	270.15	10-1500-332-00-74-210-13	
20252964	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	05/27/2025	488.32	10-2210-490-00-74-500-14	
20252964	10-1610-410-00-79-600-14	Supplies Summer School	05/27/2025	479.75	10-1610-410-00-79-600-14	
20252964	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	05/27/2025	158.58	10-2210-490-00-74-500-14	
20252964	10-1600-410-89-79-605-14	Title I Supplies	05/27/2025	157.99	10-1600-410-89-79-605-14	
20252964	10-1610-410-00-79-600-14	Supplies Summer School	05/27/2025	91.83	10-1610-410-00-79-600-14	
20252962	10-1500-335-00-71-300-13	Conference Travel HS	05/27/2025	39.72	10-1500-335-00-71-300-13	
20252962	10-1500-335-00-71-300-13	Conference Travel HS	05/27/2025	245.09	10-1500-335-00-71-300-13	
20252964	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	05/27/2025	488.32	10-2210-490-00-74-500-14	
20252843	10-158	Activity Funds	05/12/2025	103.50	10-120	
20252843	10-158	Activity Funds	05/12/2025	38.00	10-120	
20252844	10-2660-319-61-79-600-14	Software Maintenance	05/12/2025	165.85	10-2660-319-61-79-600-14	
20252844	10-2660-319-61-79-600-14	Software Maintenance	05/12/2025	199.98	10-2660-319-61-79-600-14	
20252844	10-2660-410-00-79-600-14	Supplies Tech	05/12/2025	34.01	10-2660-410-00-79-600-14	
20252844	10-2660-410-00-79-600-14	Supplies Tech	05/12/2025	24.99	10-2660-410-00-79-600-14	
20252844	10-2660-410-00-79-600-14	Supplies Tech	05/12/2025	15.99	10-2660-410-00-79-600-14	
20252844	10-2660-390-00-79-600-14	Purchased Service Technology	05/12/2025	550.00	10-2660-390-00-79-600-14	

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20252843	10-158	Activity Funds	05/12/2025	29.74	10-120
20252845	10-2630-410-00-74-500-14	Communications Supplies	05/12/2025	51.98	10-2630-410-00-74-500-14
20252843	10-158	Activity Funds	05/12/2025	32.78	10-120
20252843	10-158	Activity Funds	05/12/2025	6.97	10-120
20252843	10-158	Activity Funds	05/12/2025	70.02	10-120
20252843	10-158	Activity Funds	05/12/2025	23.99	10-120
20252843	10-158	Activity Funds	05/12/2025	149.76	10-120
20252843	10-158	Activity Funds	05/12/2025	57.77	10-120
20252881	10-158	Activity Funds	05/20/2025	76.92	10-120
20252844	10-2660-319-61-79-600-14	Software Maintenance	05/12/2025	8.13	10-2660-319-61-79-600-14
20252836	20-2540-640-00-79	Dues & Fees	05/12/2025	39.48	20-2540-640-00-79
20252836	20-2542-410-00-79	Supplies B & G	05/12/2025	40.94	20-2542-410-00-79
20252881	10-158	Activity Funds	05/20/2025	32.00	10-120
20252881	10-158	Activity Funds	05/20/2025	26.80	10-120
20252880	10-1130-310-00-71-300-13	General Pur Svcs HS	05/20/2025	1,188.00	10-1130-310-00-71-300-13
20252879	10-158	Activity Funds	05/20/2025	95.90	10-120
20252892	10-158	Activity Funds	05/20/2025	49.98	10-120
20252844	10-2660-319-61-79-600-14	Software Maintenance	05/12/2025	90.34	10-2660-319-61-79-600-14
20252836	20-2540-410-00-79	Office Supplies B & G	05/12/2025	(3.39)	20-2540-410-00-79
20252842	10-158	Activity Funds	05/12/2025	1,647.00	10-120
20252836	20-2542-410-00-79	Supplies B & G	05/12/2025	28.20	20-2542-410-00-79
20252836	20-2542-410-00-79	Supplies B & G	05/12/2025	957.93	20-2542-410-00-79
20252836	20-2542-410-00-79	Supplies B & G	05/12/2025	4.48	20-2542-410-00-79
20252845	10-2630-410-00-74-500-14	Communications Supplies	05/12/2025	9.56	10-2630-410-00-74-500-14
20252845	10-2642-411-00-74-500-14	HR Employee Recognition	05/12/2025	6.00	10-2642-411-00-74-500-14
20252845	10-2642-411-00-74-500-14	HR Employee Recognition	05/12/2025	270.00	10-2642-411-00-74-500-14
20252845	10-2642-350-00-74-500-14	Advertising Human Res	05/12/2025	250.00	10-2642-350-00-74-500-14
20252893	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	05/20/2025	(28.34)	10-1130-490-02-71-300-13
20252838	10-2220-490-00-74-140-13	Media Center Tech Mackeben	05/12/2025	141.87	10-2220-490-00-74-140-13
20252843	10-158	Activity Funds	05/12/2025	55.66	10-120
20252840	10-2300-410-97-79-600-14	All Children Gen Admin Sup	05/12/2025	179.90	10-2300-410-97-79-600-14
20252840	10-1225-410-95-79-600-14	ECE Instr Supplies	05/12/2025	15.03	10-1225-410-95-79-600-14
20252840	10-1125-410-97-79-600-14	All Children Supplies	05/12/2025	41.97	10-1125-410-97-79-600-14
20252838	10-1110-410-00-74-140-13	Inst Supplies Mackeben	05/12/2025	690.00	10-1110-410-00-74-140-13

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20252838	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	05/12/2025	(8.75)	10-2410-491-00-74-140-13
20252840	10-2300-410-97-79-600-14	All Children Gen Admin Sup	05/12/2025	53.66	10-2300-410-97-79-600-14
20252838	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	05/12/2025	89.64	10-2213-415-00-74-140-13
20252840	10-2300-410-97-79-600-14	All Children Gen Admin Sup	05/12/2025	58.72	10-2300-410-97-79-600-14
20252838	10-158	Activity Funds	05/12/2025	986.55	10-120
20252838	10-2220-430-00-74-140-13	Media Center Mackeben	05/12/2025	51.65	10-2220-430-00-74-140-13
20252838	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	05/12/2025	8.99	10-2410-491-00-74-140-13
20252838	10-2220-430-00-74-140-13	Media Center Mackeben	05/12/2025	85.62	10-2220-430-00-74-140-13
20252838	10-2220-430-00-74-140-13	Media Center Mackeben	05/12/2025	303.16	10-2220-430-00-74-140-13
20252837	10-1610-410-00-79-600-14	Supplies Summer School	05/12/2025	196.99	10-1610-410-00-79-600-14
20252836	20-2542-410-00-79	Supplies B & G	05/12/2025	65.22	20-2542-410-00-79
20252838	10-2220-490-00-74-140-13	Media Center Tech Mackeben	05/12/2025	375.67	10-2220-490-00-74-140-13
20252840	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	05/12/2025	25.00	10-2213-415-00-72-165-13
20252842	10-158	Activity Funds	05/12/2025	449.86	10-120
20252841	10-2560-415-00-71-300-13	Cafe Food HS	05/12/2025	86.51	10-2560-415-00-71-300-13
20252840	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	05/12/2025	395.91	10-2213-415-00-72-165-13
20252840	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	05/12/2025	35.00	10-2213-415-00-72-165-13
20252840	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	05/12/2025	50.00	10-2213-415-00-72-165-13
20252840	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	05/12/2025	520.00	10-2213-415-00-72-165-13
20252840	10-2300-410-97-79-600-14	All Children Gen Admin Sup	05/12/2025	9.19	10-2300-410-97-79-600-14
20252840	10-2230-410-95-79-600-14	ECE Test/Assess Supplies	05/12/2025	376.00	10-2230-410-95-79-600-14
20252881	10-158	Activity Funds	05/20/2025	1,528.00	10-120
20252840	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	05/12/2025	27.95	10-2213-415-00-72-165-13
20252840	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	05/12/2025	40.00	10-2213-415-00-72-165-13
20252840	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	05/12/2025	278.95	10-2213-415-00-72-165-13
20252840	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	05/12/2025	7.99	10-2213-415-00-72-165-13
20252840	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	05/12/2025	40.00	10-2213-415-00-72-165-13
20252840	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	05/12/2025	50.00	10-2213-415-00-72-165-13
20252840	10-158	Activity Funds	05/12/2025	42.00	10-120
20252840	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	05/12/2025	115.54	10-2213-415-00-72-165-13
20252888	10-2633-360-00-74-500-14	Communications Purch Services	05/20/2025	1,085.00	10-2633-360-00-74-500-14
20252881	10-158	Activity Funds	05/20/2025	560.00	10-120
20252889	10-1500-411-00-74-210-13	Awards Heineman	05/20/2025	38.38	10-1500-411-00-74-210-13
20252889	10-1120-410-00-74-210-13	Inst Supplies Heineman	05/20/2025	135.55	10-1120-410-00-74-210-13

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20252889	10-1120-410-00-74-210-13	Inst Supplies Heineman	05/20/2025	65.75	10-1120-410-00-74-210-13
20252889	10-1120-410-13-74-210-08	Heineman Science Supplies 8	05/20/2025	7.99	10-1120-410-13-74-210-08
20252889	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	05/20/2025	907.96	10-2410-410-00-74-210-14
20252889	10-1120-399-00-74-210-13	Student Field Trips	05/20/2025	153.69	10-1120-399-00-74-210-13
20252889	10-158	Activity Funds	05/20/2025	11.99	10-120
20252889	10-2410-410-00-74-210-13	Office Supplies Heineman	05/20/2025	38.11	10-2410-410-00-74-210-13
20252888	10-2633-360-00-74-500-14	Communications Purch Services	05/20/2025	9.95	10-2633-360-00-74-500-14
20252888	10-2321-410-00-74-500-14	Supplies Supt	05/20/2025	27.99	10-2321-410-00-74-500-14
20252888	10-2321-410-00-74-500-14	Supplies Supt	05/20/2025	65.70	10-2321-410-00-74-500-14
20252888	10-2321-410-00-74-500-14	Supplies Supt	05/20/2025	144.67	10-2321-410-00-74-500-14
20252886	10-2310-410-00-74-500-14	Supplies Board	05/20/2025	244.66	10-2310-410-00-74-500-14
20252885	10-2520-410-00-74-500-14	Supplies Fiscal	05/20/2025	53.25	10-2520-410-00-74-500-14
20252884	10-2546-490-00-79-600-14	Security Officer Supplies	05/20/2025	29.86	10-2546-490-00-79-600-14
20252889	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	05/20/2025	16.45	10-1120-323-00-74-210-13
20252890	10-2220-430-00-72-220-13	Media Center Marlowe	05/20/2025	(15.99)	10-2220-430-00-72-220-13
20252891	10-158	Activity Funds	05/20/2025	250.00	10-120
20252891	10-158	Activity Funds	05/20/2025	134.74	10-120
20252890	10-1120-410-09-72-220-13	Home Ec Marlowe	05/20/2025	219.87	10-1120-410-09-72-220-13
20252890	10-1120-410-09-72-220-13	Home Ec Marlowe	05/20/2025	4.28	10-1120-410-09-72-220-13
20252890	10-1120-410-09-72-220-13	Home Ec Marlowe	05/20/2025	113.08	10-1120-410-09-72-220-13
20252890	10-1120-410-00-72-220-13	Inst Supplies Marlowe	05/20/2025	356.26	10-1120-410-00-72-220-13
20252889	10-1120-399-00-74-210-13	Student Field Trips	05/20/2025	246.94	10-1120-399-00-74-210-13
20252890	10-2220-430-00-72-220-13	Media Center Marlowe	05/20/2025	(11.99)	10-2220-430-00-72-220-13
20252883	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	05/20/2025	374.81	10-2213-415-00-74-500-14
20252890	10-2220-430-00-72-220-13	Media Center Marlowe	05/20/2025	(57.69)	10-2220-430-00-72-220-13
20252889	10-1500-411-00-74-210-13	Awards Heineman	05/20/2025	68.31	10-1500-411-00-74-210-13
20252889	10-1120-410-09-74-210-13	Home Ec Heineman	05/20/2025	152.18	10-1120-410-09-74-210-13
20252889	10-1120-410-09-74-210-13	Home Ec Heineman	05/20/2025	7.00	10-1120-410-09-74-210-13
20252889	10-1500-411-00-74-210-13	Awards Heineman	05/20/2025	64.66	10-1500-411-00-74-210-13
20252889	10-1120-410-09-74-210-13	Home Ec Heineman	05/20/2025	61.47	10-1120-410-09-74-210-13
20252889	10-1120-410-09-74-210-13	Home Ec Heineman	05/20/2025	42.16	10-1120-410-09-74-210-13
20252890	10-2220-430-00-72-220-13	Media Center Marlowe	05/20/2025	(11.24)	10-2220-430-00-72-220-13
20252881	10-158	Activity Funds	05/20/2025	103.94	10-120
20252883	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	05/20/2025	62.04	10-1800-410-84-79-605-14

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20252882	10-158	Activity Funds	05/20/2025	15.99	10-120
20252882	10-1535-410-00-72-220-15	Wrestling Supplies Marlowe	05/20/2025	98.63	10-1535-410-00-72-220-15
20252882	10-158	Activity Funds	05/20/2025	23.25	10-120
20252882	10-158	Activity Funds	05/20/2025	817.02	10-120
20252882	10-158	Activity Funds	05/20/2025	376.87	10-120
20252882	10-158	Activity Funds	05/20/2025	512.71	10-120
20252882	10-158	Activity Funds	05/20/2025	20.97	10-120
20252882	10-158	Activity Funds	05/20/2025	1,030.00	10-120
20252881	10-158	Activity Funds	05/20/2025	283.20	10-120
20252881	10-158	Activity Funds	05/20/2025	348.21	10-120
20252881	10-158	Activity Funds	05/20/2025	117.45	10-120
20252881	10-158	Activity Funds	05/20/2025	784.15	10-120
20252881	10-158	Activity Funds	05/20/2025	280.92	10-120
20252881	10-158	Activity Funds	05/20/2025	135.00	10-120
20252881	10-158	Activity Funds	05/20/2025	313.35	10-120
20252882	10-1120-323-00-72-220-13	Repairs Marlowe	05/20/2025	(338.00)	10-1120-323-00-72-220-13
20252883	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	05/20/2025	(41.01)	10-2210-490-00-74-500-14
20252879	10-158	Activity Funds	05/20/2025	260.40	10-120
20252883	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	05/20/2025	462.20	10-3600-410-82-79-605-14
20252883	10-1100-410-65-79-600-14	AMP-IT Supplies	05/20/2025	680.00	10-1100-410-65-79-600-14
20252883	10-1100-410-65-79-600-14	AMP-IT Supplies	05/20/2025	494.56	10-1100-410-65-79-600-14
20252883	10-1100-410-56-79-605-14	RtI Materials 6-12	05/20/2025	49.98	10-1100-410-56-79-605-14
20252883	10-1100-410-56-79-605-14	RtI Materials 6-12	05/20/2025	49.98	10-1100-410-56-79-605-14
20252882	10-158	Activity Funds	05/20/2025	35.95	10-120
20252883	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	05/20/2025	(27.22)	10-2210-490-00-74-500-14
20252883	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	05/20/2025	89.00	10-3600-410-82-79-605-14
20252883	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	05/20/2025	(53.96)	10-2210-490-00-74-500-14
20252883	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	05/20/2025	30.64	10-2210-490-00-74-500-14
20252882	10-158	Activity Funds	05/20/2025	122.42	10-120
20252882	10-158	Activity Funds	05/20/2025	300.00	10-120
20252882	10-2410-491-00-72-220-13	Rebate Supplies Marlowe	05/20/2025	104.09	10-2410-491-00-72-220-13
20252882	10-158	Activity Funds	05/20/2025	305.83	10-120
20252882	10-158	Activity Funds	05/20/2025	115.74	10-120
20252883	10-1100-410-56-79-605-14	RtI Materials 6-12	05/20/2025	49.98	10-1100-410-56-79-605-14

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$88,768.36	
Brents Mailing Equipment					
20252853	10-2630-341-00-74-500-14	Postage Central Office	05/19/2025	5.00	10-2630-341-00-74-500-14
20252853	10-2630-341-00-74-500-14	Postage Central Office	05/19/2025	265.00	10-2630-341-00-74-500-14
			Total	$270.00	
Brucker Company					
25060297	20-2542-323-00-79	Repairs & Maint Buildings	06/01/2025	600.00	20-2542-323-00-79
			Total	$600.00	
BryMax Enterprises Inc					
25061907	10-2560-415-00-71-300-13	Cafe Food HS	06/01/2025	1,500.00	10-2560-415-00-71-300-13
25061917	10-2560-415-00-72-220-13	Cafe Food Marlowe	06/01/2025	4,000.00	10-2560-415-00-72-220-13
25061927	10-2560-415-00-74-210-13	Cafe Food Heineman	06/01/2025	1,500.00	10-2560-415-00-74-210-13
			Total	$7,000.00	
Build Capacity Consulting LLC					
20252934	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/27/2025	41,964.73	10-2212-310-00-79-505-14
20252934	10-2212-314-83-79-505-14	Title II Prof Development	05/27/2025	18,285.27	10-2212-314-83-79-505-14
			Total	$60,250.00	
Camelot Therapeutic Schools LLC					
25060517	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	25,000.00	10-4220-670-00-79-600-14
			Total	$25,000.00	
Campus Solutions					
20252945	10-2190-410-00-71-300-12	Graduation Supplies HHS	05/27/2025	861.30	10-2190-410-00-71-300-12
			Total	$861.30	
Canteen Refreshments					
20252946	10-2560-415-00-71-300-13	Cafe Food HS	05/27/2025	248.98	10-2560-415-00-71-300-13

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
			Total	$248.98		
Case Lots Inc						
20252812			05/08/2025	0.00		
20252812	20-2542-410-00-79	Supplies B & G	05/08/2025	3,616.20	20-2542-410-00-79	
20252812			05/08/2025	0.00		
			Total	$3,616.20		
CDW Government Inc						
20252983	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/28/2025	9,660.00	10-2660-490-00-79-600-14	
20252846	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/14/2025	3,554.00	10-2660-490-00-79-600-14	679
20252846	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/14/2025	5,092.29	10-2660-490-00-79-600-14	
20252846	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/14/2025	1,777.00	10-2660-490-00-79-600-14	
20252847	10-2660-319-61-79-600-14	Software Maintenance	05/14/2025	1,100.00	10-2660-319-61-79-600-14	
20252984	10-2660-410-00-79-600-14	Supplies Tech	05/28/2025	7,273.00	10-2660-410-00-79-600-14	
20252846	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	05/14/2025	2,547.80	10-2660-490-00-79-600-14	
20260032	10-2660-319-61-79-600-14	Software Maintenance	06/04/2025	19,647.00	10-2660-319-61-79-600-14	
20252985	10-2660-319-61-79-600-14	Software Maintenance	05/28/2025	5,375.00	10-2660-319-61-79-600-14	
			Total	$56,026.09		
CDWG Capital One						
20260024	10-2660-319-61-79-600-14	Software Maintenance	06/04/2025	86,400.00	10-2660-319-61-79-600-14	
			Total	$86,400.00		
CENGAGE Learning Gale						
20252956			05/27/2025	0.00		
20252956	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/27/2025	2,540.53	10-2212-310-00-79-505-14	
20252956	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/27/2025	3,103.26	10-2212-310-00-79-505-14	
20252956	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/27/2025	3,105.65	10-2212-310-00-79-505-14	
			Total	$8,749.44		
Cengage Learning						
20253051	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	235.00	10-1100-423-00-74-500-14	

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20253051	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	0.00	10-1100-423-00-74-500-14
20253051	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	17,900.00	10-1100-423-00-74-500-14
20253051	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	1,884.00	10-1100-423-00-74-500-14
20253051			06/05/2025	0.00	
			Total	$20,019.00	
Central Continental Bakery					
25061937	10-2560-415-00-71-300-13	Cafe Food HS	06/01/2025	0.00	10-2560-415-00-71-300-13
25061947	10-2560-415-00-72-220-13	Cafe Food Marlowe	06/01/2025	0.00	10-2560-415-00-72-220-13
25061957	10-2560-415-00-74-210-13	Cafe Food Heineman	06/01/2025	0.00	10-2560-415-00-74-210-13
			Total	$0.00	
Central DuPage Hospital					
20253057	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	06/05/2025	630.00	10-4210-670-00-79-600-14
			Total	$630.00	
Central States Bus Sales Inc					
25060727	40-2554-410-00-79	Fleet Supplies	06/01/2025	4,000.00	40-2554-410-00-79
			Total	$4,000.00	
Certiport Inc					
20252852	10-1100-310-65-79-600-14	AMP-IT Purchased Services	05/19/2025	1,788.00	10-1100-310-65-79-600-14
			Total	$1,788.00	
Champion Paving Corp					
20253037	20-2543-323-00-79	Repairs-Grounds	06/04/2025	4,000.00	20-2543-323-00-79
20253037			06/04/2025	0.00	
			Total	$4,000.00	
Cintas Corporation No 2					
20253003	10-2560-410-00-74-210-13	Cafe Supplies Heineman	06/03/2025	22.64	10-2560-410-00-74-210-13
20253003	10-2560-410-00-71-100-13	Cafe Supplies Leggee	06/03/2025	18.59	10-2560-410-00-71-100-13

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20253003	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	06/03/2025	82.95	10-2560-410-00-72-220-13
20253003	10-2560-410-00-72-110-13	Cafe Supplies Chesak	06/03/2025	22.64	10-2560-410-00-72-110-13
20253003	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	06/03/2025	31.67	10-2560-410-00-74-140-13
20253003	10-2560-410-00-71-300-13	Cafe Supplies HS	06/03/2025	41.50	10-2560-410-00-71-300-13
20253003	10-2560-410-00-74-150-13	Cafe Supplies Conley	06/03/2025	40.36	10-2560-410-00-74-150-13
20253003	10-2560-410-00-72-120-13	Cafe Supplies Martin	06/03/2025	86.45	10-2560-410-00-72-120-13
			Total	$346.80	
CINTAS					
25060757	40-2550-325-00-79	Rental Trans	06/01/2025	2,000.00	40-2550-325-00-79
25061567	20-2542-323-00-79	Repairs & Maint Buildings	06/01/2025	0.00	20-2542-323-00-79
			Total	$2,000.00	
Clare Woods Academy					
25060607	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	6,000.00	10-4220-670-00-79-600-14
			Total	$6,000.00	
Clarity Assessments LLC					
20252908	10-2140-310-92-79-600-14	IDEA Psychological Services	05/21/2025	1,800.00	10-2140-310-92-79-600-14
			Total	$1,800.00	
Colley Elevator Co					
20252947	20-2542-323-00-79	Repairs & Maint Buildings	05/27/2025	1,029.00	20-2542-323-00-79
20252947			05/27/2025	0.00	
20252850			05/15/2025	0.00	
20252850	20-2542-323-00-79	Repairs & Maint Buildings	05/15/2025	5,037.00	20-2542-323-00-79
			Total	$6,066.00	
Comcast Business					
25060367	20-2540-340-00-79	Telephone - Districtwide	06/01/2025	294.85	20-2540-340-00-79
			Total	$294.85	
Comcast					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20252856	20-2540-340-00-79	Telephone - Districtwide	05/20/2025	597.59	20-2540-340-00-79
25061627	20-2540-340-00-79	Telephone - Districtwide	06/01/2025	5,000.00	20-2540-340-00-79
			Total	$5,597.59	
Common Market Great Lakes					
20252806	10-2560-415-00-74-140-13	Cafe Food Mackeben	05/08/2025	154.00	10-2560-415-00-74-140-13
20252806	10-2560-415-00-71-100-13	Cafe Food Leggee	05/08/2025	215.60	10-2560-415-00-71-100-13
20252806	10-2560-415-00-72-120-13	Cafe Food Martin	05/08/2025	184.80	10-2560-415-00-72-120-13
20252806	10-2560-415-00-72-110-13	Cafe Food Chesak	05/08/2025	154.00	10-2560-415-00-72-110-13
20252806	10-2560-415-00-71-300-13	Cafe Food HS	05/08/2025	253.40	10-2560-415-00-71-300-13
20252806	10-2560-415-00-74-210-13	Cafe Food Heineman	05/08/2025	222.60	10-2560-415-00-74-210-13
20252806	10-2560-415-00-74-150-13	Cafe Food Conley	05/08/2025	154.00	10-2560-415-00-74-150-13
20252806	10-2560-415-00-72-220-13	Cafe Food Marlowe	05/08/2025	222.60	10-2560-415-00-72-220-13
			Total	$1,561.00	
Consolidated Flooring LLC					
20260004	20-2542-520-00-79	Building projects	05/28/2025	190,900.00	20-2542-520-00-79
20260004	20-2542-520-00-79	Building projects	05/28/2025	122,400.00	20-2542-520-00-79
20260004	20-2542-520-00-79	Building projects	05/28/2025	175,000.00	20-2542-520-00-79
20260004			05/28/2025	0.00	
20260004			05/28/2025	0.00	
			Total	$488,300.00	
Cove School					
25061959	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	6,500.00	10-4220-670-00-79-600-14
			Total	$6,500.00	
Cox, Cheryl					
20253013	10-1200-310-66-71-300-13	STEP Purchased Services	06/04/2025	375.00	10-1200-310-66-71-300-13
			Total	$375.00	
Crescent Electric Supply Co					

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
25060047	20-2542-410-00-79	Supplies B & G	06/01/2025	1,000.00	20-2542-410-00-79
			Total	$1,000.00	
CT Veach Inc					
25060157	20-2543-320-00-79-600-14	Grounds Contract	06/01/2025	21,032.78	20-2543-320-00-79-600-14
			Total	$21,032.78	
Curriculum Associates LLC					
20253040	10-1800-390-82-79-605-14	TBE/TPI Instr Pur Svc	06/04/2025	13,568.75	10-1800-390-82-79-605-14
20253040	10-1800-390-82-79-605-14	TBE/TPI Instr Pur Svc	06/04/2025	13,568.75	10-1800-390-82-79-605-14
			Total	$27,137.50	
Daily Herald					
20253004	10-1200-410-00-79-600-14	Supplies Sp Ed	06/03/2025	52.90	10-1200-410-00-79-600-14
			Total	$52.90	
Dekalb Huntley Middle School					
20260015	10-1500-332-00-74-210-13	Athletic Travel Heineman	06/04/2025	300.00	10-1500-332-00-74-210-13
			Total	$300.00	
Design Science Inc					
20260038			06/05/2025	0.00	
20260038	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/05/2025	992.64	10-2212-310-00-79-505-14
			Total	$992.64	
Direct Fitness Solutions LLC					
20252813	20-2543-530-00-79	Improvements not Buildings	05/09/2025	64,682.14	20-2543-530-00-79
20252813			05/09/2025	0.00	
			Total	$64,682.14	
DuPage Federation on Human Services					
20252857	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	05/20/2025	125.80	10-2210-310-84-79-605-14

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
20252857	10-1200-310-92-79-600-14	IDEA General Purchased Service	05/20/2025	223.85	10-1200-310-92-79-600-14	
			Total	$349.65		
Easterseals						
25060597	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	06/01/2025	11,000.00	10-2210-314-92-79-605-14	
25061557	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	58,000.00	10-4220-670-00-79-600-14	
			Total	$69,000.00		
ECRA Group Inc						
20253048	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/05/2025	38,673.00	10-2212-310-00-79-505-14	
20253048			06/05/2025	0.00		684
			Total	$38,673.00		
Edge Sports Apparel LLC						
20252959	10-1200-410-00-79-600-14	Supplies Sp Ed	05/27/2025	1,302.75	10-1200-410-00-79-600-14	
			Total	$1,302.75		
Eds Testing Station and Automotive						
25060707	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	1,000.00	40-2550-310-00-79	
			Total	$1,000.00		
Education Week						
20252870	10-2633-360-00-74-500-14	Communications Purch Services	05/20/2025	9.95	10-2633-360-00-74-500-14	
			Total	$9.95		
Encore Music Academy						
25061767	10-158	Activity Funds	06/01/2025	0.00	10-120	
			Total	$0.00		
Engler Callaway Baasten & Sraga LLC						
20252858	10-2310-318-00-74-500-14	Legal Board	05/20/2025	768.50	10-2310-318-00-74-500-14	
			Total	$768.50		

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Environmental Group Srvs LTD					
20252859	20-2542-390-00-79	Other Purchased Service	05/20/2025	1,850.00	20-2542-390-00-79
			Total	$1,850.00	
Facilities Management Express LLC					
20260005	20-2542-390-00-79	Other Purchased Service	05/28/2025	24,172.76	20-2542-390-00-79
20260005			05/28/2025	0.00	
			Total	$24,172.76	
Follett Content Solutions LLC					
20253052	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	2,062.50	10-1100-423-00-74-500-14
20253054	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	8,248.80	10-1100-423-00-74-500-14
20253053	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	548.80	10-1100-423-00-74-500-14
20253053	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	372.80	10-1100-423-00-74-500-14
20253053	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	610.40	10-1100-423-00-74-500-14
20253054	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	158.40	10-1100-423-00-74-500-14
20253053	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	166.40	10-1100-423-00-74-500-14
20253053	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	662.40	10-1100-423-00-74-500-14
20253053	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	455.40	10-1100-423-00-74-500-14
20253054	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	998.40	10-1100-423-00-74-500-14
20253052	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	9,100.00	10-1100-423-00-74-500-14
20253052	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	5,237.10	10-1100-423-00-74-500-14
20253054			06/05/2025	0.00	
20253053	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	950.40	10-1100-423-00-74-500-14
20253052			06/05/2025	0.00	
20253053	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	633.60	10-1100-423-00-74-500-14
20253053			06/05/2025	0.00	
20253053	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	5,106.40	10-1100-423-00-74-500-14
20253053	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	389.20	10-1100-423-00-74-500-14
20253052	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	8,681.40	10-1100-423-00-74-500-14
20253052	10-1100-423-00-74-500-14	New Adoption 6-12	06/05/2025	7,394.80	10-1100-423-00-74-500-14
			Total	$51,777.20	

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Fox Valley Activities Directors					
20260016	10-1130-335-00-71-300-13	Curriculum/FVC Competitions	06/04/2025	880.00	10-1130-335-00-71-300-13
			Total	$880.00	
Fox Valley Fire Safety					
25060097	20-2542-323-00-79	Repairs & Maint Buildings	06/01/2025	1,000.00	20-2542-323-00-79
25060817	20-2542-390-00-79	Other Purchased Service	06/01/2025	801.00	20-2542-390-00-79
			Total	$1,801.00	
Frontline Technologies Group LLC					
20260018	10-2520-390-00-74-500-14	Purch Serv Fiscal	06/04/2025	10,145.89	10-2520-390-00-74-500-14
20260017	10-2643-316-00-79-605-14	Sub Calling/Applicant Software	06/04/2025	3,298.90	10-2643-316-00-79-605-14
20260018	10-2520-390-00-74-500-14	Purch Serv Fiscal	06/04/2025	11,414.12	10-2520-390-00-74-500-14
20260017	10-2643-316-00-79-605-14	Sub Calling/Applicant Software	06/04/2025	13,558.41	10-2643-316-00-79-605-14
			Total	$38,417.32	
General Parts LLC					
25061677	10-2560-323-00-72-110-13	Cafe Repairs Chesak	06/01/2025	5,000.00	10-2560-323-00-72-110-13
25061667	10-2560-323-00-71-300-13	Cafe Repairs HS	06/01/2025	5,000.00	10-2560-323-00-71-300-13
25061727	10-2560-323-00-74-210-13	Cafe Repairs Heineman	06/01/2025	5,000.00	10-2560-323-00-74-210-13
25061687	10-2560-323-00-72-120-13	Cafe Repairs Martin	06/01/2025	5,000.00	10-2560-323-00-72-120-13
25061717	10-2560-323-00-74-150-13	Cafe Repairs Conley	06/01/2025	5,000.00	10-2560-323-00-74-150-13
25061707	10-2560-323-00-74-140-13	Cafe Repairs Mackeben	06/01/2025	5,000.00	10-2560-323-00-74-140-13
25061697	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	06/01/2025	5,000.00	10-2560-323-00-72-220-13
25061657	10-2560-323-00-71-100-13	Cafe Repairs Leggee	06/01/2025	5,000.00	10-2560-323-00-71-100-13
			Total	$40,000.00	
GFC Leasing WI					
25060617	10-2900-325-00-79-600-14	Copier Leases	06/01/2025	8,000.00	10-2900-325-00-79-600-14
			Total	$8,000.00	
Gipper Media Inc					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
20260028	10-1500-640-00-71-300-13	Sports Dues & Fees HS	06/04/2025	1,500.00	10-1500-640-00-71-300-13	
			Total	$1,500.00		
Gopher Performance						
20252848	10-1500-410-00-74-210-13	Training Supplies Heineman	05/14/2025	(82.90)	10-1500-410-00-74-210-13	
20252848	10-1500-410-00-74-210-13	Training Supplies Heineman	05/14/2025	829.00	10-1500-410-00-74-210-13	
20252848	10-1500-410-00-74-210-13	Training Supplies Heineman	05/14/2025	104.45	10-1500-410-00-74-210-13	
			Total	$850.55		
Gordon Flesch Co Inc						
20252948	10-2900-390-00-79-600-14	Copier Maintenance	05/27/2025	1,146.65	10-2900-390-00-79-600-14	687
20252948	10-2900-390-00-79-600-14	Copier Maintenance	05/27/2025	103.18	10-2900-390-00-79-600-14	
20252948	10-2900-390-00-79-600-14	Copier Maintenance	05/27/2025	6,001.33	10-2900-390-00-79-600-14	
20252948	10-2900-390-00-79-600-14	Copier Maintenance	05/27/2025	1,640.43	10-2900-390-00-79-600-14	
20252948	10-2900-390-00-79-600-14	Copier Maintenance	05/27/2025	2,109.24	10-2900-390-00-79-600-14	
20252948	10-2900-390-00-79-600-14	Copier Maintenance	05/27/2025	1,583.99	10-2900-390-00-79-600-14	
20252948	10-2900-390-00-79-600-14	Copier Maintenance	05/27/2025	251.61	10-2900-390-00-79-600-14	
20252948	10-2900-390-00-79-600-14	Copier Maintenance	05/27/2025	1,025.97	10-2900-390-00-79-600-14	
20253005	10-1200-410-66-71-300-13	STEP Supplies	06/03/2025	181.06	10-1200-410-66-71-300-13	
			Total	$14,043.46		
Gordon Food Service						
25061197	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	06/01/2025	2,200.00	10-2560-410-00-72-220-13	
25061157	10-2560-410-00-71-100-13	Cafe Supplies Leggee	06/01/2025	1,200.00	10-2560-410-00-71-100-13	
25061167	10-2560-410-00-71-300-13	Cafe Supplies HS	06/01/2025	6,000.00	10-2560-410-00-71-300-13	
25061297	10-2560-415-00-74-150-13	Cafe Food Conley	06/01/2025	7,000.00	10-2560-415-00-74-150-13	
25061187	10-2560-410-00-72-120-13	Cafe Supplies Martin	06/01/2025	1,200.00	10-2560-410-00-72-120-13	
25061207	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	06/01/2025	800.00	10-2560-410-00-74-140-13	
25061217	10-2560-410-00-74-150-13	Cafe Supplies Conley	06/01/2025	900.00	10-2560-410-00-74-150-13	
25061227	10-2560-410-00-74-210-13	Cafe Supplies Heineman	06/01/2025	1,600.00	10-2560-410-00-74-210-13	
25061237	10-2560-415-00-71-100-13	Cafe Food Leggee	06/01/2025	12,000.00	10-2560-415-00-71-100-13	
25061247	10-2560-415-00-71-300-13	Cafe Food HS	06/01/2025	50,000.00	10-2560-415-00-71-300-13	
25061257	10-2560-415-00-72-110-13	Cafe Food Chesak	06/01/2025	10,000.00	10-2560-415-00-72-110-13	

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
25061177	10-2560-410-00-72-110-13	Cafe Supplies Chesak	06/01/2025	900.00	10-2560-410-00-72-110-13
25061277	10-2560-415-00-72-220-13	Cafe Food Marlowe	06/01/2025	22,000.00	10-2560-415-00-72-220-13
25061267	10-2560-415-00-72-120-13	Cafe Food Martin	06/01/2025	13,000.00	10-2560-415-00-72-120-13
25061307	10-2560-415-00-74-210-13	Cafe Food Heineman	06/01/2025	22,000.00	10-2560-415-00-74-210-13
25061287	10-2560-415-00-74-140-13	Cafe Food Mackeben	06/01/2025	7,000.00	10-2560-415-00-74-140-13
			Total	$157,800.00	
GradeCam LLC					
20253000			06/02/2025	0.00	
20253000	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/02/2025	14,100.00	10-2212-310-00-79-505-14
			Total	$14,100.00	
GSF USA Inc					
25060227	20-2542-319-00-79-605-14	Contractual Cust. Replacement	06/01/2025	1,250.00	20-2542-319-00-79-605-14
25060187	40-2550-321-00-79	Bus Sanitation	06/01/2025	3,627.06	40-2550-321-00-79
25060207	20-2542-310-00-79	Custodial Contract Service	06/01/2025	204,364.03	20-2542-310-00-79
25060217	20-2542-320-00-79-605-14	Contractual Overtime	06/01/2025	2,200.00	20-2542-320-00-79-605-14
			Total	$211,441.09	
Guthrie, Madison					
20252990	10-1120-390-02-74-210-13	Heineman Fine Arts Pur Svc	05/28/2025	200.00	10-1120-390-02-74-210-13
			Total	$200.00	
Heartland School Solutions					
20260033	10-2560-540-00-74-210-13	Cafe Equipment Heineman	06/05/2025	6,315.00	10-2560-540-00-74-210-13
			Total	$6,315.00	
Hershey Creamery Company					
25061817	10-2560-415-00-74-210-13	Cafe Food Heineman	06/01/2025	2,000.00	10-2560-415-00-74-210-13
25061807	10-2560-415-00-72-220-13	Cafe Food Marlowe	06/01/2025	2,000.00	10-2560-415-00-72-220-13
25061797	10-2560-415-00-71-300-13	Cafe Food HS	06/01/2025	2,000.00	10-2560-415-00-71-300-13
			Total	$6,000.00	

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
Hinckley Springs						
20252860	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	05/20/2025	189.99	10-2213-415-00-71-300-13	
			Total	$189.99		
Hoffmann, Darleen						
20253058	10-2520-310-92-79-605-14	IDEA Fiscal Pur Svcs	06/05/2025	700.00	10-2520-310-92-79-605-14	
			Total	$700.00		
Home Depot Credit Services						
25060067	20-2542-410-00-79	Supplies B & G	06/01/2025	1,500.00	20-2542-410-00-79	689
			Total	$1,500.00		
Home Juice Corp						
25061787	10-2560-415-00-74-210-13	Cafe Food Heineman	06/01/2025	500.00	10-2560-415-00-74-210-13	
			Total	$500.00		
Huntley Park District						
25061737	10-1200-310-66-71-300-13	STEP Purchased Services	06/01/2025	1,500.00	10-1200-310-66-71-300-13	
			Total	$1,500.00		
Hyperstitch Inc						
20252801	10-2546-490-00-79-600-14	Security Officer Supplies	05/08/2025	932.00	10-2546-490-00-79-600-14	
20252801			05/08/2025	0.00		
20252801	10-2546-490-00-79-600-14	Security Officer Supplies	05/08/2025	15.00	10-2546-490-00-79-600-14	
			Total	$947.00		
IASB						
20252809	10-2310-640-00-74-500-14	Dues & Fees Board	05/08/2025	12,734.00	10-2310-640-00-74-500-14	
20252861	10-2310-390-00-74-500-14	Purchased Service Board	05/20/2025	4,000.00	10-2310-390-00-74-500-14	
20252861	10-2310-390-00-74-500-14	Purchased Service Board	05/20/2025	1,055.00	10-2310-390-00-74-500-14	
			Total	$17,789.00		

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
IESA						
20252960	10192	Prepaid Expenses	05/27/2025	70.00	10-192	
20260012	10-1500-640-00-72-220-13	Sports Dues & Fees Marlowe	06/03/2025	0.00	10-1500-640-00-72-220-13	
20252960	10192	Prepaid Expenses	05/27/2025	70.00	10-192	
20252960	10192	Prepaid Expenses	05/27/2025	120.00	10-192	
20260012	10192	Prepaid Expenses	06/03/2025	70.00	10-192	
20260012	10192	Prepaid Expenses	06/03/2025	120.00	10-192	
20252960	10192	Prepaid Expenses	05/27/2025	120.00	10-192	
20252960	10192	Prepaid Expenses	05/27/2025	75.00	10-192	
20252960	10192	Prepaid Expenses	05/27/2025	275.00	10-192	
20260012	10192	Prepaid Expenses	06/03/2025	275.00	10-192	690
20252960	10192	Prepaid Expenses	05/27/2025	70.00	10-192	
20252960	10192	Prepaid Expenses	05/27/2025	70.00	10-192	
20260012	10192	Prepaid Expenses	06/03/2025	70.00	10-192	
20260012	10192	Prepaid Expenses	06/03/2025	70.00	10-192	
20260012	10192	Prepaid Expenses	06/03/2025	120.00	10-192	
20260012	10192	Prepaid Expenses	06/03/2025	75.00	10-192	
20260012	10192	Prepaid Expenses	06/03/2025	70.00	10-192	
20260012	10192	Prepaid Expenses	06/03/2025	75.00	10-192	
			Total	$1,815.00		
Illinois School For The Deaf						
25061057	40-2552-331-00-79	Contracted Transportation	06/01/2025	500.00	40-2552-331-00-79	
			Total	$500.00		
Illinois Science & Technology Inst						
20252807	10-1100-310-65-79-600-14	AMP-IT Purchased Services	05/08/2025	2,000.00	10-1100-310-65-79-600-14	
			Total	$2,000.00		
Illinois Tollway Violation						
20252910	40-2552-640-00-79	Dues & Fees	05/21/2025	46.60	40-2552-640-00-79	
20253014			06/04/2025	0.00		
20252910			05/21/2025	0.00		

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20252909	40-2552-640-00-79	Dues & Fees	05/21/2025	36.25	40-2552-640-00-79
20252909			05/21/2025	0.00	
20253014	40-2552-640-00-79	Dues & Fees	06/04/2025	22.30	40-2552-640-00-79
			Total	$105.15	
Interactive Health Technologies					
20260039			06/05/2025	0.00	
20260039	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/05/2025	450.00	10-2212-310-00-79-505-14
			Total	$450.00	
Interstate Battery Center					
20252862	20-2542-410-00-79	Supplies B & G	05/20/2025	1,565.40	20-2542-410-00-79
20252862			05/20/2025	0.00	
25060077	20-2542-410-00-79	Supplies B & G	06/01/2025	200.00	20-2542-410-00-79
			Total	$1,765.40	
IXL Learning Inc					
20253056	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/05/2025	(28,375.00)	10-2212-310-00-79-505-14
20253056			06/05/2025	0.00	
20253056	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/05/2025	2,000.00	10-2212-310-00-79-505-14
20253056	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/05/2025	26,500.00	10-2212-310-00-79-505-14
20253056	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/05/2025	1,875.00	10-2212-310-00-79-505-14
			Total	$2,000.00	
Jensens Plumbing & Heating Inc					
20252863	20-2542-323-00-79	Repairs & Maint Buildings	05/20/2025	371.25	20-2542-323-00-79
20252863			05/20/2025	0.00	
			Total	$371.25	
JJ Keller & Associates Inc					
20252912			05/21/2025	0.00	
20252911			05/21/2025	0.00	
20252912	40-2552-331-00-79	Contracted Transportation	05/21/2025	694.97	40-2552-331-00-79

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20252911	40-2552-331-00-79	Contracted Transportation	05/21/2025	3,183.09	40-2552-331-00-79
			Total	$3,878.06	
Johnson Floor Co					
20260007	20-2542-323-00-79	Repairs & Maint Buildings	05/28/2025	26,049.64	20-2542-323-00-79
20260006			05/28/2025	0.00	
20260006	20-2542-323-00-79	Repairs & Maint Buildings	05/28/2025	31,058.64	20-2542-323-00-79
20260007			05/28/2025	0.00	
			Total	$57,108.28	
Johnson, Emily					
20252991	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	05/28/2025	299.00	10-1120-490-02-74-210-13
			Total	$299.00	
Jones, Kristin					
20252992	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	05/28/2025	300.00	10-1120-490-02-74-210-13
			Total	$300.00	
Jostens					
20253059	10-1200-410-66-71-300-13	STEP Supplies	06/05/2025	130.80	10-1200-410-66-71-300-13
			Total	$130.80	
Kelso Burnett Co					
20252803			05/08/2025	0.00	
20252804	10-2546-323-00-79-600-14	Security Officer Repairs	05/08/2025	319.00	10-2546-323-00-79-600-14
20252804			05/08/2025	0.00	
20252803	10-2546-323-00-79-600-14	Security Officer Repairs	05/08/2025	392.72	10-2546-323-00-79-600-14
			Total	$711.72	
Kingston Lanes					
20252913	10-3000-310-92-79-600-14	IDEA Comm Engage PS	05/21/2025	50.00	10-3000-310-92-79-600-14
			Total	$50.00	

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Landmark Contractors Inc					
20252996			06/02/2025	0.00	
20252996	20-2542-323-00-79	Repairs & Maint Buildings	06/02/2025	3,850.00	20-2542-323-00-79
			Total	$3,850.00	
Language Testing International					
20252949	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	05/27/2025	10.00	10-2210-390-82-79-605-14
20252949	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	05/27/2025	3,385.00	10-2210-390-82-79-605-14
			Total	$3,395.00	
Leach Enterprises Inc					693
25060787	40-2554-410-00-79	Fleet Supplies	06/01/2025	20,000.00	40-2554-410-00-79
			Total	$20,000.00	
LearnWell					
25061587	10-158	Activity Funds	06/01/2025	0.00	10-120
			Total	$0.00	
Little City Foundation					
25060587	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	26,000.00	10-4220-670-00-79-600-14
			Total	$26,000.00	
Lowes Pro Supply					
25060107	20-2542-410-00-79	Supplies B & G	06/01/2025	1,000.00	20-2542-410-00-79
			Total	$1,000.00	
Lulo Libros Inc					
20253041	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	06/04/2025	74.98	10-1800-410-82-79-605-14
20253041	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	06/04/2025	749.75	10-1800-410-82-79-605-14
			Total	$824.73	
Marklund Children`s Home					

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
25060507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	0.00	10-4220-670-00-79-600-14
25060507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	0.00	10-4220-670-00-79-600-14
25060507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	0.00	10-4220-670-00-79-600-14
25060507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	0.00	10-4220-670-00-79-600-14
25060507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	31,500.00	10-4220-670-00-79-600-14
			Total	$31,500.00	
Master Teacher Inc, The					
20260002	10-2642-411-00-74-500-14	HR Employee Recognition	05/27/2025	12,000.00	10-2642-411-00-74-500-14
			Total	$12,000.00	
Mathematics Institute of Wisconsin					
20252935	10-2212-314-83-79-505-14	Title II Prof Development	05/27/2025	12,000.00	10-2212-314-83-79-505-14
20252936	10-2212-314-83-79-505-14	Title II Prof Development	05/27/2025	12,000.00	10-2212-314-83-79-505-14
			Total	$24,000.00	
McGraw Hill School Education					
20253042	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/04/2025	(3,532.80)	10-2212-310-00-79-505-14
20253042	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/04/2025	17,684.10	10-2212-310-00-79-505-14
20253042			06/04/2025	0.00	
20253042	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/04/2025	1,783.20	10-2212-310-00-79-505-14
20253043	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	06/04/2025	261.61	10-1800-410-82-79-605-14
20253043	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	06/04/2025	3,705.60	10-1800-410-82-79-605-14
20253042	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/04/2025	19,843.20	10-2212-310-00-79-505-14
20253042	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/04/2025	1,749.60	10-2212-310-00-79-505-14
			Total	$41,494.51	
McHenry County Collector					
20252928	10-2310-318-00-74-500-14	Legal Board	05/21/2025	3,667.06	10-2310-318-00-74-500-14
20252928	10-2310-318-00-74-500-14	Legal Board	05/21/2025	1,528.76	10-2310-318-00-74-500-14
20252928	10-2310-318-00-74-500-14	Legal Board	05/21/2025	753.18	10-2310-318-00-74-500-14
			Total	$5,949.00	

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
McHenry High School West Campus					
20252950	10-1543-640-00-71-305-13	Activities Fees	05/27/2025	93.00	10-1543-640-00-71-305-13
			Total	$93.00	
McHenry Specialties					
20252866	10-2410-490-00-71-300-13	HS Staff Recognition	05/20/2025	70.00	10-2410-490-00-71-300-13
20252866	10-2410-490-00-71-300-13	HS Staff Recognition	05/20/2025	10.00	10-2410-490-00-71-300-13
20252865	10-1400-410-03-71-300-13	Business Supplies	05/20/2025	75.00	10-1400-410-03-71-300-13
20252867	10-1130-410-33-71-305-13	Academies Supplies	05/20/2025	20.00	10-1130-410-33-71-305-13
20252864	10-2190-410-00-71-300-12	Graduation Supplies HHS	05/20/2025	945.00	10-2190-410-00-71-300-12
			Total	$1,120.00	
McMaster Carr Supply Co					
25060287	20-2542-410-00-79	Supplies B & G	06/01/2025	700.00	20-2542-410-00-79
			Total	$700.00	
MDC Environmental Serv					
20252810	20-2542-321-00-79	Sanitation/Exterminating	05/08/2025	361.40	20-2542-321-00-79
20252810			05/08/2025	0.00	
25060117	20-2542-321-00-79	Sanitation/Exterminating	06/01/2025	3,522.69	20-2542-321-00-79
			Total	$3,884.09	
Medco Supply Company					
20252914	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	05/21/2025	30.70	10-1500-410-00-71-300-13
			Total	$30.70	
Menards Inc					
25060127	20-2542-410-00-79	Supplies B & G	06/01/2025	1,000.00	20-2542-410-00-79
			Total	$1,000.00	
Mesirow Insurance Services Inc					
25060467	10-1100-220-00-79-600-14	Regular Programs Insurance	06/01/2025	0.00	10-1100-220-00-79-600-14

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$0.00	
Metlife					
25060447	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	06/01/2025	30,000.00	10-2310-220-00-79-600-14
25061597	10-1100-220-00-79-600-14	Regular Programs Insurance	06/01/2025	75,000.00	10-1100-220-00-79-600-14
			Total	$105,000.00	
Metro Prep					
25061958	10-158	Activity Funds	06/01/2025	0.00	10-120
			Total	$0.00	
Midwest Computer Products					
20260011	10-1110-710-00-71-100-13	Non-Cap Eqpt Leggee	06/03/2025	287.50	10-1110-710-00-71-100-13
20260011	10-1110-710-00-71-100-13	Non-Cap Eqpt Leggee	06/03/2025	8,452.50	10-1110-710-00-71-100-13
20260011	10-1110-710-00-71-100-13	Non-Cap Eqpt Leggee	06/03/2025	1,835.00	10-1110-710-00-71-100-13
20260011	10-1110-710-00-71-100-13	Non-Cap Eqpt Leggee	06/03/2025	189.00	10-1110-710-00-71-100-13
20260011	10-1110-710-00-71-100-13	Non-Cap Eqpt Leggee	06/03/2025	7,987.50	10-1110-710-00-71-100-13
20260011	10-1110-710-00-71-100-13	Non-Cap Eqpt Leggee	06/03/2025	525.00	10-1110-710-00-71-100-13
20253060	10-1200-310-92-79-600-14	IDEA General Purchased Service	06/05/2025	650.00	10-1200-310-92-79-600-14
			Total	$19,926.50	
Midwest Mechanical Group LLC					
20260008			05/28/2025	0.00	
20260008	20-2542-520-00-79	Building projects	05/28/2025	799,864.00	20-2542-520-00-79
20260008			05/28/2025	0.00	
			Total	$799,864.00	
Midwest Transit Equip Kankakee					
25060697	40-2550-323-00-79	Repairs and Maintenance	06/01/2025	5,000.00	40-2550-323-00-79
			Total	$5,000.00	
Miller Hall & Triggs LLC					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
25061527	10-2310-318-00-74-500-14	Legal Board	06/01/2025	5,000.00	10-2310-318-00-74-500-14	
			Total	$5,000.00		
Minga Solutions						
20260010	10-1130-310-00-71-300-13	General Pur Svcs HS	06/03/2025	14,650.00	10-1130-310-00-71-300-13	
20260010	10-1130-310-00-71-300-13	General Pur Svcs HS	06/03/2025	(732.50)	10-1130-310-00-71-300-13	
			Total	$13,917.50		
MPS						
20252998	10-1100-423-00-74-500-14	New Adoption 6-12	06/02/2025	0.00	10-1100-423-00-74-500-14	
20252999	10-1100-423-00-74-500-14	New Adoption 6-12	06/02/2025	1,137.38	10-1100-423-00-74-500-14	697
20252999	10-1100-423-00-74-500-14	New Adoption 6-12	06/02/2025	0.00	10-1100-423-00-74-500-14	
20252999	10-1100-423-00-74-500-14	New Adoption 6-12	06/02/2025	0.00	10-1100-423-00-74-500-14	
20252999	10-1100-423-00-74-500-14	New Adoption 6-12	06/02/2025	17,872.50	10-1100-423-00-74-500-14	
20252999	10-1100-423-00-74-500-14	New Adoption 6-12	06/02/2025	4,875.00	10-1100-423-00-74-500-14	
20252998			06/02/2025	0.00		
20252998	10-1100-423-00-74-500-14	New Adoption 6-12	06/02/2025	5,265.00	10-1100-423-00-74-500-14	
20252998	10-1100-423-00-74-500-14	New Adoption 6-12	06/02/2025	0.00	10-1100-423-00-74-500-14	
20252998	10-1100-423-00-74-500-14	New Adoption 6-12	06/02/2025	22,542.30	10-1100-423-00-74-500-14	
20252999			06/02/2025	0.00		
20252998	10-1100-423-00-74-500-14	New Adoption 6-12	06/02/2025	1,390.37	10-1100-423-00-74-500-14	
			Total	$53,082.55		
Music Theatre International						
20252993	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	05/28/2025	1,945.00	10-1120-490-02-74-210-13	
			Total	$1,945.00		
N2Y Inc						
20252986	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/28/2025	7,863.01	10-2212-310-00-79-505-14	
20252986			05/28/2025	0.00		
			Total	$7,863.01		
Neuco						

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
25060147	20-2542-410-00-79	Supplies B & G	06/01/2025	1,000.00	20-2542-410-00-79
			Total	$1,000.00	
New Connections Academy					
25060397	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	12,000.00	10-4220-670-00-79-600-14
			Total	$12,000.00	
North American Corporation					
25060017	20-2542-410-00-79	Supplies B & G	06/01/2025	12,000.00	20-2542-410-00-79
			Total	$12,000.00	
North Shore Transit Inc					
20252915			05/21/2025	0.00	
20252915	40-2552-331-00-79	Contracted Transportation	05/21/2025	1,267.96	40-2552-331-00-79
20253015	40-2552-331-00-79	Contracted Transportation	06/04/2025	1,773.31	40-2552-331-00-79
20253015			06/04/2025	0.00	
			Total	$3,041.27	
Northwestern Medicine Huntley					
25060527	10-1200-310-66-71-300-13	STEP Purchased Services	06/01/2025	800.00	10-1200-310-66-71-300-13
			Total	$800.00	
Northwestern Medicine Occupational Health					
20252916	40-2550-310-00-79	Prof & Tech Service Trans	05/21/2025	35.00	40-2550-310-00-79
20252918			05/21/2025	0.00	
20252917	40-2550-310-00-79	Prof & Tech Service Trans	05/21/2025	205.00	40-2550-310-00-79
20252918	40-2550-310-00-79	Prof & Tech Service Trans	05/21/2025	1,745.00	40-2550-310-00-79
20252916			05/21/2025	0.00	
20252917			05/21/2025	0.00	
			Total	$1,985.00	
Northwestern Medicine					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
25061547	10-2130-220-00-79-600-14	Health Services Insurance	06/01/2025	2,000.00	10-2130-220-00-79-600-14	
25061547	10-2642-390-00-74-500-14	Purchased Service Human Res	06/01/2025	250.00	10-2642-390-00-74-500-14	
			Total	$2,250.00		
Northwestern Memorial HealthCare						
20252802	10-2546-490-00-79-600-14	Security Officer Supplies	05/08/2025	78.00	10-2546-490-00-79-600-14	
20252802			05/08/2025	0.00		
			Total	$78.00		
ODP Business Solutions						
25060167	20-2540-410-00-79	Office Supplies B & G	06/01/2025	0.00	20-2540-410-00-79	699
			Total	$0.00		
Olivet Nazerene University						
20252951	10-2210-670-98-79-600-14	Teacher Vacancy Tuit	05/27/2025	840.00	10-2210-670-98-79-600-14	
			Total	$840.00		
Omni Commercial Lighting Service						
25060177	20-2542-323-00-79	Repairs & Maint Buildings	06/01/2025	1,000.00	20-2542-323-00-79	
			Total	$1,000.00		
Ottosen DiNolfo Hasenbalg & Castaldo Ltd						
25060797	10-2310-318-00-74-500-14	Legal Board	06/01/2025	3,000.00	10-2310-318-00-74-500-14	
			Total	$3,000.00		
P & M Distributors Inc						
20252868	10-2560-415-00-72-220-13	Cafe Food Marlowe	05/20/2025	270.24	10-2560-415-00-72-220-13	
			Total	$270.24		
Parkland Preparatory Academy Inc						
25061960	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	21,000.00	10-4220-670-00-79-600-14	
			Total	$21,000.00		

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Partnering for Prevention LLC					
25061777	10-3600-390-82-79-605-14	Community Svcs Purchased Svcs	06/01/2025	8,000.00	10-3600-390-82-79-605-14
			Total	$8,000.00	
Patlin Inc					
20252920			05/21/2025	0.00	
20252920	40-2554-410-00-79	Fleet Supplies	05/21/2025	95.53	40-2554-410-00-79
20252919	40-2554-410-00-79	Fleet Supplies	05/21/2025	101.54	40-2554-410-00-79
20252919			05/21/2025	0.00	
			Total	$197.07	
Pepsi-Cola Gen Bot Inc					
25061487	10-2560-415-00-71-300-13	Cafe Food HS	06/01/2025	7,500.00	10-2560-415-00-71-300-13
			Total	$7,500.00	
Perspectives Ltd					
25060277	10-2510-220-00-79-600-14	Direction of Business Serv Ins	06/01/2025	1,326.00	10-2510-220-00-79-600-14
			Total	$1,326.00	
Pioneer Manufacturing - Athletics					
20252815	20-2543-410-00-79	Grounds Supplies	05/12/2025	1,595.00	20-2543-410-00-79
20252815			05/12/2025	0.00	
			Total	$1,595.00	
Polar Electro Inc					
20260029	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/04/2025	150.00	10-2212-310-00-79-505-14
20260029	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/04/2025	350.00	10-2212-310-00-79-505-14
20260029			06/04/2025	0.00	
			Total	$500.00	
Pomps Tire Service Inc					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
25060837	40-2554-410-00-79	Fleet Supplies	06/01/2025	5,000.00	40-2554-410-00-79
			Total	$5,000.00	
Porter Pipe & Supply					
20252869	20-2542-410-00-79	Supplies B & G	05/20/2025	692.60	20-2542-410-00-79
20252869			05/20/2025	0.00	
			Total	$692.60	
Postmaster					
25061577	10-2630-341-00-74-500-14	Postage Central Office	06/01/2025	0.00	10-2630-341-00-74-500-14
			Total	$0.00	
PowerSchool Group LLC					
20252987			05/28/2025	0.00	
20252988	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/28/2025	20,317.50	10-2212-310-00-79-505-14
20260019	10-2633-360-00-74-500-14	Communications Purch Services	06/04/2025	10,372.23	10-2633-360-00-74-500-14
20252989			05/28/2025	0.00	
20252988	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/28/2025	7,675.50	10-2212-310-00-79-505-14
20252988	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/28/2025	33,862.50	10-2212-310-00-79-505-14
20252988	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/28/2025	18,060.00	10-2212-310-00-79-505-14
20252989	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/28/2025	4,961.25	10-2212-310-00-79-505-14
20252988			05/28/2025	0.00	
20252987	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/28/2025	42,575.85	10-2212-310-00-79-505-14
			Total	$137,824.83	
Prairie Farms Rockford					
25061373	10-2560-415-00-72-110-13	Cafe Food Chesak	06/01/2025	8,000.00	10-2560-415-00-72-110-13
25061397	10-2560-415-97-79-600-14	All Children Snacks	06/01/2025	0.00	10-2560-415-97-79-600-14
25061387	10-2560-415-00-74-210-13	Cafe Food Heineman	06/01/2025	4,000.00	10-2560-415-00-74-210-13
25061377	10-2560-415-00-74-150-13	Cafe Food Conley	06/01/2025	5,000.00	10-2560-415-00-74-150-13
25061367	10-2560-415-00-74-140-13	Cafe Food Mackeben	06/01/2025	5,000.00	10-2560-415-00-74-140-13
25061375	10-2560-415-00-72-220-13	Cafe Food Marlowe	06/01/2025	4,000.00	10-2560-415-00-72-220-13
25061327	10-2560-415-00-71-300-13	Cafe Food HS	06/01/2025	7,000.00	10-2560-415-00-71-300-13

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
25061374	10-2560-415-00-72-120-13	Cafe Food Martin	06/01/2025	8,000.00	10-2560-415-00-72-120-13
25061317	10-2560-415-00-71-100-13	Cafe Food Leggee	06/01/2025	6,000.00	10-2560-415-00-71-100-13
			Total	$47,000.00	
Pro Com Systems Inc					
25060557	10-2660-390-00-79-600-14	Purchased Service Technology	06/01/2025	0.00	10-2660-390-00-79-600-14
20253047			06/04/2025	0.00	
20252938			05/27/2025	0.00	
20252938	10-2546-540-00-79-600-14	Security Officer Equipment	05/27/2025	8,676.00	10-2546-540-00-79-600-14
20252937	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	05/27/2025	12,875.00	10-2546-390-00-79-600-14
20253047	10-2546-540-00-79-600-14	Security Officer Equipment	06/04/2025	13,019.00	10-2546-540-00-79-600-14
20253046			06/04/2025	0.00	
20253046	10-2546-540-00-79-600-14	Security Officer Equipment	06/04/2025	18,994.00	10-2546-540-00-79-600-14
20253044	10-2546-540-00-79-600-14	Security Officer Equipment	06/04/2025	20,676.00	10-2546-540-00-79-600-14
20253045			06/04/2025	0.00	
20253045	10-2546-540-00-79-600-14	Security Officer Equipment	06/04/2025	15,165.00	10-2546-540-00-79-600-14
20253044			06/04/2025	0.00	
20252937			05/27/2025	0.00	
			Total	$89,405.00	
Project Lead the Way					
20260037	10-1130-390-67-71-300-13	PLTW Pur Svc 6-12	06/05/2025	950.00	10-1130-390-67-71-300-13
20260037	10-1130-390-67-71-300-13	PLTW Pur Svc 6-12	06/05/2025	950.00	10-1130-390-67-71-300-13
20260037	10-1130-390-67-71-300-13	PLTW Pur Svc 6-12	06/05/2025	950.00	10-1130-390-67-71-300-13
20260037	10-1130-390-67-71-300-13	PLTW Pur Svc 6-12	06/05/2025	950.00	10-1130-390-67-71-300-13
20260037	10-1130-390-67-71-300-13	PLTW Pur Svc 6-12	06/05/2025	3,200.00	10-1130-390-67-71-300-13
20260037	10-1130-390-67-71-300-13	PLTW Pur Svc 6-12	06/05/2025	950.00	10-1130-390-67-71-300-13
20260037	10-1130-390-67-71-300-13	PLTW Pur Svc 6-12	06/05/2025	950.00	10-1130-390-67-71-300-13
20260037	10-1130-390-67-71-300-13	PLTW Pur Svc 6-12	06/05/2025	2,200.00	10-1130-390-67-71-300-13
20260037	10-1130-390-67-71-300-13	PLTW Pur Svc 6-12	06/05/2025	2,200.00	10-1130-390-67-71-300-13
20260037	10-1130-390-67-71-300-13	PLTW Pur Svc 6-12	06/05/2025	(2,200.00)	10-1130-390-67-71-300-13
20260037			06/05/2025	0.00	
20260037	10-1130-390-67-71-300-13	PLTW Pur Svc 6-12	06/05/2025	950.00	10-1130-390-67-71-300-13

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
			Total	$12,050.00		
Quest Food Management						
20252871	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	05/20/2025	2,340.61	10-2560-310-00-71-300-13	
20252871	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	05/20/2025	3,000.00	10-2560-315-00-74-500-14	
20252871	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	05/20/2025	6,159.50	10-2560-310-00-71-300-13	
20252871	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	05/20/2025	180.19	10-2560-310-00-71-300-13	
			Total	$11,680.30		
Randee's Music Center						
20252851	10-1100-421-00-74-500-14	Materials 6-12	05/16/2025	590.00	10-1100-421-00-74-500-14	703
20252851	10-1100-421-00-74-500-14	Materials 6-12	05/16/2025	3,920.00	10-1100-421-00-74-500-14	
			Total	$4,510.00		
Read Naturally Inc						
20253055	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/05/2025	1,275.00	10-2212-310-00-79-505-14	
20253055			06/05/2025	0.00		
			Total	$1,275.00		
Regional Office of Education						
20253006	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	06/03/2025	900.00	10-4210-670-00-79-600-14	
20253006	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	06/03/2025	900.00	10-4210-670-00-79-600-14	
			Total	$1,800.00		
Renaissance						
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	750.00	10-2230-312-00-79-600-14	
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	15,261.75	10-2230-312-00-79-600-14	
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	9,562.50	10-2230-312-00-79-600-14	
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	750.00	10-2230-312-00-79-600-14	
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	6,961.50	10-2230-312-00-79-600-14	
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	750.00	10-2230-312-00-79-600-14	
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	9,996.00	10-2230-312-00-79-600-14	
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	27,922.50	10-2230-312-00-79-600-14	

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20253007			06/03/2025	0.00	
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	6,757.50	10-2230-312-00-79-600-14
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	750.00	10-2230-312-00-79-600-14
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	750.00	10-2230-312-00-79-600-14
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	750.00	10-2230-312-00-79-600-14
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	8,874.00	10-2230-312-00-79-600-14
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	750.00	10-2230-312-00-79-600-14
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	11,220.00	10-2230-312-00-79-600-14
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	750.00	10-2230-312-00-79-600-14
20253007	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	3,125.00	10-2230-312-00-79-600-14
			Total	$105,680.75	

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Respondus Inc

20260023	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/04/2025	4,345.00	10-2212-310-00-79-505-14
20260023			06/04/2025	0.00	
			Total	$4,345.00	

Revtrak, Inc.

25060487	10-2523-319-00-79-600-14	Banking Fees	06/01/2025	10,000.00	10-2523-319-00-79-600-14
			Total	$10,000.00	

Riddell/All American

20260013	10-1500-323-00-71-300-13	Reconditioning	06/03/2025	27,526.92	10-1500-323-00-71-300-13
			Total	$27,526.92	

Riverside Insights LLC

20253008	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/03/2025	1,707.20	10-2230-312-00-79-600-14
20253008			06/03/2025	0.00	
			Total	$1,707.20	

Rush Truck Center Huntley

25060737	40-2550-323-00-79	Repairs and Maintenance	06/01/2025	0.00	40-2550-323-00-79
25060747	40-2554-410-00-79	Fleet Supplies	06/01/2025	20,000.00	40-2554-410-00-79

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$20,000.00	
Rydin Decal					
20260003	10-1130-410-00-71-300-13	Inst Supplies HS	05/27/2025	885.00	10-1130-410-00-71-300-13
20260003	10-1130-410-00-71-300-13	Inst Supplies HS	05/27/2025	38.00	10-1130-410-00-71-300-13
			Total	$923.00	
Safety Kleen Systems Inc					
25061067	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	0.00	40-2550-310-00-79
			Total	$0.00	
Sandner Group Alternative Risk Solutions					
20260020	10-2313-640-00-79-605-14	Treasurers Bond	06/04/2025	6,855.00	10-2313-640-00-79-605-14
			Total	$6,855.00	
Schocks Towing					
20252921	40-2550-323-00-79	Repairs and Maintenance	05/21/2025	500.00	40-2550-323-00-79
20252921			05/21/2025	0.00	
20252922	40-2550-323-00-79	Repairs and Maintenance	05/21/2025	660.00	40-2550-323-00-79
20252922			05/21/2025	0.00	
20252923	40-2550-323-00-79	Repairs and Maintenance	05/21/2025	450.00	40-2550-323-00-79
20252923			05/21/2025	0.00	
			Total	$1,610.00	
Schoolbells Ltd					
25060657	40-2552-331-00-79	Contracted Transportation	06/01/2025	55,000.00	40-2552-331-00-79
			Total	$55,000.00	
Schroeder Asphalt Services Inc					
20260030			06/04/2025	0.00	
20260030	20-2543-530-00-79	Improvements not Buildings	06/04/2025	1,259,800.00	20-2543-530-00-79
			Total	$1,259,800.00	

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Seal of Illinois					
25061537	10-158	Activity Funds	06/01/2025	0.00	10-120
			Total	$0.00	
Secretary of State 12					
25060957	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 10					
25060937	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 11					
25060947	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 13					
25060967	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 1					
25060847	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 14					
25060977	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 15					
25060987	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Secretary of State 16					
25060997	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 17					
25061007	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 18					
25061017	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 19					
25061027	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 20					
25061037	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 2					
25060857	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 3					
25060867	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 4					
25060877	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Secretary of State 5					
25060887	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 6					
25060897	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 7					
25060907	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 8					
25060917	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 9					
25060927	40-2550-310-00-79	Prof & Tech Service Trans	06/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Seesaw Learning Inc					
20252939	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	05/27/2025	20,459.20	10-2212-310-00-79-505-14
			Total	$20,459.20	
Select Savvy LLC					
25060667	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	06/01/2025	6,500.00	10-1101-310-00-79-605-14
			Total	$6,500.00	
Service Printing Corporation					
20252805			05/08/2025	0.00	
20252805	10-2546-490-00-79-600-14	Security Officer Supplies	05/08/2025	968.00	10-2546-490-00-79-600-14

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$968.00	
Service Sanitation Inc					
20253009	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	06/03/2025	766.94	10-1500-320-00-71-300-13
			Total	$766.94	
Shaw Media					
20253038	20-2540-350-00-79	Newspaper bids	06/04/2025	195.06	20-2540-350-00-79
20253038			06/04/2025	0.00	
			Total	$195.06	
Sherwin Williams Co					
20252952	10-1110-323-00-74-150-13	Repairs Conley	05/27/2025	257.21	10-1110-323-00-74-150-13
20252952			05/27/2025	0.00	
			Total	$257.21	
Skyward Inc					
20260021	10-2520-310-00-74-500-14	Prof & Tech Fiscal	06/04/2025	216,304.50	10-2520-310-00-74-500-14
			Total	$216,304.50	
Sodexo Live @ Northern Illinois U					
20252811	10-2190-410-00-71-300-12	Graduation Supplies HHS	05/08/2025	1,976.50	10-2190-410-00-71-300-12
			Total	$1,976.50	
South Campus					
25061961	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	15,000.00	10-4220-670-00-79-600-14
			Total	$15,000.00	
Special Education Services					
20253061	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/05/2025	2,896.74	10-4220-670-00-79-600-14
			Total	$2,896.74	

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
Spotter Staffing LLC						
25060647	10-158	Activity Funds	06/01/2025	0.00	10-120	
			Total	$0.00		
SpyGlass Group Inc						
20252953	10-2660-390-00-79-600-14	Purchased Service Technology	05/27/2025	1,421.28	10-2660-390-00-79-600-14	
			Total	$1,421.28		
Stark & Son Trenching Inc						
20252814	20-2543-323-00-79	Repairs-Grounds	05/12/2025	6,108.00	20-2543-323-00-79	710
20252814			05/12/2025	0.00		
			Total	$6,108.00		
Steiner Electric Company						
25061637	20-2542-410-00-79	Supplies B & G	06/01/2025	1,000.00	20-2542-410-00-79	
			Total	$1,000.00		
Summit Financial Resources LP						
25061437	10-2560-313-00-72-120-13	Cafe Commodity Ship Martin	06/01/2025	0.00	10-2560-313-00-72-120-13	
25061447	10-2560-313-00-72-220-13	Cafe Commodity Marlowe	06/01/2025	0.00	10-2560-313-00-72-220-13	
25061407	10-2560-313-00-71-100-13	Cafe Commodity Ship Leggee	06/01/2025	0.00	10-2560-313-00-71-100-13	
25061427	10-2560-313-00-72-110-13	Cafe Commodity Ship Chesak	06/01/2025	0.00	10-2560-313-00-72-110-13	
25061477	10-2560-313-00-74-210-13	Cafe Commodity Heineman	06/01/2025	0.00	10-2560-313-00-74-210-13	
25061417	10-2560-313-00-71-300-13	Cafe Commodity Ship HS	06/01/2025	0.00	10-2560-313-00-71-300-13	
25061457	10-2560-313-00-74-140-13	Cafe Commodity Mackeben	06/01/2025	0.00	10-2560-313-00-74-140-13	
25061467	10-2560-313-00-74-150-13	Cafe Commodity Conley	06/01/2025	0.00	10-2560-313-00-74-150-13	
			Total	$0.00		
Summit School Inc						
25061962	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	20,000.00	10-4220-670-00-79-600-14	
			Total	$20,000.00		

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Sweetwater Sound Inc					
20252849	10-1110-410-12-72-100-13	Music Supplies Leggee	05/14/2025	203.98	10-1110-410-12-72-100-13
20252849	10-1110-410-12-72-100-13	Music Supplies Leggee	05/14/2025	659.00	10-1110-410-12-72-100-13
20252849	10-1110-410-12-72-100-13	Music Supplies Leggee	05/14/2025	17.90	10-1110-410-12-72-100-13
20252849	10-1110-410-12-72-100-13	Music Supplies Leggee	05/14/2025	109.00	10-1110-410-12-72-100-13
			Total	$989.88	
Talerico Martin Corp					
25060387	10-2560-415-00-72-220-13	Cafe Food Marlowe	06/01/2025	1,000.00	10-2560-415-00-72-220-13
25060378	10-2560-415-00-71-300-13	Cafe Food HS	06/01/2025	20,000.00	10-2560-415-00-71-300-13
25060377	10-2560-415-00-74-210-13	Cafe Food Heineman	06/01/2025	2,500.00	10-2560-415-00-74-210-13
			Total	$23,500.00	
Taxon, Grey					
20252994	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	05/28/2025	400.00	10-1120-490-02-74-210-13
			Total	$400.00	
Tennant Sales and Service					
20252872	20-2542-410-00-79	Supplies B & G	05/20/2025	373.20	20-2542-410-00-79
20252872			05/20/2025	0.00	
			Total	$373.20	
Testa Produce					
25061827	10-2560-415-00-71-100-13	Cafe Food Leggee	06/01/2025	0.00	10-2560-415-00-71-100-13
25061837	10-2560-415-00-71-300-13	Cafe Food HS	06/01/2025	0.00	10-2560-415-00-71-300-13
25061847	10-2560-415-00-72-110-13	Cafe Food Chesak	06/01/2025	0.00	10-2560-415-00-72-110-13
25061867	10-2560-415-00-72-220-13	Cafe Food Marlowe	06/01/2025	0.00	10-2560-415-00-72-220-13
25061877	10-2560-415-00-74-140-13	Cafe Food Mackeben	06/01/2025	0.00	10-2560-415-00-74-140-13
25061887	10-2560-415-00-74-150-13	Cafe Food Conley	06/01/2025	0.00	10-2560-415-00-74-150-13
25061897	10-2560-415-00-74-210-13	Cafe Food Heineman	06/01/2025	0.00	10-2560-415-00-74-210-13
25061857	10-2560-415-00-72-120-13	Cafe Food Martin	06/01/2025	0.00	10-2560-415-00-72-120-13
			Total	$0.00	

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Thomson Reuters					
25060307	10-2660-319-61-79-600-14	Software Maintenance	06/01/2025	1,066.12	10-2660-319-61-79-600-14
			Total	$1,066.12	
T-Mobile					
25060357	20-2540-340-00-79	Telephone - Districtwide	06/01/2025	0.00	20-2540-340-00-79
			Total	$0.00	
TPI Tyler Press Inc					
20253016			06/04/2025	0.00	
20253016	40-2552-490-00-79	Inventoriable Supplies	06/04/2025	318.65	40-2552-490-00-79
			Total	$318.65	
Tribe Country Farms Inc					
20252808	10-2560-415-00-74-210-13	Cafe Food Heineman	05/08/2025	60.75	10-2560-415-00-74-210-13
20252873	10-2560-415-00-74-210-13	Cafe Food Heineman	05/20/2025	60.75	10-2560-415-00-74-210-13
20252873	10-2560-415-00-72-220-13	Cafe Food Marlowe	05/20/2025	74.25	10-2560-415-00-72-220-13
20252954	10-2560-415-00-72-220-13	Cafe Food Marlowe	05/27/2025	60.75	10-2560-415-00-72-220-13
20252874	10-2560-415-00-74-210-13	Cafe Food Heineman	05/20/2025	60.75	10-2560-415-00-74-210-13
20252874	10-2560-415-00-72-220-13	Cafe Food Marlowe	05/20/2025	74.25	10-2560-415-00-72-220-13
20252874	10-2560-415-00-71-300-13	Cafe Food HS	05/20/2025	72.00	10-2560-415-00-71-300-13
20252808	10-2560-415-00-71-300-13	Cafe Food HS	05/08/2025	108.00	10-2560-415-00-71-300-13
20252808	10-2560-415-00-72-220-13	Cafe Food Marlowe	05/08/2025	74.25	10-2560-415-00-72-220-13
			Total	$645.75	
Tyler Technologies Inc					
20253017			06/04/2025	0.00	
20253017	40-2552-331-00-79	Contracted Transportation	06/04/2025	63,658.54	40-2552-331-00-79
			Total	$63,658.54	
Uline					
20252955	20-2542-410-00-79	Supplies B & G	05/27/2025	1,189.71	20-2542-410-00-79

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
20252955	20-2542-410-00-79	Supplies B & G	05/27/2025	1,188.96	20-2542-410-00-79	
20252955			05/27/2025	0.00		
			Total	$2,378.67		
Unity School Bus Parts, Inc						
20252924			05/21/2025	0.00		
20252924	40-2554-410-00-79	Fleet Supplies	05/21/2025	296.40	40-2554-410-00-79	
			Total	$296.40		
Veregy Central LLC						
20260001	20-2542-390-00-79	Other Purchased Service	05/23/2025	16,500.00	20-2542-390-00-79	713
20260001			05/23/2025	0.00		
20260001			05/23/2025	0.00		
			Total	$16,500.00		
Verizon Wireless						
25061607	20-2540-340-00-79	Telephone - Districtwide	06/01/2025	5,500.00	20-2540-340-00-79	
			Total	$5,500.00		
Vernier Science Education						
20260040	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/05/2025	375.00	10-2212-310-00-79-505-14	
20260040			06/05/2025	0.00		
			Total	$375.00		
VILLAGE OF ALGONQUIN						
25060137	20-2546-310-00-71-305	Resource Officer	06/01/2025	9,807.48	20-2546-310-00-71-305	
			Total	$9,807.48		
Village of Huntley						
20252877			05/20/2025	0.00		
25061517	20-2546-310-00-71-305	Resource Officer	06/01/2025	7,228.43	20-2546-310-00-71-305	
20252876			05/20/2025	0.00		

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20252876	20-2546-310-00-71-305	Resource Officer	05/20/2025	308.75	20-2546-310-00-71-305
20252875			05/20/2025	0.00	
20252877	20-2546-310-00-71-305	Resource Officer	05/20/2025	520.00	20-2546-310-00-71-305
20252875	20-2546-310-00-71-305	Resource Officer	05/20/2025	585.00	20-2546-310-00-71-305
			Total	$8,642.18	
Village of Lake in the Hills					
25060687	20-2546-310-00-71-305	Resource Officer	06/01/2025	6,527.00	20-2546-310-00-71-305
			Total	$6,527.00	
Virtual Connections Academy					
25061757	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/01/2025	23,000.00	10-4220-670-00-79-600-14
			Total	$23,000.00	
Visions LLC					
20252926	10-2130-310-92-79-600-14	IDEA Health Services	05/21/2025	1,585.76	10-2130-310-92-79-600-14
20252925	10-2130-310-92-79-600-14	IDEA Health Services	05/21/2025	1,337.99	10-2130-310-92-79-600-14
			Total	$2,923.75	
VSP of Illinois NFP					
25060457	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	06/01/2025	10,000.00	10-2310-220-00-79-600-14
			Total	$10,000.00	
Wallingford Sales Company					
20252940			05/27/2025	0.00	
20252940	20-2542-323-00-79	Repairs & Maint Buildings	05/27/2025	3,751.38	20-2542-323-00-79
			Total	$3,751.38	
WE Carlson Corp					
20260009			05/28/2025	0.00	
20260009	20-2542-390-00-79	Other Purchased Service	05/28/2025	286.00	20-2542-390-00-79
20260009			05/28/2025	0.00	

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$286.00	
WEX BANK					
25060777	10-1700-464-21-71-300-13	Driver Education Gasoline	06/01/2025	2,000.00	10-1700-464-21-71-300-13
25060777	10-1500-332-00-71-300-13	Athletic Trips HS	06/01/2025	500.00	10-1500-332-00-71-300-13
25060767	40-2552-464-00-79	Diesel/Gasoline	06/01/2025	300.00	40-2552-464-00-79
			Total	$2,800.00	
Wilson Language Training					
20260041	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	06/05/2025	39,790.00	10-2210-314-92-79-605-14
20260034	10-1200-410-92-79-600-14	IDEA Instructional Supplies	06/05/2025	2,182.68	10-1200-410-92-79-600-14
20260035	10-1200-410-92-79-600-14	IDEA Instructional Supplies	06/05/2025	8,823.60	10-1200-410-92-79-600-14
20260036	10-1200-410-92-79-600-14	IDEA Instructional Supplies	06/05/2025	4,983.12	10-1200-410-92-79-600-14
			Total	$55,779.40	
Winston Knolls Education Group					
25061747	10-158	Activity Funds	06/01/2025	0.00	10-120
			Total	$0.00	
Witt, Molly					
20252995	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	05/28/2025	200.00	10-1120-490-02-74-210-13
			Total	$200.00	
Woodstock Community Unit School Dist 200					
20253062	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/05/2025	5,068.98	10-4220-670-00-79-600-14
20253062	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/05/2025	5,068.98	10-4220-670-00-79-600-14
20253062	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/05/2025	2,534.49	10-4220-670-00-79-600-14
20253062	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/05/2025	5,068.98	10-4220-670-00-79-600-14
			Total	$17,741.43	
Zero Card					
25060477	10-1100-220-00-79-600-14	Regular Programs Insurance	06/01/2025	2,500.00	10-1100-220-00-79-600-14

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$2,500.00	
Zieglers Ace Hardware					
25060267	20-2542-410-00-79	Supplies B & G	06/01/2025	300.00	20-2542-410-00-79
25061047	40-2554-410-00-79	Fleet Supplies	06/01/2025	0.00	40-2554-410-00-79
			Total	$300.00	
			Total	$7,338,196.81	

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 5/8/2025 to 6/6/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number

Fund Summary

Fund 10: $3,976,900.36	Fund 20: $3,076,726.20
Fund 30:	Fund 40: $284,570.25
Fund 50:	Fund 60:
Fund 70:	Fund 80:
Fund 98:	Fund 99:

Summary Total: $7,338,196.81

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HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive (formerly Academic Drive)
Algonquin, Illinois 60102
(847) 659-6158 • huntley158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 12, 2025

Subject: **Accounts Payable Report**
Board of Education Meeting, June 12, 2025
Finance Committee

The following is an executive summary of the attached report titled "Accounts Payable" which is a listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration is requesting Board Approval to issue payment:

Education Fund	$	16,992.84
Operations & Maintenance Fund		24.92
Debt Service Fund		34.11
Transporation Fund		0.00
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	17,051.87

At this time there is no Supplemental Accounts Payable Report for which Board approval is needed. Therefore, one will be provided in the packet for the upcoming Regular Board meeting. It will consist of an executive summary and an attached report titled "Accounts Payable" which will include an additional listing of open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.) and therefore Administration will request Board Approval to issue payment.

RECOMMENDATION
The Finance Committee recommends the Board of Education approve the Accounts Payable Report at the June 12, 2025 Regular Board meeting.

Huntley Community School District 158

Accounts Payable Report

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
Allen, Jackelyn - 1233397138				
10-1200-332-00-79-600-14	Travel Sp Ed		59.50	10-1200-332-00-79-600-14
10-1200-332-00-79-600-14	Mileage July-Dec 2024		250.85	10-1200-332-00-79-600-14
			$310.35	
Aney, Bradley - 123336330				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Baird, Brianna - 1233400985				
10-3000-410-92-79-600-14	Walmart Materials, cooking science 3/6-5/8		72.29	10-3000-410-92-79-600-14
			$72.29	
Baran, Kailey - 1233400357				
10-2310-230-00-74-500-14	Tuition Reimb-Instructional Leadership		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-School Evaluation & Change Processes		420.00	10-2310-230-00-74-500-14
			$840.00	
Barr, Denise - 1233400710				
10-2630-332-00-74-500-14	Communications Travel		175.42	10-2630-332-00-74-500-14
10-2630-332-00-74-500-14	Communications Travel		161.56	10-2630-332-00-74-500-14
10-2633-360-00-74-500-14	Ed Foundation scholarship cert & Cardstock paper		38.18	10-2633-360-00-74-500-14
			$375.16	
Boukhari, Adriana - 1233398620				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Broskow, Tami - 123334893				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Brown, Dennis - 32687				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Castans, Rita M - 123334728				
10-1500-335-00-71-300-13	Conference Travel HS		112.28	10-1500-335-00-71-300-13
10-1500-335-00-71-300-13	Conference Travel HS		85.75	10-1500-335-00-71-300-13

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Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
10-1130-332-00-71-300-13	Teacher Travel HS		100.24	10-1130-332-00-71-300-13
			$298.27	
Chamberlain, Melinda - 1233397683				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Chesney, Kendra - 123338198				
10-1125-490-00-79-600-14	Supplies Preschool-Flowers for front office		71.98	10-1125-490-00-79-600-14
			$71.98	
Collins, Anne - 1233401204				
10-1100-410-98-79-600-14	Book purchase for ESL cohort		35.75	10-1100-410-98-79-600-14 720
			$35.75	
Deak, Donald - 123337362				
10-2660-332-00-79-600-14	Travel Technology-Nov & Dec 2024 Mileage		41.54	10-2660-332-00-79-600-14
			$41.54	
DeFrancesco, Christine - 1233396012				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Delahanty, Eileen - 26307				
10-2630-332-00-74-500-14	Communications Travel		147.00	10-2630-332-00-74-500-14
			$147.00	
Devlin, Laura - 32610				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
DeWulf, Kaitlyn - 1233400942				
10-2310-230-00-74-500-14	Tuition Reimb-Principles of Integration		420.00	10-2310-230-00-74-500-14
			$420.00	
Duble, Molly - 1233401208				
10-1200-332-00-79-600-14	Parent providing transp for 13 days 5/6-5/21/25		80.08	10-1200-332-00-79-600-14
			$80.08	
Feinstein, Kate - 33567				

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Fitzgerald, Cynthia - 123334580				
10-1120-332-00-72-220-13	Teacher Travel Marlowe		105.00	10-1120-332-00-72-220-13
			$105.00	
Frederick, Ryan - 25795				
10-2310-230-00-74-500-14	Tuition Reimb-Driver Task Analysis		420.00	10-2310-230-00-74-500-14
			$420.00	
Fulton, Courtney - 1233396883				
10-2310-230-00-74-500-14	Tuition Reimb-Blended Learning: Empowering Student		420.00	10-2310-230-00-74-500-14
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$467.60	
Galgay, Kathleen M. - 32655				
10-2310-230-00-74-500-14	Tuition Reimb-Dyslexia: Reading & Writing Learning		140.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Fostering Growth Mindset in Teachers		140.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Social Emotional Learning		140.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Innovative Teaching Strategies		140.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Foundational Reading Skills		140.00	10-2310-230-00-74-500-14
			$700.00	
Gaudio, Jenna - 1233397682				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Gill, Dede - 1233400425				
10-2210-314-92-79-605-14	Uber Dinner to Hotel, Hotel to Airport 4/27 & 4/30		63.60	10-2210-314-92-79-605-14
			$63.60	
Godek, Michael - 1233400995				
10-2210-310-98-79-600-14	Tuition for WIU Masters Teaching Math Program		1,463.22	10-2210-310-98-79-600-14
10-2210-310-98-79-600-14	Textbook -Mathmatical Statistics with Applications		42.98	10-2210-310-98-79-600-14
			$1,506.20	
Hacker, Amanda - 1233399899				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13

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Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
			$47.60	
Henriksen, Kristy - 1233400332				
10-1200-332-00-79-600-14	Travel Sp Ed		47.60	10-1200-332-00-79-600-14
			$47.60	
Hewitt, Emily - 1233396532				
10-2310-230-00-74-500-14	Tuition Reimb-Dyslexia: Reading & Writing Learning		165.00	10-2310-230-00-74-500-14
			$165.00	
Holterhaus, Jaime - 123336400				
10-2310-230-00-74-500-14	Tuition Reimb-Child Behavior Disorders		420.00	10-2310-230-00-74-500-14
			$420.00	
Howle, Courtney - 1233401200				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Jackson, Valerie - 1233401212				
10-1110-410-00-71-100-13	Replacement of rain coat		48.59	10-1110-410-00-71-100-13
			$48.59	
Johnson, Samantha - 1233396854				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Kallas, Dana - 1233397102				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Kowalski, Kimberly - 32646				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Kurek, Richard - 1233400585				
10-1130-332-00-71-300-13	Teacher Travel HS		30.80	10-1130-332-00-71-300-13
10-1130-332-00-71-300-13	Teacher Travel HS		44.80	10-1130-332-00-71-300-13
			$75.60	
Labas, Hunter - 1233401203				

Huntley Community School District 158

Accounts Payable Report

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
LaTour, Kelly A - 1233398456				
10-1200-332-00-79-600-14	Travel Sp Ed		60.06	10-1200-332-00-79-600-14
10-1200-332-00-79-600-14	Travel Sp Ed		3.57	10-1200-332-00-79-600-14
10-1200-332-00-79-600-14	Travel Sp Ed		8.26	10-1200-332-00-79-600-14
10-1200-332-00-79-600-14	Travel Sp Ed		7.00	10-1200-332-00-79-600-14
10-1200-332-00-79-600-14	Travel Sp Ed		7.56	10-1200-332-00-79-600-14
10-1200-332-00-79-600-14	Travel Sp Ed		6.72	10-1200-332-00-79-600-14
10-1200-332-00-79-600-14	Travel Sp Ed		4.48	10-1200-332-00-79-600-14
10-1200-332-00-79-600-14	Travel Sp Ed		46.69	10-1200-332-00-79-600-14
10-1200-332-00-79-600-14	Travel Sp Ed		6.30	10-1200-332-00-79-600-14
10-1200-332-00-79-600-14	Travel Sp Ed		12.11	10-1200-332-00-79-600-14
10-1200-332-00-79-600-14	Travel Sp Ed		5.53	10-1200-332-00-79-600-14
10-1200-332-00-79-600-14	Travel Sp Ed		1.82	10-1200-332-00-79-600-14
			$170.10	
Lee, Xavier - 1233400785				
10-2310-230-00-74-500-14	Tuition Reimb-US Political History Since 1945		420.00	10-2310-230-00-74-500-14
			$420.00	
Loughlin, Melissa - 1233401211				
10-1200-410-92-79-600-14	Texas Instrument TI-30XII5 Calculator 10pk		142.72	10-1200-410-92-79-600-14
10-1200-410-92-79-600-14	Rolling Storage Cart w/10 drawers for classroom		89.09	10-1200-410-92-79-600-14
			$231.81	
Mangan, Michelle - 1233400262				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Martens, Laura - 28658				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Meindl, Jamie - 123335564				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	

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Huntley Community School District 158

Accounts Payable Report

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
Mendoza, Tina - 31505				
40-2552-640-00-79	State Track Marlow Lunch		17.11	40-2552-640-00-79
			$17.11	
Mennenoh, Kate - 123334199				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Messina, Megan - 1233400645				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Mitchell, Stephanie - 1233400738				
10-1110-410-00-71-100-13	Trophy for class with the most golden paws		34.99	10-1110-410-00-71-100-13
			$34.99	
Moore, Kimberly - 1233399902				
10-2630-332-00-74-500-14	Communications Travel		144.62	10-2630-332-00-74-500-14
			$144.62	
Motz, Ashley - 1233400454				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Norton, Gina - 1233399615				
10-1200-332-00-79-600-14	April 2025 Mileage		84.70	10-1200-332-00-79-600-14
			$84.70	
Panke, Keith - 123337962				
10-1200-410-00-79-600-14	Dunkin Donuts gift card for emp appreciation week		10.00	10-1200-410-00-79-600-14
			$10.00	
Perry, Jessica - 1233399071				
10-2310-230-00-74-500-14	Tuition Reimb-Westward Expansion & American Fronti		420.00	10-2310-230-00-74-500-14
			$420.00	
Popenhagen, Cole - 1233400358				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	

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Huntley Community School District 158

Accounts Payable Report

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
Price, Anne - 32658				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Randazzo, Deborah - 1233396641				
10-1200-332-00-79-600-14	Travel Sp Ed		26.32	10-1200-332-00-79-600-14
			$26.32	
Redden, Scott - 1233399930				
20-2540-332-00-79	Travel		24.92	20-2540-332-00-79
			$24.92	
Reed, Richard - 1233398410				
10-2561-332-00-79-605-14	Dir Food Service Travel		69.30	10-2561-332-00-79-605-14
10-2560-415-00-72-220-13	Costco Catering - Transportation Department		87.74	10-2560-415-00-72-220-13
			$157.04	
Regan, Bridget - 32720				
10-2310-230-00-74-500-14	Tuition Reimb-Life and Art Works of Vincent Van Go		420.00	10-2310-230-00-74-500-14
			$420.00	
Rewiako, Danielle - 1233399816				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Rodriguez, Jennifer - 1233400121				
10-2310-230-00-74-500-14	Tuition Reimb-Creating a Google Apps Classroom		420.00	10-2310-230-00-74-500-14
			$420.00	
Row, Jesse - 1233401213				
10-2210-670-98-79-600-14	ISU Spring 2025 Tuition		3,726.00	10-2210-670-98-79-600-14
			$3,726.00	
Saylor, Alexa - 1233400294				
10-1200-332-00-79-600-14	Travel Sp Ed		50.40	10-1200-332-00-79-600-14
10-1200-332-00-79-600-14	Travel Sp Ed		58.80	10-1200-332-00-79-600-14
			$109.20	
Scarso, Gretchen - 1233400087				

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Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
10-2310-230-00-74-500-14	Tuition Reimb-Apply Tenents of Theories to Content		560.00	10-2310-230-00-74-500-14
			$560.00	
Schaefer, Samantha - 123338300				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Schlosser, Andrea - 32168				
40-2552-640-00-79	Dues & Fees-Meal at Conference		17.00	40-2552-640-00-79
			$17.00	
Seibert, Shannon - 1233400870				
10-2210-314-92-79-605-14	Meals at Champaign Conference 4/22-4/25/25		48.76	10-2210-314-92-79-605-14
10-1200-332-00-79-600-14	Travel to Champaign 4/22 and 4/25/25		252.00	10-1200-332-00-79-600-14
			$300.76	
Severin, Nicole - 1233400441				
10-1200-332-00-79-600-14	Travel Sp Ed		37.10	10-1200-332-00-79-600-14
			$37.10	
Shadel, Jill - 1233399288				
10-2210-314-92-79-605-14	I Hotel (ICTW Conference) 4/23 & 4/24/25		449.74	10-2210-314-92-79-605-14
			$449.74	
Simmons, Kimberly - 1233400188				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Spoeth, Holly - 123334104				
10-1200-332-00-79-600-14	April 2025 Mileage		103.25	10-1200-332-00-79-600-14
			$103.25	
Starnes, Suzanne - 1233396447				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Strohm, Gracie - 1233401209				
10-2210-314-92-79-605-14	ASHA Certification		490.00	10-2210-314-92-79-605-14
			$490.00	

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Huntley Community School District 158

Accounts Payable Report

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
Teeter, Lauren - 1233397432				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Tuleo, Allison - 1233397524				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Vitellaro, Emily - 1233401210				
10-2210-314-92-79-605-14	ASHA Certification		490.00	10-2210-314-92-79-605-14
			$490.00	
Wheeler, Megan E - 123334918				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
Zurek, Hillary - 123336006				
10-1130-332-00-71-300-13	Teacher Travel HS		47.60	10-1130-332-00-71-300-13
			$47.60	
		Report Total	$17,051.87	

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HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • huntley158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 12, 2025

Subject: **Imprest Checks Issued**
Board of Education Meeting, June 12, 2025
Finance Committee

The following is an executive summary of the attached report titled "Imprest Checks Issued" which is a listing of payments made as of June 6, 2025, for which the Board had not previously approved purchase orders. Therefore, Administration is requesting Board Approval acknowledging the issuance of payment:

Education Fund	$	17,813.40
Operations & Maintenance Fund		245,183.92
Debt Service Fund		0.00
Transporation Fund		47,926.00
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	310,923.32

RECOMMENDATION
The Finance Committee recommends the Board of Education approve the Imprest Checks Issued Report at the June 12, 2025 Regular Board meeting.

Vendor Name / P.O. Number	Description	Amount	State Account Number
Aloha Chicago Entertainment			
0020252727	T Bilingual Impr Inst Services	550.00	10-2210-390-82-79-605-14
		$550.00	
ComEd			
	Electric	260.07	20-2540-466-00-79
	Electric	213.98	20-2540-466-00-79
	Electric	18,386.67	20-2540-466-00-79
	Electric	19,008.53	20-2540-466-00-79
	Electric	21,364.24	20-2540-466-00-79
	Electric	28,982.22	20-2540-466-00-79
	Electric	25,498.60	20-2540-466-00-79
	Electric	266.02	20-2540-466-00-79
	Electric	225.90	20-2540-466-00-79
	Electric	15,488.08	20-2540-466-00-79
	Electric	27,457.37	20-2540-466-00-79
	Electric	15,855.22	20-2540-466-00-79
		$173,006.90	
Dimraj, Martin			
	Student Food Svc - Mackeben	23.00	10-1611-145
		$23.00	
Dougal, Patti			
	Student Food Svc - HS	73.75	10-1611-305
		$73.75	
FFP Fund IV Lessee2 LLC			
	Electric	4,038.98	20-2540-466-00-79
	Electric	4,300.74	20-2540-466-00-79
	Electric	5,427.17	20-2540-466-00-79
		$13,766.89	
Huber, Amy			
	AP Payroll Net Checks	428.85	10-475
		$428.85	
IESA			
0020252960	Prepaid Expenses	70.00	10-192
0020252960	Prepaid Expenses	70.00	10-192
0020252960	Prepaid Expenses	75.00	10-192
0020252960	Prepaid Expenses	120.00	10-192
0020252960	Prepaid Expenses	120.00	10-192
0020252960	Prepaid Expenses	275.00	10-192
0020252960	Prepaid Expenses	70.00	10-192
0020252960	Prepaid Expenses	70.00	10-192
		$870.00	
Jacobs High School c/o Athletics			
	Sports Dues & Fees HS	330.00	10-1500-640-00-71-300-13
		$330.00	
Larsen, Eric			
	Textbook Fees	95.00	10-1811
		$95.00	
McHenry High School West Campus			
	Sports Dues & Fees HS	25.00	10-1500-640-00-71-300-13
		$25.00	
MDC Environmental Serv			

Vendor Name / P.O. Number	Description	Amount	State Account Number
0025050117	Sanitation/Exterminating	3,522.69	20-2542-321-00-79
		$3,522.69	
Nicor Gas			
	Natural Gas	130.11	20-2540-465-00-79
	Natural Gas	164.77	20-2540-465-00-79
	Natural Gas	911.96	20-2540-465-00-79
	Natural Gas	2,376.33	20-2540-465-00-79
	Natural Gas	1,065.99	20-2540-465-00-79
	Natural Gas	1,012.43	20-2540-465-00-79
	Natural Gas	512.31	20-2540-465-00-79
	Natural Gas	885.95	20-2540-465-00-79
	Natural Gas	975.98	20-2540-465-00-79
	Natural Gas	916.52	20-2540-465-00-79
	Natural Gas	1,071.15	20-2540-465-00-79
	Natural Gas	84.74	20-2540-465-00-79
	Natural Gas	87.20	20-2540-465-00-79
		$10,195.44	
Paddock, Melissa			
	AP Payroll Net Checks	866.27	10-475
		$866.27	
Pakkos Enterprises			
0020252694	HHS Staff Devel Supplies	5,080.00	10-2213-415-00-71-300-13
		$5,080.00	
Petty Cash-HHS SpEd			
	IDEA Comm Engage PS	50.00	10-3000-310-92-79-600-14
		$50.00	
Robles, Noel			
0020252728	T Bilingual Impr Inst Services	400.00	10-2210-390-82-79-605-14
		$400.00	
Schoolbells Ltd			
0025050657	Contracted Transportation	47,926.00	40-2552-331-00-79
		$47,926.00	
Skoufis, George			
0020252639	Legal Board	5,000.00	10-2310-318-00-74-500-14
		$5,000.00	
Sodexo Live @ Northern Illinois U			
0020252811	Graduation Supplies HHS	1,976.50	10-2190-410-00-71-300-12
		$1,976.50	
Symmetry Energy Solutions			
	Natural Gas	24,313.91	20-2540-465-00-79
		$24,313.91	
Vasquez, Jose			
	Student Food Svc - Conley	7.70	10-1611-155
	Student Food Svc - Mackeben	5.80	10-1611-145
		$13.50	
VILLAGE OF ALGONQUIN			
	Water/Sewer	1,252.85	20-2540-370-00-79
	Water/Sewer	1,104.45	20-2540-370-00-79
	Water/Sewer	306.80	20-2540-370-00-79
	Water/Sewer	10.00	20-2540-370-00-79
	Water/Sewer	974.60	20-2540-370-00-79

Vendor Name / P.O. Number	Description		Amount	State Account Number
	Water/Sewer		1,215.75	20-2540-370-00-79
	Water/Sewer		399.55	20-2540-370-00-79
	Water/Sewer		1,456.90	20-2540-370-00-79
	Water/Sewer		1,865.00	20-2540-370-00-79
	Water/Sewer		10.00	20-2540-370-00-79
			$8,595.90	
Village of Huntley				
	Water/Sewer		46.73	20-2540-370-00-79
	Water/Sewer		785.50	20-2540-370-00-79
	Water/Sewer		7,346.65	20-2540-370-00-79
	Water/Sewer		57.73	20-2540-370-00-79
	Water/Sewer		1,999.06	20-2540-370-00-79
	Water/Sewer		564.91	20-2540-370-00-79
	Water/Sewer		852.19	20-2540-370-00-79
	Water/Sewer		82.69	20-2540-370-00-79
	Water/Sewer		46.73	20-2540-370-00-79
			$11,782.19	
Warren Township HS				
	Sports Dues & Fees HS		350.00	10-1500-640-00-71-300-13
			$350.00	
Zolan, Ashley				
	AP Payroll Net Checks		1,681.53	10-475
			$1,681.53	
		Report Total	$310,923.32	

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • huntley158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 12, 2025

Subject: **Disbursements Issued**
Board of Education Meeting, June 12, 2025
Finance Committee

The following is an executive summary of the attached report titled "Disbursements Issued" which is a listing of disbursements issued from April 25, 2025 to June 6, 2025.

Education Fund	$	13,849,711.63
Operations & Maintenance Fund		674,743.38
Debt Service Fund		0.00
Transporation Fund		274,526.47
Municipal Retirement and Social Security Fund		379,795.40
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	15,178,776.88

RECOMMENDATION

The Finance Committee recommends the Board of Education approve the Disbursements Issued Report at the June 12, 2025 Regular Board meeting.

Huntley Community School District 158
Disbursements

Check Date: 4/25/2025 to 6/6/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
A Parts Warehouse							
	76061	05/16/2025	40-2554-410-00-79	Fleet Supplies	854.78	20252701	40-2554-410-00-79
	76061	05/16/2025	40-2554-410-00-79	Fleet Supplies	375.36	20252702	40-2554-410-00-79
	76061	05/16/2025	40-2554-410-00-79	Fleet Supplies	91.50	20252703	40-2554-410-00-79
					$1,321.64	**Payee Vendor Total**	
Accessible College							
	76062	05/16/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	300.00	20252748	10-2210-314-92-79-605-14
					$300.00	**Payee Vendor Total**	
Accessibyte LLC							
	75978	05/12/2025	10-1200-310-92-79-600-14	IDEA General Purchased Service	75.00	20251989	10-1200-310-92-79-600-14
					$75.00	**Payee Vendor Total**	
Accountable Healthcare St							
	75835	04/25/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,226.50	25040637	10-1101-310-00-79-605-14
	75835	04/25/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,226.50	25040637	10-1101-310-00-79-605-14
	75923	05/09/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	2,438.10	25040637	10-1101-310-00-79-605-14
	75923	05/09/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,226.50	25040637	10-1101-310-00-79-605-14
	76063	05/16/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,226.50	25040637	10-1101-310-00-79-605-14
	76201	05/23/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,226.50	25050637	10-1101-310-00-79-605-14
	76202	05/30/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,226.50	25050637	10-1101-310-00-79-605-14
	76202	05/30/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,083.40	25050637	10-1101-310-00-79-605-14
					$24,880.50	**Payee Vendor Total**	
Accurate Translation Bure							
	76064	05/16/2025	10-1200-310-92-79-600-14	IDEA General Purchased Service	627.31	20252645	10-1200-310-92-79-600-14
					$627.31	**Payee Vendor Total**	
ADP LLC							
	76065	05/16/2025	10-2520-310-00-74-500-14	Prof & Tech Fiscal	5,360.23	25030437	10-2520-310-00-74-500-14
	76065	05/16/2025	10-2520-310-00-74-500-14	Prof & Tech Fiscal	9,048.98	25050437	10-2520-310-00-74-500-14
	76065	05/16/2025	10-2520-310-00-74-500-14	Prof & Tech Fiscal	4,390.76	25050437	10-2520-310-00-74-500-14
	76065	05/16/2025	10-1100-220-00-79-600-14	Regular Programs Insurance	2,046.44	25050337	10-1100-220-00-79-600-14
	76065	05/16/2025	10-1100-220-00-79-600-14	Regular Programs Insurance	2,047.73	25040337	10-1100-220-00-79-600-14
	76065	05/16/2025	10-2520-310-00-74-500-14	Prof & Tech Fiscal	5,473.52	25040437	10-2520-310-00-74-500-14
					$28,367.66	**Payee Vendor Total**	
ADP Net Pay Wires							
	202230110	05/10/2025	10103	Payroll Education Fund	2,474,851.32		10-114

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Huntley Community School District 158
Disbursements

Check Date: 4/25/2025 to 6/6/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202312260	04/25/2025	10103	Payroll Education Fund	2,404,373.10		10-114
	202312260	05/25/2025	10103	Payroll Education Fund	2,601,742.81		10-114
					$7,480,967.23	**Payee Vendor Total**	
ADP Tax Wires							
	202542501	04/25/2025	10403	Garnish	727.50		10-432
	202542501	04/25/2025	10452	FED W/H Taxes Payable	270,831.87		10-481
	202542501	04/25/2025	10453	State W/H Taxes Payable	141,584.80		10-481
	202542501	04/25/2025	10458	Family Services	1,119.36		10-481
	202542501	04/25/2025	10464	Medicare	44,961.90		10-464
	202542501	04/25/2025	10470	Social Security - ER Payable	38,284.15		10-464
	202542501	04/25/2025	10471	Medicare - EE Payable	44,961.75		10-464
	202542501	04/25/2025	10472	Social Security - EE	38,284.18		10-464
	202542501	04/25/2025	10473	State Withholding - WI	1,822.38		10-492
	202542501	04/25/2025	10-2523-319-00-79-600-14	Banking Fees	(0.10)		10-2523-319-00-79-600-14
	202542501	04/25/2025	10475	AP Payroll Net Checks	0.00		10-475
	202542501	04/25/2025	10478	HSA Payable	4,371.00		10-481
	202551001	05/10/2025	10403	Garnish	602.82		10-432
	202551001	05/10/2025	10452	FED W/H Taxes Payable	265,993.39		10-481
	202551001	05/10/2025	10453	State W/H Taxes Payable	145,722.05		10-481
	202551001	05/10/2025	10458	Family Services	1,119.36		10-481
	202551001	05/10/2025	10464	Medicare	46,124.54		10-464
	202551001	05/10/2025	10470	Social Security - ER Payable	44,362.85		10-464
	202551001	05/10/2025	10471	Medicare - EE Payable	46,124.23		10-464
	202551001	05/10/2025	10472	Social Security - EE	44,362.83		10-464
	202551001	05/10/2025	10473	State Withholding - WI	1,691.21		10-492
	202551001	05/10/2025	10-2523-319-00-79-600-14	Banking Fees	(0.17)		10-2523-319-00-79-600-14
	202551001	05/10/2025	10475	AP Payroll Net Checks	(378.86)		10-475
	202551001	05/10/2025	10478	HSA Payable	3,923.41		10-481
	202552501	05/25/2025	10403	Garnish	602.82		10-432
	202552501	05/25/2025	10452	FED W/H Taxes Payable	290,069.29		10-481
	202552501	05/25/2025	10453	State W/H Taxes Payable	153,947.53		10-481
	202552501	05/25/2025	10458	Family Services	1,857.86		10-481
	202552501	05/25/2025	10464	Medicare	48,768.30		10-464
	202552501	05/25/2025	10470	Social Security - ER Payable	48,151.02		10-464
	202552501	05/25/2025	10471	Medicare - EE Payable	48,768.61		10-464

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Huntley Community School District 158
Disbursements

Check Date: 4/25/2025 to 6/6/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202552501	05/25/2025	10472	Social Security - EE	48,150.87		10-464
	202552501	05/25/2025	10473	State Withholding - WI	1,871.99		10-492
	202552501	05/25/2025	10-2523-319-00-79-600-14	Banking Fees	5.90		10-2523-319-00-79-600-14
	202552501	05/25/2025	10475	AP Payroll Net Checks	437.42		10-475
	202552501	05/25/2025	10478	HSA Payable	3,923.41		10-481
					$1,833,151.47	**Payee Vendor Total**	
Advantage Mechanical Inc							
	75836	04/25/2025	20-2542-323-00-79	Repairs & Maint Buildings	217.50	25040027	20-2542-323-00-79
	75836	04/25/2025	20-2542-323-00-79	Repairs & Maint Buildings	1,087.50	25040027	20-2542-323-00-79
	75883	05/02/2025	20-2542-323-00-79	Repairs & Maint Buildings	542.50	25040027	20-2542-323-00-79
	75883	05/02/2025	20-2542-323-00-79	Repairs & Maint Buildings	1,766.00	25050027	20-2542-323-00-79
	76223	06/05/2025	20-2542-323-00-79	Repairs & Maint Buildings	529.50	25050027	20-2542-323-00-79
	76223	06/05/2025	20-2542-323-00-79	Repairs & Maint Buildings	290.00	25050027	20-2542-323-00-79
	76223	06/05/2025	20-2542-390-00-79	Other Purchased Service	5,121.77	25060317	20-2542-390-00-79
	76066	05/16/2025	20-2542-323-00-79	Repairs & Maint Buildings	2,010.50	20252778	20-2542-323-00-79
	76066	05/16/2025	20-2542-323-00-79	Repairs & Maint Buildings	992.50	20252778	20-2542-323-00-79
					$12,557.77	**Payee Vendor Total**	
Aequor Healthcare Service							
	75924	05/09/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,355.34	25040547	10-1101-310-00-79-605-14
	75924	05/09/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,575.00	25040547	10-1101-310-00-79-605-14
	75924	05/09/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,809.00	25040547	10-1101-310-00-79-605-14
	75924	05/09/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,575.00	25040547	10-1101-310-00-79-605-14
	75924	05/09/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,767.00	25040547	10-1101-310-00-79-605-14
	75924	05/09/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,795.85	25040547	10-1101-310-00-79-605-14
	75924	05/09/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,436.68	25040547	10-1101-310-00-79-605-14
	75924	05/09/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,008.00	25040547	10-1101-310-00-79-605-14
	75924	05/09/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,263.60	25040547	10-1101-310-00-79-605-14
	76067	05/16/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,750.00	25040547	10-1101-310-00-79-605-14
	76067	05/16/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,795.85	25040547	10-1101-310-00-79-605-14
	76170	05/23/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,575.00	25080547	10-1101-310-00-79-605-14
	76170	05/23/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,750.00	25050547	10-1101-310-00-79-605-14
	76170	05/23/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,575.00	25050547	10-1101-310-00-79-605-14
	76203	05/30/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,436.68	25050547	10-1101-310-00-79-605-14
	76203	05/30/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,575.00	25050547	10-1101-310-00-79-605-14
	76203	05/30/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,300.00	25050547	10-1101-310-00-79-605-14

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Huntley Community School District 158
Disbursements

Check Date: 4/25/2025 to 6/6/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76067	05/16/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,575.00	25030547	10-1101-310-00-79-605-14
	76170	05/23/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,783.00	25080547	10-1101-310-00-79-605-14
	76170	05/23/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,795.85	25080547	10-1101-310-00-79-605-14
	76170	05/23/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,795.85	25050547	10-1101-310-00-79-605-14
					$47,292.70	**Payee Vendor Total**	
AFLAC Group							
	75884	05/02/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	5,289.13	25120427	10-2310-220-00-79-600-14
	75884	05/02/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	5,723.88	25010427	10-2310-220-00-79-600-14
	75884	05/02/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	5,326.72	25020427	10-2310-220-00-79-600-14
	75884	05/02/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	5,324.69	25030427	10-2310-220-00-79-600-14
	75884	05/02/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	5,345.23	25040427	10-2310-220-00-79-600-14
	75884	05/02/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	5,274.60	25110427	10-2310-220-00-79-600-14
					$32,284.25	**Payee Vendor Total**	
AGI Mosaics							
	76068	05/16/2025	10-3000-310-92-79-600-14	IDEA Comm Engage PS	1,035.00	20252779	10-3000-310-92-79-600-14
	76068	05/16/2025	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	400.00	20252779	10-3000-410-92-79-600-14
					$1,435.00	**Payee Vendor Total**	
AHW LLC - Hampshire							
	75837	04/25/2025	20-2543-410-00-79	Grounds Supplies	902.44	20252449	20-2543-410-00-79
					$902.44	**Payee Vendor Total**	
Airgas USA LLC							
	75838	04/25/2025	20-2542-410-00-79	Supplies B & G	278.66	25020237	20-2542-410-00-79
	75838	04/25/2025	20-2542-410-00-79	Supplies B & G	101.63	25030237	20-2542-410-00-79
	75885	05/02/2025	20-2542-410-00-79	Supplies B & G	232.35	25040237	20-2542-410-00-79
	75885	05/02/2025	20-2542-410-00-79	Supplies B & G	113.29	25030237	20-2542-410-00-79
	75885	05/02/2025	20-2542-410-00-79	Supplies B & G	267.65	25040237	20-2542-410-00-79
	76224	06/05/2025	20-2542-410-00-79	Supplies B & G	22.65	25060237	20-2542-410-00-79
	75838	04/25/2025	20-2542-410-00-79	Supplies B & G	285.08	25030237	20-2542-410-00-79
	75885	05/02/2025	20-2542-410-00-79	Supplies B & G	148.59	25050237	20-2542-410-00-79
					$1,449.90	**Payee Vendor Total**	
Alarcon, Herbert							
	75990	05/16/2025	10-2520-332-00-74-500-14	Travel Fiscal	50.25	0	10-2520-332-00-74-500-14
	75990	05/16/2025	10-2520-332-00-74-500-14	Travel Fiscal	63.00	0	10-2520-332-00-74-500-14
	75990	05/16/2025	10-2520-332-00-74-500-14	Travel Fiscal	56.00	0	10-2520-332-00-74-500-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	75990	05/16/2025	10-2520-332-00-74-500-14	Travel Fiscal	70.00	0	10-2520-332-00-74-500-14
	75990	05/16/2025	10-2520-332-00-74-500-14	Travel Fiscal	63.00	0	10-2520-332-00-74-500-14
					$302.25	**Payee Vendor Total**	
Alexander Leigh Center fo							
	75839	04/25/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	24,361.20	25041617	10-4220-670-00-79-600-14
	76171	05/23/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	24,361.20	25051617	10-4220-670-00-79-600-14
					$48,722.40	**Payee Vendor Total**	
Allen, Jackelyn							
	75991	05/16/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	4,047.52	0	10-2210-314-92-79-605-14
	75991	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	32.20		10-1200-332-00-79-600-14
	75991	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	64.68		10-1200-332-00-79-600-14
					$4,144.40	**Payee Vendor Total**	
Allstar Drapery & Window							
	76204	05/30/2025	20-2542-390-00-79	Other Purchased Service	2,615.00	20252294	20-2542-390-00-79
					$2,615.00	**Payee Vendor Total**	
Aloha Chicago Entertainme							
	75909	05/02/2025	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	550.00	20252727	10-2210-390-82-79-605-14
					$550.00	**Payee Vendor Total**	
Alpha Baking Company Inc							
	75925	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	425.50	25041087	10-2560-415-00-71-300-13
	75925	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	623.33	25041087	10-2560-415-00-71-300-13
	75925	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	650.71	25041087	10-2560-415-00-71-300-13
	75925	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	551.62	25041087	10-2560-415-00-71-300-13
	75925	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	80.49	25041077	10-2560-415-00-71-100-13
	75925	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	55.51	25041077	10-2560-415-00-71-100-13
	75925	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	64.91	25041077	10-2560-415-00-71-100-13
	75925	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	65.89	25041077	10-2560-415-00-71-100-13
	75925	05/09/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	145.42	25041117	10-2560-415-00-72-220-13
	75925	05/09/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	84.28	25041117	10-2560-415-00-72-220-13
	75925	05/09/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	105.45	25041117	10-2560-415-00-72-220-13
	75925	05/09/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	213.81	25041117	10-2560-415-00-72-220-13
	75925	05/09/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	145.42	25041117	10-2560-415-00-72-220-13
	75925	05/09/2025	10-2560-415-00-72-120-13	Cafe Food Martin	86.40	25041107	10-2560-415-00-72-120-13
	75925	05/09/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	96.32	25041097	10-2560-415-00-72-110-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	75925	05/09/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	108.54	25041097	10-2560-415-00-72-110-13
	75925	05/09/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	72.24	25041097	10-2560-415-00-72-110-13
	75925	05/09/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	66.86	25041097	10-2560-415-00-72-110-13
	75925	05/09/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	174.53	25041147	10-2560-415-00-74-210-13
	75925	05/09/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	331.59	25041147	10-2560-415-00-74-210-13
	75925	05/09/2025	10-2560-415-00-74-150-13	Cafe Food Conley	72.24	25041137	10-2560-415-00-74-150-13
	75925	05/09/2025	10-2560-415-00-74-150-13	Cafe Food Conley	104.63	25041137	10-2560-415-00-74-150-13
	75925	05/09/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	88.13	25041127	10-2560-415-00-74-140-13
	76225	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	555.97	25051087	10-2560-415-00-71-300-13
	76225	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	518.57	25051087	10-2560-415-00-71-300-13
	76225	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	76.67	25051087	10-2560-415-00-71-300-13
	76225	06/05/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	60.20	25051077	10-2560-415-00-71-100-13
	76225	06/05/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	59.90	25051077	10-2560-415-00-71-100-13
	76225	06/05/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	145.42	25051117	10-2560-415-00-72-220-13
	76225	06/05/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	84.28	25051117	10-2560-415-00-72-220-13
	76225	06/05/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	159.33	25051117	10-2560-415-00-72-220-13
	76225	06/05/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	156.15	25031097	10-2560-415-00-72-110-13
	76225	06/05/2025	10-2560-415-00-74-150-13	Cafe Food Conley	42.17	25051137	10-2560-415-00-74-150-13
	76225	06/05/2025	10-2560-415-00-74-150-13	Cafe Food Conley	87.78	25051137	10-2560-415-00-74-150-13
	76225	06/05/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	85.38	25051127	10-2560-415-00-74-140-13
					$6,445.64	**Payee Vendor Total**	
Altmayer, Mark							
	75992	05/16/2025	10-2520-410-00-74-500-14	Supplies Fiscal	74.22	0	10-2520-410-00-74-500-14
					$74.22	**Payee Vendor Total**	
American Bottling Company							
	75926	05/09/2025	10-1000-310-98-79-600-14	Teacher Vacancy Purch Svcs	505.50	0	10-1000-310-98-79-600-14
	75926	05/09/2025	10-1000-310-98-79-600-14	Teacher Vacancy Purch Svcs	199.50	0	10-1000-310-98-79-600-14
	75926	05/09/2025	10-1000-310-98-79-600-14	Teacher Vacancy Purch Svcs	172.00	0	10-1000-310-98-79-600-14
	75926	05/09/2025	10-1000-310-98-79-600-14	Teacher Vacancy Purch Svcs	114.00	0	10-1000-310-98-79-600-14
	75926	05/09/2025	10-1000-310-98-79-600-14	Teacher Vacancy Purch Svcs	99.00	0	10-1000-310-98-79-600-14
	75926	05/09/2025	10-1000-310-98-79-600-14	Teacher Vacancy Purch Svcs	234.00	0	10-1000-310-98-79-600-14
					$1,324.00	**Payee Vendor Total**	
AmeriGas							
	75886	05/02/2025	40-2552-461-00-79	Propane	1,001.49	25040567	40-2552-461-00-79
	75886	05/02/2025	40-2552-461-00-79	Propane	1,084.95	25040567	40-2552-461-00-79

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	75886	05/02/2025	40-2552-461-00-79	Propane	751.28	25040567	40-2552-461-00-79
	75886	05/02/2025	40-2552-461-00-79	Propane	2,726.72	25040567	40-2552-461-00-79
	75886	05/02/2025	40-2552-461-00-79	Propane	871.03	25040567	40-2552-461-00-79
	75886	05/02/2025	40-2552-461-00-79	Propane	1,056.23	25040567	40-2552-461-00-79
	75886	05/02/2025	40-2552-461-00-79	Propane	1,508.75	25040567	40-2552-461-00-79
	75886	05/02/2025	40-2552-461-00-79	Propane	603.56	25040567	40-2552-461-00-79
	75886	05/02/2025	40-2552-461-00-79	Propane	837.91	25040567	40-2552-461-00-79
	75927	05/09/2025	40-2552-461-00-79	Propane	748.07	25050567	40-2552-461-00-79
	75927	05/09/2025	40-2552-461-00-79	Propane	1,370.88	25040567	40-2552-461-00-79
	75927	05/09/2025	40-2552-461-00-79	Propane	913.92	25040567	40-2552-461-00-79
	75927	05/09/2025	40-2552-461-00-79	Propane	2,312.09	25040567	40-2552-461-00-79
	75927	05/09/2025	40-2552-461-00-79	Propane	1,227.04	25040567	40-2552-461-00-79
	76069	05/16/2025	40-2552-461-00-79	Propane	1,122.18	25050567	40-2552-461-00-79
	76069	05/16/2025	40-2552-461-00-79	Propane	673.73	25050567	40-2552-461-00-79
	76069	05/16/2025	40-2552-461-00-79	Propane	732.73	25050567	40-2552-461-00-79
	76069	05/16/2025	40-2552-461-00-79	Propane	512.91	25050567	40-2552-461-00-79
	76172	05/23/2025	40-2552-461-00-79	Propane	952.54	25050567	40-2552-461-00-79
	76172	05/23/2025	40-2552-461-00-79	Propane	549.54	25050567	40-2552-461-00-79
	76172	05/23/2025	40-2552-461-00-79	Propane	952.54	25050567	40-2552-461-00-79
	76172	05/23/2025	40-2552-461-00-79	Propane	1,828.97	25050567	40-2552-461-00-79
	76226	06/05/2025	40-2552-461-00-79	Propane	301.02	25050567	40-2552-461-00-79
	76205	05/30/2025	40-2552-461-00-79	Propane	895.82	25050567	40-2552-461-00-79
	76205	05/30/2025	40-2552-461-00-79	Propane	1,343.74	25050567	40-2552-461-00-79
	76205	05/30/2025	40-2552-461-00-79	Propane	262.98	25050567	40-2552-461-00-79
					$27,142.62	**Payee Vendor Total**	
Amita GlenOaks School							
	75840	04/25/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,118.80	25030497	10-4220-670-00-79-600-14
	75928	05/09/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	8,701.96	25040497	10-4220-670-00-79-600-14
	75928	05/09/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,426.12	25040497	10-4220-670-00-79-600-14
	75840	04/25/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,118.80	25030497	10-4220-670-00-79-600-14
	75840	04/25/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,207.20	25030497	10-4220-670-00-79-600-14
					$28,572.88	**Payee Vendor Total**	
AMS Store and Shred							
	76070	05/16/2025	10-2321-390-00-74-500-14	Purchased Service Supt	15.00	20252749	10-2321-390-00-74-500-14
	76070	05/16/2025	10-2321-390-00-74-500-14	Purchased Service Supt	35.00	20252749	10-2321-390-00-74-500-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76070	05/16/2025	10-2321-390-00-74-500-14	Purchased Service Supt	50.00	20252749	10-2321-390-00-74-500-14
					$100.00	**Payee Vendor Total**	
Anderson Lock Co Inc							
	992300765	05/29/2025	20-2542-410-00-79	Supplies B & G	121.30	25010087	20-2542-410-00-79
					$121.30	**Payee Vendor Total**	
Anderson Pest Solutions							
	75841	04/25/2025	20-2542-321-00-79	Sanitation/Exterminating	582.19	25040037	20-2542-321-00-79
	76071	05/16/2025	20-2542-321-00-79	Sanitation/Exterminating	582.19	25050037	20-2542-321-00-79
					$1,164.38	**Payee Vendor Total**	
Ani, Liz							
	75993	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	43.40		10-1200-332-00-79-600-14
					$43.40	**Payee Vendor Total**	
Aramark Refreshment Servi							
	76072	05/16/2025	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	102.92	20252787	10-1120-323-00-74-210-13
					$102.92	**Payee Vendor Total**	
ArbiterPay							
	20255112	05/01/2025	10-1500-319-00-71-300-13	Sports Officials HS	6,000.00		10-1500-319-00-71-300-13
					$6,000.00	**Payee Vendor Total**	
ArbiterSports LLC							
	76206	05/30/2025	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	115.00	20252245	10-1500-410-00-71-300-13
					$115.00	**Payee Vendor Total**	
Arctic Snow and Ice Contr							
	75929	05/09/2025	20-2542-322-00-79-605-14	Snow Removal	4,500.00	25120247	20-2542-322-00-79-605-14
					$4,500.00	**Payee Vendor Total**	
AT&T 5080							
	75931	05/09/2025	20-2540-340-00-79	Telephone - Districtwide	338.74	25050347	20-2540-340-00-79
					$338.74	**Payee Vendor Total**	
AT&T							
	75930	05/09/2025	20-2540-340-00-79	Telephone - Districtwide	3,040.85	25050327	20-2540-340-00-79
	76227	06/05/2025	20-2540-340-00-79	Telephone - Districtwide	3,175.36	25060327	20-2540-340-00-79
					$6,216.21	**Payee Vendor Total**	
Attainment Company Inc							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	75842	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	208.42	20252564	10-1200-410-92-79-600-14	
	75842	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	385.58	20252564	10-1200-410-92-79-600-14	
	75842	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	29.70	20252564	10-1200-410-92-79-600-14	
					$623.70	**Payee Vendor Total**		
Auto Tech Centers Inc								
	992300758	05/20/2025	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	75.90	20252599	20-2545-323-00-79-600-14	
					$75.90	**Payee Vendor Total**		
Baird, Brianna								
	75994	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	142.52	0	10-1200-410-92-79-600-14	
					$142.52	**Payee Vendor Total**		
Basargin, Beth								
	75995	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	126.14		10-1200-332-00-79-600-14	741
					$126.14	**Payee Vendor Total**		
Bejna, Kiley								
	75996	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14	
	75996	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14	
	75996	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14	
	75996	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14	
					$1,680.00	**Payee Vendor Total**		
Benchmark Education Compa								
	75843	04/25/2025	10-1800-390-82-79-605-14	TBE/TPI Instr Pur Svc	2,340.00	20252362	10-1800-390-82-79-605-14	
	75843	04/25/2025	10-1800-390-82-79-605-14	TBE/TPI Instr Pur Svc	557.90	20252362	10-1800-390-82-79-605-14	
	75843	04/25/2025	10-1800-390-82-79-605-14	TBE/TPI Instr Pur Svc	(1,000.00)	20252362	10-1800-390-82-79-605-14	
	75843	04/25/2025	10-1800-390-82-79-605-14	TBE/TPI Instr Pur Svc	1,170.00	20252362	10-1800-390-82-79-605-14	
	75843	04/25/2025	10-1800-390-82-79-605-14	TBE/TPI Instr Pur Svc	1,170.00	20252362	10-1800-390-82-79-605-14	
	75843	04/25/2025	10-1800-390-82-79-605-14	TBE/TPI Instr Pur Svc	1,950.00	20252362	10-1800-390-82-79-605-14	
	75843	04/25/2025	10-1800-390-82-79-605-14	TBE/TPI Instr Pur Svc	2,340.00	20252362	10-1800-390-82-79-605-14	
	75843	04/25/2025	10-1200-310-92-79-600-14	IDEA General Purchased Service	782.25	20252343	10-1200-310-92-79-600-14	
	75843	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	15,645.00	20252343	10-1200-410-92-79-600-14	
	75887	05/02/2025	10-1200-310-92-79-600-14	IDEA General Purchased Service	1,027.05	20252342	10-1200-310-92-79-600-14	
	75887	05/02/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	34,235.00	20252342	10-1200-410-92-79-600-14	
	76073	05/16/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	511.50	20252656	10-2212-310-00-79-505-14	
	76073	05/16/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	1,815.00	20252656	10-2212-310-00-79-505-14	
	76073	05/16/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	1,815.00	20252656	10-2212-310-00-79-505-14	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76073	05/16/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	1,485.00	20252656	10-2212-310-00-79-505-14
	76228	06/05/2025	10-1200-310-92-79-600-14	IDEA General Purchased Service	4,630.00	20252341	10-1200-310-92-79-600-14
					$70,473.70	**Payee Vendor Total**	
Benefitfocus.com Inc							
	202505104	05/01/2025	10477	Flex Plan	15,214.41		10-477
	75888	05/02/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	2,113.99	25040197	10-2310-220-00-79-600-14
	76207	05/30/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	2,121.95	25050197	10-2310-220-00-79-600-14
					$19,450.35	**Payee Vendor Total**	
Bergren, Elizabeth							
	75997	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					$420.00	**Payee Vendor Total**	
Bertelsman, Benjamin							
	75998	05/16/2025	10-1500-335-00-71-300-13	Conference Travel HS	79.80		10-1500-335-00-71-300-13
					$79.80	**Payee Vendor Total**	
Bjorem Speech Publication							
	75844	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	9.00	20252534	10-1200-410-92-79-600-14
	75844	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	60.00	20252534	10-1200-410-92-79-600-14
	75844	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	82.97	20252534	10-1200-410-92-79-600-14
	75889	05/02/2025	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	8.44	20252288	10-2150-410-92-79-605-14
	75889	05/02/2025	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	60.00	20252288	10-2150-410-92-79-605-14
	75889	05/02/2025	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	50.00	20252288	10-2150-410-92-79-605-14
	75889	05/02/2025	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	50.00	20252288	10-2150-410-92-79-605-14
					$320.41	**Payee Vendor Total**	
Blu Petroleum							
	75890	05/02/2025	40-2552-464-00-79	Diesel/Gasoline	4,496.74	25040827	40-2552-464-00-79
	75890	05/02/2025	40-2552-464-00-79	Diesel/Gasoline	4,497.67	25040827	40-2552-464-00-79
	75890	05/02/2025	40-2552-464-00-79	Diesel/Gasoline	596.95	25040827	40-2552-464-00-79
	75890	05/02/2025	40-2552-464-00-79	Diesel/Gasoline	313.48	25040827	40-2552-464-00-79
	75890	05/02/2025	40-2552-464-00-79	Diesel/Gasoline	4,190.73	25040827	40-2552-464-00-79
	75932	05/09/2025	40-2552-464-00-79	Diesel/Gasoline	4,434.52	25040827	40-2552-464-00-79
	75932	05/09/2025	40-2552-464-00-79	Diesel/Gasoline	1,152.09	25041647	40-2552-464-00-79
	76074	05/16/2025	40-2552-464-00-79	Diesel/Gasoline	3,993.79	25050827	40-2552-464-00-79
	76173	05/23/2025	40-2552-464-00-79	Diesel/Gasoline	2,861.29	25050827	40-2552-464-00-79
	76173	05/23/2025	40-2552-464-00-79	Diesel/Gasoline	934.44	25051647	40-2552-464-00-79

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	76208	05/30/2025	40-2552-464-00-79	Diesel/Gasoline	6,339.65	25030827	40-2552-464-00-79
	76229	06/05/2025	40-2552-464-00-79	Diesel/Gasoline	3,608.83	25050827	40-2552-464-00-79
	76173	05/23/2025	40-2552-464-00-79	Diesel/Gasoline	3,407.71	25050827	40-2552-464-00-79
	76208	05/30/2025	40-2552-464-00-79	Diesel/Gasoline	1,124.69	25051647	40-2552-464-00-79
					$41,952.58	**Payee Vendor Total**	
Blue Cross Blue Shield							
	202504300	04/30/2025	10-1100-220-00-79-600-14	Regular Programs Insurance	273,548.16	25030417	10-1100-220-00-79-600-14
	202505070	05/07/2025	10-1100-220-00-79-600-14	Regular Programs Insurance	543,992.91	25040417	10-1100-220-00-79-600-14
	20250522	05/22/2025	10-1100-220-00-79-600-14	Regular Programs Insurance	652,593.57	25050417	10-1100-220-00-79-600-14
	20250407	05/29/2025	10-1100-220-00-79-600-14	Regular Programs Insurance	276,264.08	25040417	10-1100-220-00-79-600-14
					$1,746,398.72	**Payee Vendor Total**	
BMO Mastercard							
	202504031	04/28/2025	10-158	Activity Funds	95.48	20252219	10-120
	202504031	04/28/2025	10-158	Activity Funds	956.56	20252219	10-120
	202504031	04/28/2025	10-158	Activity Funds	75.21	20252219	10-120
	202504031	04/28/2025	10-158	Activity Funds	19.15	20252219	10-120
	202504031	04/28/2025	10-158	Activity Funds	25.20	20252219	10-120
	202504031	04/28/2025	10-158	Activity Funds	115.16	20252219	10-120
	202504031	04/28/2025	10-158	Activity Funds	101.77	20252219	10-120
	202504031	04/28/2025	10-158	Activity Funds	8.32	20252219	10-120
	202504031	04/28/2025	10-158	Activity Funds	44.16	20252219	10-120
	202504031	04/28/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	360.00	20252220	10-2213-415-00-71-300-13
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	150.00	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	75.89	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	1,061.07	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-158	Activity Funds	300.00	20252221	10-120
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	74.82	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	130.00	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	130.00	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	130.00	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	175.86	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	117.12	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-158	Activity Funds	34.20	20252221	10-120
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	132.11	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	1,061.07	20252221	10-1500-335-00-71-300-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202504031	04/28/2025	10-158	Activity Funds	109.68	20252221	10-120
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	111.15	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	70.47	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-158	Activity Funds	1,774.31	20252221	10-120
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	117.38	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-158	Activity Funds	23.99	20252221	10-120
	202504031	04/28/2025	10-158	Activity Funds	109.98	20252221	10-120
	202504031	04/28/2025	10-158	Activity Funds	25.40	20252221	10-120
	202504031	04/28/2025	10-158	Activity Funds	96.26	20252221	10-120
	202504031	04/28/2025	10-158	Activity Funds	(279.92)	20252221	10-120
	202504031	04/28/2025	10-158	Activity Funds	237.84	20252221	10-120
	202504031	04/28/2025	10-158	Activity Funds	148.44	20252221	10-120
	202504031	04/28/2025	10-158	Activity Funds	68.87	20252221	10-120
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	98.42	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-158	Activity Funds	15.52	20252221	10-120
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	1,061.07	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-158	Activity Funds	627.45	20252221	10-120
	202504031	04/28/2025	10-158	Activity Funds	125.18	20252221	10-120
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	20.00	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-158	Activity Funds	107.79	20252221	10-120
	202504031	04/28/2025	10-158	Activity Funds	(31.25)	20252221	10-120
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	400.50	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	400.50	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-158	Activity Funds	66.28	20252221	10-120
	202504031	04/28/2025	10-1500-335-00-71-300-13	Conference Travel HS	59.20	20252221	10-1500-335-00-71-300-13
	202504031	04/28/2025	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	16.82	20252222	10-2213-415-00-74-500-14
	202504031	04/28/2025	10-1100-423-00-74-500-14	New Adoption 6-12	79.19	20252222	10-1100-423-00-74-500-14
	202504031	04/28/2025	10-1100-423-00-74-500-14	New Adoption 6-12	156.84	20252222	10-1100-423-00-74-500-14
	202504031	04/28/2025	10-1100-423-00-74-500-14	New Adoption 6-12	13.24	20252222	10-1100-423-00-74-500-14
	202504031	04/28/2025	10-1100-423-00-74-500-14	New Adoption 6-12	95.81	20252222	10-1100-423-00-74-500-14
	202504031	04/28/2025	10-1100-423-00-74-500-14	New Adoption 6-12	173.30	20252222	10-1100-423-00-74-500-14
	202504031	04/28/2025	10-1100-423-00-74-500-14	New Adoption 6-12	184.21	20252222	10-1100-423-00-74-500-14
	202504031	04/28/2025	10-1100-421-00-74-500-14	Materials 6-12	79.96	20252222	10-1100-421-00-74-500-14
	202504031	04/28/2025	10-1100-423-00-74-500-14	New Adoption 6-12	16.15	20252222	10-1100-423-00-74-500-14
	202504031	04/28/2025	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	18.82	20252222	10-2213-415-00-74-500-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202504031	04/28/2025	10-1100-423-00-74-500-14	New Adoption 6-12	2.82	20252222	10-1100-423-00-74-500-14	
	202504031	04/28/2025	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	24.80	20252222	10-2213-415-00-74-500-14	
	202504031	04/28/2025	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	24.80	20252222	10-2213-415-00-74-500-14	
	202504031	04/28/2025	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	24.80	20252222	10-2213-415-00-74-500-14	
	202504031	04/28/2025	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	39.64	20252222	10-2213-415-00-74-500-14	
	202504031	04/28/2025	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	43.20	20252222	10-2213-415-00-74-500-14	
	202504031	04/28/2025	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	37.80	20252222	10-2213-415-00-74-500-14	
	202504031	04/28/2025	10-3900-339-89-79-905-14	Title I Comm Rel P.S.	250.00	20252222	10-3900-339-89-79-605-14	
	202504031	04/28/2025	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	21.66	20252222	10-1800-410-84-79-605-14	
	202504031	04/28/2025	10-1100-423-00-74-500-14	New Adoption 6-12	56.61	20252222	10-1100-423-00-74-500-14	
	202504031	04/28/2025	10-1100-423-00-74-500-14	New Adoption 6-12	2.12	20252222	10-1100-423-00-74-500-14	
	202504031	04/28/2025	10-1100-421-00-74-500-14	Materials 6-12	119.94	20252222	10-1100-421-00-74-500-14	
	202504031	04/28/2025	10-1100-421-00-74-500-14	Materials 6-12	119.94	20252222	10-1100-421-00-74-500-14	745
	202504031	04/28/2025	10-1100-423-00-74-500-14	New Adoption 6-12	(2.12)	20252222	10-1100-423-00-74-500-14	
	202504031	04/28/2025	10-1100-423-00-74-500-14	New Adoption 6-12	44.24	20252222	10-1100-423-00-74-500-14	
	202504031	04/28/2025	10-1100-423-00-74-500-14	New Adoption 6-12	47.19	20252222	10-1100-423-00-74-500-14	
	202504031	04/28/2025	10-1100-423-00-74-500-14	New Adoption 6-12	156.45	20252222	10-1100-423-00-74-500-14	
	202504031	04/28/2025	10-2520-410-00-74-500-14	Supplies Fiscal	13.89	20252223	10-2520-410-00-74-500-14	
	202504031	04/28/2025	10-2520-310-00-74-500-14	Prof & Tech Fiscal	205.00	20252223	10-2520-310-00-74-500-14	
	202504031	04/28/2025	10-2520-310-00-74-500-14	Prof & Tech Fiscal	205.00	20252223	10-2520-310-00-74-500-14	
	202504031	04/28/2025	10-2520-410-00-74-500-14	Supplies Fiscal	55.17	20252223	10-2520-410-00-74-500-14	
	202504031	04/28/2025	10-2520-410-00-74-500-14	Supplies Fiscal	24.18	20252223	10-2520-410-00-74-500-14	
	202504031	04/28/2025	10-2310-410-00-74-500-14	Supplies Board	143.12	20252224	10-2310-410-00-74-500-14	
	202504031	04/28/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	77.22	20252225	10-1200-410-00-79-600-14	
	202504031	04/28/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	(175.00)	20252225	10-2210-314-92-79-605-14	
	202504031	04/28/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	115.00	20252225	10-4220-670-00-79-600-14	
	202504031	04/28/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	115.00	20252225	10-4220-670-00-79-600-14	
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	26.55	20252225	10-1200-410-66-71-300-13	
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	14.60	20252225	10-1200-410-66-71-300-13	
	202504031	04/28/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	115.00	20252225	10-4220-670-00-79-600-14	
	202504031	04/28/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	(350.00)	20252225	10-2210-314-92-79-605-14	
	202504031	04/28/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	192.76	20252225	10-1200-410-00-79-600-14	
	202504031	04/28/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	349.17	20252225	10-2210-314-92-79-605-14	
	202504031	04/28/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	241.66	20252225	10-2110-410-92-79-605-14	
	202504031	04/28/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	9.99	20252225	10-2110-410-92-79-605-14	

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	202504031	04/28/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	508.50	20252225	10-2210-314-92-79-605-14	
	202504031	04/28/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	31.99	20252225	10-2110-410-92-79-605-14	
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	38.29	20252225	10-1200-410-92-79-600-14	
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	69.97	20252225	10-1200-410-92-79-600-14	
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	20.99	20252225	10-1200-410-92-79-600-14	
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	20.95	20252225	10-1200-410-92-79-600-14	
	202504031	04/28/2025	10-2633-360-00-74-500-14	Communications Purch Services	107.24	20252226	10-2633-360-00-74-500-14	
	202504031	04/28/2025	10-2633-360-00-74-500-14	Communications Purch Services	183.00	20252226	10-2633-360-00-74-500-14	
	202504031	04/28/2025	10-2321-410-00-74-500-14	Supplies Supt	73.46	20252226	10-2321-410-00-74-500-14	
	202504031	04/28/2025	10-2321-410-00-74-500-14	Supplies Supt	87.49	20252226	10-2321-410-00-74-500-14	
	202504031	04/28/2025	10-1120-410-09-74-210-13	Home Ec Heineman	30.98	20252227	10-1120-410-09-74-210-13	
	202504031	04/28/2025	10-1120-410-13-74-210-08	Heineman Science Supplies 8	330.48	20252227	10-1120-410-13-74-210-08	
	202504031	04/28/2025	10-1500-332-00-74-210-13	Athletic Travel Heineman	823.20	20252227	10-1500-332-00-74-210-13	746
	202504031	04/28/2025	10-2120-410-00-74-210-13	Supplies Guidance Heineman	39.98	20252227	10-2120-410-00-74-210-13	
	202504031	04/28/2025	10-2410-410-00-74-210-13	Office Supplies Heineman	11.91	20252227	10-2410-410-00-74-210-13	
	202504031	04/28/2025	10-2220-430-00-74-210-13	Media Center Heineman	167.83	20252227	10-2220-430-00-74-210-13	
	202504031	04/28/2025	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	390.80	20252227	10-1120-323-00-74-210-13	
	202504031	04/28/2025	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	102.15	20252227	10-1120-323-00-74-210-13	
	202504031	04/28/2025	10-1120-410-13-74-210-07	Heineman Science Supplies 7	69.75	20252227	10-1120-410-13-74-210-07	
	202504031	04/28/2025	10-1120-410-13-74-210-07	Heineman Science Supplies 7	177.70	20252227	10-1120-410-13-74-210-07	
	202504031	04/28/2025	10-1120-410-13-74-210-07	Heineman Science Supplies 7	6.48	20252227	10-1120-410-13-74-210-07	
	202504031	04/28/2025	10-1120-410-13-74-210-06	Heineman Science Supplies 6	579.54	20252227	10-1120-410-13-74-210-06	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	114.95	20252227	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	28.60	20252227	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	7.79	20252227	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-2410-410-00-74-210-13	Office Supplies Heineman	33.78	20252227	10-2410-410-00-74-210-13	
	202504031	04/28/2025	10-158	Activity Funds	288.12	20252227	10-120	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	45.90	20252227	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	19.99	20252227	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-2220-490-00-74-210-13	Media Center Tech Heineman	(8.25)	20252227	10-2220-490-00-74-210-13	
	202504031	04/28/2025	10-2220-490-00-74-210-13	Media Center Tech Heineman	(15.99)	20252227	10-2220-490-00-74-210-13	
	202504031	04/28/2025	10-1120-410-13-74-210-07	Heineman Science Supplies 7	13.99	20252227	10-1120-410-13-74-210-07	
	202504031	04/28/2025	10-1500-411-00-74-210-13	Awards Heineman	420.00	20252227	10-1500-411-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	169.95	20252227	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	241.69	20252227	10-1120-410-00-74-210-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202504031	04/28/2025	10-1120-410-13-74-210-07	Heineman Science Supplies 7	23.97	20252227	10-1120-410-13-74-210-07
	202504031	04/28/2025	10-1500-332-00-74-210-13	Athletic Travel Heineman	240.47	20252227	10-1500-332-00-74-210-13
	202504031	04/28/2025	10-1120-410-09-74-210-13	Home Ec Heineman	43.86	20252227	10-1120-410-09-74-210-13
	202504031	04/28/2025	10-1120-410-09-74-210-13	Home Ec Heineman	11.32	20252227	10-1120-410-09-74-210-13
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	3.02	20252227	10-1120-410-00-74-210-13
	202504031	04/28/2025	10-1120-410-09-74-210-13	Home Ec Heineman	177.62	20252227	10-1120-410-09-74-210-13
	202504031	04/28/2025	10-1120-410-09-74-210-13	Home Ec Heineman	5.27	20252227	10-1120-410-09-74-210-13
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	385.00	20252227	10-1120-410-00-74-210-13
	202504031	04/28/2025	10-158	Activity Funds	14.92	20252227	10-120
	202504031	04/28/2025	10-1500-332-00-74-210-13	Athletic Travel Heineman	413.80	20252227	10-1500-332-00-74-210-13
	202504031	04/28/2025	10-158	Activity Funds	19.44	20252227	10-120
	202504031	04/28/2025	10-1120-410-09-74-210-13	Home Ec Heineman	20.89	20252227	10-1120-410-09-74-210-13
	202504031	04/28/2025	10-1500-332-00-74-210-13	Athletic Travel Heineman	300.66	20252227	10-1500-332-00-74-210-13
	202504031	04/28/2025	10-1500-332-00-74-210-13	Athletic Travel Heineman	37.96	20252227	10-1500-332-00-74-210-13
	202504031	04/28/2025	10-158	Activity Funds	19.90	20252227	10-120
	202504031	04/28/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	27.75	20252228	10-2210-314-92-79-605-14
	202504031	04/28/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	45.00	20252228	10-2210-314-92-79-605-14
	202504031	04/28/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	136.08	20252228	10-2210-314-92-79-605-14
	202504031	04/28/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	24.60	20252228	10-2210-314-92-79-605-14
	202504031	04/28/2025	10-1500-332-00-72-220-13	Athletic Travel Marlowe	1,980.16	20252229	10-1500-332-00-72-220-13
	202504031	04/28/2025	10-1120-410-80-72-220-13	PBIS	49.99	20252229	10-1120-410-80-72-220-13
	202504031	04/28/2025	10-1120-410-80-72-220-13	PBIS	65.94	20252229	10-1120-410-80-72-220-13
	202504031	04/28/2025	10-1120-410-80-72-220-13	PBIS	37.80	20252229	10-1120-410-80-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	36.93	20252229	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-80-72-220-13	PBIS	32.99	20252229	10-1120-410-80-72-220-13
	202504031	04/28/2025	10-2410-410-00-72-220-13	Office Supplies Marlowe	21.33	20252229	10-2410-410-00-72-220-13
	202504031	04/28/2025	10-1500-410-00-72-220-13	Training Supplies Marlowe	142.00	20252229	10-1500-410-00-72-220-13
	202504031	04/28/2025	10-1120-390-00-72-220-13	Marlowe Purchased Service	96.00	20252229	10-1120-390-00-72-220-13
	202504031	04/28/2025	10-1120-360-00-72-220-13	Printing Marlowe	144.00	20252229	10-1120-360-00-72-220-13
	202504031	04/28/2025	10-1500-332-00-72-220-13	Athletic Travel Marlowe	101.64	20252229	10-1500-332-00-72-220-13
	202504031	04/28/2025	10-1500-410-00-72-220-13	Training Supplies Marlowe	963.00	20252229	10-1500-410-00-72-220-13
	202504031	04/28/2025	10-158	Activity Funds	112.40	20252229	10-120
	202504031	04/28/2025	10-158	Activity Funds	225.99	20252229	10-120
	202504031	04/28/2025	10-2120-410-00-72-220-13	Supplies Guidance Marlowe	89.99	20252229	10-2120-410-00-72-220-13
	202504031	04/28/2025	10-1500-332-00-72-220-13	Athletic Travel Marlowe	291.00	20252229	10-1500-332-00-72-220-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	359.58	20252229	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-09-72-220-13	Home Ec Marlowe	7.38	20252229	10-1120-410-09-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	64.98	20252229	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-158	Activity Funds	185.50	20252229	10-120
	202504031	04/28/2025	10-1120-410-09-72-220-13	Home Ec Marlowe	82.68	20252229	10-1120-410-09-72-220-13
	202504031	04/28/2025	10-1120-410-09-72-220-13	Home Ec Marlowe	144.42	20252229	10-1120-410-09-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	13.97	20252229	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-390-00-72-220-13	Marlowe Purchased Service	96.00	20252229	10-1120-390-00-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	113.17	20252229	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-80-72-220-13	PBIS	18.99	20252229	10-1120-410-80-72-220-13
	202504031	04/28/2025	10-1120-410-08-72-220-13	Health Supplies Marlowe	99.00	20252229	10-1120-410-08-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	3.98	20252229	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	9.99	20252229	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	24.69	20252229	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	165.39	20252229	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	114.07	20252229	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	32.16	20252229	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	53.86	20252229	10-1120-410-13-72-220-07
	202504031	04/28/2025	10-1120-323-00-72-220-13	Repairs Marlowe	720.90	20252229	10-1120-323-00-72-220-13
	202504031	04/28/2025	10-1120-323-00-72-220-13	Repairs Marlowe	35.80	20252229	10-1120-323-00-72-220-13
	202504031	04/28/2025	10-1120-323-00-72-220-13	Repairs Marlowe	280.26	20252229	10-1120-323-00-72-220-13
	202504031	04/28/2025	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	(50.97)	20252229	10-1120-410-13-72-220-08
	202504031	04/28/2025	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	(33.98)	20252229	10-1120-410-13-72-220-08
	202504031	04/28/2025	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	184.95	20252229	10-1120-410-13-72-220-08
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	26.99	20252229	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	376.68	20252229	10-1120-410-13-72-220-07
	202504031	04/28/2025	10-1120-410-80-72-220-13	PBIS	100.82	20252229	10-1120-410-80-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	85.81	20252229	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-2220-430-00-72-120-13	Media Center Martin	32.79	20252230	10-2220-430-00-72-120-13
	202504031	04/28/2025	10-1110-323-00-72-120-13	Repairs Martin	593.24	20252230	10-1110-323-00-72-120-13
	202504031	04/28/2025	10-2220-490-00-72-120-13	Media Center Tech Martin	8.95	20252230	10-2220-490-00-72-120-13
	202504031	04/28/2025	10-2220-490-00-72-120-13	Media Center Tech Martin	29.50	20252230	10-2220-490-00-72-120-13
	202504031	04/28/2025	10-1110-410-12-72-120-13	Music SuppliesMartin	32.13	20252230	10-1110-410-12-72-120-13
	202504031	04/28/2025	10-158	Activity Funds	18.99	20252230	10-120
	202504031	04/28/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	18.98	20252230	10-1110-410-00-72-120-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202504031	04/28/2025	10-158	Activity Funds	18.99	20252230	10-120	
	202504031	04/28/2025	10-2410-410-00-72-120-13	Office Supplies Martin	32.12	20252230	10-2410-410-00-72-120-13	
	202504031	04/28/2025	10-158	Activity Funds	25.20	20252230	10-120	
	202504031	04/28/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	16.98	20252230	10-1110-410-00-72-120-13	
	202504031	04/28/2025	10-158	Activity Funds	107.96	20252230	10-120	
	202504031	04/28/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	27.98	20252230	10-1110-410-00-72-120-13	
	202504031	04/28/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	72.16	20252230	10-1110-410-00-72-120-13	
	202504031	04/28/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	9.90	20252230	10-1110-410-00-72-120-13	
	202504031	04/28/2025	10-158	Activity Funds	170.01	20252230	10-120	
	202504031	04/28/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	294.21	20252230	10-1110-410-00-72-120-13	
	202504031	04/28/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	113.26	20252230	10-1110-410-00-72-120-13	
	202504031	04/28/2025	10-1110-410-02-72-110-13	Art Supplies Chesak	52.24	20252231	10-1110-410-02-72-110-13	
	202504031	04/28/2025	10-2220-490-00-72-110-13	Media Center Tech Chesak	14.99	20252231	10-2220-490-00-72-110-13	749
	202504031	04/28/2025	10-1110-410-00-72-110-13	Inst Supplies Chesak	15.30	20252231	10-1110-410-00-72-110-13	
	202504031	04/28/2025	10-2410-410-00-72-110-13	Office Supplies Chesak	28.65	20252231	10-2410-410-00-72-110-13	
	202504031	04/28/2025	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	106.15	20252231	10-2213-415-00-72-110-13	
	202504031	04/28/2025	10-1110-410-00-72-110-13	Inst Supplies Chesak	58.39	20252231	10-1110-410-00-72-110-13	
	202504031	04/28/2025	10-1130-410-13-71-300-13	Science Supplies HS	176.78	20252232	10-1130-410-13-71-300-13	
	202504031	04/28/2025	10-158	Activity Funds	150.00	20252232	10-120	
	202504031	04/28/2025	10-2410-332-00-71-300-13	Prin Travel HS	338.00	20252232	10-2410-332-00-71-300-13	
	202504031	04/28/2025	10-1130-323-00-71-300-13	Repairs HS	116.99	20252232	10-1130-323-00-71-300-13	
	202504031	04/28/2025	10-1400-410-09-71-300-13	Family Consumer Science HS	35.74	20252232	10-1400-410-09-71-300-13	
	202504031	04/28/2025	10-1130-410-13-71-300-13	Science Supplies HS	109.86	20252232	10-1130-410-13-71-300-13	
	202504031	04/28/2025	10-1538-410-00-71-305-13	TV Production Supplies	150.00	20252232	10-1538-410-00-71-305-13	
	202504031	04/28/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	66.09	20252232	10-2213-415-00-71-300-13	
	202504031	04/28/2025	10-2410-410-00-71-300-13	Office Supplies HS	17.69	20252232	10-2410-410-00-71-300-13	
	202504031	04/28/2025	10-1130-410-05-71-300-13	English Supplies HS	207.16	20252232	10-1130-410-05-71-300-13	
	202504031	04/28/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	1,568.78	20252232	10-1130-490-02-71-300-13	
	202504031	04/28/2025	10-1130-410-13-71-300-13	Science Supplies HS	27.98	20252232	10-1130-410-13-71-300-13	
	202504031	04/28/2025	10-1130-314-06-71-305-13	Alternative School	42.98	20252232	10-1130-314-06-71-305-13	
	202504031	04/28/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	22.28	20252232	10-1130-490-02-71-300-13	
	202504031	04/28/2025	10-1130-410-00-71-300-13	Inst Supplies HS	395.99	20252232	10-1130-410-00-71-300-13	
	202504031	04/28/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	339.53	20252232	10-1130-490-02-71-300-13	
	202504031	04/28/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	38.00	20252232	10-1130-490-02-71-300-13	
	202504031	04/28/2025	10-2410-410-00-71-300-13	Office Supplies HS	9.97	20252232	10-2410-410-00-71-300-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202504031	04/28/2025	10-2410-410-00-71-300-13	Office Supplies HS	12.88	20252232	10-2410-410-00-71-300-13	
	202504031	04/28/2025	10-1130-410-02-71-300-13	Art Supplies HS	53.95	20252232	10-1130-410-02-71-300-13	
	202504031	04/28/2025	10-1130-314-06-71-305-13	Alternative School	38.60	20252232	10-1130-314-06-71-305-13	
	202504031	04/28/2025	10-1130-314-06-71-305-13	Alternative School	21.43	20252232	10-1130-314-06-71-305-13	
	202504031	04/28/2025	10-2410-490-00-71-300-13	HS Staff Recognition	43.45	20252232	10-2410-490-00-71-300-13	
	202504031	04/28/2025	10-1130-410-00-71-300-13	Inst Supplies HS	7.59	20252232	10-1130-410-00-71-300-13	
	202504031	04/28/2025	10-1400-410-09-71-300-13	Family Consumer Science HS	10.46	20252232	10-1400-410-09-71-300-13	
	202504031	04/28/2025	10-1130-314-06-71-305-13	Alternative School	16.91	20252232	10-1130-314-06-71-305-13	
	202504031	04/28/2025	10-1130-323-00-71-300-13	Repairs HS	44.99	20252232	10-1130-323-00-71-300-13	
	202504031	04/28/2025	10-2220-430-00-71-300-13	Media Center HS	63.53	20252232	10-2220-430-00-71-300-13	
	202504031	04/28/2025	10-1130-410-15-71-300-13	Social Studies Supplies HS	42.95	20252232	10-1130-410-15-71-300-13	
	202504031	04/28/2025	10-1130-314-06-71-305-13	Alternative School	26.03	20252232	10-1130-314-06-71-305-13	
	202504031	04/28/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	83.43	20252232	10-1400-410-10-71-300-13	750
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	50.42	20252233	10-1110-410-00-71-100-13	
	202504031	04/28/2025	10-2220-490-00-71-100-13	Media Center Tech Leggee	58.36	20252233	10-2220-490-00-71-100-13	
	202504031	04/28/2025	10-2220-430-00-71-100-13	Media Center Leggee	436.00	20252233	10-2220-430-00-71-100-13	
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	155.37	20252233	10-1110-410-00-71-100-13	
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	(314.00)	20252233	10-1110-410-00-71-100-13	
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	25.78	20252233	10-1110-410-00-71-100-13	
	202504031	04/28/2025	10-1110-410-02-71-100-13	Art Supplies Leggee	44.59	20252233	10-1110-410-02-71-100-13	
	202504031	04/28/2025	10-1110-410-02-71-100-13	Art Supplies Leggee	114.39	20252233	10-1110-410-02-71-100-13	
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	207.93	20252233	10-1110-410-00-71-100-13	
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	37.99	20252233	10-1110-410-00-71-100-13	
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	29.99	20252233	10-1110-410-00-71-100-13	
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	22.99	20252233	10-1110-410-00-71-100-13	
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	14.11	20252233	10-1110-410-00-71-100-13	
	202504031	04/28/2025	10-2220-490-00-71-100-13	Media Center Tech Leggee	67.99	20252233	10-2220-490-00-71-100-13	
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	117.87	20252233	10-1110-410-00-71-100-13	
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	29.44	20252233	10-1110-410-00-71-100-13	
	202504031	04/28/2025	10-158	Activity Funds	12.57	20252233	10-120	
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	67.94	20252233	10-1110-410-00-71-100-13	
	202504031	04/28/2025	10-1543-332-00-71-305-13	Activities Travel	189.28	20252234	10-1543-332-00-71-305-13	
	202504031	04/28/2025	10-158	Activity Funds	57.36	20252234	10-120	
	202504031	04/28/2025	10-158	Activity Funds	145.80	20252234	10-120	
	202504031	04/28/2025	10-1543-332-00-71-305-13	Activities Travel	139.92	20252234	10-1543-332-00-71-305-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202504031	04/28/2025	10-1543-332-00-71-305-13	Activities Travel	139.92	20252234	10-1543-332-00-71-305-13
	202504031	04/28/2025	10-1543-332-00-71-305-13	Activities Travel	139.92	20252234	10-1543-332-00-71-305-13
	202504031	04/28/2025	10-1543-332-00-71-305-13	Activities Travel	139.92	20252234	10-1543-332-00-71-305-13
	202504031	04/28/2025	10-158	Activity Funds	57.16	20252234	10-120
	202504031	04/28/2025	10-1543-332-00-71-305-13	Activities Travel	217.28	20252234	10-1543-332-00-71-305-13
	202504031	04/28/2025	10-158	Activity Funds	64.68	20252234	10-120
	202504031	04/28/2025	10-1543-332-00-71-305-13	Activities Travel	202.00	20252234	10-1543-332-00-71-305-13
	202504031	04/28/2025	10-1543-332-00-71-305-13	Activities Travel	98.65	20252234	10-1543-332-00-71-305-13
	202504031	04/28/2025	10-1543-332-00-71-305-13	Activities Travel	66.41	20252234	10-1543-332-00-71-305-13
	202504031	04/28/2025	10-158	Activity Funds	34.97	20252234	10-120
	202504031	04/28/2025	10-158	Activity Funds	29.97	20252234	10-120
	202504031	04/28/2025	10-158	Activity Funds	29.97	20252234	10-120
	202504031	04/28/2025	10-158	Activity Funds	82.92	20252234	10-120
	202504031	04/28/2025	10-158	Activity Funds	43.98	20252234	10-120
	202504031	04/28/2025	10-158	Activity Funds	19.78	20252234	10-120
	202504031	04/28/2025	10-158	Activity Funds	6.49	20252234	10-120
	202504031	04/28/2025	10-158	Activity Funds	37.58	20252234	10-120
	202504031	04/28/2025	10-158	Activity Funds	199.92	20252234	10-120
	202504031	04/28/2025	10-158	Activity Funds	125.26	20252234	10-120
	202504031	04/28/2025	10-158	Activity Funds	4,337.00	20252234	10-120
	202504031	04/28/2025	10-158	Activity Funds	216.50	20252234	10-120
	202504031	04/28/2025	10-1543-332-00-71-305-13	Activities Travel	89.00	20252234	10-1543-332-00-71-305-13
	202504031	04/28/2025	10-158	Activity Funds	79.22	20252234	10-120
	202504031	04/28/2025	10-158	Activity Funds	41.97	20252234	10-120
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	99.04	20252235	10-1200-410-66-71-300-13
	202504031	04/28/2025	20-2542-410-00-79	Supplies B & G	92.00	20252236	20-2542-410-00-79
	202504031	04/28/2025	20-2542-410-00-79	Supplies B & G	28.77	20252236	20-2542-410-00-79
	202504031	04/28/2025	20-2542-410-00-79	Supplies B & G	168.92	20252236	20-2542-410-00-79
	202504031	04/28/2025	20-2540-410-00-79	Office Supplies B & G	13.97	20252236	20-2540-410-00-79
	202504031	04/28/2025	20-2542-410-00-79	Supplies B & G	253.09	20252236	20-2542-410-00-79
	202504031	04/28/2025	20-2542-390-00-79	Other Purchased Service	195.84	20252236	20-2542-390-00-79
	202504031	04/28/2025	10-1110-410-12-74-140-13	Mackeben Music Supplies	129.98	20252237	10-1110-410-12-74-140-13
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	255.51	20252237	10-1110-410-00-74-140-13
	202504031	04/28/2025	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	260.92	20252237	10-2213-415-00-74-140-13
	202504031	04/28/2025	10-1110-323-00-74-140-13	Repairs & Maintenance Mackeben	40.33	20252237	10-1110-323-00-74-140-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202504031	04/28/2025	10-2220-490-00-74-140-13	Media Center Tech Mackeben	69.98	20252237	10-2220-490-00-74-140-13	
	202504031	04/28/2025	10-1110-410-02-74-140-13	Mackeben Art Supplies	140.16	20252237	10-1110-410-02-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	49.65	20252237	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-1110-410-12-74-140-13	Mackeben Music Supplies	38.43	20252237	10-1110-410-12-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	60.98	20252237	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-1110-410-12-74-140-13	Mackeben Music Supplies	68.97	20252237	10-1110-410-12-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	72.89	20252237	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	79.67	20252237	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-1110-410-12-74-140-13	Mackeben Music Supplies	136.34	20252237	10-1110-410-12-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	215.25	20252237	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	226.35	20252237	10-2410-491-00-74-140-13	
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	85.57	20252238	10-1200-410-66-71-300-13	
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	52.91	20252238	10-1200-410-66-71-300-13	752
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	278.03	20252238	10-1200-410-66-71-300-13	
	202504031	04/28/2025	10-1200-310-66-71-300-13	STEP Purchased Services	200.00	20252238	10-1200-310-66-71-300-13	
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	43.30	20252238	10-1200-410-66-71-300-13	
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	219.62	20252238	10-1200-410-66-71-300-13	
	202504031	04/28/2025	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	58.97	20252239	10-2213-415-00-72-165-13	
	202504031	04/28/2025	10-2560-415-95-79-600-14	ECE Snacks	40.71	20252239	10-2560-415-95-79-600-14	
	202504031	04/28/2025	10-1125-390-90-79-600-14	Purchased Serv Parent-Tot	400.00	20252239	10-1125-390-90-79-600-14	
	202504031	04/28/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	499.00	20252239	10-2210-314-92-79-605-14	
	202504031	04/28/2025	10-1000-310-98-79-600-14	Teacher Vacancy Purch Svcs	31.43	20252239	10-1000-310-98-79-600-14	
	202504031	04/28/2025	10-1125-490-00-79-600-14	Supplies Preschool	189.67	20252239	10-1125-490-00-79-600-14	
	202504031	04/28/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	295.00	20252239	10-2210-314-92-79-605-14	
	202504031	04/28/2025	10-158	Activity Funds	40.38	20252239	10-120	
	202504031	04/28/2025	10-1125-410-97-79-600-14	All Children Supplies	77.97	20252239	10-1125-410-97-79-600-14	
	202504031	04/28/2025	10-1125-410-97-79-600-14	All Children Supplies	148.27	20252239	10-1125-410-97-79-600-14	
	202504031	04/28/2025	10-2300-410-97-79-600-14	All Children Gen Admin Sup	17.45	20252239	10-2300-410-97-79-600-14	
	202504031	04/28/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	295.00	20252239	10-2210-314-92-79-605-14	
	202504031	04/28/2025	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	60.01	20252240	10-2560-410-00-72-220-13	
	202504031	04/28/2025	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	263.67	20252240	10-2560-410-00-72-220-13	
	202504031	04/28/2025	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	(61.91)	20252240	10-2560-410-00-72-220-13	
	202504031	04/28/2025	10-158	Activity Funds	128.03	20252241	10-120	
	202504031	04/28/2025	10-158	Activity Funds	74.17	20252241	10-120	
	202504031	04/28/2025	10-158	Activity Funds	34.42	20252241	10-120	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202504031	04/28/2025	10-158	Activity Funds	111.92	20252241	10-120
	202504031	04/28/2025	10-158	Activity Funds	440.00	20252241	10-120
	202504031	04/28/2025	10-158	Activity Funds	440.00	20252241	10-120
	202504031	04/28/2025	10-158	Activity Funds	107.00	20252241	10-120
	202504031	04/28/2025	10-158	Activity Funds	116.00	20252241	10-120
	202504031	04/28/2025	10-158	Activity Funds	4.08	20252241	10-120
	202504031	04/28/2025	10-2220-430-00-74-150-13	Media Center Conley	84.61	20252242	10-2220-430-00-74-150-13
	202504031	04/28/2025	10-2220-430-00-74-150-13	Media Center Conley	274.31	20252242	10-2220-430-00-74-150-13
	202504031	04/28/2025	10-2220-430-00-74-150-13	Media Center Conley	124.48	20252242	10-2220-430-00-74-150-13
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	42.47	20252242	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	109.78	20252242	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	5.78	20252242	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-158	Activity Funds	30.58	20252242	10-120
	202504031	04/28/2025	10-158	Activity Funds	70.09	20252242	10-120
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	12.88	20252242	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-2220-430-00-74-150-13	Media Center Conley	71.77	20252242	10-2220-430-00-74-150-13
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	23.60	20252242	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	50.96	20252242	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	18.57	20252242	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	121.00	20252242	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-2220-490-00-74-150-13	Media Center Tech Conley	33.59	20252242	10-2220-490-00-74-150-13
	202504031	04/28/2025	10-2410-410-00-74-150-13	Office Supplies Conley	13.51	20252242	10-2410-410-00-74-150-13
	202504031	04/28/2025	10-2220-430-00-74-150-13	Media Center Conley	74.66	20252242	10-2220-430-00-74-150-13
	202504031	04/28/2025	10-2410-410-00-74-150-13	Office Supplies Conley	56.49	20252242	10-2410-410-00-74-150-13
	202504031	04/28/2025	10-1110-323-00-74-150-13	Repairs Conley	40.38	20252242	10-1110-323-00-74-150-13
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	209.01	20252242	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	59.98	20252242	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-2660-319-61-79-600-14	Software Maintenance	7.68	20252243	10-2660-319-61-79-600-14
	202504031	04/28/2025	10-2660-410-00-79-600-14	Supplies Tech	149.99	20252243	10-2660-410-00-79-600-14
	202504031	04/28/2025	10-2660-319-61-79-600-14	Software Maintenance	29.00	20252243	10-2660-319-61-79-600-14
	202504031	04/28/2025	10-2642-350-00-74-500-14	Advertising Human Res	350.00	20252244	10-2642-350-00-74-500-14
	202504031	04/28/2025	10-2642-350-00-74-500-14	Advertising Human Res	250.00	20252244	10-2642-350-00-74-500-14
	202504031	04/28/2025	10-158	Activity Funds	1,111.42	20252310	10-120
	202504031	04/28/2025	10-158	Activity Funds	214.39	20252310	10-120
	202504031	04/28/2025	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	629.99	20252311	10-1500-410-00-71-300-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202504031	04/28/2025	10-158	Activity Funds	300.00	20252311	10-120	
	202504031	04/28/2025	10-158	Activity Funds	93.75	20252311	10-120	
	202504031	04/28/2025	10-158	Activity Funds	120.92	20252311	10-120	
	202504031	04/28/2025	10-158	Activity Funds	6.99	20252311	10-120	
	202504031	04/28/2025	10-158	Activity Funds	97.51	20252311	10-120	
	202504031	04/28/2025	10-158	Activity Funds	68.00	20252311	10-120	
	202504031	04/28/2025	10-1500-640-00-71-300-13	Sports Dues & Fees HS	390.00	20252311	10-1500-640-00-71-300-13	
	202504031	04/28/2025	10-158	Activity Funds	49.95	20252311	10-120	
	202504031	04/28/2025	10-3000-410-84-79-605-14	Title III Comm Svcs Supplies	44.99	20252312	10-3000-410-84-79-605-14	
	202504031	04/28/2025	10-1100-410-56-79-605-14	RtI Materials 6-12	516.81	20252312	10-1100-410-56-79-605-14	
	202504031	04/28/2025	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	141.29	20252312	10-2210-490-00-74-500-14	
	202504031	04/28/2025	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	23.91	20252312	10-2210-490-00-74-500-14	
	202504031	04/28/2025	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	604.41	20252312	10-2210-390-82-79-605-14	754
	202504031	04/28/2025	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	86.40	20252312	10-2210-390-82-79-605-14	
	202504031	04/28/2025	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	27.21	20252312	10-2210-490-00-74-500-14	
	202504031	04/28/2025	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	70.97	20252312	10-2213-415-00-74-500-14	
	202504031	04/28/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	40.98	20252312	10-1800-410-82-79-605-14	
	202504031	04/28/2025	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	32.40	20252312	10-2210-390-82-79-605-14	
	202504031	04/28/2025	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	64.99	20252312	10-2210-490-00-74-500-14	
	202504031	04/28/2025	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	6.97	20252312	10-2210-490-00-74-500-14	
	202504031	04/28/2025	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	9.69	20252312	10-2210-490-00-74-500-14	
	202504031	04/28/2025	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	35.94	20252312	10-2210-390-82-79-605-14	
	202504031	04/28/2025	10-2546-490-00-79-600-14	Security Officer Supplies	2,031.94	20252313	10-2546-490-00-79-600-14	
	202504031	04/28/2025	10-2520-410-00-74-500-14	Supplies Fiscal	82.99	20252314	10-2520-410-00-74-500-14	
	202504031	04/28/2025	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	202.72	20252315	10-3000-410-92-79-600-14	
	202504031	04/28/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	30.48	20252315	10-1200-410-00-79-600-14	
	202504031	04/28/2025	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	89.33	20252315	10-3000-410-92-79-600-14	
	202504031	04/28/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	31.25	20252315	10-1200-410-00-79-600-14	
	202504031	04/28/2025	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	202.72	20252315	10-3000-410-92-79-600-14	
	202504031	04/28/2025	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	202.72	20252315	10-3000-410-92-79-600-14	
	202504031	04/28/2025	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	202.72	20252315	10-3000-410-92-79-600-14	
	202504031	04/28/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	159.33	20252315	10-2210-314-92-79-605-14	
	202504031	04/28/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	508.50	20252315	10-2210-314-92-79-605-14	
	202504031	04/28/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	34.93	20252315	10-1200-410-00-79-600-14	
	202504031	04/28/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	115.00	20252315	10-4220-670-00-79-600-14	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202504031	04/28/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	115.00	20252315	10-4220-670-00-79-600-14	
	202504031	04/28/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	115.00	20252315	10-4220-670-00-79-600-14	
	202504031	04/28/2025	10-3000-310-92-79-600-14	IDEA Comm Engage PS	167.50	20252315	10-3000-310-92-79-600-14	
	202504031	04/28/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	142.50	20252315	10-2130-410-92-79-605-14	
	202504031	04/28/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	237.44	20252315	10-2130-410-92-79-605-14	
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	444.99	20252315	10-1200-410-92-79-600-14	
	202504031	04/28/2025	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	89.49	20252315	10-2150-410-92-79-605-14	
	202504031	04/28/2025	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	78.00	20252315	10-2150-410-92-79-605-14	
	202504031	04/28/2025	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	213.89	20252315	10-2150-410-92-79-605-14	
	202504031	04/28/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	236.24	20252315	10-2130-410-92-79-605-14	
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	29.88	20252315	10-1200-410-92-79-600-14	
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	14.68	20252315	10-1200-410-92-79-600-14	
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	49.60	20252315	10-1200-410-92-79-600-14	755
	202504031	04/28/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	249.52	20252315	10-2130-410-92-79-605-14	
	202504031	04/28/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	209.45	20252315	10-2110-410-92-79-605-14	
	202504031	04/28/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	14.64	20252315	10-2110-410-92-79-605-14	
	202504031	04/28/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	188.59	20252315	10-2110-410-92-79-605-14	
	202504031	04/28/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11.95	20252315	10-2130-410-92-79-605-14	
	202504031	04/28/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	226.23	20252315	10-2110-410-92-79-605-14	
	202504031	04/28/2025	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	141.97	20252315	10-2150-410-92-79-605-14	
	202504031	04/28/2025	10-1120-410-13-74-210-07	Heineman Science Supplies 7	23.99	20252316	10-1120-410-13-74-210-07	
	202504031	04/28/2025	10-2410-410-00-74-210-13	Office Supplies Heineman	12.04	20252316	10-2410-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	47.92	20252316	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-13-74-210-08	Heineman Science Supplies 8	23.49	20252316	10-1120-410-13-74-210-08	
	202504031	04/28/2025	10-1120-410-13-74-210-08	Heineman Science Supplies 8	277.68	20252316	10-1120-410-13-74-210-08	
	202504031	04/28/2025	10-1120-410-22-74-210-13	PLTW Supplies Heineman	131.92	20252316	10-1120-410-22-74-210-13	
	202504031	04/28/2025	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	80.00	20252316	10-1120-410-12-74-210-13	
	202504031	04/28/2025	10-1500-319-00-74-210-13	Sports Officials Heineman	159.39	20252316	10-1500-319-00-74-210-13	
	202504031	04/28/2025	10-1120-410-13-74-210-08	Heineman Science Supplies 8	123.39	20252316	10-1120-410-13-74-210-08	
	202504031	04/28/2025	10-2220-430-00-74-210-13	Media Center Heineman	11.69	20252316	10-2220-430-00-74-210-13	
	202504031	04/28/2025	10-1120-410-09-74-210-13	Home Ec Heineman	123.32	20252316	10-1120-410-09-74-210-13	
	202504031	04/28/2025	10-2220-430-00-74-210-13	Media Center Heineman	13.49	20252316	10-2220-430-00-74-210-13	
	202504031	04/28/2025	10-158	Activity Funds	78.49	20252316	10-120	
	202504031	04/28/2025	10-2220-430-00-74-210-13	Media Center Heineman	182.56	20252316	10-2220-430-00-74-210-13	
	202504031	04/28/2025	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	349.00	20252316	10-1120-323-00-74-210-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	7.98	20252316	10-1120-410-00-74-210-13
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	89.97	20252316	10-1120-410-00-74-210-13
	202504031	04/28/2025	10-1500-332-00-74-210-13	Athletic Travel Heineman	78.42	20252316	10-1500-332-00-74-210-13
	202504031	04/28/2025	10-1120-410-09-74-210-13	Home Ec Heineman	106.17	20252316	10-1120-410-09-74-210-13
	202504031	04/28/2025	10-2220-430-00-74-210-13	Media Center Heineman	45.99	20252316	10-2220-430-00-74-210-13
	202504031	04/28/2025	10-1535-410-00-72-220-15	Wrestling Supplies Marlowe	46.35	20252317	10-1535-410-00-72-220-15
	202504031	04/28/2025	10-2410-332-00-72-220-13	Principal Travel Marlowe	314.00	20252317	10-2410-332-00-72-220-13
	202504031	04/28/2025	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	103.18	20252317	10-1120-490-00-72-220-13
	202504031	04/28/2025	10-2120-410-00-72-220-13	Supplies Guidance Marlowe	35.03	20252317	10-2120-410-00-72-220-13
	202504031	04/28/2025	10-1500-332-00-72-220-13	Athletic Travel Marlowe	166.83	20252317	10-1500-332-00-72-220-13
	202504031	04/28/2025	10-158	Activity Funds	104.09	20252317	10-120
	202504031	04/28/2025	10-158	Activity Funds	87.90	20252317	10-120
	202504031	04/28/2025	10-2220-430-00-72-220-13	Media Center Marlowe	19.99	20252317	10-2220-430-00-72-220-13
	202504031	04/28/2025	10-2220-430-00-72-220-13	Media Center Marlowe	112.16	20252317	10-2220-430-00-72-220-13
	202504031	04/28/2025	10-2220-430-00-72-220-13	Media Center Marlowe	33.98	20252317	10-2220-430-00-72-220-13
	202504031	04/28/2025	10-2220-430-00-72-220-13	Media Center Marlowe	19.96	20252317	10-2220-430-00-72-220-13
	202504031	04/28/2025	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	497.25	20252317	10-1120-490-02-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	127.32	20252317	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-09-72-220-13	Home Ec Marlowe	41.75	20252317	10-1120-410-09-72-220-13
	202504031	04/28/2025	10-1120-410-09-72-220-13	Home Ec Marlowe	209.02	20252317	10-1120-410-09-72-220-13
	202504031	04/28/2025	10-158	Activity Funds	159.96	20252317	10-120
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	75.96	20252317	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-80-72-220-13	PBIS	268.42	20252317	10-1120-410-80-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	81.16	20252317	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-158	Activity Funds	176.88	20252317	10-120
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	453.04	20252317	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	83.10	20252317	10-1120-490-00-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	283.05	20252317	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	135.60	20252317	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	277.20	20252317	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	22.50	20252317	10-1120-410-13-72-220-07
	202504031	04/28/2025	10-2220-430-00-72-220-13	Media Center Marlowe	20.30	20252317	10-2220-430-00-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	61.07	20252317	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	34.85	20252317	10-1120-490-00-72-220-13
	202504031	04/28/2025	10-2220-430-00-72-220-13	Media Center Marlowe	407.56	20252317	10-2220-430-00-72-220-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202504031	04/28/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	96.05	20252317	10-1120-410-13-72-220-07
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	35.68	20252317	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	20.99	20252317	10-1120-410-13-72-220-07
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	359.46	20252317	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	281.13	20252317	10-1120-410-13-72-220-07
	202504031	04/28/2025	10-1120-410-80-72-220-13	PBIS	31.99	20252317	10-1120-410-80-72-220-13
	202504031	04/28/2025	10-158	Activity Funds	15.98	20252318	10-120
	202504031	04/28/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	63.11	20252318	10-1110-410-00-72-120-13
	202504031	04/28/2025	10-158	Activity Funds	99.66	20252318	10-120
	202504031	04/28/2025	10-2410-410-00-72-120-13	Office Supplies Martin	19.80	20252318	10-2410-410-00-72-120-13
	202504031	04/28/2025	10-158	Activity Funds	117.26	20252318	10-120
	202504031	04/28/2025	10-158	Activity Funds	101.97	20252318	10-120
	202504031	04/28/2025	10-158	Activity Funds	119.94	20252318	10-120
	202504031	04/28/2025	10-158	Activity Funds	39.57	20252318	10-120
	202504031	04/28/2025	10-158	Activity Funds	18.99	20252318	10-120
	202504031	04/28/2025	10-158	Activity Funds	47.48	20252318	10-120
	202504031	04/28/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	14.33	20252318	10-1110-410-00-72-120-13
	202504031	04/28/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	52.80	20252318	10-1110-410-00-72-120-13
	202504031	04/28/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	34.99	20252318	10-1110-410-00-72-120-13
	202504031	04/28/2025	10-158	Activity Funds	109.20	20252318	10-120
	202504031	04/28/2025	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	71.43	20252319	10-2213-415-00-72-110-13
	202504031	04/28/2025	10-158	Activity Funds	149.98	20252319	10-120
	202504031	04/28/2025	10-2410-410-00-72-110-13	Office Supplies Chesak	79.19	20252319	10-2410-410-00-72-110-13
	202504031	04/28/2025	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	30.00	20252319	10-2213-415-00-72-110-13
	202504031	04/28/2025	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	14.99	20252319	10-2213-415-00-72-110-13
	202504031	04/28/2025	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	117.11	20252319	10-2213-415-00-72-110-13
	202504031	04/28/2025	10-158	Activity Funds	132.39	20252319	10-120
	202504031	04/28/2025	10-158	Activity Funds	89.95	20252319	10-120
	202504031	04/28/2025	10-2410-410-00-72-110-13	Office Supplies Chesak	19.98	20252319	10-2410-410-00-72-110-13
	202504031	04/28/2025	10-2410-410-00-72-110-13	Office Supplies Chesak	(13.64)	20252319	10-2410-410-00-72-110-13
	202504031	04/28/2025	10-2410-410-00-72-110-13	Office Supplies Chesak	92.76	20252319	10-2410-410-00-72-110-13
	202504031	04/28/2025	10-2220-490-00-72-110-13	Media Center Tech Chesak	27.96	20252319	10-2220-490-00-72-110-13
	202504031	04/28/2025	10-1110-323-00-72-110-13	Repairs & Maintenance Chesak	137.12	20252319	10-1110-323-00-72-110-13
	202504031	04/28/2025	10-1110-410-00-72-110-13	Inst Supplies Chesak	190.05	20252319	10-1110-410-00-72-110-13
	202504031	04/28/2025	10-1130-410-00-71-300-13	Inst Supplies HS	22.78	20252320	10-1130-410-00-71-300-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202504031	04/28/2025	10-2410-640-00-71-300-13	Dues & Fees HS	55.00	20252320	10-2410-640-00-71-300-13	
	202504031	04/28/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	74.50	20252320	10-2213-415-00-71-300-13	
	202504031	04/28/2025	10-2410-640-00-71-300-13	Dues & Fees HS	129.00	20252320	10-2410-640-00-71-300-13	
	202504031	04/28/2025	10-2410-640-00-71-300-13	Dues & Fees HS	150.00	20252320	10-2410-640-00-71-300-13	
	202504031	04/28/2025	10-1400-410-03-71-300-13	Business Supplies	122.96	20252320	10-1400-410-03-71-300-13	
	202504031	04/28/2025	10-2410-410-00-71-300-13	Office Supplies HS	29.99	20252320	10-2410-410-00-71-300-13	
	202504031	04/28/2025	10-2410-640-00-71-300-13	Dues & Fees HS	129.00	20252320	10-2410-640-00-71-300-13	
	202504031	04/28/2025	10-2410-640-00-71-300-13	Dues & Fees HS	150.00	20252320	10-2410-640-00-71-300-13	
	202504031	04/28/2025	10-1130-332-00-71-300-13	Teacher Travel HS	214.00	20252320	10-1130-332-00-71-300-13	
	202504031	04/28/2025	10-2410-410-00-71-300-13	Office Supplies HS	34.49	20252320	10-2410-410-00-71-300-13	
	202504031	04/28/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	153.00	20252320	10-2213-415-00-71-300-13	
	202504031	04/28/2025	10-1400-410-09-71-300-13	Family Consumer Science HS	60.47	20252320	10-1400-410-09-71-300-13	
	202504031	04/28/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	530.00	20252320	10-2213-415-00-71-300-13	758
	202504031	04/28/2025	10-1130-410-59-71-300-14	HS Special Ed Supplies	9.99	20252320	10-1130-410-59-71-300-14	
	202504031	04/28/2025	10-1130-332-00-71-300-13	Teacher Travel HS	214.00	20252320	10-1130-332-00-71-300-13	
	202504031	04/28/2025	10-2220-430-00-71-300-13	Media Center HS	25.08	20252320	10-2220-430-00-71-300-13	
	202504031	04/28/2025	10-1130-332-00-71-300-13	Teacher Travel HS	236.23	20252320	10-1130-332-00-71-300-13	
	202504031	04/28/2025	10-1130-410-13-71-300-13	Science Supplies HS	199.65	20252320	10-1130-410-13-71-300-13	
	202504031	04/28/2025	10-2410-410-00-71-300-13	Office Supplies HS	4.99	20252320	10-2410-410-00-71-300-13	
	202504031	04/28/2025	10-1130-410-13-71-300-13	Science Supplies HS	193.75	20252320	10-1130-410-13-71-300-13	
	202504031	04/28/2025	10-1130-410-13-71-300-13	Science Supplies HS	127.84	20252320	10-1130-410-13-71-300-13	
	202504031	04/28/2025	10-2220-430-00-71-300-13	Media Center HS	24.90	20252320	10-2220-430-00-71-300-13	
	202504031	04/28/2025	10-2220-430-00-71-300-13	Media Center HS	16.98	20252320	10-2220-430-00-71-300-13	
	202504031	04/28/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	82.03	20252320	10-1130-490-02-71-300-13	
	202504031	04/28/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	192.17	20252320	10-1130-490-02-71-300-13	
	202504031	04/28/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	45.58	20252320	10-1130-490-02-71-300-13	
	202504031	04/28/2025	10-2410-410-00-71-300-13	Office Supplies HS	31.24	20252320	10-2410-410-00-71-300-13	
	202504031	04/28/2025	10-2220-430-00-71-300-13	Media Center HS	33.98	20252320	10-2220-430-00-71-300-13	
	202504031	04/28/2025	10-1130-410-00-71-300-13	Inst Supplies HS	104.10	20252320	10-1130-410-00-71-300-13	
	202504031	04/28/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	33.99	20252320	10-1130-490-02-71-300-13	
	202504031	04/28/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	357.83	20252320	10-1130-490-02-71-300-13	
	202504031	04/28/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	435.69	20252320	10-1130-490-02-71-300-13	
	202504031	04/28/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	366.20	20252320	10-1130-490-02-71-300-13	
	202504031	04/28/2025	10-1130-410-13-71-300-13	Science Supplies HS	89.65	20252320	10-1130-410-13-71-300-13	
	202504031	04/28/2025	10-2410-410-00-71-300-13	Office Supplies HS	11.62	20252320	10-2410-410-00-71-300-13	

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Disbursements

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	83.86	20252321	10-1110-410-00-71-100-13
	202504031	04/28/2025	10-1110-410-12-72-100-13	Music Supplies Leggee	119.29	20252321	10-1110-410-12-72-100-13
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	23.92	20252321	10-1110-410-00-71-100-13
	202504031	04/28/2025	10-1110-410-12-72-100-13	Music Supplies Leggee	36.45	20252321	10-1110-410-12-72-100-13
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	132.68	20252321	10-1110-410-00-71-100-13
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	35.88	20252321	10-1110-410-00-71-100-13
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	9.99	20252321	10-1110-410-00-71-100-13
	202504031	04/28/2025	10-2220-490-00-71-100-13	Media Center Tech Leggee	55.98	20252321	10-2220-490-00-71-100-13
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	109.94	20252321	10-1110-410-00-71-100-13
	202504031	04/28/2025	10-1110-410-02-71-100-13	Art Supplies Leggee	129.80	20252321	10-1110-410-02-71-100-13
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	111.23	20252321	10-1110-410-00-71-100-13
	202504031	04/28/2025	10-2220-490-00-71-100-13	Media Center Tech Leggee	62.98	20252321	10-2220-490-00-71-100-13
	202504031	04/28/2025	10-1110-410-12-72-100-13	Music Supplies Leggee	35.98	20252321	10-1110-410-12-72-100-13
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	33.32	20252321	10-1110-410-00-71-100-13
	202504031	04/28/2025	10-158	Activity Funds	297.52	20252322	10-120
	202504031	04/28/2025	10-158	Activity Funds	52.92	20252322	10-120
	202504031	04/28/2025	10-158	Activity Funds	100.00	20252322	10-120
	202504031	04/28/2025	10-158	Activity Funds	18.83	20252322	10-120
	202504031	04/28/2025	10-158	Activity Funds	28.91	20252322	10-120
	202504031	04/28/2025	10-158	Activity Funds	174.84	20252322	10-120
	202504031	04/28/2025	10-158	Activity Funds	130.11	20252322	10-120
	202504031	04/28/2025	10-158	Activity Funds	48.51	20252322	10-120
	202504031	04/28/2025	10-158	Activity Funds	16.99	20252322	10-120
	202504031	04/28/2025	10-158	Activity Funds	463.31	20252322	10-120
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	289.99	20252323	10-1200-410-66-71-300-13
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	113.39	20252323	10-1200-410-66-71-300-13
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	62.63	20252323	10-1200-410-66-71-300-13
	202504031	04/28/2025	20-2542-410-00-79	Supplies B & G	15.97	20252324	20-2542-410-00-79
	202504031	04/28/2025	20-2540-640-00-79	Dues & Fees	200.00	20252324	20-2540-640-00-79
	202504031	04/28/2025	20-2542-410-00-79	Supplies B & G	16.07	20252324	20-2542-410-00-79
	202504031	04/28/2025	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	100.89	20252325	10-2213-415-00-74-140-13
	202504031	04/28/2025	10-2410-491-00-74-140-13	Rebate Supplies Mackeben	767.75	20252325	10-2410-491-00-74-140-13
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	15.53	20252325	10-1110-410-00-74-140-13
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	119.58	20252325	10-1110-410-00-74-140-13
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	19.98	20252325	10-1110-410-00-74-140-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	95.90	20252326	10-1200-410-66-71-300-13	
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	45.36	20252326	10-1200-410-66-71-300-13	
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	132.79	20252326	10-1200-410-66-71-300-13	
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	292.35	20252326	10-1200-410-66-71-300-13	
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	287.51	20252326	10-1200-410-66-71-300-13	
	202504031	04/28/2025	10-1200-310-66-71-300-13	STEP Purchased Services	56.00	20252326	10-1200-310-66-71-300-13	
	202504031	04/28/2025	10-1125-410-97-79-600-14	All Children Supplies	64.17	20252327	10-1125-410-97-79-600-14	
	202504031	04/28/2025	10-1125-410-97-79-600-14	All Children Supplies	139.87	20252327	10-1125-410-97-79-600-14	
	202504031	04/28/2025	10-2300-410-97-79-600-14	All Children Gen Admin Sup	7.92	20252327	10-2300-410-97-79-600-14	
	202504031	04/28/2025	10-1125-490-00-79-600-14	Supplies Preschool	53.99	20252327	10-1125-490-00-79-600-14	
	202504031	04/28/2025	10-1125-410-97-79-600-14	All Children Supplies	31.19	20252327	10-1125-410-97-79-600-14	
	202504031	04/28/2025	10-1125-410-97-79-600-14	All Children Supplies	141.56	20252327	10-1125-410-97-79-600-14	
	202504031	04/28/2025	10-1125-410-97-79-600-14	All Children Supplies	31.44	20252327	10-1125-410-97-79-600-14	760
	202504031	04/28/2025	10-1125-410-97-79-600-14	All Children Supplies	29.98	20252327	10-1125-410-97-79-600-14	
	202504031	04/28/2025	10-1125-410-97-79-600-14	All Children Supplies	29.53	20252327	10-1125-410-97-79-600-14	
	202504031	04/28/2025	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	21.55	20252328	10-2560-410-00-72-220-13	
	202504031	04/28/2025	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	37.76	20252328	10-2560-410-00-72-220-13	
	202504031	04/28/2025	10-158	Activity Funds	259.99	20252329	10-120	
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	191.38	20252330	10-1110-410-00-74-150-13	
	202504031	04/28/2025	10-2410-410-00-74-150-13	Office Supplies Conley	60.37	20252330	10-2410-410-00-74-150-13	
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	47.62	20252330	10-1110-410-00-74-150-13	
	202504031	04/28/2025	10-2220-430-00-74-150-13	Media Center Conley	56.77	20252330	10-2220-430-00-74-150-13	
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	286.10	20252330	10-1110-410-00-74-150-13	
	202504031	04/28/2025	10-2130-410-00-79-600-14	Supplies Health	20.49	20252330	10-2130-410-00-79-600-14	
	202504031	04/28/2025	10-1110-410-12-74-150-13	Conley Music Supplies	71.64	20252330	10-1110-410-12-74-150-13	
	202504031	04/28/2025	10-158	Activity Funds	17.29	20252330	10-120	
	202504031	04/28/2025	10-1110-410-02-74-150-13	Art Supplies Conley	68.94	20252330	10-1110-410-02-74-150-13	
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	199.88	20252330	10-1110-410-00-74-150-13	
	202504031	04/28/2025	10-1110-410-02-74-150-13	Art Supplies Conley	142.28	20252330	10-1110-410-02-74-150-13	
	202504031	04/28/2025	10-1110-410-36-74-150-13	Conley Orchestra Supplies	197.80	20252330	10-1110-410-36-74-150-13	
	202504031	04/28/2025	10-2220-430-00-74-150-13	Media Center Conley	162.06	20252330	10-2220-430-00-74-150-13	
	202504031	04/28/2025	10-2410-410-00-74-150-13	Office Supplies Conley	15.62	20252330	10-2410-410-00-74-150-13	
	202504031	04/28/2025	10-1110-410-12-74-150-13	Conley Music Supplies	441.53	20252330	10-1110-410-12-74-150-13	
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	23.98	20252330	10-1110-410-00-74-150-13	
	202504031	04/28/2025	10-2410-410-00-74-150-13	Office Supplies Conley	45.83	20252330	10-2410-410-00-74-150-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202504031	04/28/2025	10-2130-410-00-79-600-14	Supplies Health	29.98	20252330	10-2130-410-00-79-600-14
	202504031	04/28/2025	10-2410-410-00-74-150-13	Office Supplies Conley	22.86	20252330	10-2410-410-00-74-150-13
	202504031	04/28/2025	10-2410-410-00-74-150-13	Office Supplies Conley	149.94	20252330	10-2410-410-00-74-150-13
	202504031	04/28/2025	10-2410-410-00-74-150-13	Office Supplies Conley	101.78	20252330	10-2410-410-00-74-150-13
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	169.68	20252330	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	40.86	20252330	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-2660-410-00-79-600-14	Supplies Tech	112.42	20252331	10-2660-410-00-79-600-14
	202504031	04/28/2025	10-2660-410-00-79-600-14	Supplies Tech	33.96	20252331	10-2660-410-00-79-600-14
	202504031	04/28/2025	10-2660-410-00-79-600-14	Supplies Tech	899.94	20252331	10-2660-410-00-79-600-14
	202504031	04/28/2025	10-2642-411-00-74-500-14	HR Employee Recognition	146.00	20252332	10-2642-411-00-74-500-14
	202504031	04/28/2025	40-2550-410-00-79	Office Supplies	201.12	20252332	40-2550-410-00-79
	202504031	04/28/2025	10-158	Activity Funds	44.85	20252366	10-120
	202504031	04/28/2025	10-158	Activity Funds	134.00	20252367	10-120
	202504031	04/28/2025	10-158	Activity Funds	112.85	20252367	10-120
	202504031	04/28/2025	10-158	Activity Funds	61.74	20252367	10-120
	202504031	04/28/2025	10-158	Activity Funds	94.05	20252367	10-120
	202504031	04/28/2025	10-158	Activity Funds	191.22	20252367	10-120
	202504031	04/28/2025	10-158	Activity Funds	(25.37)	20252367	10-120
	202504031	04/28/2025	10-158	Activity Funds	(14.85)	20252367	10-120
	202504031	04/28/2025	10-158	Activity Funds	700.00	20252367	10-120
	202504031	04/28/2025	10-158	Activity Funds	65.18	20252367	10-120
	202504031	04/28/2025	10-158	Activity Funds	308.97	20252367	10-120
	202504031	04/28/2025	10-158	Activity Funds	34.99	20252367	10-120
	202504031	04/28/2025	10-158	Activity Funds	357.63	20252367	10-120
	202504031	04/28/2025	10-158	Activity Funds	113.84	20252367	10-120
	202504031	04/28/2025	10-158	Activity Funds	543.05	20252367	10-120
	202504031	04/28/2025	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	(25.00)	20252368	10-2212-332-00-74-500-14
	202504031	04/28/2025	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	108.98	20252368	10-2210-490-00-74-500-14
	202504031	04/28/2025	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	115.11	20252368	10-2213-415-00-74-500-14
	202504031	04/28/2025	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	140.22	20252368	10-2210-490-00-74-500-14
	202504031	04/28/2025	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	586.90	20252368	10-2210-390-82-79-605-14
	202504031	04/28/2025	10-1100-423-00-74-500-14	New Adoption 6-12	(18.80)	20252368	10-1100-423-00-74-500-14
	202504031	04/28/2025	10-1100-423-00-74-500-14	New Adoption 6-12	18.80	20252368	10-1100-423-00-74-500-14
	202504031	04/28/2025	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	284.89	20252368	10-2210-490-00-74-500-14
	202504031	04/28/2025	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	403.89	20252368	10-2210-490-00-74-500-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202504031	04/28/2025	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	403.99	20252368	10-2210-490-00-74-500-14	
	202504031	04/28/2025	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	385.89	20252368	10-2210-490-00-74-500-14	
	202504031	04/28/2025	20-2546-310-00-71-305	Resource Officer	174.59	20252369	20-2546-310-00-71-305	
	202504031	04/28/2025	10-2520-310-00-74-500-14	Prof & Tech Fiscal	(205.00)	20252370	10-2520-310-00-74-500-14	
	202504031	04/28/2025	10-2520-410-00-74-500-14	Supplies Fiscal	34.99	20252370	10-2520-410-00-74-500-14	
	202504031	04/28/2025	10-2520-310-00-74-500-14	Prof & Tech Fiscal	280.00	20252370	10-2520-310-00-74-500-14	
	202504031	04/28/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	17.95	20252371	10-2110-410-92-79-605-14	
	202504031	04/28/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	34.34	20252371	10-1200-410-00-79-600-14	
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	2,550.24	20252371	10-1200-410-92-79-600-14	
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	509.46	20252371	10-1200-410-92-79-600-14	
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	198.32	20252371	10-1200-410-92-79-600-14	
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	9.64	20252371	10-1200-410-92-79-600-14	
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	49.60	20252371	10-1200-410-92-79-600-14	762
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	77.65	20252371	10-1200-410-92-79-600-14	
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	125.48	20252371	10-1200-410-92-79-600-14	
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	124.29	20252371	10-1200-410-92-79-600-14	
	202504031	04/28/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	326.32	20252371	10-1200-410-92-79-600-14	
	202504031	04/28/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	248.24	20252371	10-2110-410-92-79-605-14	
	202504031	04/28/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	89.78	20252371	10-1200-410-00-79-600-14	
	202504031	04/28/2025	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	54.49	20252371	10-2150-410-92-79-605-14	
	202504031	04/28/2025	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	33.99	20252371	10-2150-410-92-79-605-14	
	202504031	04/28/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	452.07	20252371	10-2110-410-92-79-605-14	
	202504031	04/28/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	89.80	20252371	10-2130-410-92-79-605-14	
	202504031	04/28/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	115.00	20252371	10-4220-670-00-79-600-14	
	202504031	04/28/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	12.99	20252371	10-2130-410-92-79-605-14	
	202504031	04/28/2025	10-2140-410-92-79-605-14	IDEA Psychological Supplies	225.18	20252371	10-2140-410-92-79-605-14	
	202504031	04/28/2025	10-3000-310-92-79-600-14	IDEA Comm Engage PS	89.00	20252371	10-3000-310-92-79-600-14	
	202504031	04/28/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	249.34	20252371	10-2130-410-92-79-605-14	
	202504031	04/28/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	115.00	20252371	10-4220-670-00-79-600-14	
	202504031	04/28/2025	10-2321-410-00-74-500-14	Supplies Supt	19.02	20252372	10-2321-410-00-74-500-14	
	202504031	04/28/2025	10-2633-360-00-74-500-14	Communications Purch Services	9.95	20252372	10-2633-360-00-74-500-14	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	4.99	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-2410-410-00-74-210-13	Office Supplies Heineman	45.58	20252373	10-2410-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	49.99	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1532-410-00-74-210-13	Track Supplies Heineman	235.26	20252373	10-1532-410-00-74-210-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202504031	04/28/2025	10-158	Activity Funds	112.86	20252373	10-120	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	112.67	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-2410-491-00-74-210-13	Rebate Supplies Heineman	49.99	20252373	10-2410-491-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	127.96	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1532-410-00-74-210-13	Track Supplies Heineman	98.44	20252373	10-1532-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	9.99	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	123.00	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	100.00	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	1,228.94	20252373	10-1120-410-12-74-210-13	
	202504031	04/28/2025	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	85.84	20252373	10-2213-415-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	49.99	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-2410-491-00-74-210-13	Rebate Supplies Heineman	26.90	20252373	10-2410-491-00-74-210-13	
	202504031	04/28/2025	10-2410-491-00-74-210-13	Rebate Supplies Heineman	1.00	20252373	10-2410-491-00-74-210-13	763
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	42.90	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	18.99	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	31.94	20252373	10-1120-323-00-74-210-13	
	202504031	04/28/2025	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	208.58	20252373	10-2410-410-00-74-210-14	
	202504031	04/28/2025	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	89.40	20252373	10-2213-415-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	61.24	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	253.78	20252373	10-2410-410-00-74-210-14	
	202504031	04/28/2025	10-1120-410-06-74-210-13	Foreign Lang Supplies Heineman	111.55	20252373	10-1120-410-06-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	9.69	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-13-74-210-06	Heineman Science Supplies 6	230.12	20252373	10-1120-410-13-74-210-06	
	202504031	04/28/2025	10-1120-410-09-74-210-13	Home Ec Heineman	194.05	20252373	10-1120-410-09-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	61.24	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-2220-430-00-74-210-13	Media Center Heineman	11.04	20252373	10-2220-430-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	25.20	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	5.99	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1500-410-00-74-210-13	Training Supplies Heineman	157.50	20252373	10-1500-410-00-74-210-13	
	202504031	04/28/2025	10-1500-410-00-74-210-13	Training Supplies Heineman	73.76	20252373	10-1500-410-00-74-210-13	
	202504031	04/28/2025	10-1500-410-00-74-210-13	Training Supplies Heineman	41.31	20252373	10-1500-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	87.25	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	106.15	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	38.94	20252373	10-1120-410-00-74-210-13	
	202504031	04/28/2025	10-2410-332-00-72-220-13	Principal Travel Marlowe	23.55	20252374	10-2410-332-00-72-220-13	

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	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	317.99	20252374	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-390-00-72-220-13	Marlowe Purchased Service	1,050.00	20252374	10-1120-390-00-72-220-13
	202504031	04/28/2025	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	116.49	20252374	10-1120-490-00-72-220-13
	202504031	04/28/2025	10-158	Activity Funds	36.25	20252374	10-120
	202504031	04/28/2025	10-158	Activity Funds	43.75	20252374	10-120
	202504031	04/28/2025	10-1120-360-00-72-220-13	Printing Marlowe	223.68	20252374	10-1120-360-00-72-220-13
	202504031	04/28/2025	10-1120-360-00-72-220-13	Printing Marlowe	180.00	20252374	10-1120-360-00-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	136.99	20252374	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-2410-332-00-72-220-13	Principal Travel Marlowe	23.55	20252374	10-2410-332-00-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	121.52	20252374	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	57.90	20252374	10-1120-490-00-72-220-13
	202504031	04/28/2025	10-1120-323-00-72-220-13	Repairs Marlowe	17.69	20252374	10-1120-323-00-72-220-13
	202504031	04/28/2025	10-1120-323-00-72-220-13	Repairs Marlowe	149.34	20252374	10-1120-323-00-72-220-13
	202504031	04/28/2025	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	413.54	20252374	10-1120-490-00-72-220-13
	202504031	04/28/2025	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	71.58	20252374	10-1120-490-00-72-220-13
	202504031	04/28/2025	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	277.58	20252374	10-1120-490-00-72-220-13
	202504031	04/28/2025	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	65.58	20252374	10-1120-490-00-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	(91.76)	20252374	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	11.89	20252374	10-1120-490-00-72-220-13
	202504031	04/28/2025	10-1120-323-00-72-220-13	Repairs Marlowe	40.99	20252374	10-1120-323-00-72-220-13
	202504031	04/28/2025	10-158	Activity Funds	9.99	20252374	10-120
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	92.30	20252374	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	144.39	20252374	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-158	Activity Funds	176.95	20252374	10-120
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	274.51	20252374	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	127.71	20252374	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	688.83	20252374	10-1120-490-02-72-220-13
	202504031	04/28/2025	10-1120-410-80-72-220-13	PBIS	50.06	20252374	10-1120-410-80-72-220-13
	202504031	04/28/2025	10-1120-410-80-72-220-13	PBIS	60.80	20252374	10-1120-410-80-72-220-13
	202504031	04/28/2025	10-1120-410-09-72-220-13	Home Ec Marlowe	43.52	20252374	10-1120-410-09-72-220-13
	202504031	04/28/2025	10-158	Activity Funds	1,483.67	20252374	10-120
	202504031	04/28/2025	10-1120-410-09-72-220-13	Home Ec Marlowe	(68.64)	20252374	10-1120-410-09-72-220-13
	202504031	04/28/2025	10-158	Activity Funds	21.90	20252374	10-120
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	40.93	20252374	10-1120-410-00-72-220-13
	202504031	04/28/2025	10-2120-410-00-72-220-13	Supplies Guidance Marlowe	239.90	20252374	10-2120-410-00-72-220-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202504031	04/28/2025	10-1120-360-00-72-220-13	Printing Marlowe	56.97	20252374	10-1120-360-00-72-220-13	
	202504031	04/28/2025	10-2410-410-00-72-220-13	Office Supplies Marlowe	204.82	20252374	10-2410-410-00-72-220-13	
	202504031	04/28/2025	10-2410-410-00-72-220-13	Office Supplies Marlowe	38.69	20252374	10-2410-410-00-72-220-13	
	202504031	04/28/2025	10-2410-410-00-72-220-13	Office Supplies Marlowe	26.38	20252374	10-2410-410-00-72-220-13	
	202504031	04/28/2025	10-2220-430-00-72-220-13	Media Center Marlowe	229.57	20252374	10-2220-430-00-72-220-13	
	202504031	04/28/2025	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	82.66	20252374	10-1120-490-00-72-220-13	
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	628.02	20252374	10-1120-410-00-72-220-13	
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	37.90	20252374	10-1120-410-00-72-220-13	
	202504031	04/28/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	44.99	20252374	10-1120-410-00-72-220-13	
	202504031	04/28/2025	10-1110-410-12-72-120-13	Music SuppliesMartin	14.65	20252375	10-1110-410-12-72-120-13	
	202504031	04/28/2025	10-1110-410-12-72-120-13	Music SuppliesMartin	26.46	20252375	10-1110-410-12-72-120-13	
	202504031	04/28/2025	10-1110-323-00-72-120-13	Repairs Martin	9.99	20252375	10-1110-323-00-72-120-13	
	202504031	04/28/2025	10-1110-410-02-72-120-13	Art Supplies Martin	44.11	20252375	10-1110-410-02-72-120-13	765
	202504031	04/28/2025	10-158	Activity Funds	100.91	20252375	10-120	
	202504031	04/28/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	65.97	20252375	10-1110-410-00-72-120-13	
	202504031	04/28/2025	10-2220-430-00-72-120-13	Media Center Martin	347.23	20252375	10-2220-430-00-72-120-13	
	202504031	04/28/2025	10-2220-430-00-72-120-13	Media Center Martin	39.18	20252375	10-2220-430-00-72-120-13	
	202504031	04/28/2025	10-2220-430-00-72-120-13	Media Center Martin	55.24	20252375	10-2220-430-00-72-120-13	
	202504031	04/28/2025	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	111.20	20252376	10-2213-415-00-72-110-13	
	202504031	04/28/2025	10-1110-410-00-72-110-13	Inst Supplies Chesak	7.08	20252376	10-1110-410-00-72-110-13	
	202504031	04/28/2025	10-2220-490-00-72-110-13	Media Center Tech Chesak	13.98	20252376	10-2220-490-00-72-110-13	
	202504031	04/28/2025	10-1110-410-12-74-110-13	Music Supplies	50.99	20252376	10-1110-410-12-74-110-13	
	202504031	04/28/2025	10-2410-410-00-72-110-13	Office Supplies Chesak	26.92	20252376	10-2410-410-00-72-110-13	
	202504031	04/28/2025	10-1110-410-00-72-110-13	Inst Supplies Chesak	55.83	20252376	10-1110-410-00-72-110-13	
	202504031	04/28/2025	10-1110-410-00-72-110-13	Inst Supplies Chesak	33.55	20252376	10-1110-410-00-72-110-13	
	202504031	04/28/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	417.99	20252377	10-1400-410-10-71-300-13	
	202504031	04/28/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	43.14	20252377	10-1400-410-10-71-300-13	
	202504031	04/28/2025	10-1538-410-00-71-305-13	TV Production Supplies	95.00	20252377	10-1538-410-00-71-305-13	
	202504031	04/28/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	59.00	20252377	10-2213-415-00-71-300-13	
	202504031	04/28/2025	10-2223-323-00-79-600-14	PAC Repairs	152.64	20252377	10-2223-323-00-79-600-14	
	202504031	04/28/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	205.18	20252377	10-1400-410-10-71-300-13	
	202504031	04/28/2025	10-1400-323-00-71-300-13	Voc Ed Repairs HS	17.29	20252377	10-1400-323-00-71-300-13	
	202504031	04/28/2025	10-1400-410-03-71-300-13	Business Supplies	537.00	20252377	10-1400-410-03-71-300-13	
	202504031	04/28/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	53.81	20252377	10-2213-415-00-71-300-13	
	202504031	04/28/2025	10-1400-490-64-71-305-13	Perkins Grant Supplies	77.22	20252377	10-1400-490-64-71-305-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202504031	04/28/2025	10-1400-490-64-71-305-13	Perkins Grant Supplies	21.46	20252377	10-1400-490-64-71-305-13	
	202504031	04/28/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	329.99	20252377	10-1400-410-10-71-300-13	
	202504031	04/28/2025	10-1130-420-00-71-300-13	HS Curriculum Textbooks	6.41	20252377	10-1130-420-00-71-300-13	
	202504031	04/28/2025	10-1400-410-03-71-300-13	Business Supplies	159.63	20252377	10-1400-410-03-71-300-13	
	202504031	04/28/2025	10-1538-410-00-71-305-13	TV Production Supplies	456.66	20252377	10-1538-410-00-71-305-13	
	202504031	04/28/2025	10-1130-323-00-71-300-13	Repairs HS	45.68	20252377	10-1130-323-00-71-300-13	
	202504031	04/28/2025	10-1130-323-00-71-300-13	Repairs HS	259.99	20252377	10-1130-323-00-71-300-13	
	202504031	04/28/2025	10-2220-430-00-71-300-13	Media Center HS	80.39	20252377	10-2220-430-00-71-300-13	
	202504031	04/28/2025	10-1130-420-00-71-300-13	HS Curriculum Textbooks	6.35	20252377	10-1130-420-00-71-300-13	
	202504031	04/28/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	(49.30)	20252377	10-1130-490-02-71-300-13	
	202504031	04/28/2025	10-1130-410-02-71-300-13	Art Supplies HS	15.85	20252377	10-1130-410-02-71-300-13	
	202504031	04/28/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	22.79	20252377	10-1130-490-02-71-300-13	
	202504031	04/28/2025	10-1130-410-02-71-300-13	Art Supplies HS	7.97	20252377	10-1130-410-02-71-300-13	766
	202504031	04/28/2025	10-1130-410-00-71-300-13	Inst Supplies HS	107.98	20252377	10-1130-410-00-71-300-13	
	202504031	04/28/2025	10-1130-410-00-71-300-13	Inst Supplies HS	107.98	20252377	10-1130-410-00-71-300-13	
	202504031	04/28/2025	10-1130-420-00-71-300-13	HS Curriculum Textbooks	114.37	20252377	10-1130-420-00-71-300-13	
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	34.98	20252378	10-1110-410-00-71-100-13	
	202504031	04/28/2025	10-1110-410-12-72-100-13	Music Supplies Leggee	99.90	20252378	10-1110-410-12-72-100-13	
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	23.97	20252378	10-1110-410-00-71-100-13	
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	242.23	20252378	10-1110-410-00-71-100-13	
	202504031	04/28/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	21.00	20252378	10-1110-410-00-71-100-13	
	202504031	04/28/2025	10-158	Activity Funds	40.37	20252379	10-120	
	202504031	04/28/2025	10-158	Activity Funds	12.89	20252379	10-120	
	202504031	04/28/2025	10-158	Activity Funds	6.92	20252379	10-120	
	202504031	04/28/2025	10-158	Activity Funds	879.72	20252379	10-120	
	202504031	04/28/2025	10-1543-332-00-71-305-13	Activities Travel	1,641.60	20252379	10-1543-332-00-71-305-13	
	202504031	04/28/2025	10-1543-332-00-71-305-13	Activities Travel	233.70	20252379	10-1543-332-00-71-305-13	
	202504031	04/28/2025	10-158	Activity Funds	419.54	20252379	10-120	
	202504031	04/28/2025	10-158	Activity Funds	238.99	20252379	10-120	
	202504031	04/28/2025	10-1543-332-00-71-305-13	Activities Travel	386.11	20252379	10-1543-332-00-71-305-13	
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	166.13	20252380	10-1200-410-66-71-300-13	
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	125.93	20252380	10-1200-410-66-71-300-13	
	202504031	04/28/2025	20-2542-410-00-79	Supplies B & G	34.99	20252381	20-2542-410-00-79	
	202504031	04/28/2025	20-2542-410-00-79	Supplies B & G	553.15	20252381	20-2542-410-00-79	
	202504031	04/28/2025	20-2542-410-00-79	Supplies B & G	225.28	20252381	20-2542-410-00-79	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202504031	04/28/2025	10-2321-410-00-74-500-14	Supplies Supt	49.96	20252382	10-2321-410-00-74-500-14	
	202504031	04/28/2025	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	89.98	20252383	10-2213-415-00-74-140-13	
	202504031	04/28/2025	10-2410-410-00-74-140-13	Office Supplies Mackeben	72.55	20252383	10-2410-410-00-74-140-13	
	202504031	04/28/2025	10-2410-410-00-74-140-13	Office Supplies Mackeben	90.26	20252383	10-2410-410-00-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	209.14	20252383	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	184.51	20252383	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	506.03	20252383	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	289.09	20252383	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	167.34	20252383	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-1110-410-02-74-140-13	Mackeben Art Supplies	52.61	20252383	10-1110-410-02-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	212.71	20252383	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-1110-410-02-74-140-13	Mackeben Art Supplies	54.54	20252383	10-1110-410-02-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	441.32	20252383	10-1110-410-00-74-140-13	767
	202504031	04/28/2025	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	210.58	20252383	10-2410-410-00-74-140-14	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	281.88	20252383	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	269.37	20252383	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	172.27	20252383	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	467.00	20252383	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	79.92	20252383	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	264.03	20252383	10-2410-410-00-74-140-14	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	168.90	20252383	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	487.84	20252383	10-1110-410-00-74-140-13	
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	86.64	20252384	10-1200-410-66-71-300-13	
	202504031	04/28/2025	10-1200-410-66-71-300-13	STEP Supplies	43.34	20252384	10-1200-410-66-71-300-13	
	202504031	04/28/2025	10-1125-390-90-79-600-14	Purchased Serv Parent-Tot	200.00	20252385	10-1125-390-90-79-600-14	
	202504031	04/28/2025	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	42.02	20252385	10-2213-415-00-72-165-13	
	202504031	04/28/2025	10-1125-390-90-79-600-14	Purchased Serv Parent-Tot	200.00	20252385	10-1125-390-90-79-600-14	
	202504031	04/28/2025	10-1125-490-00-79-600-14	Supplies Preschool	61.19	20252385	10-1125-490-00-79-600-14	
	202504031	04/28/2025	10-2300-410-97-79-600-14	All Children Gen Admin Sup	24.94	20252385	10-2300-410-97-79-600-14	
	202504031	04/28/2025	10-1125-410-97-79-600-14	All Children Supplies	62.36	20252385	10-1125-410-97-79-600-14	
	202504031	04/28/2025	10-2660-410-00-79-600-14	Supplies Tech	381.80	20252386	10-2660-410-00-79-600-14	
	202504031	04/28/2025	10-2560-410-00-71-100-13	Cafe Supplies Leggee	42.00	20252387	10-2560-410-00-71-100-13	
	202504031	04/28/2025	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	42.55	20252387	10-2560-410-00-72-220-13	
	202504031	04/28/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	79.62	20252387	10-2560-410-00-71-300-13	
	202504031	04/28/2025	10-2560-410-00-72-120-13	Cafe Supplies Martin	42.00	20252387	10-2560-410-00-72-120-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202504031	04/28/2025	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	33.90	20252387	10-2560-410-00-72-220-13
	202504031	04/28/2025	10-2560-410-00-74-150-13	Cafe Supplies Conley	42.00	20252387	10-2560-410-00-74-150-13
	202504031	04/28/2025	10-2560-410-00-72-110-13	Cafe Supplies Chesak	42.00	20252387	10-2560-410-00-72-110-13
	202504031	04/28/2025	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	42.00	20252387	10-2560-410-00-74-140-13
	202504031	04/28/2025	10-2560-410-00-74-210-13	Cafe Supplies Heineman	78.77	20252387	10-2560-410-00-74-210-13
	202504031	04/28/2025	10-158	Activity Funds	77.00	20252388	10-120
	202504031	04/28/2025	10-158	Activity Funds	82.09	20252388	10-120
	202504031	04/28/2025	10-158	Activity Funds	483.66	20252388	10-120
	202504031	04/28/2025	10-158	Activity Funds	80.98	20252388	10-120
	202504031	04/28/2025	10-1110-410-36-74-150-13	Conley Orchestra Supplies	24.99	20252389	10-1110-410-36-74-150-13
	202504031	04/28/2025	10-2410-491-00-74-150-13	Rebate Supplies Conley	23.99	20252389	10-2410-491-00-74-150-13
	202504031	04/28/2025	10-1110-410-35-74-150-13	Conley Band Supplies	77.63	20252389	10-1110-410-35-74-150-13
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	22.99	20252389	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-1110-410-36-74-150-13	Conley Orchestra Supplies	175.36	20252389	10-1110-410-36-74-150-13
	202504031	04/28/2025	10-1110-410-50-74-150-13	Conley PE Supplies	94.63	20252389	10-1110-410-50-74-150-13
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	202.69	20252389	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	184.75	20252389	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-2410-491-00-74-150-13	Rebate Supplies Conley	165.99	20252389	10-2410-491-00-74-150-13
	202504031	04/28/2025	10-2410-491-00-74-150-13	Rebate Supplies Conley	239.98	20252389	10-2410-491-00-74-150-13
	202504031	04/28/2025	10-1110-410-50-74-150-13	Conley PE Supplies	148.19	20252389	10-1110-410-50-74-150-13
	202504031	04/28/2025	10-1110-410-50-74-150-13	Conley PE Supplies	296.38	20252389	10-1110-410-50-74-150-13
	202504031	04/28/2025	10-1110-410-12-74-150-13	Conley Music Supplies	235.75	20252389	10-1110-410-12-74-150-13
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	42.84	20252389	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-2410-491-00-74-150-13	Rebate Supplies Conley	395.23	20252389	10-2410-491-00-74-150-13
	202504031	04/28/2025	10-2410-491-00-74-150-13	Rebate Supplies Conley	395.99	20252389	10-2410-491-00-74-150-13
	202504031	04/28/2025	10-2410-491-00-74-150-13	Rebate Supplies Conley	398.70	20252389	10-2410-491-00-74-150-13
	202504031	04/28/2025	10-1110-410-35-74-150-13	Conley Band Supplies	235.00	20252389	10-1110-410-35-74-150-13
	202504031	04/28/2025	10-2220-430-00-74-150-13	Media Center Conley	40.52	20252389	10-2220-430-00-74-150-13
	202504031	04/28/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	196.87	20252389	10-1110-410-00-74-150-13
	202504031	04/28/2025	10-1110-410-35-74-150-13	Conley Band Supplies	32.95	20252389	10-1110-410-35-74-150-13
	202504031	04/28/2025	10-2660-410-00-79-600-14	Supplies Tech	1,949.87	20252390	10-2660-410-00-79-600-14
	202504031	04/28/2025	10-2660-410-00-79-600-14	Supplies Tech	140.56	20252390	10-2660-410-00-79-600-14
	202504031	04/28/2025	10-2660-410-00-79-600-14	Supplies Tech	336.04	20252390	10-2660-410-00-79-600-14
	202504031	04/28/2025	10-2114-410-00-74-500-14	Supplies Registration	184.66	20252390	10-2114-410-00-74-500-14
	202504031	04/28/2025	10-2660-332-00-79-600-14	Travel Technology	282.65	20252390	10-2660-332-00-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202504031	04/28/2025	10-2660-332-00-79-600-14	Travel Technology	13.13	20252390	10-2660-332-00-79-600-14
	202504031	04/28/2025	10-2660-332-00-79-600-14	Travel Technology	98.37	20252390	10-2660-332-00-79-600-14
	202504031	04/28/2025	10-2660-332-00-79-600-14	Travel Technology	65.15	20252390	10-2660-332-00-79-600-14
	202504031	04/28/2025	10-2642-410-00-74-500-14	Supplies Human Res	42.77	20252391	10-2642-410-00-74-500-14
	202504031	04/28/2025	10-2642-411-00-74-500-14	HR Employee Recognition	340.00	20252391	10-2642-411-00-74-500-14
	202504031	04/28/2025	10-2642-410-00-74-500-14	Supplies Human Res	132.00	20252391	10-2642-410-00-74-500-14
	202504031	04/28/2025	10-2642-410-00-74-500-14	Supplies Human Res	32.95	20252391	10-2642-410-00-74-500-14
	202505031	05/20/2025	10-158	Activity Funds	260.53	20252485	10-120
	202505031	05/20/2025	10-158	Activity Funds	55.42	20252485	10-120
	202505031	05/20/2025	10-158	Activity Funds	968.04	20252486	10-120
	202505031	05/20/2025	10-158	Activity Funds	376.11	20252486	10-120
	202505031	05/20/2025	10-158	Activity Funds	141.65	20252486	10-120
	202505031	05/20/2025	10-158	Activity Funds	129.47	20252486	10-120
	202505031	05/20/2025	10-158	Activity Funds	385.00	20252486	10-120
	202505031	05/20/2025	10-158	Activity Funds	32.98	20252486	10-120
	202505031	05/20/2025	10-158	Activity Funds	110.00	20252486	10-120
	202505031	05/20/2025	10-158	Activity Funds	147.04	20252486	10-120
	202505031	05/20/2025	10-158	Activity Funds	375.00	20252486	10-120
	202505031	05/20/2025	10-158	Activity Funds	514.64	20252486	10-120
	202505031	05/20/2025	10-158	Activity Funds	414.50	20252486	10-120
	202505031	05/20/2025	10-158	Activity Funds	59.39	20252486	10-120
	202505031	05/20/2025	10-158	Activity Funds	92.80	20252486	10-120
	202505031	05/20/2025	10-158	Activity Funds	12.58	20252486	10-120
	202505031	05/20/2025	10-158	Activity Funds	558.76	20252486	10-120
	202505031	05/20/2025	10-158	Activity Funds	50.57	20252486	10-120
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	26.95	20252487	10-1130-410-67-71-300-13
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	70.02	20252487	10-1130-410-67-71-300-13
	202505031	05/20/2025	10-1100-421-00-74-500-14	Materials 6-12	34.99	20252487	10-1100-421-00-74-500-14
	202505031	05/20/2025	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	59.94	20252487	10-2210-390-82-79-605-14
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	276.88	20252487	10-1130-410-67-71-300-13
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	399.71	20252487	10-1130-410-67-71-300-13
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	135.27	20252487	10-1130-410-67-71-300-13
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	26.98	20252487	10-1130-410-67-71-300-13
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	293.57	20252487	10-1130-410-67-71-300-13
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	35.01	20252487	10-1130-410-67-71-300-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	35.93	20252487	10-1130-410-67-71-300-13	
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	70.02	20252487	10-1130-410-67-71-300-13	
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	234.65	20252487	10-1130-410-67-71-300-13	
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	14.24	20252487	10-1130-410-67-71-300-13	
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	18.36	20252487	10-1130-410-67-71-300-13	
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	106.95	20252487	10-1130-410-67-71-300-13	
	202505031	05/20/2025	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	78.42	20252487	10-2210-490-00-74-500-14	
	202505031	05/20/2025	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	41.74	20252487	10-2210-490-00-74-500-14	
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	25.47	20252487	10-1130-410-67-71-300-13	
	202505031	05/20/2025	10-2546-490-00-79-600-14	Security Officer Supplies	144.00	20252488	10-2546-490-00-79-600-14	
	202505031	05/20/2025	10-2546-490-00-79-600-14	Security Officer Supplies	10.78	20252488	10-2546-490-00-79-600-14	
	202505031	05/20/2025	10-2546-490-00-79-600-14	Security Officer Supplies	44.49	20252488	10-2546-490-00-79-600-14	
	202505031	05/20/2025	10-2546-490-00-79-600-14	Security Officer Supplies	386.68	20252488	10-2546-490-00-79-600-14	770
	202505031	05/20/2025	10-2546-490-00-79-600-14	Security Officer Supplies	70.21	20252488	10-2546-490-00-79-600-14	
	202505031	05/20/2025	10-2546-490-00-79-600-14	Security Officer Supplies	109.99	20252488	10-2546-490-00-79-600-14	
	202505031	05/20/2025	10-2520-410-00-74-500-14	Supplies Fiscal	38.22	20252489	10-2520-410-00-74-500-14	
	202505031	05/20/2025	10-2520-410-00-74-500-14	Supplies Fiscal	21.74	20252489	10-2520-410-00-74-500-14	
	202505031	05/20/2025	10-2520-410-00-74-500-14	Supplies Fiscal	16.81	20252489	10-2520-410-00-74-500-14	
	202505031	05/20/2025	10-2520-410-00-74-500-14	Supplies Fiscal	55.68	20252489	10-2520-410-00-74-500-14	
	202505031	05/20/2025	10-2520-310-00-74-500-14	Prof & Tech Fiscal	545.00	20252489	10-2520-310-00-74-500-14	
	202505031	05/20/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	174.03	20252490	10-2130-410-92-79-605-14	
	202505031	05/20/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	18.99	20252490	10-2110-410-92-79-605-14	
	202505031	05/20/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	228.63	20252490	10-2110-410-92-79-605-14	
	202505031	05/20/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	250.94	20252490	10-2110-410-92-79-605-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	162.54	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	245.91	20252490	10-2130-410-92-79-605-14	
	202505031	05/20/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	23.00	20252490	10-2130-410-92-79-605-14	
	202505031	05/20/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	37.99	20252490	10-2130-410-92-79-605-14	
	202505031	05/20/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	45.03	20252490	10-2130-410-92-79-605-14	
	202505031	05/20/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	88.13	20252490	10-2130-410-92-79-605-14	
	202505031	05/20/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	65.72	20252490	10-2130-410-92-79-605-14	
	202505031	05/20/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	273.96	20252490	10-2130-410-92-79-605-14	
	202505031	05/20/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	24.99	20252490	10-2130-410-92-79-605-14	
	202505031	05/20/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	31.49	20252490	10-2130-410-92-79-605-14	
	202505031	05/20/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	193.70	20252490	10-2130-410-92-79-605-14	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202505031	05/20/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	304.53	20252490	10-2130-410-92-79-605-14	
	202505031	05/20/2025	10-2140-410-92-79-605-14	IDEA Psychological Supplies	11.39	20252490	10-2140-410-92-79-605-14	
	202505031	05/20/2025	10-2140-410-92-79-605-14	IDEA Psychological Supplies	203.91	20252490	10-2140-410-92-79-605-14	
	202505031	05/20/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	115.00	20252490	10-4220-670-00-79-600-14	
	202505031	05/20/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	80.00	20252490	10-2210-314-92-79-605-14	
	202505031	05/20/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	122.59	20252490	10-2110-410-92-79-605-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	58.80	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	115.00	20252490	10-4220-670-00-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	106.45	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	135.04	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	252.39	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	133.30	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	232.20	20252490	10-1200-410-92-79-600-14	771
	202505031	05/20/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	120.49	20252490	10-2110-410-92-79-605-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	107.06	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	57.55	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	38.00	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	209.30	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	39.85	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	7.69	20252490	10-2110-410-92-79-605-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	242.63	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	1,848.89	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	122.86	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	22.20	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	144.96	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	57.28	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	186.48	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	82.85	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	120.72	20252490	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	83.92	20252490	10-3000-410-92-79-600-14	
	202505031	05/20/2025	10-2633-360-00-74-500-14	Communications Purch Services	76.00	20252491	10-2633-360-00-74-500-14	
	202505031	05/20/2025	10-2321-410-00-74-500-14	Supplies Supt	12.99	20252491	10-2321-410-00-74-500-14	
	202505031	05/20/2025	10-2633-360-00-74-500-14	Communications Purch Services	101.08	20252491	10-2633-360-00-74-500-14	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	25.99	20252492	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	15.50	20252492	10-1120-410-00-74-210-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202505031	05/20/2025	10-1500-640-00-74-210-13	Sports Dues & Fees Heineman	770.00	20252492	10-1500-640-00-74-210-13	
	202505031	05/20/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	259.99	20252492	10-2210-314-92-79-605-14	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	14.65	20252492	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-09-74-210-13	Home Ec Heineman	9.29	20252492	10-1120-410-09-74-210-13	
	202505031	05/20/2025	10-1120-410-13-74-210-07	Heineman Science Supplies 7	181.50	20252492	10-1120-410-13-74-210-07	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	79.89	20252492	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-09-74-210-13	Home Ec Heineman	35.21	20252492	10-1120-410-09-74-210-13	
	202505031	05/20/2025	10-1120-410-09-74-210-13	Home Ec Heineman	36.38	20252492	10-1120-410-09-74-210-13	
	202505031	05/20/2025	10-1120-410-09-74-210-13	Home Ec Heineman	174.43	20252492	10-1120-410-09-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	154.44	20252492	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-09-74-210-13	Home Ec Heineman	29.99	20252492	10-1120-410-09-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	2.74	20252492	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-2220-490-00-74-210-13	Media Center Tech Heineman	19.99	20252492	10-2220-490-00-74-210-13	772
	202505031	05/20/2025	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	(29.46)	20252492	10-2213-415-00-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	152.62	20252492	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	13.78	20252492	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	17.09	20252492	10-2213-415-00-74-210-13	
	202505031	05/20/2025	10-158	Activity Funds	35.99	20252492	10-120	
	202505031	05/20/2025	10-158	Activity Funds	19.09	20252492	10-120	
	202505031	05/20/2025	10-2410-410-00-74-210-13	Office Supplies Heineman	98.91	20252492	10-2410-410-00-74-210-13	
	202505031	05/20/2025	10-2410-410-00-74-210-13	Office Supplies Heineman	46.98	20252492	10-2410-410-00-74-210-13	
	202505031	05/20/2025	10-2410-410-00-74-210-13	Office Supplies Heineman	86.18	20252492	10-2410-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	23.77	20252492	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	68.41	20252492	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	9.99	20252492	10-2213-415-00-74-210-13	
	202505031	05/20/2025	10-158	Activity Funds	150.64	20252493	10-120	
	202505031	05/20/2025	10-1120-323-00-72-220-13	Repairs Marlowe	18.99	20252493	10-1120-323-00-72-220-13	
	202505031	05/20/2025	10-158	Activity Funds	41.88	20252493	10-120	
	202505031	05/20/2025	10-158	Activity Funds	236.60	20252493	10-120	
	202505031	05/20/2025	10-2410-332-00-72-220-13	Principal Travel Marlowe	214.00	20252493	10-2410-332-00-72-220-13	
	202505031	05/20/2025	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	51.99	20252493	10-1120-490-00-72-220-13	
	202505031	05/20/2025	10-1500-412-00-72-220-13	Uniforms Marlowe	302.00	20252493	10-1500-412-00-72-220-13	
	202505031	05/20/2025	10-1120-410-80-72-220-13	PBIS	300.00	20252493	10-1120-410-80-72-220-13	
	202505031	05/20/2025	10-158	Activity Funds	87.54	20252493	10-120	
	202505031	05/20/2025	10-158	Activity Funds	33.98	20252493	10-120	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202505031	05/20/2025	10-1120-410-09-72-220-13	Home Ec Marlowe	120.45	20252493	10-1120-410-09-72-220-13
	202505031	05/20/2025	10-2220-490-00-72-220-13	Media Center Tech Marlowe	200.04	20252493	10-2220-490-00-72-220-13
	202505031	05/20/2025	10-1120-410-80-72-220-13	PBIS	300.00	20252493	10-1120-410-80-72-220-13
	202505031	05/20/2025	10-2220-430-00-72-220-13	Media Center Marlowe	18.00	20252493	10-2220-430-00-72-220-13
	202505031	05/20/2025	10-1120-410-80-72-220-13	PBIS	300.00	20252493	10-1120-410-80-72-220-13
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	21.99	20252493	10-1120-410-00-72-220-13
	202505031	05/20/2025	10-1120-410-22-72-220-13	Tech Lab Supplies Marlowe	81.36	20252493	10-1120-410-22-72-220-13
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	107.44	20252493	10-1120-410-00-72-220-13
	202505031	05/20/2025	10-158	Activity Funds	15.69	20252493	10-120
	202505031	05/20/2025	10-158	Activity Funds	52.57	20252493	10-120
	202505031	05/20/2025	10-1120-323-00-72-220-13	Repairs Marlowe	55.93	20252493	10-1120-323-00-72-220-13
	202505031	05/20/2025	10-2220-430-00-72-220-13	Media Center Marlowe	107.27	20252493	10-2220-430-00-72-220-13
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	97.93	20252493	10-1120-410-00-72-220-13
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	107.66	20252493	10-1120-410-00-72-220-13
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	39.98	20252493	10-1120-410-00-72-220-13
	202505031	05/20/2025	10-158	Activity Funds	117.70	20252493	10-120
	202505031	05/20/2025	10-2220-490-00-72-220-13	Media Center Tech Marlowe	12.79	20252493	10-2220-490-00-72-220-13
	202505031	05/20/2025	10-2220-430-00-72-220-13	Media Center Marlowe	28.30	20252493	10-2220-430-00-72-220-13
	202505031	05/20/2025	10-158	Activity Funds	96.44	20252493	10-120
	202505031	05/20/2025	10-2410-410-00-72-220-13	Office Supplies Marlowe	36.99	20252493	10-2410-410-00-72-220-13
	202505031	05/20/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	192.06	20252494	10-1110-410-00-72-120-13
	202505031	05/20/2025	10-158	Activity Funds	119.97	20252494	10-120
	202505031	05/20/2025	10-158	Activity Funds	81.00	20252494	10-120
	202505031	05/20/2025	10-158	Activity Funds	40.99	20252494	10-120
	202505031	05/20/2025	10-2220-430-00-72-120-13	Media Center Martin	(21.24)	20252494	10-2220-430-00-72-120-13
	202505031	05/20/2025	10-158	Activity Funds	23.99	20252494	10-120
	202505031	05/20/2025	10-158	Activity Funds	23.99	20252494	10-120
	202505031	05/20/2025	10-158	Activity Funds	23.99	20252494	10-120
	202505031	05/20/2025	10-158	Activity Funds	79.17	20252494	10-120
	202505031	05/20/2025	10-158	Activity Funds	27.99	20252494	10-120
	202505031	05/20/2025	10-2220-490-00-72-120-13	Media Center Tech Martin	167.94	20252494	10-2220-490-00-72-120-13
	202505031	05/20/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	25.99	20252494	10-1110-410-00-72-120-13
	202505031	05/20/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	107.98	20252494	10-1110-410-00-72-120-13
	202505031	05/20/2025	10-158	Activity Funds	81.80	20252494	10-120
	202505031	05/20/2025	10-2220-430-00-72-120-13	Media Center Martin	40.48	20252494	10-2220-430-00-72-120-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202505031	05/20/2025	10-2410-410-00-72-110-13	Office Supplies Chesak	19.87	20252495	10-2410-410-00-72-110-13
	202505031	05/20/2025	10-158	Activity Funds	41.00	20252495	10-120
	202505031	05/20/2025	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	(6.45)	20252495	10-2213-415-00-72-110-13
	202505031	05/20/2025	10-1130-410-13-71-300-13	Science Supplies HS	215.56	20252496	10-1130-410-13-71-300-13
	202505031	05/20/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	145.26	20252496	10-2213-415-00-71-300-13
	202505031	05/20/2025	10-1130-410-50-71-300-13	Wellness Supplies HS	93.85	20252496	10-1130-410-50-71-300-13
	202505031	05/20/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	623.94	20252496	10-1400-410-10-71-300-13
	202505031	05/20/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	329.99	20252496	10-1400-410-10-71-300-13
	202505031	05/20/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	20.98	20252496	10-1400-410-10-71-300-13
	202505031	05/20/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	135.50	20252496	10-2213-415-00-71-300-13
	202505031	05/20/2025	10-1130-410-00-71-300-13	Inst Supplies HS	48.20	20252496	10-1130-410-00-71-300-13
	202505031	05/20/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	139.98	20252496	10-1400-410-10-71-300-13
	202505031	05/20/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	681.73	20252496	10-1400-410-10-71-300-13
	202505031	05/20/2025	10-1558-410-00-71-300-13	VEI Supplies HS	27.98	20252496	10-1558-410-00-71-300-13
	202505031	05/20/2025	10-1130-410-59-71-300-14	HS Special Ed Supplies	45.50	20252496	10-1130-410-59-71-300-14
	202505031	05/20/2025	10-1130-410-50-71-300-13	Wellness Supplies HS	8.75	20252496	10-1130-410-50-71-300-13
	202505031	05/20/2025	10-1130-410-50-71-300-13	Wellness Supplies HS	21.59	20252496	10-1130-410-50-71-300-13
	202505031	05/20/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	67.42	20252496	10-1400-410-10-71-300-13
	202505031	05/20/2025	10-1130-410-59-71-300-14	HS Special Ed Supplies	39.90	20252496	10-1130-410-59-71-300-14
	202505031	05/20/2025	10-1130-410-59-71-300-14	HS Special Ed Supplies	2.85	20252496	10-1130-410-59-71-300-14
	202505031	05/20/2025	10-1130-410-59-71-300-14	HS Special Ed Supplies	8.33	20252496	10-1130-410-59-71-300-14
	202505031	05/20/2025	10-1130-410-59-71-300-14	HS Special Ed Supplies	109.79	20252496	10-1130-410-59-71-300-14
	202505031	05/20/2025	10-1130-410-15-71-300-13	Social Studies Supplies HS	310.48	20252496	10-1130-410-15-71-300-13
	202505031	05/20/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	168.90	20252496	10-2213-415-00-71-300-13
	202505031	05/20/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	68.03	20252496	10-2213-415-00-71-300-13
	202505031	05/20/2025	10-1130-410-13-71-300-13	Science Supplies HS	102.18	20252496	10-1130-410-13-71-300-13
	202505031	05/20/2025	10-1130-314-06-71-305-13	Alternative School	74.02	20252496	10-1130-314-06-71-305-13
	202505031	05/20/2025	10-1400-410-09-71-300-13	Family Consumer Science HS	710.41	20252496	10-1400-410-09-71-300-13
	202505031	05/20/2025	10-1400-410-09-71-300-13	Family Consumer Science HS	15.98	20252496	10-1400-410-09-71-300-13
	202505031	05/20/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	45.84	20252496	10-2213-415-00-71-300-13
	202505031	05/20/2025	10-1130-410-50-71-300-13	Wellness Supplies HS	195.78	20252496	10-1130-410-50-71-300-13
	202505031	05/20/2025	10-1130-410-59-71-300-14	HS Special Ed Supplies	314.91	20252496	10-1130-410-59-71-300-14
	202505031	05/20/2025	10-1130-410-59-71-300-14	HS Special Ed Supplies	23.94	20252496	10-1130-410-59-71-300-14
	202505031	05/20/2025	10-158	Activity Funds	17.19	20252496	10-120
	202505031	05/20/2025	10-2190-410-00-71-300-12	Graduation Supplies HHS	66.12	20252496	10-2190-410-00-71-300-12

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202505031	05/20/2025	10-1130-410-13-71-300-13	Science Supplies HS	16.99	20252496	10-1130-410-13-71-300-13
	202505031	05/20/2025	10-1130-410-13-71-300-13	Science Supplies HS	126.07	20252496	10-1130-410-13-71-300-13
	202505031	05/20/2025	10-1130-410-59-71-300-14	HS Special Ed Supplies	72.30	20252496	10-1130-410-59-71-300-14
	202505031	05/20/2025	10-1130-323-00-71-300-13	Repairs HS	769.74	20252496	10-1130-323-00-71-300-13
	202505031	05/20/2025	10-2220-430-00-71-300-13	Media Center HS	35.96	20252496	10-2220-430-00-71-300-13
	202505031	05/20/2025	10-2220-430-00-71-300-13	Media Center HS	89.96	20252496	10-2220-430-00-71-300-13
	202505031	05/20/2025	10-1130-410-50-71-300-13	Wellness Supplies HS	314.24	20252496	10-1130-410-50-71-300-13
	202505031	05/20/2025	10-2220-430-00-71-300-13	Media Center HS	19.75	20252496	10-2220-430-00-71-300-13
	202505031	05/20/2025	10-1130-323-00-71-300-13	Repairs HS	9.99	20252496	10-1130-323-00-71-300-13
	202505031	05/20/2025	10-2220-430-00-71-300-13	Media Center HS	192.24	20252496	10-2220-430-00-71-300-13
	202505031	05/20/2025	10-158	Activity Funds	18.69	20252496	10-120
	202505031	05/20/2025	10-2220-430-00-71-300-13	Media Center HS	90.65	20252496	10-2220-430-00-71-300-13
	202505031	05/20/2025	10-2220-430-00-71-300-13	Media Center HS	(25.08)	20252496	10-2220-430-00-71-300-13
	202505031	05/20/2025	10-1130-410-00-71-300-13	Inst Supplies HS	107.98	20252496	10-1130-410-00-71-300-13
	202505031	05/20/2025	10-1130-410-33-71-305-13	Academies Supplies	95.39	20252496	10-1130-410-33-71-305-13
	202505031	05/20/2025	10-1130-410-50-71-300-13	Wellness Supplies HS	74.02	20252496	10-1130-410-50-71-300-13
	202505031	05/20/2025	10-1130-410-50-71-300-13	Wellness Supplies HS	45.48	20252496	10-1130-410-50-71-300-13
	202505031	05/20/2025	10-1538-410-00-71-305-13	TV Production Supplies	498.00	20252496	10-1538-410-00-71-305-13
	202505031	05/20/2025	10-1538-410-00-71-305-13	TV Production Supplies	426.86	20252496	10-1538-410-00-71-305-13
	202505031	05/20/2025	10-1130-323-00-71-300-13	Repairs HS	10.98	20252496	10-1130-323-00-71-300-13
	202505031	05/20/2025	10-2410-490-00-71-300-13	HS Staff Recognition	18.99	20252496	10-2410-490-00-71-300-13
	202505031	05/20/2025	10-2410-410-00-71-300-13	Office Supplies HS	48.70	20252496	10-2410-410-00-71-300-13
	202505031	05/20/2025	10-1130-323-00-71-300-13	Repairs HS	259.99	20252496	10-1130-323-00-71-300-13
	202505031	05/20/2025	10-1130-410-05-71-300-13	English Supplies HS	44.95	20252496	10-1130-410-05-71-300-13
	202505031	05/20/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	(22.28)	20252496	10-1130-490-02-71-300-13
	202505031	05/20/2025	10-2190-410-00-71-300-12	Graduation Supplies HHS	106.40	20252496	10-2190-410-00-71-300-12
	202505031	05/20/2025	10-1130-410-15-71-300-13	Social Studies Supplies HS	108.18	20252496	10-1130-410-15-71-300-13
	202505031	05/20/2025	10-2410-410-00-71-300-14	Copier Paper & Toner HS	209.98	20252496	10-2410-410-00-71-300-14
	202505031	05/20/2025	10-1130-410-50-71-300-13	Wellness Supplies HS	267.30	20252496	10-1130-410-50-71-300-13
	202505031	05/20/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	44.27	20252497	10-1110-410-00-71-100-13
	202505031	05/20/2025	10-1110-410-12-72-100-13	Music Supplies Leggee	202.56	20252497	10-1110-410-12-72-100-13
	202505031	05/20/2025	10-1110-410-12-72-100-13	Music Supplies Leggee	202.56	20252497	10-1110-410-12-72-100-13
	202505031	05/20/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	54.21	20252497	10-1110-410-00-71-100-13
	202505031	05/20/2025	10-158	Activity Funds	24.91	20252497	10-120
	202505031	05/20/2025	10-1110-410-12-72-100-13	Music Supplies Leggee	101.28	20252497	10-1110-410-12-72-100-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202505031	05/20/2025	10-1543-332-00-71-305-13	Activities Travel	237.12	20252498	10-1543-332-00-71-305-13
	202505031	05/20/2025	10-158	Activity Funds	239.17	20252498	10-120
	202505031	05/20/2025	10-158	Activity Funds	111.91	20252498	10-120
	202505031	05/20/2025	10-158	Activity Funds	205.32	20252498	10-120
	202505031	05/20/2025	10-158	Activity Funds	462.91	20252498	10-120
	202505031	05/20/2025	10-158	Activity Funds	237.44	20252498	10-120
	202505031	05/20/2025	10-158	Activity Funds	474.63	20252498	10-120
	202505031	05/20/2025	10-1543-332-00-71-305-13	Activities Travel	237.12	20252498	10-1543-332-00-71-305-13
	202505031	05/20/2025	10-1543-332-00-71-305-13	Activities Travel	237.12	20252498	10-1543-332-00-71-305-13
	202505031	05/20/2025	10-1543-332-00-71-305-13	Activities Travel	237.12	20252498	10-1543-332-00-71-305-13
	202505031	05/20/2025	10-1543-332-00-71-305-13	Activities Travel	237.12	20252498	10-1543-332-00-71-305-13
	202505031	05/20/2025	10-1543-332-00-71-305-13	Activities Travel	237.12	20252498	10-1543-332-00-71-305-13
	202505031	05/20/2025	10-1543-332-00-71-305-13	Activities Travel	237.12	20252498	10-1543-332-00-71-305-13
	202505031	05/20/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	78.35	20252498	10-1130-490-02-71-300-13
	202505031	05/20/2025	10-1543-332-00-71-305-13	Activities Travel	237.12	20252498	10-1543-332-00-71-305-13
	202505031	05/20/2025	10-158	Activity Funds	59.85	20252498	10-120
	202505031	05/20/2025	10-158	Activity Funds	23.98	20252498	10-120
	202505031	05/20/2025	10-158	Activity Funds	17.98	20252498	10-120
	202505031	05/20/2025	10-158	Activity Funds	55.43	20252498	10-120
	202505031	05/20/2025	10-158	Activity Funds	102.32	20252498	10-120
	202505031	05/20/2025	10-158	Activity Funds	91.90	20252498	10-120
	202505031	05/20/2025	10-158	Activity Funds	66.40	20252498	10-120
	202505031	05/20/2025	10-1543-332-00-71-305-13	Activities Travel	237.12	20252498	10-1543-332-00-71-305-13
	202505031	05/20/2025	10-158	Activity Funds	58.58	20252498	10-120
	202505031	05/20/2025	10-158	Activity Funds	91.31	20252498	10-120
	202505031	05/20/2025	10-158	Activity Funds	95.86	20252498	10-120
	202505031	05/20/2025	10-158	Activity Funds	324.02	20252498	10-120
	202505031	05/20/2025	10-1543-332-00-71-305-13	Activities Travel	4,340.10	20252498	10-1543-332-00-71-305-13
	202505031	05/20/2025	10-1543-332-00-71-305-13	Activities Travel	(1,667.50)	20252498	10-1543-332-00-71-305-13
	202505031	05/20/2025	10-158	Activity Funds	479.60	20252498	10-120
	202505031	05/20/2025	10-158	Activity Funds	12.78	20252498	10-120
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	25.99	20252499	10-1200-410-66-71-300-13
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	99.77	20252499	10-1200-410-66-71-300-13
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	97.85	20252499	10-1200-410-66-71-300-13
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	189.00	20252499	10-1200-410-92-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	51.43	20252499	10-1200-410-66-71-300-13	
	202505031	05/20/2025	20-2542-410-00-79	Supplies B & G	366.23	20252500	20-2542-410-00-79	
	202505031	05/20/2025	20-2542-410-00-79	Supplies B & G	754.54	20252500	20-2542-410-00-79	
	202505031	05/20/2025	20-2542-410-00-79	Supplies B & G	148.14	20252500	20-2542-410-00-79	
	202505031	05/20/2025	20-2542-390-00-79	Other Purchased Service	195.84	20252500	20-2542-390-00-79	
	202505031	05/20/2025	20-2542-410-00-79	Supplies B & G	(9.13)	20252500	20-2542-410-00-79	
	202505031	05/20/2025	20-2542-410-00-79	Supplies B & G	45.51	20252500	20-2542-410-00-79	
	202505031	05/20/2025	20-2542-410-00-79	Supplies B & G	108.98	20252500	20-2542-410-00-79	
	202505031	05/20/2025	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	40.06	20252501	10-2213-415-00-74-500-14	
	202505031	05/20/2025	10-2410-410-00-74-140-13	Office Supplies Mackeben	74.99	20252502	10-2410-410-00-74-140-13	
	202505031	05/20/2025	10-158	Activity Funds	78.68	20252502	10-120	
	202505031	05/20/2025	10-2410-410-00-74-140-13	Office Supplies Mackeben	(5.31)	20252502	10-2410-410-00-74-140-13	
	202505031	05/20/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	140.49	20252502	10-1110-410-00-74-140-13	777
	202505031	05/20/2025	10-1110-323-00-74-140-13	Repairs & Maintenance Mackeben	42.00	20252502	10-1110-323-00-74-140-13	
	202505031	05/20/2025	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	69.98	20252502	10-2213-415-00-74-140-13	
	202505031	05/20/2025	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	49.48	20252502	10-2410-410-00-74-140-14	
	202505031	05/20/2025	10-1110-410-12-74-140-13	Mackeben Music Supplies	38.45	20252502	10-1110-410-12-74-140-13	
	202505031	05/20/2025	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	389.07	20252502	10-2410-410-00-74-140-14	
	202505031	05/20/2025	10-1110-410-12-74-140-13	Mackeben Music Supplies	141.21	20252502	10-1110-410-12-74-140-13	
	202505031	05/20/2025	10-1110-410-12-74-140-13	Mackeben Music Supplies	32.66	20252502	10-1110-410-12-74-140-13	
	202505031	05/20/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	19.98	20252502	10-1110-410-00-74-140-13	
	202505031	05/20/2025	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	28.98	20252502	10-2213-415-00-74-140-13	
	202505031	05/20/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	119.27	20252502	10-1110-410-00-74-140-13	
	202505031	05/20/2025	10-2213-415-00-74-140-13	Mackeben Staff Devel Supplies	229.67	20252502	10-2213-415-00-74-140-13	
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	203.15	20252503	10-1200-410-66-71-300-13	
	202505031	05/20/2025	10-1200-310-66-71-300-13	STEP Purchased Services	45.00	20252503	10-1200-310-66-71-300-13	
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	91.90	20252503	10-1200-410-66-71-300-13	
	202505031	05/20/2025	10-1125-410-90-79-600-14	Supplies Parent-Tot	30.32	20252504	10-1125-410-90-79-600-14	
	202505031	05/20/2025	10-1125-410-90-79-600-14	Supplies Parent-Tot	319.93	20252504	10-1125-410-90-79-600-14	
	202505031	05/20/2025	10-1125-410-90-79-600-14	Supplies Parent-Tot	424.09	20252504	10-1125-410-90-79-600-14	
	202505031	05/20/2025	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	369.85	20252504	10-2213-415-00-72-165-13	
	202505031	05/20/2025	10-1125-390-97-79-600-14	All Children Purchased Service	375.00	20252504	10-1125-390-97-79-600-14	
	202505031	05/20/2025	10-2300-410-97-79-600-14	All Children Gen Admin Sup	49.22	20252504	10-2300-410-97-79-600-14	
	202505031	05/20/2025	10-1125-410-90-79-600-14	Supplies Parent-Tot	367.94	20252504	10-1125-410-90-79-600-14	
	202505031	05/20/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	499.00	20252504	10-2210-314-92-79-605-14	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202505031	05/20/2025	10-2560-415-95-79-600-14	ECE Snacks	39.88	20252504	10-2560-415-95-79-600-14	
	202505031	05/20/2025	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	11.64	20252504	10-2213-415-00-72-165-13	
	202505031	05/20/2025	10-2300-410-97-79-600-14	All Children Gen Admin Sup	108.86	20252504	10-2300-410-97-79-600-14	
	202505031	05/20/2025	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	119.37	20252504	10-2213-415-00-72-165-13	
	202505031	05/20/2025	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	100.62	20252504	10-2213-415-00-72-165-13	
	202505031	05/20/2025	10-158	Activity Funds	42.00	20252504	10-120	
	202505031	05/20/2025	10-1125-410-97-79-600-14	All Children Supplies	213.98	20252504	10-1125-410-97-79-600-14	
	202505031	05/20/2025	10-2300-410-97-79-600-14	All Children Gen Admin Sup	12.11	20252504	10-2300-410-97-79-600-14	
	202505031	05/20/2025	10-1225-410-95-79-600-14	ECE Instr Supplies	88.88	20252504	10-1225-410-95-79-600-14	
	202505031	05/20/2025	10-1125-410-90-79-600-14	Supplies Parent-Tot	265.31	20252504	10-1125-410-90-79-600-14	
	202505031	05/20/2025	10-1125-410-90-79-600-14	Supplies Parent-Tot	23.84	20252504	10-1125-410-90-79-600-14	
	202505031	05/20/2025	10-2300-410-97-79-600-14	All Children Gen Admin Sup	36.53	20252504	10-2300-410-97-79-600-14	
	202505031	05/20/2025	10-1125-410-97-79-600-14	All Children Supplies	105.85	20252504	10-1125-410-97-79-600-14	778
	202505031	05/20/2025	10-1500-412-00-74-210-13	Uniforms Heineman	40.91	20252505	10-1500-412-00-74-210-13	
	202505031	05/20/2025	10-158	Activity Funds	136.37	20252505	10-120	
	202505031	05/20/2025	10-158	Activity Funds	2.28	20252505	10-120	
	202505031	05/20/2025	10-158	Activity Funds	8.33	20252505	10-120	
	202505031	05/20/2025	10-158	Activity Funds	150.00	20252505	10-120	
	202505031	05/20/2025	10-158	Activity Funds	224.62	20252505	10-120	
	202505031	05/20/2025	10-158	Activity Funds	53.00	20252505	10-120	
	202505031	05/20/2025	10-158	Activity Funds	8.27	20252505	10-120	
	202505031	05/20/2025	10-1110-323-00-74-150-13	Repairs Conley	42.00	20252506	10-1110-323-00-74-150-13	
	202505031	05/20/2025	10-2410-410-00-74-150-13	Office Supplies Conley	79.26	20252506	10-2410-410-00-74-150-13	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	26.15	20252506	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-2213-415-00-74-150-13	Conley Staff Devel Supplies	44.12	20252506	10-2213-415-00-74-150-13	
	202505031	05/20/2025	10-2410-410-00-74-150-13	Office Supplies Conley	198.51	20252506	10-2410-410-00-74-150-13	
	202505031	05/20/2025	10-2410-410-00-74-150-13	Office Supplies Conley	59.98	20252506	10-2410-410-00-74-150-13	
	202505031	05/20/2025	10-2130-410-00-79-600-14	Supplies Health	24.55	20252506	10-2130-410-00-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	653.99	20252506	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	160.19	20252506	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	99.95	20252506	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-2410-410-00-74-150-13	Office Supplies Conley	26.99	20252506	10-2410-410-00-74-150-13	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	9.24	20252506	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	13.98	20252506	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-2220-490-00-74-150-13	Media Center Tech Conley	382.75	20252506	10-2220-490-00-74-150-13	

Huntley Community School District 158
Disbursements

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202505031	05/20/2025	10-2410-410-00-74-150-13	Office Supplies Conley	142.83	20252506	10-2410-410-00-74-150-13	
	202505031	05/20/2025	10-158	Activity Funds	128.62	20252506	10-120	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	213.69	20252506	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-2213-415-00-74-150-13	Conley Staff Devel Supplies	67.00	20252506	10-2213-415-00-74-150-13	
	202505031	05/20/2025	10-2213-415-00-74-150-13	Conley Staff Devel Supplies	143.64	20252506	10-2213-415-00-74-150-13	
	202505031	05/20/2025	10-2410-410-00-74-150-13	Office Supplies Conley	11.50	20252506	10-2410-410-00-74-150-13	
	202505031	05/20/2025	10-2213-415-00-74-150-13	Conley Staff Devel Supplies	302.46	20252506	10-2213-415-00-74-150-13	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	(395.99)	20252506	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	140.00	20252506	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-2130-410-00-79-600-14	Supplies Health	12.16	20252506	10-2130-410-00-79-600-14	
	202505031	05/20/2025	10-2410-410-00-74-150-13	Office Supplies Conley	24.98	20252506	10-2410-410-00-74-150-13	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	17.25	20252506	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-1110-410-36-74-150-13	Conley Orchestra Supplies	19.99	20252506	10-1110-410-36-74-150-13	779
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	60.83	20252506	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	21.78	20252506	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-2220-430-00-74-150-13	Media Center Conley	133.68	20252506	10-2220-430-00-74-150-13	
	202505031	05/20/2025	10-2220-430-00-74-150-13	Media Center Conley	486.50	20252506	10-2220-430-00-74-150-13	
	202505031	05/20/2025	10-2220-430-00-74-150-13	Media Center Conley	19.95	20252506	10-2220-430-00-74-150-13	
	202505031	05/20/2025	10-2410-410-00-74-150-13	Office Supplies Conley	83.10	20252506	10-2410-410-00-74-150-13	
	202505031	05/20/2025	10-2220-490-00-74-150-13	Media Center Tech Conley	98.99	20252506	10-2220-490-00-74-150-13	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	190.99	20252506	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	448.89	20252506	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-1110-410-12-74-150-13	Conley Music Supplies	(78.89)	20252506	10-1110-410-12-74-150-13	
	202505031	05/20/2025	10-1110-410-12-74-150-13	Conley Music Supplies	(77.35)	20252506	10-1110-410-12-74-150-13	
	202505031	05/20/2025	10-1110-410-12-74-150-13	Conley Music Supplies	(31.95)	20252506	10-1110-410-12-74-150-13	
	202505031	05/20/2025	10-1110-410-12-74-150-13	Conley Music Supplies	(31.95)	20252506	10-1110-410-12-74-150-13	
	202505031	05/20/2025	10-2220-430-00-74-150-13	Media Center Conley	55.74	20252506	10-2220-430-00-74-150-13	
	202505031	05/20/2025	10-2660-332-00-79-600-14	Travel Technology	17.93	20252507	10-2660-332-00-79-600-14	
	202505031	05/20/2025	10-2660-410-00-79-600-14	Supplies Tech	1,649.89	20252507	10-2660-410-00-79-600-14	
	202505031	05/20/2025	10-2660-319-61-79-600-14	Software Maintenance	29.00	20252507	10-2660-319-61-79-600-14	
	202505031	05/20/2025	10-2660-319-61-79-600-14	Software Maintenance	8.40	20252507	10-2660-319-61-79-600-14	
	202505031	05/20/2025	10-2660-410-00-79-600-14	Supplies Tech	17.48	20252507	10-2660-410-00-79-600-14	
	202505031	05/20/2025	10-2660-332-00-79-600-14	Travel Technology	11.22	20252507	10-2660-332-00-79-600-14	
	202505031	05/20/2025	10-2660-332-00-79-600-14	Travel Technology	71.34	20252507	10-2660-332-00-79-600-14	
	202505031	05/20/2025	10-1600-410-89-79-605-14	Title I Supplies	350.00	20252508	10-1600-410-89-79-605-14	

Huntley Community School District 158
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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202505031	05/20/2025	10-2642-410-00-74-500-14	Supplies Human Res	41.25	20252508	10-2642-410-00-74-500-14
	202505031	05/20/2025	10-2642-350-00-74-500-14	Advertising Human Res	250.00	20252508	10-2642-350-00-74-500-14
	202505031	05/20/2025	10-2642-411-00-74-500-14	HR Employee Recognition	118.15	20252508	10-2642-411-00-74-500-14
	202505031	05/20/2025	10-158	Activity Funds	111.60	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	111.60	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	419.89	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	111.60	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	111.60	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	111.60	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	322.37	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	356.59	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	111.60	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	111.60	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	29.64	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	53.39	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	39.52	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	233.85	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	65.34	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	26.56	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	24.65	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	111.60	20252607	10-120
	202505031	05/20/2025	10-158	Activity Funds	122.18	20252608	10-120
	202505031	05/20/2025	10-158	Activity Funds	63.19	20252608	10-120
	202505031	05/20/2025	10-158	Activity Funds	187.00	20252608	10-120
	202505031	05/20/2025	10-158	Activity Funds	203.00	20252608	10-120
	202505031	05/20/2025	10-158	Activity Funds	249.75	20252608	10-120
	202505031	05/20/2025	10-158	Activity Funds	483.10	20252608	10-120
	202505031	05/20/2025	10-158	Activity Funds	(8.32)	20252608	10-120
	202505031	05/20/2025	10-158	Activity Funds	45.96	20252609	10-120
	202505031	05/20/2025	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	727.90	20252610	10-2210-390-82-79-605-14
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	42.25	20252610	10-1130-410-67-71-300-13
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	462.73	20252610	10-1130-410-67-71-300-13
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	39.96	20252610	10-1130-410-67-71-300-13
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	24.56	20252610	10-1130-410-67-71-300-13
	202505031	05/20/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	42.72	20252610	10-1800-410-82-79-605-14

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Huntley Community School District 158
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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202505031	05/20/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	496.64	20252610	10-1800-410-82-79-605-14	
	202505031	05/20/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	456.70	20252610	10-1800-410-82-79-605-14	
	202505031	05/20/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	282.85	20252610	10-1800-410-82-79-605-14	
	202505031	05/20/2025	10-2210-332-82-79-605-14	Bilingual PD Travel & Conference	240.00	20252610	10-2210-332-82-79-605-14	
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	29.04	20252610	10-1130-410-67-71-300-13	
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	447.48	20252610	10-1130-410-67-71-300-13	
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	234.22	20252610	10-1130-410-67-71-300-13	
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	(150.03)	20252610	10-1130-410-67-71-300-13	
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	(79.18)	20252610	10-1130-410-67-71-300-13	
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	28.99	20252610	10-1130-410-67-71-300-13	
	202505031	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	576.13	20252610	10-1130-410-67-71-300-13	
	202505031	05/20/2025	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	59.55	20252610	10-2210-490-00-74-500-14	
	202505031	05/20/2025	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	140.35	20252610	10-2210-490-00-74-500-14	781
	202505031	05/20/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	126.95	20252610	10-1800-410-82-79-605-14	
	202505031	05/20/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	170.88	20252610	10-1800-410-82-79-605-14	
	202505031	05/20/2025	10-2520-410-00-74-500-14	Supplies Fiscal	8.97	20252611	10-2520-410-00-74-500-14	
	202505031	05/20/2025	10-2520-410-00-74-500-14	Supplies Fiscal	100.00	20252611	10-2520-410-00-74-500-14	
	202505031	05/20/2025	10-2310-332-00-74-500-14	Travel Board	90.00	20252612	10-2310-332-00-74-500-14	
	202505031	05/20/2025	10-2310-410-00-74-500-14	Supplies Board	167.85	20252612	10-2310-410-00-74-500-14	
	202505031	05/20/2025	10-2310-410-00-74-500-14	Supplies Board	45.44	20252612	10-2310-410-00-74-500-14	
	202505031	05/20/2025	10-2321-410-00-74-500-14	Supplies Supt	309.55	20252612	10-2321-410-00-74-500-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	232.80	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	244.93	20252613	10-2150-410-92-79-605-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	65.47	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	22.07	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	14.84	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	268.98	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	217.63	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	19.99	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	17.07	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	89.97	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	70.61	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	14.98	20252613	10-2110-410-92-79-605-14	
	202505031	05/20/2025	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	175.68	20252613	10-3000-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	17.26	20252613	10-1200-410-66-71-300-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202505031	05/20/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	115.00	20252613	10-4220-670-00-79-600-14	
	202505031	05/20/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	115.00	20252613	10-4220-670-00-79-600-14	
	202505031	05/20/2025	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	17.98	20252613	10-3000-410-92-79-600-14	
	202505031	05/20/2025	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	55.24	20252613	10-3000-410-92-79-600-14	
	202505031	05/20/2025	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	93.98	20252613	10-3000-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	104.85	20252613	10-1200-410-00-79-600-14	
	202505031	05/20/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	33.93	20252613	10-1200-410-00-79-600-14	
	202505031	05/20/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	233.01	20252613	10-2130-410-92-79-605-14	
	202505031	05/20/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	18.99	20252613	10-2130-410-92-79-605-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	25.00	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	11.16	20252613	10-2110-410-92-79-605-14	
	202505031	05/20/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	32.99	20252613	10-2110-410-92-79-605-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	79.99	20252613	10-1200-410-92-79-600-14	782
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	166.95	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	250.64	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	235.59	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	242.77	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	202.52	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	6.44	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	220.98	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	11.59	20252613	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	215.14	20252613	10-2130-410-92-79-605-14	
	202505031	05/20/2025	10-2633-360-00-74-500-14	Communications Purch Services	9.95	20252614	10-2633-360-00-74-500-14	
	202505031	05/20/2025	10-1500-411-00-74-210-13	Awards Heineman	184.60	20252615	10-1500-411-00-74-210-13	
	202505031	05/20/2025	10-1120-410-13-74-210-07	Heineman Science Supplies 7	120.69	20252615	10-1120-410-13-74-210-07	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	12.69	20252615	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	99.90	20252615	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	1,237.40	20252615	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	80.94	20252615	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	125.11	20252615	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	43.59	20252615	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	40.58	20252615	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-2220-430-00-74-210-13	Media Center Heineman	118.34	20252615	10-2220-430-00-74-210-13	
	202505031	05/20/2025	10-2410-410-00-74-210-13	Office Supplies Heineman	3.00	20252615	10-2410-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-08-74-210-13	Health Supplies Heineman	452.39	20252615	10-1120-410-08-74-210-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202505031	05/20/2025	10-1120-410-13-74-210-07	Heineman Science Supplies 7	165.40	20252615	10-1120-410-13-74-210-07	
	202505031	05/20/2025	10-1120-410-13-74-210-07	Heineman Science Supplies 7	29.22	20252615	10-1120-410-13-74-210-07	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	100.00	20252615	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-2220-490-00-74-210-13	Media Center Tech Heineman	285.22	20252615	10-2220-490-00-74-210-13	
	202505031	05/20/2025	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	77.99	20252615	10-2213-415-00-74-210-13	
	202505031	05/20/2025	10-1120-410-13-74-210-08	Heineman Science Supplies 8	128.92	20252615	10-1120-410-13-74-210-08	
	202505031	05/20/2025	10-2410-410-00-74-210-13	Office Supplies Heineman	63.35	20252615	10-2410-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-09-74-210-13	Home Ec Heineman	52.57	20252615	10-1120-410-09-74-210-13	
	202505031	05/20/2025	10-1120-410-09-74-210-13	Home Ec Heineman	10.79	20252615	10-1120-410-09-74-210-13	
	202505031	05/20/2025	10-1120-410-09-74-210-13	Home Ec Heineman	6.39	20252615	10-1120-410-09-74-210-13	
	202505031	05/20/2025	10-1120-410-09-74-210-13	Home Ec Heineman	14.34	20252615	10-1120-410-09-74-210-13	
	202505031	05/20/2025	10-2410-491-00-74-210-13	Rebate Supplies Heineman	275.98	20252615	10-2410-491-00-74-210-13	
	202505031	05/20/2025	10-1120-410-13-74-210-07	Heineman Science Supplies 7	444.16	20252615	10-1120-410-13-74-210-07	783
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	100.00	20252615	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-08-74-210-13	Health Supplies Heineman	63.36	20252615	10-1120-410-08-74-210-13	
	202505031	05/20/2025	10-1120-410-13-74-210-07	Heineman Science Supplies 7	38.38	20252615	10-1120-410-13-74-210-07	
	202505031	05/20/2025	10-1120-410-08-74-210-13	Health Supplies Heineman	66.28	20252615	10-1120-410-08-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	23.99	20252615	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-50-74-210-13	PE Supplies Heineman	60.27	20252615	10-1120-410-50-74-210-13	
	202505031	05/20/2025	10-1120-410-50-74-210-13	PE Supplies Heineman	39.89	20252615	10-1120-410-50-74-210-13	
	202505031	05/20/2025	10-2410-410-00-74-210-13	Office Supplies Heineman	12.50	20252615	10-2410-410-00-74-210-13	
	202505031	05/20/2025	10-2410-410-00-74-210-13	Office Supplies Heineman	9.47	20252615	10-2410-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	13.99	20252615	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	82.72	20252615	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	12.58	20252615	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-13-74-210-07	Heineman Science Supplies 7	207.23	20252615	10-1120-410-13-74-210-07	
	202505031	05/20/2025	10-158	Activity Funds	146.71	20252615	10-120	
	202505031	05/20/2025	10-158	Activity Funds	175.48	20252615	10-120	
	202505031	05/20/2025	10-1120-410-08-74-210-13	Health Supplies Heineman	13.94	20252615	10-1120-410-08-74-210-13	
	202505031	05/20/2025	10-1120-410-06-74-210-13	Foreign Lang Supplies Heineman	16.47	20252615	10-1120-410-06-74-210-13	
	202505031	05/20/2025	10-1120-410-13-74-210-08	Heineman Science Supplies 8	38.22	20252615	10-1120-410-13-74-210-08	
	202505031	05/20/2025	10-1120-410-08-74-210-13	Health Supplies Heineman	17.68	20252615	10-1120-410-08-74-210-13	
	202505031	05/20/2025	10-1120-410-13-74-210-08	Heineman Science Supplies 8	29.95	20252615	10-1120-410-13-74-210-08	
	202505031	05/20/2025	10-2410-410-00-74-210-13	Office Supplies Heineman	25.19	20252615	10-2410-410-00-74-210-13	
	202505031	05/20/2025	10-2410-410-00-74-210-13	Office Supplies Heineman	28.97	20252615	10-2410-410-00-74-210-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202505031	05/20/2025	10-158	Activity Funds	(30.60)	20252615	10-120
	202505031	05/20/2025	10-158	Activity Funds	41.98	20252615	10-120
	202505031	05/20/2025	10-2410-410-00-74-210-13	Office Supplies Heineman	29.45	20252615	10-2410-410-00-74-210-13
	202505031	05/20/2025	10-1120-410-13-74-210-08	Heineman Science Supplies 8	11.96	20252615	10-1120-410-13-74-210-08
	202505031	05/20/2025	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	225.79	20252615	10-2410-410-00-74-210-14
	202505031	05/20/2025	10-1120-323-00-72-220-13	Repairs Marlowe	181.32	20252616	10-1120-323-00-72-220-13
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	178.62	20252616	10-1120-410-00-72-220-13
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	157.01	20252616	10-1120-410-00-72-220-13
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	218.42	20252616	10-1120-410-00-72-220-13
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	67.93	20252616	10-1120-410-00-72-220-13
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	47.98	20252616	10-1120-410-00-72-220-13
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	46.98	20252616	10-1120-410-00-72-220-13
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	54.03	20252616	10-1120-410-00-72-220-13
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	197.96	20252616	10-1120-410-00-72-220-13
	202505031	05/20/2025	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	622.00	20252616	10-1120-490-02-72-220-13
	202505031	05/20/2025	10-2220-430-00-72-220-13	Media Center Marlowe	279.45	20252616	10-2220-430-00-72-220-13
	202505031	05/20/2025	10-1532-410-00-72-220-13	Track Supplies Marlowe	57.95	20252616	10-1532-410-00-72-220-13
	202505031	05/20/2025	10-2220-430-00-72-220-13	Media Center Marlowe	19.59	20252616	10-2220-430-00-72-220-13
	202505031	05/20/2025	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	32.75	20252616	10-1120-490-00-72-220-13
	202505031	05/20/2025	10-1120-323-00-72-220-13	Repairs Marlowe	127.34	20252616	10-1120-323-00-72-220-13
	202505031	05/20/2025	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	35.00	20252616	10-1120-490-00-72-220-13
	202505031	05/20/2025	10-1120-410-80-72-220-13	PBIS	185.00	20252616	10-1120-410-80-72-220-13
	202505031	05/20/2025	10-1120-410-09-72-220-13	Home Ec Marlowe	98.00	20252616	10-1120-410-09-72-220-13
	202505031	05/20/2025	10-1500-640-00-72-220-13	Sports Dues & Fees Marlowe	144.00	20252616	10-1500-640-00-72-220-13
	202505031	05/20/2025	10-1120-410-09-72-220-13	Home Ec Marlowe	108.45	20252616	10-1120-410-09-72-220-13
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	107.38	20252616	10-1120-410-00-72-220-13
	202505031	05/20/2025	10-1120-410-09-72-220-13	Home Ec Marlowe	94.47	20252616	10-1120-410-09-72-220-13
	202505031	05/20/2025	10-158	Activity Funds	245.24	20252616	10-120
	202505031	05/20/2025	10-2220-430-00-72-220-13	Media Center Marlowe	19.59	20252616	10-2220-430-00-72-220-13
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	301.68	20252616	10-1120-410-00-72-220-13
	202505031	05/20/2025	10-1120-323-00-72-220-13	Repairs Marlowe	91.88	20252616	10-1120-323-00-72-220-13
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	190.43	20252616	10-1120-410-00-72-220-13
	202505031	05/20/2025	10-2220-430-00-72-220-13	Media Center Marlowe	422.69	20252616	10-2220-430-00-72-220-13
	202505031	05/20/2025	10-1120-410-22-72-220-13	Tech Lab Supplies Marlowe	18.98	20252616	10-1120-410-22-72-220-13
	202505031	05/20/2025	10-1120-410-22-72-220-13	Tech Lab Supplies Marlowe	39.99	20252616	10-1120-410-22-72-220-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202505031	05/20/2025	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	77.97	20252616	10-1120-410-13-72-220-06	
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	171.24	20252616	10-1120-410-00-72-220-13	
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	35.16	20252616	10-1120-410-00-72-220-13	
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	450.00	20252616	10-1120-410-00-72-220-13	
	202505031	05/20/2025	10-2410-410-00-72-220-13	Office Supplies Marlowe	71.85	20252616	10-2410-410-00-72-220-13	
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	(39.06)	20252616	10-1120-410-00-72-220-13	
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	194.60	20252616	10-1120-410-00-72-220-13	
	202505031	05/20/2025	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	494.59	20252616	10-1120-490-02-72-220-13	
	202505031	05/20/2025	10-1532-410-00-72-220-13	Track Supplies Marlowe	473.43	20252616	10-1532-410-00-72-220-13	
	202505031	05/20/2025	10-2220-430-00-72-220-13	Media Center Marlowe	17.09	20252616	10-2220-430-00-72-220-13	
	202505031	05/20/2025	10-2220-430-00-72-220-13	Media Center Marlowe	133.28	20252616	10-2220-430-00-72-220-13	
	202505031	05/20/2025	10-2220-430-00-72-220-13	Media Center Marlowe	27.02	20252616	10-2220-430-00-72-220-13	
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	123.99	20252616	10-1120-410-00-72-220-13	785
	202505031	05/20/2025	10-2220-430-00-72-220-13	Media Center Marlowe	238.28	20252616	10-2220-430-00-72-220-13	
	202505031	05/20/2025	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	139.29	20252616	10-1120-410-13-72-220-08	
	202505031	05/20/2025	10-1532-410-00-72-220-13	Track Supplies Marlowe	8.51	20252616	10-1532-410-00-72-220-13	
	202505031	05/20/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	184.41	20252616	10-1120-410-13-72-220-07	
	202505031	05/20/2025	10-1532-410-00-72-220-13	Track Supplies Marlowe	20.89	20252616	10-1532-410-00-72-220-13	
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	39.95	20252616	10-1120-410-00-72-220-13	
	202505031	05/20/2025	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	455.76	20252616	10-1120-410-13-72-220-08	
	202505031	05/20/2025	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	113.94	20252616	10-1120-410-13-72-220-08	
	202505031	05/20/2025	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	29.97	20252616	10-1120-410-13-72-220-08	
	202505031	05/20/2025	10-2220-430-00-72-220-13	Media Center Marlowe	295.01	20252616	10-2220-430-00-72-220-13	
	202505031	05/20/2025	10-2220-430-00-72-120-13	Media Center Martin	495.11	20252617	10-2220-430-00-72-120-13	
	202505031	05/20/2025	10-158	Activity Funds	369.37	20252617	10-120	
	202505031	05/20/2025	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	215.71	20252617	10-2213-415-00-72-120-13	
	202505031	05/20/2025	10-158	Activity Funds	9.75	20252617	10-120	
	202505031	05/20/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	448.92	20252617	10-1110-410-00-72-120-13	
	202505031	05/20/2025	10-2410-410-00-72-120-13	Office Supplies Martin	120.46	20252617	10-2410-410-00-72-120-13	
	202505031	05/20/2025	10-2220-430-00-72-120-13	Media Center Martin	116.26	20252617	10-2220-430-00-72-120-13	
	202505031	05/20/2025	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	608.00	20252617	10-2213-415-00-72-120-13	
	202505031	05/20/2025	10-2410-410-00-72-120-13	Office Supplies Martin	47.16	20252617	10-2410-410-00-72-120-13	
	202505031	05/20/2025	10-2220-430-00-72-120-13	Media Center Martin	282.07	20252617	10-2220-430-00-72-120-13	
	202505031	05/20/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	495.65	20252617	10-1110-410-00-72-120-13	
	202505031	05/20/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	495.00	20252617	10-1110-410-00-72-120-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202505031	05/20/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	495.65	20252617	10-1110-410-00-72-120-13	
	202505031	05/20/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	37.23	20252617	10-1110-410-00-72-120-13	
	202505031	05/20/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	188.00	20252617	10-1110-410-00-72-120-13	
	202505031	05/20/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	8.63	20252617	10-1110-410-00-72-120-13	
	202505031	05/20/2025	10-2220-430-00-72-120-13	Media Center Martin	85.98	20252617	10-2220-430-00-72-120-13	
	202505031	05/20/2025	10-1110-410-35-72-120-13	Band Supplies Martin	89.42	20252617	10-1110-410-35-72-120-13	
	202505031	05/20/2025	10-1110-410-35-72-120-13	Band Supplies Martin	405.16	20252617	10-1110-410-35-72-120-13	
	202505031	05/20/2025	10-1110-410-35-72-120-13	Band Supplies Martin	67.96	20252617	10-1110-410-35-72-120-13	
	202505031	05/20/2025	10-2410-410-00-72-110-13	Office Supplies Chesak	26.99	20252618	10-2410-410-00-72-110-13	
	202505031	05/20/2025	10-2410-332-00-72-110-13	Prin Travel Chesak	146.61	20252618	10-2410-332-00-72-110-13	
	202505031	05/20/2025	10-2410-332-00-72-110-13	Prin Travel Chesak	146.61	20252618	10-2410-332-00-72-110-13	
	202505031	05/20/2025	10-1110-410-00-72-110-13	Inst Supplies Chesak	13.98	20252618	10-1110-410-00-72-110-13	
	202505031	05/20/2025	10-1110-410-00-72-110-13	Inst Supplies Chesak	143.96	20252618	10-1110-410-00-72-110-13	786
	202505031	05/20/2025	10-2220-430-00-72-110-13	Media Center Chesak	23.91	20252618	10-2220-430-00-72-110-13	
	202505031	05/20/2025	10-1110-410-00-72-110-13	Inst Supplies Chesak	25.99	20252618	10-1110-410-00-72-110-13	
	202505031	05/20/2025	10-158	Activity Funds	126.66	20252618	10-120	
	202505031	05/20/2025	10-2220-430-00-72-110-13	Media Center Chesak	100.24	20252618	10-2220-430-00-72-110-13	
	202505031	05/20/2025	10-1110-410-00-72-110-13	Inst Supplies Chesak	108.72	20252618	10-1110-410-00-72-110-13	
	202505031	05/20/2025	10-1400-410-03-71-300-13	Business Supplies	550.52	20252619	10-1400-410-03-71-300-13	
	202505031	05/20/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	163.06	20252619	10-2213-415-00-71-300-13	
	202505031	05/20/2025	10-2223-323-00-79-600-14	PAC Repairs	59.69	20252619	10-2223-323-00-79-600-14	
	202505031	05/20/2025	10-2410-640-00-71-300-13	Dues & Fees HS	115.00	20252619	10-2410-640-00-71-300-13	
	202505031	05/20/2025	10-1400-410-03-71-300-13	Business Supplies	419.73	20252619	10-1400-410-03-71-300-13	
	202505031	05/20/2025	10-1400-410-03-71-300-13	Business Supplies	169.99	20252619	10-1400-410-03-71-300-13	
	202505031	05/20/2025	10-1400-410-03-71-300-13	Business Supplies	108.81	20252619	10-1400-410-03-71-300-13	
	202505031	05/20/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	69.21	20252619	10-1400-410-10-71-300-13	
	202505031	05/20/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	424.50	20252619	10-1400-410-10-71-300-13	
	202505031	05/20/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	79.95	20252619	10-1400-410-10-71-300-13	
	202505031	05/20/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	74.94	20252619	10-1400-410-10-71-300-13	
	202505031	05/20/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	(329.99)	20252619	10-1400-410-10-71-300-13	
	202505031	05/20/2025	10-2120-410-00-71-300-13	Supplies Counseling HS	36.79	20252619	10-2120-410-00-71-300-13	
	202505031	05/20/2025	10-1130-410-13-71-300-13	Science Supplies HS	91.88	20252619	10-1130-410-13-71-300-13	
	202505031	05/20/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	296.99	20252619	10-1400-410-10-71-300-13	
	202505031	05/20/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	1,588.43	20252619	10-1130-490-02-71-300-13	
	202505031	05/20/2025	10-1130-410-05-71-300-13	English Supplies HS	144.00	20252619	10-1130-410-05-71-300-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202505031	05/20/2025	10-1130-410-05-71-300-13	English Supplies HS	22.17	20252619	10-1130-410-05-71-300-13	
	202505031	05/20/2025	10-158	Activity Funds	600.00	20252619	10-120	
	202505031	05/20/2025	10-158	Activity Funds	600.00	20252619	10-120	
	202505031	05/20/2025	10-2410-410-00-71-300-14	Copier Paper & Toner HS	59.99	20252619	10-2410-410-00-71-300-14	
	202505031	05/20/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	136.18	20252619	10-2213-415-00-71-300-13	
	202505031	05/20/2025	10-1538-410-00-71-305-13	TV Production Supplies	200.00	20252619	10-1538-410-00-71-305-13	
	202505031	05/20/2025	10-1130-410-13-71-300-13	Science Supplies HS	17.29	20252619	10-1130-410-13-71-300-13	
	202505031	05/20/2025	10-1400-410-09-71-300-13	Family Consumer Science HS	15.33	20252619	10-1400-410-09-71-300-13	
	202505031	05/20/2025	10-1130-410-13-71-300-13	Science Supplies HS	16.16	20252619	10-1130-410-13-71-300-13	
	202505031	05/20/2025	10-1130-410-13-71-300-13	Science Supplies HS	79.95	20252619	10-1130-410-13-71-300-13	
	202505031	05/20/2025	10-1130-410-13-71-300-13	Science Supplies HS	23.99	20252619	10-1130-410-13-71-300-13	
	202505031	05/20/2025	10-1130-410-13-71-300-13	Science Supplies HS	15.83	20252619	10-1130-410-13-71-300-13	
	202505031	05/20/2025	10-2220-430-00-71-300-13	Media Center HS	13.99	20252619	10-2220-430-00-71-300-13	787
	202505031	05/20/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	99.08	20252619	10-2213-415-00-71-300-13	
	202505031	05/20/2025	10-1130-323-00-71-300-13	Repairs HS	(45.68)	20252619	10-1130-323-00-71-300-13	
	202505031	05/20/2025	10-1130-410-13-71-300-13	Science Supplies HS	144.46	20252619	10-1130-410-13-71-300-13	
	202505031	05/20/2025	10-1130-410-13-71-300-13	Science Supplies HS	122.39	20252619	10-1130-410-13-71-300-13	
	202505031	05/20/2025	10-2223-410-00-79-600-14	Supplies PAC	499.95	20252619	10-2223-410-00-79-600-14	
	202505031	05/20/2025	10-2223-410-00-79-600-14	Supplies PAC	260.05	20252619	10-2223-410-00-79-600-14	
	202505031	05/20/2025	10-2223-410-00-79-600-14	Supplies PAC	16.10	20252619	10-2223-410-00-79-600-14	
	202505031	05/20/2025	10-1130-420-00-71-300-13	HS Curriculum Textbooks	22.68	20252619	10-1130-420-00-71-300-13	
	202505031	05/20/2025	10-1130-410-13-71-300-13	Science Supplies HS	10.98	20252619	10-1130-410-13-71-300-13	
	202505031	05/20/2025	10-2220-430-00-71-300-13	Media Center HS	99.20	20252619	10-2220-430-00-71-300-13	
	202505031	05/20/2025	10-2410-410-00-71-300-13	Office Supplies HS	15.70	20252619	10-2410-410-00-71-300-13	
	202505031	05/20/2025	10-158	Activity Funds	52.77	20252619	10-120	
	202505031	05/20/2025	10-2220-430-00-71-300-13	Media Center HS	390.00	20252619	10-2220-430-00-71-300-13	
	202505031	05/20/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	28.34	20252619	10-1130-490-02-71-300-13	
	202505031	05/20/2025	10-2410-490-00-71-300-13	HS Staff Recognition	126.96	20252619	10-2410-490-00-71-300-13	
	202505031	05/20/2025	10-2220-430-00-71-300-13	Media Center HS	126.29	20252619	10-2220-430-00-71-300-13	
	202505031	05/20/2025	10-1130-410-11-71-300-13	Math Supplies HS	69.99	20252619	10-1130-410-11-71-300-13	
	202505031	05/20/2025	10-2410-410-00-71-300-14	Copier Paper & Toner HS	(209.98)	20252619	10-2410-410-00-71-300-14	
	202505031	05/20/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	323.36	20252619	10-1130-490-02-71-300-13	
	202505031	05/20/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	352.91	20252619	10-1130-490-02-71-300-13	
	202505031	05/20/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	29.59	20252619	10-1130-490-02-71-300-13	
	202505031	05/20/2025	10-2190-410-00-71-300-12	Graduation Supplies HHS	121.60	20252619	10-2190-410-00-71-300-12	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202505031	05/20/2025	10-2120-410-00-71-300-13	Supplies Counseling HS	285.48	20252619	10-2120-410-00-71-300-13	
	202505031	05/20/2025	10-1130-410-15-71-300-13	Social Studies Supplies HS	282.28	20252619	10-1130-410-15-71-300-13	
	202505031	05/20/2025	10-1130-410-15-71-300-13	Social Studies Supplies HS	29.96	20252619	10-1130-410-15-71-300-13	
	202505031	05/20/2025	10-1130-410-15-71-300-13	Social Studies Supplies HS	112.03	20252619	10-1130-410-15-71-300-13	
	202505031	05/20/2025	10-1130-410-11-71-300-13	Math Supplies HS	108.42	20252619	10-1130-410-11-71-300-13	
	202505031	05/20/2025	10-2410-410-00-71-100-13	Office Supplies Leggee	14.24	20252620	10-2410-410-00-71-100-13	
	202505031	05/20/2025	10-2410-410-00-71-100-13	Office Supplies Leggee	22.29	20252620	10-2410-410-00-71-100-13	
	202505031	05/20/2025	10-2410-410-00-71-100-13	Office Supplies Leggee	8.56	20252620	10-2410-410-00-71-100-13	
	202505031	05/20/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	50.70	20252620	10-1110-410-00-71-100-13	
	202505031	05/20/2025	10-2220-490-00-71-100-13	Media Center Tech Leggee	79.98	20252620	10-2220-490-00-71-100-13	
	202505031	05/20/2025	10-158	Activity Funds	59.25	20252620	10-120	
	202505031	05/20/2025	10-2220-490-00-71-100-13	Media Center Tech Leggee	104.94	20252620	10-2220-490-00-71-100-13	
	202505031	05/20/2025	10-2410-410-00-71-100-13	Office Supplies Leggee	43.54	20252620	10-2410-410-00-71-100-13	788
	202505031	05/20/2025	10-2410-410-00-71-100-13	Office Supplies Leggee	21.79	20252620	10-2410-410-00-71-100-13	
	202505031	05/20/2025	10-158	Activity Funds	459.69	20252620	10-120	
	202505031	05/20/2025	10-158	Activity Funds	45.99	20252620	10-120	
	202505031	05/20/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	271.28	20252620	10-1110-410-00-71-100-13	
	202505031	05/20/2025	10-2410-410-00-71-100-13	Office Supplies Leggee	27.32	20252620	10-2410-410-00-71-100-13	
	202505031	05/20/2025	10-158	Activity Funds	160.92	20252621	10-120	
	202505031	05/20/2025	10-158	Activity Funds	461.21	20252621	10-120	
	202505031	05/20/2025	10-158	Activity Funds	135.00	20252621	10-120	
	202505031	05/20/2025	10-158	Activity Funds	267.00	20252621	10-120	
	202505031	05/20/2025	10-158	Activity Funds	74.90	20252621	10-120	
	202505031	05/20/2025	10-158	Activity Funds	599.39	20252621	10-120	
	202505031	05/20/2025	10-158	Activity Funds	81.50	20252621	10-120	
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	81.49	20252622	10-1200-410-66-71-300-13	
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	27.46	20252622	10-1200-410-66-71-300-13	
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	164.16	20252622	10-1200-410-66-71-300-13	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	238.22	20252622	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	224.56	20252622	10-1200-410-92-79-600-14	
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	89.88	20252622	10-1200-410-66-71-300-13	
	202505031	05/20/2025	20-2542-410-00-79	Supplies B & G	19.48	20252623	20-2542-410-00-79	
	202505031	05/20/2025	20-2542-410-00-79	Supplies B & G	218.99	20252623	20-2542-410-00-79	
	202505031	05/20/2025	20-2542-410-00-79	Supplies B & G	54.14	20252623	20-2542-410-00-79	
	202505031	05/20/2025	20-2542-410-00-79	Supplies B & G	12.84	20252623	20-2542-410-00-79	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202505031	05/20/2025	20-2542-410-00-79	Supplies B & G	60.80	20252623	20-2542-410-00-79
	202505031	05/20/2025	10-2321-410-00-74-500-14	Supplies Supt	148.50	20252624	10-2321-410-00-74-500-14
	202505031	05/20/2025	10-2321-410-00-74-500-14	Supplies Supt	420.00	20252624	10-2321-410-00-74-500-14
	202505031	05/20/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	695.00	20252625	10-1110-410-00-74-140-13
	202505031	05/20/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	161.07	20252625	10-1110-410-00-74-140-13
	202505031	05/20/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	104.93	20252625	10-1110-410-00-74-140-13
	202505031	05/20/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	25.99	20252625	10-1110-410-00-74-140-13
	202505031	05/20/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	28.78	20252625	10-1110-410-00-74-140-13
	202505031	05/20/2025	10-1110-410-02-74-140-13	Mackeben Art Supplies	516.89	20252625	10-1110-410-02-74-140-13
	202505031	05/20/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	(208.36)	20252625	10-1110-410-00-74-140-13
	202505031	05/20/2025	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	135.00	20252625	10-2410-410-00-74-140-14
	202505031	05/20/2025	10-1110-410-50-74-140-14	Mackeben PE Supplies	925.02	20252625	10-1110-410-50-74-140-14
	202505031	05/20/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	25.93	20252625	10-1110-410-00-74-140-13
	202505031	05/20/2025	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	195.96	20252625	10-2410-410-00-74-140-14
	202505031	05/20/2025	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	219.90	20252625	10-2410-410-00-74-140-14
	202505031	05/20/2025	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	38.45	20252625	10-2410-410-00-74-140-14
	202505031	05/20/2025	10-2220-430-00-74-140-13	Media Center Mackeben	39.36	20252625	10-2220-430-00-74-140-13
	202505031	05/20/2025	10-2220-430-00-74-140-13	Media Center Mackeben	10.93	20252625	10-2220-430-00-74-140-13
	202505031	05/20/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	14.90	20252625	10-1110-410-00-74-140-13
	202505031	05/20/2025	10-2220-430-00-74-140-13	Media Center Mackeben	41.88	20252625	10-2220-430-00-74-140-13
	202505031	05/20/2025	10-2220-430-00-74-140-13	Media Center Mackeben	104.85	20252625	10-2220-430-00-74-140-13
	202505031	05/20/2025	10-1110-410-00-74-140-13	Inst Supplies Mackeben	35.99	20252625	10-1110-410-00-74-140-13
	202505031	05/20/2025	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	587.86	20252625	10-2410-410-00-74-140-14
	202505031	05/20/2025	10-1200-310-66-71-300-13	STEP Purchased Services	98.00	20252626	10-1200-310-66-71-300-13
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	124.78	20252626	10-1200-410-66-71-300-13
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	343.87	20252626	10-1200-410-66-71-300-13
	202505031	05/20/2025	10-1125-410-97-79-600-14	All Children Supplies	13.99	20252627	10-1125-410-97-79-600-14
	202505031	05/20/2025	10-1225-410-95-79-600-14	ECE Instr Supplies	104.49	20252627	10-1225-410-95-79-600-14
	202505031	05/20/2025	10-1125-410-97-79-600-14	All Children Supplies	71.35	20252627	10-1125-410-97-79-600-14
	202505031	05/20/2025	10-1125-490-00-79-600-14	Supplies Preschool	88.95	20252627	10-1125-490-00-79-600-14
	202505031	05/20/2025	10-1125-410-97-79-600-14	All Children Supplies	43.94	20252627	10-1125-410-97-79-600-14
	202505031	05/20/2025	10-1225-410-95-79-600-14	ECE Instr Supplies	210.24	20252627	10-1225-410-95-79-600-14
	202505031	05/20/2025	10-1125-410-90-79-600-14	Supplies Parent-Tot	419.79	20252627	10-1125-410-90-79-600-14
	202505031	05/20/2025	10-1125-490-00-79-600-14	Supplies Preschool	147.84	20252627	10-1125-490-00-79-600-14
	202505031	05/20/2025	10-158	Activity Funds	472.37	20252627	10-120

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Huntley Community School District 158
Disbursements

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202505031	05/20/2025	10-1225-410-95-79-600-14	ECE Instr Supplies	385.26	20252627	10-1225-410-95-79-600-14	
	202505031	05/20/2025	10-1125-410-97-79-600-14	All Children Supplies	150.05	20252627	10-1125-410-97-79-600-14	
	202505031	05/20/2025	10-2300-410-97-79-600-14	All Children Gen Admin Sup	113.74	20252627	10-2300-410-97-79-600-14	
	202505031	05/20/2025	10-1225-410-95-79-600-14	ECE Instr Supplies	28.18	20252627	10-1225-410-95-79-600-14	
	202505031	05/20/2025	10-1225-410-95-79-600-14	ECE Instr Supplies	20.78	20252627	10-1225-410-95-79-600-14	
	202505031	05/20/2025	10-1225-410-95-79-600-14	ECE Instr Supplies	301.81	20252627	10-1225-410-95-79-600-14	
	202505031	05/20/2025	10-1125-490-00-79-600-14	Supplies Preschool	533.37	20252627	10-1125-490-00-79-600-14	
	202505031	05/20/2025	10-1125-410-97-79-600-14	All Children Supplies	38.01	20252627	10-1125-410-97-79-600-14	
	202505031	05/20/2025	10-1225-410-95-79-600-14	ECE Instr Supplies	194.75	20252627	10-1225-410-95-79-600-14	
	202505031	05/20/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	62.21	20252628	10-2560-415-00-74-210-13	
	202505031	05/20/2025	10-158	Activity Funds	45.00	20252629	10-120	
	202505031	05/20/2025	10-158	Activity Funds	888.51	20252629	10-120	
	202505031	05/20/2025	10-1500-335-00-74-210-13	Conference Travel Heineman	108.00	20252629	10-1500-335-00-74-210-13	790
	202505031	05/20/2025	10-158	Activity Funds	25.00	20252629	10-120	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	69.49	20252629	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-158	Activity Funds	504.92	20252629	10-120	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	215.78	20252630	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-1110-410-36-74-150-13	Conley Orchestra Supplies	29.99	20252630	10-1110-410-36-74-150-13	
	202505031	05/20/2025	10-158	Activity Funds	201.01	20252630	10-120	
	202505031	05/20/2025	10-158	Activity Funds	34.69	20252630	10-120	
	202505031	05/20/2025	10-158	Activity Funds	23.67	20252630	10-120	
	202505031	05/20/2025	10-158	Activity Funds	54.03	20252630	10-120	
	202505031	05/20/2025	10-158	Activity Funds	38.15	20252630	10-120	
	202505031	05/20/2025	10-158	Activity Funds	67.97	20252630	10-120	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	345.33	20252630	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-2220-490-00-74-150-13	Media Center Tech Conley	467.52	20252630	10-2220-490-00-74-150-13	
	202505031	05/20/2025	10-158	Activity Funds	13.88	20252630	10-120	
	202505031	05/20/2025	10-158	Activity Funds	21.99	20252630	10-120	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	417.90	20252630	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-2220-430-00-74-150-13	Media Center Conley	19.95	20252630	10-2220-430-00-74-150-13	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	118.99	20252630	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	313.55	20252630	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-158	Activity Funds	72.42	20252630	10-120	
	202505031	05/20/2025	10-1110-410-00-74-150-13	Inst Supplies Conley	175.46	20252630	10-1110-410-00-74-150-13	
	202505031	05/20/2025	10-1110-410-35-74-150-13	Conley Band Supplies	207.92	20252630	10-1110-410-35-74-150-13	

Huntley Community School District 158
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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202505031	05/20/2025	10-2660-410-00-79-600-14	Supplies Tech	23.70	20252631	10-2660-410-00-79-600-14
	202505031	05/20/2025	10-2660-390-00-79-600-14	Purchased Service Technology	50.00	20252631	10-2660-390-00-79-600-14
	202505031	05/20/2025	10-2642-410-00-74-500-14	Supplies Human Res	(21.03)	20252632	10-2642-410-00-74-500-14
	202505031	05/20/2025	10-2642-410-00-74-500-14	Supplies Human Res	29.99	20252632	10-2642-410-00-74-500-14
	202505031	05/20/2025	10-2642-410-00-74-500-14	Supplies Human Res	14.00	20252632	10-2642-410-00-74-500-14
	202505031	05/20/2025	10-2642-410-00-74-500-14	Supplies Human Res	100.92	20252632	10-2642-410-00-74-500-14
	202505031	05/20/2025	10-158	Activity Funds	536.66	20252661	10-120
	202505031	05/20/2025	10-158	Activity Funds	869.62	20252662	10-120
	202505031	05/20/2025	10-158	Activity Funds	14.43	20252662	10-120
	202505031	05/20/2025	10-158	Activity Funds	28.97	20252662	10-120
	202505031	05/20/2025	10-158	Activity Funds	76.15	20252662	10-120
	202505031	05/20/2025	10-158	Activity Funds	100.00	20252663	10-120
	202505031	05/20/2025	10-158	Activity Funds	119.00	20252663	10-120
	202505031	05/20/2025	10-3000-410-84-79-605-14	Title III Comm Svcs Supplies	21.99	20252664	10-3000-410-84-79-605-14
	202505031	05/20/2025	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12	754.00	20252664	10-2212-332-00-74-500-14
	202505031	05/20/2025	20-2546-310-00-71-305	Resource Officer	238.08	20252665	20-2546-310-00-71-305
	202505031	05/20/2025	10-158	Activity Funds	359.80	20252666	10-120
	202505031	05/20/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	53.99	20252667	10-1200-410-00-79-600-14
	202505031	05/20/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	115.00	20252667	10-4220-670-00-79-600-14
	202505031	05/20/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	75.34	20252667	10-1200-410-00-79-600-14
	202505031	05/20/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	115.00	20252667	10-4220-670-00-79-600-14
	202505031	05/20/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	127.98	20252667	10-1200-410-00-79-600-14
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	411.44	20252667	10-1200-410-92-79-600-14
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	46.25	20252667	10-1200-410-92-79-600-14
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	397.57	20252667	10-1200-410-92-79-600-14
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	99.81	20252667	10-1200-410-92-79-600-14
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	7.89	20252667	10-1200-410-92-79-600-14
	202505031	05/20/2025	10-2110-410-92-79-605-14	IDEA Social Work Supplies	(9.99)	20252667	10-2110-410-92-79-605-14
	202505031	05/20/2025	10-158	Activity Funds	92.36	20252668	10-120
	202505031	05/20/2025	10-1120-410-09-74-210-13	Home Ec Heineman	0.49	20252668	10-1120-410-09-74-210-13
	202505031	05/20/2025	10-1120-410-09-74-210-13	Home Ec Heineman	8.02	20252668	10-1120-410-09-74-210-13
	202505031	05/20/2025	10-1120-410-09-74-210-13	Home Ec Heineman	160.83	20252668	10-1120-410-09-74-210-13
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	43.30	20252668	10-1120-410-00-74-210-13
	202505031	05/20/2025	10-1120-410-02-74-210-13	Art Supplies Heineman	17.25	20252668	10-1120-410-02-74-210-13
	202505031	05/20/2025	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	287.19	20252668	10-2410-410-00-74-210-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	41.46	20252668	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	46.32	20252668	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	13.95	20252668	10-1120-410-00-74-210-13	
	202505031	05/20/2025	10-1120-410-08-74-210-13	Health Supplies Heineman	15.10	20252668	10-1120-410-08-74-210-13	
	202505031	05/20/2025	10-158	Activity Funds	16.99	20252668	10-120	
	202505031	05/20/2025	10-158	Activity Funds	169.77	20252668	10-120	
	202505031	05/20/2025	10-158	Activity Funds	25.99	20252668	10-120	
	202505031	05/20/2025	10-158	Activity Funds	87.74	20252669	10-120	
	202505031	05/20/2025	10-2410-491-00-72-220-13	Rebate Supplies Marlowe	125.00	20252669	10-2410-491-00-72-220-13	
	202505031	05/20/2025	10-1120-410-09-72-220-13	Home Ec Marlowe	106.24	20252669	10-1120-410-09-72-220-13	
	202505031	05/20/2025	10-1120-410-09-72-220-13	Home Ec Marlowe	0.53	20252669	10-1120-410-09-72-220-13	
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	174.90	20252669	10-1120-410-00-72-220-13	
	202505031	05/20/2025	10-2410-491-00-72-220-13	Rebate Supplies Marlowe	104.09	20252669	10-2410-491-00-72-220-13	792
	202505031	05/20/2025	10-2410-491-00-72-220-13	Rebate Supplies Marlowe	125.00	20252669	10-2410-491-00-72-220-13	
	202505031	05/20/2025	10-2410-491-00-72-220-13	Rebate Supplies Marlowe	100.00	20252669	10-2410-491-00-72-220-13	
	202505031	05/20/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	44.94	20252669	10-1120-410-00-72-220-13	
	202505031	05/20/2025	10-1120-323-00-72-220-13	Repairs Marlowe	347.75	20252669	10-1120-323-00-72-220-13	
	202505031	05/20/2025	10-2220-430-00-72-220-13	Media Center Marlowe	(18.00)	20252669	10-2220-430-00-72-220-13	
	202505031	05/20/2025	10-2410-491-00-72-220-13	Rebate Supplies Marlowe	25.00	20252669	10-2410-491-00-72-220-13	
	202505031	05/20/2025	10-1120-323-00-72-220-13	Repairs Marlowe	215.00	20252669	10-1120-323-00-72-220-13	
	202505031	05/20/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	96.70	20252670	10-1110-410-00-72-120-13	
	202505031	05/20/2025	10-158	Activity Funds	19.80	20252670	10-120	
	202505031	05/20/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	422.14	20252670	10-1110-410-00-72-120-13	
	202505031	05/20/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	497.98	20252670	10-1110-410-00-72-120-13	
	202505031	05/20/2025	10-1110-410-00-72-110-13	Inst Supplies Chesak	293.95	20252671	10-1110-410-00-72-110-13	
	202505031	05/20/2025	10-1110-410-00-72-110-13	Inst Supplies Chesak	25.98	20252671	10-1110-410-00-72-110-13	
	202505031	05/20/2025	10-1110-410-02-72-110-13	Art Supplies Chesak	63.43	20252671	10-1110-410-02-72-110-13	
	202505031	05/20/2025	10-1110-410-00-72-110-13	Inst Supplies Chesak	96.27	20252671	10-1110-410-00-72-110-13	
	202505031	05/20/2025	10-2410-410-00-72-110-13	Office Supplies Chesak	30.90	20252671	10-2410-410-00-72-110-13	
	202505031	05/20/2025	10-1400-410-09-71-300-13	Family Consumer Science HS	55.18	20252672	10-1400-410-09-71-300-13	
	202505031	05/20/2025	10-1130-410-11-71-300-13	Math Supplies HS	76.97	20252672	10-1130-410-11-71-300-13	
	202505031	05/20/2025	10-2410-490-00-71-300-13	HS Staff Recognition	103.24	20252672	10-2410-490-00-71-300-13	
	202505031	05/20/2025	10-1130-410-00-71-300-13	Inst Supplies HS	138.00	20252672	10-1130-410-00-71-300-13	
	202505031	05/20/2025	10-1130-410-00-71-300-13	Inst Supplies HS	129.95	20252672	10-1130-410-00-71-300-13	
	202505031	05/20/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	141.97	20252672	10-1130-490-02-71-300-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202505031	05/20/2025	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	36.02	20252672	10-1130-490-02-71-300-13
	202505031	05/20/2025	10-2190-410-00-71-300-12	Graduation Supplies HHS	53.44	20252672	10-2190-410-00-71-300-12
	202505031	05/20/2025	10-158	Activity Funds	19.68	20252672	10-120
	202505031	05/20/2025	10-1130-410-00-71-300-13	Inst Supplies HS	81.45	20252672	10-1130-410-00-71-300-13
	202505031	05/20/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	170.00	20252672	10-2213-415-00-71-300-13
	202505031	05/20/2025	10-1130-410-05-71-300-13	English Supplies HS	209.65	20252672	10-1130-410-05-71-300-13
	202505031	05/20/2025	10-2220-490-00-71-100-13	Media Center Tech Leggee	27.54	20252673	10-2220-490-00-71-100-13
	202505031	05/20/2025	10-2410-410-00-71-100-13	Office Supplies Leggee	26.18	20252673	10-2410-410-00-71-100-13
	202505031	05/20/2025	10-158	Activity Funds	391.64	20252673	10-120
	202505031	05/20/2025	10-2410-410-00-71-100-13	Office Supplies Leggee	118.11	20252673	10-2410-410-00-71-100-13
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	(25.99)	20252674	10-1200-410-66-71-300-13
	202505031	05/20/2025	10-158	Activity Funds	73.54	20252675	10-120
	202505031	05/20/2025	10-158	Activity Funds	60.00	20252675	10-120
	202505031	05/20/2025	10-158	Activity Funds	54.48	20252675	10-120
	202505031	05/20/2025	10-158	Activity Funds	131.54	20252675	10-120
	202505031	05/20/2025	10-158	Activity Funds	304.49	20252675	10-120
	202505031	05/20/2025	10-158	Activity Funds	74.25	20252675	10-120
	202505031	05/20/2025	10-158	Activity Funds	885.00	20252675	10-120
	202505031	05/20/2025	10-158	Activity Funds	785.00	20252675	10-120
	202505031	05/20/2025	10-158	Activity Funds	417.22	20252675	10-120
	202505031	05/20/2025	10-158	Activity Funds	39.94	20252675	10-120
	202505031	05/20/2025	10-158	Activity Funds	67.04	20252675	10-120
	202505031	05/20/2025	10-158	Activity Funds	420.00	20252675	10-120
	202505031	05/20/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	20.00	20252676	10-1200-410-92-79-600-14
	202505031	05/20/2025	20-2542-410-00-79	Supplies B & G	279.15	20252677	20-2542-410-00-79
	202505031	05/20/2025	20-2542-410-00-79	Supplies B & G	28.42	20252677	20-2542-410-00-79
	202505031	05/20/2025	20-2542-410-00-79	Supplies B & G	480.82	20252677	20-2542-410-00-79
	202505031	05/20/2025	20-2542-410-00-79	Supplies B & G	54.04	20252677	20-2542-410-00-79
	202505031	05/20/2025	10-2321-410-00-74-500-14	Supplies Supt	59.64	20252678	10-2321-410-00-74-500-14
	202505031	05/20/2025	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	60.21	20252679	10-2410-410-00-74-140-14
	202505031	05/20/2025	10-158	Activity Funds	243.59	20252679	10-120
	202505031	05/20/2025	10-158	Activity Funds	180.00	20252679	10-120
	202505031	05/20/2025	10-158	Activity Funds	181.34	20252679	10-120
	202505031	05/20/2025	10-158	Activity Funds	257.09	20252679	10-120
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	31.25	20252680	10-1200-410-66-71-300-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	82.53	20252680	10-1200-410-66-71-300-13
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	7.76	20252680	10-1200-410-66-71-300-13
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	220.71	20252680	10-1200-410-66-71-300-13
	202505031	05/20/2025	10-1200-410-66-71-300-13	STEP Supplies	48.90	20252680	10-1200-410-66-71-300-13
	202505031	05/20/2025	10-1125-390-97-79-600-14	All Children Purchased Service	28.22	20252681	10-1125-390-97-79-600-14
	202505031	05/20/2025	10-1125-490-00-79-600-14	Supplies Preschool	44.93	20252681	10-1125-490-00-79-600-14
	202505031	05/20/2025	10-2560-415-97-79-600-14	All Children Snacks	102.82	20252681	10-2560-415-97-79-600-14
	202505031	05/20/2025	10-1125-390-97-79-600-14	All Children Purchased Service	1,043.78	20252681	10-1125-390-97-79-600-14
	202505031	05/20/2025	10-1125-390-90-79-600-14	Purchased Serv Parent-Tot	454.00	20252681	10-1125-390-90-79-600-14
	202505031	05/20/2025	10-2560-415-00-71-300-13	Cafe Food HS	212.42	20252682	10-2560-415-00-71-300-13
	202505031	05/20/2025	10-158	Activity Funds	116.01	20252683	10-120
	202505031	05/20/2025	10-2660-410-00-79-600-14	Supplies Tech	35.55	20252684	10-2660-410-00-79-600-14
	202505031	05/20/2025	10-2660-410-00-79-600-14	Supplies Tech	250.95	20252684	10-2660-410-00-79-600-14
	202505031	05/20/2025	10-2660-410-00-79-600-14	Supplies Tech	89.98	20252684	10-2660-410-00-79-600-14
	202505031	05/20/2025	10-2642-411-00-74-500-14	HR Employee Recognition	313.99	20252685	10-2642-411-00-74-500-14
	202505031	05/20/2025	10-2642-410-00-74-500-14	Supplies Human Res	63.02	20252685	10-2642-410-00-74-500-14
	202505031	05/20/2025	10-2642-410-00-74-500-14	Supplies Human Res	8.75	20252685	10-2642-410-00-74-500-14
	202505031	05/20/2025	10-2642-640-00-74-500-14	Dues & Fees Human Res	30.00	20252685	10-2642-640-00-74-500-14
	202505031	05/20/2025	10-2642-640-00-74-500-14	Dues & Fees Human Res	295.00	20252685	10-2642-640-00-74-500-14
	202505031	05/20/2025	10-2310-410-00-74-500-14	Supplies Board	74.49	20252689	10-2310-410-00-74-500-14
	202505031	05/20/2025	10-2310-410-00-74-500-14	Supplies Board	20.00	20252689	10-2310-410-00-74-500-14
	202505031	05/20/2025	10-2310-410-00-74-500-14	Supplies Board	41.31	20252689	10-2310-410-00-74-500-14
					$268,974.74	**Payee Vendor Total**	
Boelter Companies Inc, Th							
	76075	05/16/2025	10-2560-540-00-71-300-13	Cafe Equipment HS	4,684.10	20252633	10-2560-540-00-71-300-13
					$4,684.10	**Payee Vendor Total**	
Boom Learning							
	75845	04/25/2025	10-1200-310-92-79-600-14	IDEA General Purchased Service	31.97	20251993	10-1200-310-92-79-600-14
					$31.97	**Payee Vendor Total**	
Brady, Karen							
	75832	04/25/2025	10-1611-305	Student Food Svc - HS	30.20	0	10-1611-305
					$30.20	**Payee Vendor Total**	
Breese, Kari							
	75999	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	365.40	0	10-1200-332-00-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$365.40	**Payee Vendor Total**	
Brinkman, Amanda							
	76000	05/16/2025	10-1100-410-98-79-600-14	Rep Instr Supplies	21.79	0	10-1100-410-98-79-600-14
					$21.79	**Payee Vendor Total**	
Brookes Publishing Co.							
	75891	05/02/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	149.95	20252535	10-1200-410-92-79-600-14
					$149.95	**Payee Vendor Total**	
Brucker Company							
	76076	05/16/2025	20-2542-410-00-79	Supplies B & G	1,096.36	20252450	20-2542-410-00-79
	76076	05/16/2025	20-2542-410-00-79	Supplies B & G	4,094.53	20252450	20-2542-410-00-79
	76076	05/16/2025	20-2542-410-00-79	Supplies B & G	383.22	20252450	20-2542-410-00-79
	76076	05/16/2025	20-2542-410-00-79	Supplies B & G	1,482.23	20252450	20-2542-410-00-79
	76076	05/16/2025	20-2542-410-00-79	Supplies B & G	1,482.23	20252450	20-2542-410-00-79
	76076	05/16/2025	20-2542-410-00-79	Supplies B & G	768.04	20252450	20-2542-410-00-79
	76076	05/16/2025	20-2542-410-00-79	Supplies B & G	1,931.90	20252450	20-2542-410-00-79
	76076	05/16/2025	20-2542-410-00-79	Supplies B & G	1,450.85	20252450	20-2542-410-00-79
	76076	05/16/2025	20-2542-410-00-79	Supplies B & G	1,621.37	20252450	20-2542-410-00-79
					$14,310.73	**Payee Vendor Total**	
BryMax Enterprises Inc							
	75933	05/09/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,296.00	25041917	10-2560-415-00-72-220-13
	76230	06/05/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	432.00	25051917	10-2560-415-00-72-220-13
	76230	06/05/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	(200.25)	25051927	10-2560-415-00-74-210-13
	76230	06/05/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	432.00	25051927	10-2560-415-00-74-210-13
	76230	06/05/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	324.00	25051927	10-2560-415-00-74-210-13
					$2,283.75	**Payee Vendor Total**	
Bulk Bookstore							
	76077	05/16/2025	10-1100-421-00-74-500-14	Materials 6-12	145.25	20252723	10-1100-421-00-74-500-14
					$145.25	**Payee Vendor Total**	
Busy Baby							
	75846	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	4.99	20252453	10-1200-410-92-79-600-14
	75846	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	20.00	20252453	10-1200-410-92-79-600-14
	75846	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	4.99	20252452	10-1200-410-92-79-600-14
	75846	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	20.00	20252452	10-1200-410-92-79-600-14
	75846	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	4.99	20252451	10-1200-410-92-79-600-14

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	75846	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	20.00	20252451	10-1200-410-92-79-600-14
					$74.97	**Payee Vendor Total**	
Calder, Emily							
	76001	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
	76001	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					$840.00	**Payee Vendor Total**	
Camelot Therapeutic Schoo							
	75847	04/25/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,083.60	25030517	10-4220-670-00-79-600-14
	75847	04/25/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	13,623.00	25030517	10-4220-670-00-79-600-14
	76078	05/16/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,575.24	25040517	10-4220-670-00-79-600-14
	76174	05/23/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,575.24	25040517	10-4220-670-00-79-600-14
	76174	05/23/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,575.24	25040517	10-4220-670-00-79-600-14
	76174	05/23/2025	10-1000-310-98-79-600-14	Teacher Vacancy Purch Svcs	3,110.22	25040517	10-1000-310-98-79-600-14
					$35,542.54	**Payee Vendor Total**	
Candor Health Education							
	75828	04/25/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	4,320.00	20252600	10-1110-410-00-72-120-13
					$4,320.00	**Payee Vendor Total**	
Carolina Biological Suppl							
	76209	05/30/2025	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	774.00	20252591	10-1120-410-13-72-220-08
					$774.00	**Payee Vendor Total**	
Case Lots Inc							
	76079	05/16/2025	20-2542-410-00-79	Supplies B & G	3,616.20	20252812	20-2542-410-00-79
					$3,616.20	**Payee Vendor Total**	
CDW Government Inc							
	75848	04/25/2025	10-3000-710-92-79-600-14	IDEA Comm Serv Non Cap	470.00	20252536	10-3000-710-92-79-600-14
	76080	05/16/2025	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	2,099.00	20252657	10-2660-490-00-79-600-14
	76080	05/16/2025	10-2220-490-00-74-150-13	Media Center Tech Conley	594.43	20252484	10-2220-490-00-74-150-13
	76175	05/23/2025	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	4,996.00	20252713	10-2660-490-00-79-600-14
	76175	05/23/2025	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	11,883.00	20252713	10-2660-490-00-79-600-14
	76175	05/23/2025	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	999.00	20252713	10-2660-490-00-79-600-14
	76231	06/05/2025	10-2660-319-61-79-600-14	Software Maintenance	(3,268.73)	20252537	10-2660-319-61-79-600-14
	76231	06/05/2025	10-2660-319-61-79-600-14	Software Maintenance	6,455.04	20252537	10-2660-319-61-79-600-14
	76080	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	(4.00)	20243243	10-1200-410-92-79-600-14
	76080	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	(32.00)	20243243	10-1200-410-92-79-600-14

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					$24,191.74	**Payee Vendor Total**		
CDWG Capital One								
	992300752	05/13/2025	10192	Prepaid Expenses	2,996.00	20252282	10-192	
	992300759	05/20/2025	10192	Prepaid Expenses	7,665.00	20252595	10-192	
	992300766	05/29/2025	10192	Prepaid Expenses	186,048.00	20252595	10-192	
	992300759	05/20/2025	10192	Prepaid Expenses	104,040.00	20252595	10-192	
					$300,749.00	**Payee Vendor Total**		
Center for Transportation								
	76176	05/23/2025	20-2540-310-00-79	Professional & Technical	4,600.00	20242931	20-2540-310-00-79	
					$4,600.00	**Payee Vendor Total**		
Central DuPage Hospital								
	76081	05/16/2025	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	945.00	20252788	10-4210-670-00-79-600-14	797
					$945.00	**Payee Vendor Total**		
Central States Bus Sales								
	75934	05/09/2025	40-2554-410-00-79	Fleet Supplies	204.62	25040727	40-2554-410-00-79	
	75934	05/09/2025	40-2554-410-00-79	Fleet Supplies	293.95	25040727	40-2554-410-00-79	
	76082	05/16/2025	40-2554-410-00-79	Fleet Supplies	168.55	25050727	40-2554-410-00-79	
	76177	05/23/2025	40-2554-410-00-79	Fleet Supplies	162.57	25050727	40-2554-410-00-79	
					$829.69	**Payee Vendor Total**		
CINTAS								
	992300748	05/07/2025	40-2550-325-00-79	Rental Trans	249.39	25040757	40-2550-325-00-79	
	992300748	05/07/2025	40-2550-325-00-79	Rental Trans	249.39	25040757	40-2550-325-00-79	
	992300748	05/07/2025	40-2550-325-00-79	Rental Trans	249.39	25040757	40-2550-325-00-79	
	992300753	05/13/2025	40-2550-325-00-79	Rental Trans	249.39	25050757	40-2550-325-00-79	
	992300767	05/29/2025	40-2550-325-00-79	Rental Trans	249.39	25050757	40-2550-325-00-79	
	992300767	05/29/2025	40-2550-325-00-79	Rental Trans	249.39	25050757	40-2550-325-00-79	
	992300748	05/07/2025	40-2550-325-00-79	Rental Trans	249.39	25040757	40-2550-325-00-79	
					$1,745.73	**Payee Vendor Total**		
Clare Woods Academy								
	76083	05/16/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,496.76	25040607	10-4220-670-00-79-600-14	
					$4,496.76	**Payee Vendor Total**		
ClientFirst Consulting Gr								
	76084	05/16/2025	10-2660-390-00-79-600-14	Purchased Service Technology	1,027.50	20252646	10-2660-390-00-79-600-14	

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					$1,027.50	**Payee Vendor Total**	
Collins Backflow Speciali							
	76210	05/30/2025	20-2542-390-00-79	Other Purchased Service	2,754.00	20252642	20-2542-390-00-79
	76210	05/30/2025	20-2542-390-00-79	Other Purchased Service	239.20	20252642	20-2542-390-00-79
					$2,993.20	**Payee Vendor Total**	
Comcast Business							
	75850	04/25/2025	20-2540-340-00-79	Telephone - Districtwide	305.40	25040367	20-2540-340-00-79
	76086	05/16/2025	20-2540-340-00-79	Telephone - Districtwide	305.40	25050367	20-2540-340-00-79
					$610.80	**Payee Vendor Total**	
Comcast							
	75849	04/25/2025	20-2540-340-00-79	Telephone - Districtwide	1,742.34	25041627	20-2540-340-00-79
	76085	05/16/2025	20-2540-340-00-79	Telephone - Districtwide	299.74	20252647	20-2540-340-00-79
	76085	05/16/2025	20-2540-340-00-79	Telephone - Districtwide	600.00	25051627	20-2540-340-00-79
					$2,642.08	**Payee Vendor Total**	
ComEd							
	75910	05/02/2025	20-2540-466-00-79	Electric	19,008.53	0	20-2540-466-00-79
	75917	05/09/2025	20-2540-466-00-79	Electric	21,364.24	0	20-2540-466-00-79
	75917	05/09/2025	20-2540-466-00-79	Electric	28,982.22	0	20-2540-466-00-79
	75917	05/09/2025	20-2540-466-00-79	Electric	25,498.60	0	20-2540-466-00-79
	75981	05/16/2025	20-2540-466-00-79	Electric	266.02	0	20-2540-466-00-79
	76198	05/23/2025	20-2540-466-00-79	Electric	225.90	0	20-2540-466-00-79
	76198	05/23/2025	20-2540-466-00-79	Electric	15,488.08	0	20-2540-466-00-79
	76198	05/23/2025	20-2540-466-00-79	Electric	27,457.37	0	20-2540-466-00-79
	76198	05/23/2025	20-2540-466-00-79	Electric	15,855.22	0	20-2540-466-00-79
	75910	05/02/2025	20-2540-466-00-79	Electric	260.07	0	20-2540-466-00-79
	75910	05/02/2025	20-2540-466-00-79	Electric	213.98	0	20-2540-466-00-79
	75910	05/02/2025	20-2540-466-00-79	Electric	18,386.67	0	20-2540-466-00-79
					$173,006.90	**Payee Vendor Total**	
Common Market Great Lakes							
	76087	05/16/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	154.00	20252729	10-2560-415-00-74-140-13
	76232	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	353.50	20251301	10-2560-415-00-71-300-13
	76087	05/16/2025	10-2560-415-00-71-300-13	Cafe Food HS	253.40	20252729	10-2560-415-00-71-300-13
	76087	05/16/2025	10-2560-415-00-74-150-13	Cafe Food Conley	154.00	20252729	10-2560-415-00-74-150-13
	76087	05/16/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	222.60	20252729	10-2560-415-00-74-210-13

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	76087	05/16/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	154.00	20252729	10-2560-415-00-72-110-13
	76087	05/16/2025	10-2560-415-00-72-120-13	Cafe Food Martin	184.80	20252729	10-2560-415-00-72-120-13
	76087	05/16/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	222.60	20252729	10-2560-415-00-72-220-13
	76087	05/16/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	215.60	20252729	10-2560-415-00-71-100-13
	76087	05/16/2025	10-2560-415-00-71-300-13	Cafe Food HS	253.40	20252806	10-2560-415-00-71-300-13
	76087	05/16/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	215.60	20252806	10-2560-415-00-71-100-13
	76087	05/16/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	222.60	20252806	10-2560-415-00-72-220-13
	76087	05/16/2025	10-2560-415-00-72-120-13	Cafe Food Martin	184.80	20252806	10-2560-415-00-72-120-13
	76087	05/16/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	154.00	20252806	10-2560-415-00-72-110-13
	76087	05/16/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	222.60	20252806	10-2560-415-00-74-210-13
	76087	05/16/2025	10-2560-415-00-74-150-13	Cafe Food Conley	154.00	20252806	10-2560-415-00-74-150-13
	76087	05/16/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	154.00	20252806	10-2560-415-00-74-140-13
					$3,475.50	**Payee Vendor Total**	
Conserv FS Inc							
	76088	05/16/2025	20-2543-410-00-79	Grounds Supplies	95.00	20252634	20-2543-410-00-79
	76088	05/16/2025	20-2543-410-00-79	Grounds Supplies	1,320.00	20252634	20-2543-410-00-79
					$1,415.00	**Payee Vendor Total**	
Cornett, Brenda							
	76002	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	128.59	0	10-1200-332-00-79-600-14
					$128.59	**Payee Vendor Total**	
Correct Digital Displays							
	76089	05/16/2025	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	450.00	20252700	10-1500-410-00-71-300-13
	76089	05/16/2025	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	1,996.94	20252071	10-1500-410-00-71-300-13
					$2,446.94	**Payee Vendor Total**	
Cove School							
	75935	05/09/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,161.00	25041959	10-4220-670-00-79-600-14
					$6,161.00	**Payee Vendor Total**	
CPI (Crisis Prevention In							
	76090	05/16/2025	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	6,211.25	20252734	10-2210-410-92-79-600-14
					$6,211.25	**Payee Vendor Total**	
CT Veach Inc							
	75851	04/25/2025	20-2543-323-00-79	Repairs-Grounds	13,750.00	20252398	20-2543-323-00-79
	76091	05/16/2025	20-2543-323-00-79	Repairs-Grounds	2,640.00	20252635	20-2543-323-00-79
	76091	05/16/2025	20-2543-323-00-79	Repairs-Grounds	3,550.00	20252730	20-2543-323-00-79

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76091	05/16/2025	20-2543-323-00-79	Repairs-Grounds	2,472.00	20252730	20-2543-323-00-79
	76091	05/16/2025	20-2543-323-00-79	Repairs-Grounds	350.00	20252635	20-2543-323-00-79
	76169	05/23/2025	20-2543-320-00-79-600-14	Grounds Contract	21,032.78	25050157	20-2543-320-00-79-600-14
					$43,794.78	**Payee Vendor Total**	
Czerniawski, Wioleta							
	76003	05/16/2025	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	99.98	0	10-2560-410-00-72-220-13
					$99.98	**Payee Vendor Total**	
D158 Activity							
	20255112	05/01/2025	10-158	Activity Funds	110,068.76		10-120
	20255112	05/01/2025	10-158	Activity Funds	204.40		10-120
					$110,273.16	**Payee Vendor Total**	
Davis, Graham							
	76004	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	140.00	0	10-2310-230-00-74-500-14
	76004	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	140.00	0	10-2310-230-00-74-500-14
	76004	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	135.00	0	10-2310-230-00-74-500-14
					$415.00	**Payee Vendor Total**	
Demco Inc							
	76092	05/16/2025	10-2220-430-00-71-300-13	Media Center HS	399.90	20252458	10-2220-430-00-71-300-13
	76092	05/16/2025	10-2220-430-00-72-110-13	Media Center Chesak	270.47	20252457	10-2220-430-00-72-110-13
	76092	05/16/2025	10-2220-430-00-72-110-13	Media Center Chesak	927.19	20252457	10-2220-430-00-72-110-13
					$1,597.56	**Payee Vendor Total**	
Diamond Pediatric Therapy							
	76093	05/16/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	2,820.00	20252789	10-4220-670-00-79-600-14
					$2,820.00	**Payee Vendor Total**	
Diedrich, Julia							
	76005	05/16/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	490.00	0	10-2210-314-92-79-605-14
					$490.00	**Payee Vendor Total**	
Dimraj, Martin							
	75982	05/16/2025	10-1611-145	Student Food Svc - Mackeben	23.00	0	10-1611-145
					$23.00	**Payee Vendor Total**	
Dost, Michael							
	76259	06/05/2025	10-1611-215	Student Food Svc - Heineman	63.65	0	10-1611-215
					$63.65	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
Dougal, Patti								
	76199	05/23/2025	10-1611-305	Student Food Svc - HS	73.75	0	10-1611-305	
					$73.75	**Payee Vendor Total**		
Duncan, Chris								
	76006	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14	
	76006	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14	
					$330.00	**Payee Vendor Total**		
Easterseals								
	75852	04/25/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,737.28	25031557	10-4220-670-00-79-600-14	
	75852	04/25/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,737.28	25031557	10-4220-670-00-79-600-14	
	75852	04/25/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,737.28	25031557	10-4220-670-00-79-600-14	
	75852	04/25/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,235.84	25031557	10-4220-670-00-79-600-14	801
	75852	04/25/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,737.28	25031557	10-4220-670-00-79-600-14	
	75852	04/25/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,737.28	25031557	10-4220-670-00-79-600-14	
	75852	04/25/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	9,900.00	25030597	10-2210-314-92-79-605-14	
	76094	05/16/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	55,459.18	25041557	10-4220-670-00-79-600-14	
	76178	05/23/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	8,250.00	25040597	10-2210-314-92-79-605-14	
					$117,531.42	**Payee Vendor Total**		
Eating Recovery Center								
	76095	05/16/2025	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	990.00	20252636	10-4210-670-00-79-600-14	
	76095	05/16/2025	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	405.00	20252637	10-4210-670-00-79-600-14	
					$1,395.00	**Payee Vendor Total**		
Eds Testing Station and A								
	75936	05/09/2025	40-2550-310-00-79	Prof & Tech Service Trans	820.00	25040707	40-2550-310-00-79	
	76233	06/05/2025	40-2550-310-00-79	Prof & Tech Service Trans	860.00	25050707	40-2550-310-00-79	
					$1,680.00	**Payee Vendor Total**		
Educational Environments								
	76234	06/05/2025	10-1225-410-95-79-600-14	ECE Instr Supplies	754.12	20252589	10-1225-410-95-79-600-14	
	76234	06/05/2025	10-1225-410-95-79-600-14	ECE Instr Supplies	3,402.96	20252589	10-1225-410-95-79-600-14	
					$4,157.08	**Payee Vendor Total**		
Engineered Corrosion Solu								
	75853	04/25/2025	20-2542-410-00-79	Supplies B & G	1,160.49	20252481	20-2542-410-00-79	
	75853	04/25/2025	20-2542-410-00-79	Supplies B & G	22.62	20252481	20-2542-410-00-79	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
					$1,183.11	**Payee Vendor Total**		
EVunited								
	76235	06/05/2025	40-2552-590-00-79	EV Bus Power Station	103,558.00	20252688	40-2552-590-00-79	
					$103,558.00	**Payee Vendor Total**		
Fastsigns Crystal Lake								
	76096	05/16/2025	10-1130-314-06-71-305-13	Alternative School	476.70	20252784	10-1130-314-06-71-305-13	
					$476.70	**Payee Vendor Total**		
Feinstein, Kate								
	76007	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	4.48	0	10-1200-332-00-79-600-14	
	76007	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	6.58	0	10-1200-332-00-79-600-14	
	76007	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	4.48	0	10-1200-332-00-79-600-14	
	76007	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	4.48	0	10-1200-332-00-79-600-14	802
	76007	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	6.16	0	10-1200-332-00-79-600-14	
	76007	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	4.48		10-1200-332-00-79-600-14	
	76007	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	6.58		10-1200-332-00-79-600-14	
					$37.24	**Payee Vendor Total**		
FFP Fund IV Lessee2 LLC								
	75918	05/09/2025	20-2540-466-00-79	Electric	5,427.17	0	20-2540-466-00-79	
	75918	05/09/2025	20-2540-466-00-79	Electric	4,038.98	0	20-2540-466-00-79	
	75918	05/09/2025	20-2540-466-00-79	Electric	4,300.74	0	20-2540-466-00-79	
					$13,766.89	**Payee Vendor Total**		
Flashbay Inc								
	76097	05/16/2025	10-2546-490-00-79-600-14	Security Officer Supplies	29.50	20252715	10-2546-490-00-79-600-14	
	76097	05/16/2025	10-2546-490-00-79-600-14	Security Officer Supplies	645.50	20252715	10-2546-490-00-79-600-14	
	76097	05/16/2025	10-2546-490-00-79-600-14	Security Officer Supplies	636.50	20252715	10-2546-490-00-79-600-14	
					$1,311.50	**Payee Vendor Total**		
Fleck, Sydney								
	76008	05/16/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	490.00	0	10-2210-314-92-79-605-14	
					$490.00	**Payee Vendor Total**		
Flinn Scientific Inc								
	75892	05/02/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	37.67	20252114	10-1120-410-13-72-220-07	
	75892	05/02/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	32.00	20252114	10-1120-410-13-72-220-07	
	75892	05/02/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	(41.83)	20252114	10-1120-410-13-72-220-07	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	75892	05/02/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	99.00	20252114	10-1120-410-13-72-220-07
	75892	05/02/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	77.95	20252114	10-1120-410-13-72-220-07
	75892	05/02/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	60.27	20252114	10-1120-410-13-72-220-07
	75892	05/02/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	41.86	20252114	10-1120-410-13-72-220-07
	75892	05/02/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	49.20	20252114	10-1120-410-13-72-220-07
	75892	05/02/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	52.60	20252114	10-1120-410-13-72-220-07
	75892	05/02/2025	10-1120-410-13-72-220-07	Marlowe Science Supplies 7	37.60	20252114	10-1120-410-13-72-220-07
	76098	05/16/2025	10-1130-410-13-71-300-13	Science Supplies HS	10.91	20252596	10-1130-410-13-71-300-13
	76098	05/16/2025	10-1130-410-13-71-300-13	Science Supplies HS	37.80	20252596	10-1130-410-13-71-300-13
	76098	05/16/2025	10-1130-410-13-71-300-13	Science Supplies HS	71.28	20252596	10-1130-410-13-71-300-13
					$566.31	**Payee Vendor Total**	
Fox Valley Fire Safety							
	992300749	05/07/2025	20-2542-323-00-79	Repairs & Maint Buildings	130.35	25020097	20-2542-323-00-79
	992300749	05/07/2025	20-2542-323-00-79	Repairs & Maint Buildings	75.65	25030097	20-2542-323-00-79
	992300754	05/13/2025	20-2542-390-00-79	Other Purchased Service	801.00	25050817	20-2542-390-00-79
	992300768	05/29/2025	20-2542-323-00-79	Repairs & Maint Buildings	2,367.28	20251645	20-2542-323-00-79
	992300768	05/29/2025	20-2542-323-00-79	Repairs & Maint Buildings	2,529.72	20251645	20-2542-323-00-79
					$5,904.00	**Payee Vendor Total**	
Frederick, Ryan							
	76009	05/16/2025	10-1120-410-50-72-220-13	PE Supplies Marlowe	19.99	0	10-1120-410-50-72-220-13
					$19.99	**Payee Vendor Total**	
Fruin, Susan							
	76099	05/16/2025	20-2543-323-00-79	Repairs-Grounds	452.00	20252711	20-2543-323-00-79
					$452.00	**Payee Vendor Total**	
Fusco, Kelly							
	76010	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	140.00	0	10-2310-230-00-74-500-14
	76010	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	140.00	0	10-2310-230-00-74-500-14
	76010	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	140.00	0	10-2310-230-00-74-500-14
					$420.00	**Payee Vendor Total**	
General Parts LLC							
	992300755	05/13/2025	10-2560-323-00-72-110-13	Cafe Repairs Chesak	1,091.70	25041677	10-2560-323-00-72-110-13
	992300755	05/13/2025	10-2560-323-00-72-110-13	Cafe Repairs Chesak	290.95	25041677	10-2560-323-00-72-110-13
					$1,382.65	**Payee Vendor Total**	
GFC Leasing WI							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	992300746	04/28/2025	10-2900-325-00-79-600-14	Copier Leases	187.60	25040617	10-2900-325-00-79-600-14	
	992300750	05/07/2025	10-2900-325-00-79-600-14	Copier Leases	7,711.47	25040617	10-2900-325-00-79-600-14	
					$7,899.07	**Payee Vendor Total**		
Gill, Dede								
	76011	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	254.80		10-1200-332-00-79-600-14	
	76011	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	47.60		10-1200-332-00-79-600-14	
					$302.40	**Payee Vendor Total**		
Ginczycki, Michael								
	76012	05/16/2025	10-1110-332-00-71-100-13	Teacher Travel Leggee	208.60		10-1110-332-00-71-100-13	
					$208.60	**Payee Vendor Total**		
Gopher Performance								
	75854	04/25/2025	10-1130-410-50-71-300-13	Wellness Supplies HS	153.02	20252459	10-1130-410-50-71-300-13	804
	75854	04/25/2025	10-1130-410-50-71-300-13	Wellness Supplies HS	269.00	20252459	10-1130-410-50-71-300-13	
	75854	04/25/2025	10-1130-410-50-71-300-13	Wellness Supplies HS	174.75	20252459	10-1130-410-50-71-300-13	
	75854	04/25/2025	10-1130-410-50-71-300-13	Wellness Supplies HS	199.75	20252459	10-1130-410-50-71-300-13	
	75854	04/25/2025	10-1130-410-50-71-300-13	Wellness Supplies HS	189.90	20252459	10-1130-410-50-71-300-13	
	75854	04/25/2025	10-1130-410-50-71-300-13	Wellness Supplies HS	259.50	20252459	10-1130-410-50-71-300-13	
	75854	04/25/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	159.00	20252539	10-1120-410-00-74-210-13	
	75854	04/25/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	165.00	20252539	10-1120-410-00-74-210-13	
	75854	04/25/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	359.00	20252539	10-1120-410-00-74-210-13	
	75854	04/25/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	795.00	20252539	10-1120-410-00-74-210-13	
	75854	04/25/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	54.95	20252539	10-1120-410-00-74-210-13	
	75854	04/25/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	103.80	20252539	10-1120-410-00-74-210-13	
	75854	04/25/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	169.00	20252539	10-1120-410-00-74-210-13	
	75854	04/25/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	498.00	20252539	10-1120-410-00-74-210-13	
	75854	04/25/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	339.29	20252539	10-1120-410-00-74-210-13	
	75854	04/25/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	119.80	20252539	10-1120-410-00-74-210-13	
	75893	05/02/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	539.40	20252540	10-1120-410-00-74-210-13	
	75893	05/02/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	149.00	20252540	10-1120-410-00-74-210-13	
	75893	05/02/2025	10-1120-410-00-74-210-13	Inst Supplies Heineman	96.38	20252540	10-1120-410-00-74-210-13	
	76100	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	64.32	20252592	10-1200-410-92-79-600-14	
	76100	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	54.95	20252592	10-1200-410-92-79-600-14	
	76100	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	84.95	20252592	10-1200-410-92-79-600-14	
	76100	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	79.95	20252592	10-1200-410-92-79-600-14	
	76100	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	49.95	20252592	10-1200-410-92-79-600-14	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	76100	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	24.95	20252592	10-1200-410-92-79-600-14	
	76100	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	59.95	20252592	10-1200-410-92-79-600-14	
	76100	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	64.95	20252592	10-1200-410-92-79-600-14	
	76100	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	39.95	20252592	10-1200-410-92-79-600-14	
					$5,317.46	**Payee Vendor Total**		
Gordon Flesch Co Inc								
	992300760	05/20/2025	10-2900-390-00-79-600-14	Copier Maintenance	819.69	20252648	10-2900-390-00-79-600-14	
	992300760	05/20/2025	10-2900-390-00-79-600-14	Copier Maintenance	1,279.00	20252648	10-2900-390-00-79-600-14	
	992300760	05/20/2025	10-2900-390-00-79-600-14	Copier Maintenance	1,864.61	20252648	10-2900-390-00-79-600-14	
	992300760	05/20/2025	10-2900-390-00-79-600-14	Copier Maintenance	5,630.75	20252648	10-2900-390-00-79-600-14	
	992300760	05/20/2025	10-2900-390-00-79-600-14	Copier Maintenance	65.48	20252648	10-2900-390-00-79-600-14	
	992300760	05/20/2025	10-2900-390-00-79-600-14	Copier Maintenance	10.19	20252648	10-2900-390-00-79-600-14	
	992300760	05/20/2025	10-2900-390-00-79-600-14	Copier Maintenance	1,329.08	20252648	10-2900-390-00-79-600-14	805
	992300760	05/20/2025	10-2900-390-00-79-600-14	Copier Maintenance	986.65	20252648	10-2900-390-00-79-600-14	
	992300760	05/20/2025	10-1130-323-00-71-300-13	Repairs HS	2,175.00	20252649	10-1130-323-00-71-300-13	
					$14,160.45	**Payee Vendor Total**		
Gordon Food Service								
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,484.69	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	4,471.67	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	5,286.28	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	(29.61)	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	496.35	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	643.56	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	3,974.87	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,545.30	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,177.63	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	2,476.84	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,651.29	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,548.02	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	5,258.96	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	920.27	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	31.86	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	555.89	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	4,884.70	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,670.74	25041247	10-2560-415-00-71-300-13	

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	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	238.02	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	5,188.83	25041247	10-2560-415-00-71-300-13	
	75937	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	2,007.72	25041237	10-2560-415-00-71-100-13	
	75937	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	178.20	25041237	10-2560-415-00-71-100-13	
	75937	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	2,354.44	25041237	10-2560-415-00-71-100-13	
	75937	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	515.05	25041237	10-2560-415-00-71-100-13	
	75937	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	379.88	25041237	10-2560-415-00-71-100-13	
	75937	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	1,644.42	25041237	10-2560-415-00-71-100-13	
	75937	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	110.33	25041237	10-2560-415-00-71-100-13	
	75937	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	2,124.14	25041237	10-2560-415-00-71-100-13	
	75937	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	41.08	25041237	10-2560-415-00-71-100-13	
	75937	05/09/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	2,637.50	25041277	10-2560-415-00-72-220-13	
	75937	05/09/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	697.92	25041277	10-2560-415-00-72-220-13	806
	75937	05/09/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	3,696.73	25041277	10-2560-415-00-72-220-13	
	75937	05/09/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	2,190.95	25041277	10-2560-415-00-72-220-13	
	75937	05/09/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	4,229.95	25041277	10-2560-415-00-72-220-13	
	75937	05/09/2025	10-2560-415-00-72-120-13	Cafe Food Martin	2,083.28	25041267	10-2560-415-00-72-120-13	
	75937	05/09/2025	10-2560-415-00-72-120-13	Cafe Food Martin	418.46	25041267	10-2560-415-00-72-120-13	
	75937	05/09/2025	10-2560-415-00-72-120-13	Cafe Food Martin	111.24	25041267	10-2560-415-00-72-120-13	
	75937	05/09/2025	10-2560-415-00-72-120-13	Cafe Food Martin	1,579.91	25041267	10-2560-415-00-72-120-13	
	75937	05/09/2025	10-2560-415-00-72-120-13	Cafe Food Martin	302.94	25041267	10-2560-415-00-72-120-13	
	75937	05/09/2025	10-2560-415-00-72-120-13	Cafe Food Martin	2,014.63	25041267	10-2560-415-00-72-120-13	
	75937	05/09/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	1,956.32	25041257	10-2560-415-00-72-110-13	
	75937	05/09/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	1,563.54	25041257	10-2560-415-00-72-110-13	
	75937	05/09/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	2,597.05	25041257	10-2560-415-00-72-110-13	
	75937	05/09/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	1,626.65	25041257	10-2560-415-00-72-110-13	
	75937	05/09/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	1,135.42	25041257	10-2560-415-00-72-110-13	
	75937	05/09/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	2,576.63	25041307	10-2560-415-00-74-210-13	
	75937	05/09/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	3,616.90	25041307	10-2560-415-00-74-210-13	
	75937	05/09/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	3,454.67	25041307	10-2560-415-00-74-210-13	
	75937	05/09/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	4,860.51	25041307	10-2560-415-00-74-210-13	
	75937	05/09/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	(15.81)	25041307	10-2560-415-00-74-210-13	
	75937	05/09/2025	10-2560-415-00-74-150-13	Cafe Food Conley	1,221.59	25041297	10-2560-415-00-74-150-13	
	75937	05/09/2025	10-2560-415-00-74-150-13	Cafe Food Conley	792.48	25041297	10-2560-415-00-74-150-13	
	75937	05/09/2025	10-2560-415-00-74-150-13	Cafe Food Conley	142.56	25041297	10-2560-415-00-74-150-13	

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	75937	05/09/2025	10-2560-415-00-74-150-13	Cafe Food Conley	1,623.92	25041297	10-2560-415-00-74-150-13	
	75937	05/09/2025	10-2560-415-00-74-150-13	Cafe Food Conley	1,467.71	25041297	10-2560-415-00-74-150-13	
	75937	05/09/2025	10-2560-415-00-74-150-13	Cafe Food Conley	11.03	25041297	10-2560-415-00-74-150-13	
	75937	05/09/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,896.68	25041287	10-2560-415-00-74-140-13	
	75937	05/09/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,398.72	25041287	10-2560-415-00-74-140-13	
	75937	05/09/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	278.72	25041287	10-2560-415-00-74-140-13	
	75937	05/09/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,490.72	25041287	10-2560-415-00-74-140-13	
	75937	05/09/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	1,756.21	25041287	10-2560-415-00-74-140-13	
	75937	05/09/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	354.23	25041167	10-2560-410-00-71-300-13	
	75937	05/09/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	167.43	25041167	10-2560-410-00-71-300-13	
	75937	05/09/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	240.31	25041167	10-2560-410-00-71-300-13	
	75937	05/09/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	487.62	25041167	10-2560-410-00-71-300-13	
	75937	05/09/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	750.15	25041167	10-2560-410-00-71-300-13	807
	75937	05/09/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	33.29	25041167	10-2560-410-00-71-300-13	
	75937	05/09/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	113.44	25041167	10-2560-410-00-71-300-13	
	75937	05/09/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	191.88	25041167	10-2560-410-00-71-300-13	
	75937	05/09/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	81.99	25041167	10-2560-410-00-71-300-13	
	75937	05/09/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	321.34	25041167	10-2560-410-00-71-300-13	
	75937	05/09/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	219.13	25041167	10-2560-410-00-71-300-13	
	75937	05/09/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	237.62	25041167	10-2560-410-00-71-300-13	
	75937	05/09/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	603.67	25041167	10-2560-410-00-71-300-13	
	75937	05/09/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	78.28	25041167	10-2560-410-00-71-300-13	
	75937	05/09/2025	10-2560-410-00-71-100-13	Cafe Supplies Leggee	33.29	25041157	10-2560-410-00-71-100-13	
	75937	05/09/2025	10-2560-410-00-71-100-13	Cafe Supplies Leggee	386.28	25041157	10-2560-410-00-71-100-13	
	75937	05/09/2025	10-2560-410-00-71-100-13	Cafe Supplies Leggee	77.96	25041157	10-2560-410-00-71-100-13	
	75937	05/09/2025	10-2560-410-00-71-100-13	Cafe Supplies Leggee	140.87	25041157	10-2560-410-00-71-100-13	
	75937	05/09/2025	10-2560-410-00-71-100-13	Cafe Supplies Leggee	103.52	25041157	10-2560-410-00-71-100-13	
	75937	05/09/2025	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	361.54	25041197	10-2560-410-00-72-220-13	
	75937	05/09/2025	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	149.54	25041197	10-2560-410-00-72-220-13	
	75937	05/09/2025	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	206.52	25041197	10-2560-410-00-72-220-13	
	75937	05/09/2025	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	487.86	25041197	10-2560-410-00-72-220-13	
	75937	05/09/2025	10-2560-410-00-72-120-13	Cafe Supplies Martin	386.96	25041187	10-2560-410-00-72-120-13	
	75937	05/09/2025	10-2560-410-00-72-120-13	Cafe Supplies Martin	112.32	25041187	10-2560-410-00-72-120-13	
	75937	05/09/2025	10-2560-410-00-72-110-13	Cafe Supplies Chesak	90.74	25041177	10-2560-410-00-72-110-13	
	75937	05/09/2025	10-2560-410-00-72-110-13	Cafe Supplies Chesak	49.54	25041177	10-2560-410-00-72-110-13	

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	75937	05/09/2025	10-2560-410-00-72-110-13	Cafe Supplies Chesak	19.68	25041177	10-2560-410-00-72-110-13	
	75937	05/09/2025	10-2560-410-00-72-110-13	Cafe Supplies Chesak	271.88	25041177	10-2560-410-00-72-110-13	
	75937	05/09/2025	10-2560-410-00-74-210-13	Cafe Supplies Heineman	1,193.42	25041227	10-2560-410-00-74-210-13	
	75937	05/09/2025	10-2560-410-00-74-210-13	Cafe Supplies Heineman	393.71	25041227	10-2560-410-00-74-210-13	
	75937	05/09/2025	10-2560-410-00-74-210-13	Cafe Supplies Heineman	739.59	25041227	10-2560-410-00-74-210-13	
	75937	05/09/2025	10-2560-410-00-74-150-13	Cafe Supplies Conley	383.58	25041217	10-2560-410-00-74-150-13	
	75937	05/09/2025	10-2560-410-00-74-150-13	Cafe Supplies Conley	45.10	25041217	10-2560-410-00-74-150-13	
	75937	05/09/2025	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	94.34	25041207	10-2560-410-00-74-140-13	
	75937	05/09/2025	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	589.58	25041207	10-2560-410-00-74-140-13	
	75937	05/09/2025	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	270.37	25041207	10-2560-410-00-74-140-13	
	75937	05/09/2025	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	313.13	25031207	10-2560-410-00-74-140-13	
	76101	05/16/2025	10-1400-410-09-71-300-13	Family Consumer Science HS	322.55	20252650	10-1400-410-09-71-300-13	
	76101	05/16/2025	10-1400-410-09-71-300-13	Family Consumer Science HS	134.82	20252690	10-1400-410-09-71-300-13	808
	76236	06/05/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	510.78	25051237	10-2560-415-00-71-100-13	
	76236	06/05/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	100.29	25051237	10-2560-415-00-71-100-13	
	76236	06/05/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	3,880.68	25051277	10-2560-415-00-72-220-13	
	76236	06/05/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	3,976.18	25051277	10-2560-415-00-72-220-13	
	76236	06/05/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	1,237.83	25051277	10-2560-415-00-72-220-13	
	76236	06/05/2025	10-2560-415-00-72-120-13	Cafe Food Martin	1,696.08	25051267	10-2560-415-00-72-120-13	
	76236	06/05/2025	10-2560-415-00-72-120-13	Cafe Food Martin	1,850.71	25051267	10-2560-415-00-72-120-13	
	76236	06/05/2025	10-2560-415-00-72-120-13	Cafe Food Martin	1,717.16	25051267	10-2560-415-00-72-120-13	
	76236	06/05/2025	10-2560-415-00-72-120-13	Cafe Food Martin	1,012.10	25051267	10-2560-415-00-72-120-13	
	76236	06/05/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	1,230.96	25051257	10-2560-415-00-72-110-13	
	76236	06/05/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	1,012.98	25051257	10-2560-415-00-72-110-13	
	76236	06/05/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	216.98	25051257	10-2560-415-00-72-110-13	
	76236	06/05/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	122.40	25051257	10-2560-415-00-72-110-13	
	76236	06/05/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	602.56	25051257	10-2560-415-00-72-110-13	
	76236	06/05/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	3,156.74	25051307	10-2560-415-00-74-210-13	
	76236	06/05/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	1,790.76	25051307	10-2560-415-00-74-210-13	
	76236	06/05/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	782.53	25051307	10-2560-415-00-74-210-13	
	76236	06/05/2025	10-2560-415-00-74-150-13	Cafe Food Conley	1,403.16	25051297	10-2560-415-00-74-150-13	
	76236	06/05/2025	10-2560-415-00-74-150-13	Cafe Food Conley	1,206.59	25051297	10-2560-415-00-74-150-13	
	76236	06/05/2025	10-2560-415-00-74-150-13	Cafe Food Conley	974.07	25051297	10-2560-415-00-74-150-13	
	76236	06/05/2025	10-2560-415-00-74-150-13	Cafe Food Conley	143.81	25051297	10-2560-415-00-74-150-13	
	76236	06/05/2025	10-2560-415-00-74-150-13	Cafe Food Conley	778.16	25051297	10-2560-415-00-74-150-13	

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	76236	06/05/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	976.19	25051287	10-2560-415-00-74-140-13	
	76236	06/05/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	22.06	25051287	10-2560-415-00-74-140-13	
	76236	06/05/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	349.09	25051287	10-2560-415-00-74-140-13	
	76236	06/05/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	137.72	25051167	10-2560-410-00-71-300-13	
	76236	06/05/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	567.13	25051167	10-2560-410-00-71-300-13	
	76236	06/05/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	495.16	25051167	10-2560-410-00-71-300-13	
	76236	06/05/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	91.40	25051167	10-2560-410-00-71-300-13	
	76236	06/05/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	364.09	25051167	10-2560-410-00-71-300-13	
	76236	06/05/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	82.60	25051167	10-2560-410-00-71-300-13	
	76236	06/05/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	246.95	25051167	10-2560-410-00-71-300-13	
	76236	06/05/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	102.39	25051167	10-2560-410-00-71-300-13	
	76236	06/05/2025	10-2560-410-00-71-100-13	Cafe Supplies Leggee	201.79	25051157	10-2560-410-00-71-100-13	
	76236	06/05/2025	10-2560-410-00-71-100-13	Cafe Supplies Leggee	260.46	25051157	10-2560-410-00-71-100-13	809
	76236	06/05/2025	10-2560-410-00-71-100-13	Cafe Supplies Leggee	74.83	25051157	10-2560-410-00-71-100-13	
	76236	06/05/2025	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	183.40	25051197	10-2560-410-00-72-220-13	
	76236	06/05/2025	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	181.13	25051197	10-2560-410-00-72-220-13	
	76236	06/05/2025	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	99.33	25051197	10-2560-410-00-72-220-13	
	76236	06/05/2025	10-2560-410-00-72-120-13	Cafe Supplies Martin	303.04	25051187	10-2560-410-00-72-120-13	
	76236	06/05/2025	10-2560-410-00-72-120-13	Cafe Supplies Martin	483.35	25051187	10-2560-410-00-72-120-13	
	76236	06/05/2025	10-2560-410-00-72-120-13	Cafe Supplies Martin	443.90	25051187	10-2560-410-00-72-120-13	
	76236	06/05/2025	10-2560-410-00-72-120-13	Cafe Supplies Martin	333.99	25041187	10-2560-410-00-72-120-13	
	76236	06/05/2025	10-2560-410-00-72-110-13	Cafe Supplies Chesak	165.00	25051177	10-2560-410-00-72-110-13	
	76236	06/05/2025	10-2560-410-00-74-210-13	Cafe Supplies Heineman	47.14	25051227	10-2560-410-00-74-210-13	
	76236	06/05/2025	10-2560-410-00-74-150-13	Cafe Supplies Conley	258.70	25051217	10-2560-410-00-74-150-13	
	76236	06/05/2025	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	471.74	25051207	10-2560-410-00-74-140-13	
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,016.54	25051247	10-2560-415-00-71-300-13	
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	101.60	25051247	10-2560-415-00-71-300-13	
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,115.31	25051247	10-2560-415-00-71-300-13	
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	2,840.21	25051247	10-2560-415-00-71-300-13	
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,466.96	25051247	10-2560-415-00-71-300-13	
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	5,011.27	25051247	10-2560-415-00-71-300-13	
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	3,181.93	25051247	10-2560-415-00-71-300-13	
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,053.64	25051247	10-2560-415-00-71-300-13	
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	91.94	25051247	10-2560-415-00-71-300-13	
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	427.68	25051247	10-2560-415-00-71-300-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	(9.98)	25051247	10-2560-415-00-71-300-13
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	3,949.79	25051247	10-2560-415-00-71-300-13
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,060.12	25051247	10-2560-415-00-71-300-13
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,511.03	25051247	10-2560-415-00-71-300-13
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	916.64	25051247	10-2560-415-00-71-300-13
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	698.92	25051247	10-2560-415-00-71-300-13
	76236	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	409.18	25051247	10-2560-415-00-71-300-13
	76236	06/05/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	131.62	25051237	10-2560-415-00-71-100-13
	76236	06/05/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	326.14	25051237	10-2560-415-00-71-100-13
	76236	06/05/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	1,904.82	25051237	10-2560-415-00-71-100-13
	76236	06/05/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	1,256.29	25051237	10-2560-415-00-71-100-13
					$184,293.96	**Payee Vendor Total**	
Grainger							
	76102	05/16/2025	20-2542-410-00-79	Supplies B & G	60.42	20252691	20-2542-410-00-79
					$60.42	**Payee Vendor Total**	
GSF USA Inc							
	76103	05/16/2025	20-2542-319-00-79-605-14	Contractual Cust. Replacement	1,092.83	25020227	20-2542-319-00-79-605-14
	76103	05/16/2025	20-2542-320-00-79-605-14	Contractual Overtime	742.62	25040217	20-2542-320-00-79-605-14
	76103	05/16/2025	20-2542-320-00-79-605-14	Contractual Overtime	582.94	25050217	20-2542-320-00-79-605-14
	76238	06/05/2025	20-2542-310-00-79	Custodial Contract Service	200,635.41	25060207	20-2542-310-00-79
	76238	06/05/2025	40-2550-321-00-79	Bus Sanitation	3,728.62	25060187	40-2550-321-00-79
					$206,782.42	**Payee Vendor Total**	
Gullifor, Kateri							
	76013	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	153.65		10-1200-332-00-79-600-14
					$153.65	**Payee Vendor Total**	
Guttenberg, Kathy							
	76104	05/16/2025	10-2310-318-00-74-500-14	Legal Board	174.00	20252790	10-2310-318-00-74-500-14
	76104	05/16/2025	10-2310-318-00-74-500-14	Legal Board	174.00	20252791	10-2310-318-00-74-500-14
	76104	05/16/2025	10-2310-318-00-74-500-14	Legal Board	174.00	20252790	10-2310-318-00-74-500-14
					$522.00	**Payee Vendor Total**	
Hampton Lenzini & Renwick							
	75459	04/25/2025	20-2542-323-00-79	Repairs & Maint Buildings	(1,818.71)	20241225	20-2542-323-00-79
	75459	04/25/2025	20-2542-323-00-79	Repairs & Maint Buildings	(706.29)	20241225	20-2542-323-00-79
	75459	04/25/2025	20-2542-323-00-79	Repairs & Maint Buildings	(1,818.71)	20241225	20-2542-323-00-79

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	75459	04/25/2025	20-2542-323-00-79	Repairs & Maint Buildings	(706.29)	20241225	20-2542-323-00-79
	75855	04/25/2025	20-2543-323-00-79	Repairs-Grounds	4,875.00	20241225	20-2543-323-00-79
	75879	04/25/2025	20-2542-323-00-79	Repairs & Maint Buildings	1,818.71	20241225	20-2542-323-00-79
	75879	04/25/2025	20-2542-323-00-79	Repairs & Maint Buildings	706.29	20241225	20-2542-323-00-79
					$2,350.00	**Payee Vendor Total**	
Harris Bank N.A.							
	20255108	05/01/2025	10-2523-319-00-79-600-14	Banking Fees	1,085.45		10-2523-319-00-79-600-14
					$1,085.45	**Payee Vendor Total**	
Harvard High School c/o A							
	75829	04/25/2025	10-1500-640-00-71-300-13	Sports Dues & Fees HS	200.00	0	10-1500-640-00-71-300-13
	75829	04/25/2025	10-1500-640-00-71-300-13	Sports Dues & Fees HS	300.00	0	10-1500-640-00-71-300-13
					$500.00	**Payee Vendor Total**	
Havisto, Amy							
	76014	05/16/2025	10-1100-410-98-79-600-14	Rep Instr Supplies	21.79	0	10-1100-410-98-79-600-14
					$21.79	**Payee Vendor Total**	
Henricksen, Clayton							
	76015	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14
	76015	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14
	76015	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14
					$495.00	**Payee Vendor Total**	
Henricksen, Erin							
	76016	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
	76016	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					$840.00	**Payee Vendor Total**	
Hershey Creamery Company							
	75940	05/09/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	166.68	25041807	10-2560-415-00-72-220-13
	75940	05/09/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	401.88	25041817	10-2560-415-00-74-210-13
					$568.56	**Payee Vendor Total**	
HESPA							
	20255112	05/01/2025	10462	HESPA Dues	4,308.51		10-462
	20255112	05/01/2025	10462	HESPA Dues	4,271.90		10-462
					$8,580.41	**Payee Vendor Total**	
Hinckley Springs							

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	76105	05/16/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	218.87	20252651	10-2213-415-00-71-300-13
					$218.87	**Payee Vendor Total**	
Home Depot Credit Service							
	75941	05/09/2025	20-2542-410-00-79	Supplies B & G	8.98	25120067	20-2542-410-00-79
	75941	05/09/2025	20-2542-410-00-79	Supplies B & G	83.28	25120067	20-2542-410-00-79
	75941	05/09/2025	20-2542-410-00-79	Supplies B & G	43.45	25120067	20-2542-410-00-79
	75941	05/09/2025	20-2542-410-00-79	Supplies B & G	18.94	25120067	20-2542-410-00-79
	75941	05/09/2025	20-2542-410-00-79	Supplies B & G	28.26	25120067	20-2542-410-00-79
	75941	05/09/2025	20-2542-410-00-79	Supplies B & G	399.44	25120067	20-2542-410-00-79
	75941	05/09/2025	20-2542-410-00-79	Supplies B & G	1,500.00	25010067	20-2542-410-00-79
	75941	05/09/2025	20-2542-410-00-79	Supplies B & G	213.64	25020067	20-2542-410-00-79
	75941	05/09/2025	20-2542-410-00-79	Supplies B & G	11.99	25020067	20-2542-410-00-79
	75941	05/09/2025	20-2542-410-00-79	Supplies B & G	17.00	25020067	20-2542-410-00-79
	75941	05/09/2025	20-2542-410-00-79	Supplies B & G	169.03	25020067	20-2542-410-00-79
	75941	05/09/2025	20-2542-410-00-79	Supplies B & G	41.66	25020067	20-2542-410-00-79
	75941	05/09/2025	20-2542-410-00-79	Supplies B & G	114.97	25020067	20-2542-410-00-79
	76106	05/16/2025	10-1125-490-00-79-600-14	Supplies Preschool	1,014.00	20252792	10-1125-490-00-79-600-14
	76106	05/16/2025	10-1125-490-00-79-600-14	Supplies Preschool	112.00	20252792	10-1125-490-00-79-600-14
	76239	06/05/2025	20-2542-410-00-79	Supplies B & G	(21.57)	25020067	20-2542-410-00-79
	76239	06/05/2025	20-2542-410-00-79	Supplies B & G	30.63	25020067	20-2542-410-00-79
	76239	06/05/2025	20-2542-410-00-79	Supplies B & G	37.56	25020067	20-2542-410-00-79
	76239	06/05/2025	20-2542-410-00-79	Supplies B & G	60.44	25020067	20-2542-410-00-79
	76239	06/05/2025	20-2542-410-00-79	Supplies B & G	21.23	25020067	20-2542-410-00-79
	76239	06/05/2025	20-2542-410-00-79	Supplies B & G	64.25	25030067	20-2542-410-00-79
	76239	06/05/2025	20-2542-410-00-79	Supplies B & G	40.81	25020067	20-2542-410-00-79
	76239	06/05/2025	20-2542-410-00-79	Supplies B & G	34.97	25030067	20-2542-410-00-79
	76239	06/05/2025	20-2542-410-00-79	Supplies B & G	37.46	25030067	20-2542-410-00-79
	76239	06/05/2025	20-2542-410-00-79	Supplies B & G	33.81	25030067	20-2542-410-00-79
	76239	06/05/2025	20-2542-410-00-79	Supplies B & G	11.02	25030067	20-2542-410-00-79
					$4,127.25	**Payee Vendor Total**	
HR Green							
	76211	05/30/2025	20-2540-310-00-79	Professional & Technical	1,998.15	20250900	20-2540-310-00-79
	76211	05/30/2025	20-2540-310-00-79	Professional & Technical	931.65	20250900	20-2540-310-00-79
					$2,929.80	**Payee Vendor Total**	
Huber, Amy							

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	75882	05/01/2025	10475	AP Payroll Net Checks	428.85	0	10-475
					$428.85	**Payee Vendor Total**	
Huntley Park District							
	75942	05/09/2025	10-1200-310-66-71-300-13	STEP Purchased Services	1,485.00	25041737	10-1200-310-66-71-300-13
					$1,485.00	**Payee Vendor Total**	
Hyperstitch Inc							
	76107	05/16/2025	10-2546-490-00-79-600-14	Security Officer Supplies	97.90	20252716	10-2546-490-00-79-600-14
	76107	05/16/2025	10-2546-490-00-79-600-14	Security Officer Supplies	60.00	20252716	10-2546-490-00-79-600-14
	76107	05/16/2025	10-2546-490-00-79-600-14	Security Officer Supplies	399.00	20252716	10-2546-490-00-79-600-14
	76107	05/16/2025	10-2546-490-00-79-600-14	Security Officer Supplies	15.00	20252801	10-2546-490-00-79-600-14
	76107	05/16/2025	10-2546-490-00-79-600-14	Security Officer Supplies	932.00	20252801	10-2546-490-00-79-600-14
					$1,503.90	**Payee Vendor Total**	
IASB							
	76108	05/16/2025	10-2310-640-00-74-500-14	Dues & Fees Board	12,734.00	20252809	10-2310-640-00-74-500-14
					$12,734.00	**Payee Vendor Total**	
IESA							
	76260	06/05/2025	10192	Prepaid Expenses	275.00	20260012	10-192
	76260	06/05/2025	10192	Prepaid Expenses	75.00	20260012	10-192
	76260	06/05/2025	10192	Prepaid Expenses	70.00	20260012	10-192
	76260	06/05/2025	10192	Prepaid Expenses	70.00	20260012	10-192
	76260	06/05/2025	10192	Prepaid Expenses	70.00	20260012	10-192
	76260	06/05/2025	10192	Prepaid Expenses	70.00	20260012	10-192
	76260	06/05/2025	10192	Prepaid Expenses	75.00	20260012	10-192
	76260	06/05/2025	10192	Prepaid Expenses	120.00	20260012	10-192
	76260	06/05/2025	10192	Prepaid Expenses	120.00	20260012	10-192
	76220	05/30/2025	10192	Prepaid Expenses	70.00	20252960	10-192
	76220	05/30/2025	10192	Prepaid Expenses	70.00	20252960	10-192
	76220	05/30/2025	10192	Prepaid Expenses	75.00	20252960	10-192
	76220	05/30/2025	10192	Prepaid Expenses	120.00	20252960	10-192
	76220	05/30/2025	10192	Prepaid Expenses	120.00	20252960	10-192
	76220	05/30/2025	10192	Prepaid Expenses	275.00	20252960	10-192
	76220	05/30/2025	10192	Prepaid Expenses	70.00	20252960	10-192
	76220	05/30/2025	10192	Prepaid Expenses	70.00	20252960	10-192
					$1,815.00	**Payee Vendor Total**	

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IHSA							
	76109	05/16/2025	10-1543-332-00-71-305-13	Activities Travel	280.00	20252735	10-1543-332-00-71-305-13
					$280.00	**Payee Vendor Total**	
Illinois Architectural Gl							
	75943	05/09/2025	20-2542-323-00-79	Repairs & Maint Buildings	4,104.00	20252593	20-2542-323-00-79
					$4,104.00	**Payee Vendor Total**	
Illinois School For The D							
	76179	05/23/2025	40-2552-331-00-79	Contracted Transportation	311.50	25051057	40-2552-331-00-79
	76212	05/30/2025	40-2552-331-00-79	Contracted Transportation	356.00	25021057	40-2552-331-00-79
	76240	06/05/2025	40-2552-331-00-79	Contracted Transportation	178.00	25051057	40-2552-331-00-79
	76240	06/05/2025	40-2552-331-00-79	Contracted Transportation	(44.50)	25051057	40-2552-331-00-79
					$801.00	**Payee Vendor Total**	
Illinois Science & Techno							
	76110	05/16/2025	10-1100-310-65-79-600-14	AMP-IT Purchased Services	2,000.00	20252807	10-1100-310-65-79-600-14
					$2,000.00	**Payee Vendor Total**	
Illinois State Police							
	76111	05/16/2025	10-2310-390-00-74-500-14	Purchased Service Board	5,000.00	20252717	10-2310-390-00-74-500-14
					$5,000.00	**Payee Vendor Total**	
Illinois Tollway Quarterl							
	76112	05/16/2025	40-2552-640-00-79	Dues & Fees	4,415.85	20252705	40-2552-640-00-79
					$4,415.85	**Payee Vendor Total**	
IMRF							
	75833	04/25/2025	50454	IMRF & SS (Board)	88,978.20	20252722	50-481
					$88,978.20	**Payee Vendor Total**	
IMRF							
	20255103	05/01/2025	50454	IMRF & SS (Board)	104,915.66		50-481
	20255106	05/01/2025	50454	IMRF & SS (Board)	126.70		50-481
	20255106	05/01/2025	50454	IMRF & SS (Board)	85,818.05		50-481
	20255106	05/01/2025	50454	IMRF & SS (Board)	99,940.79		50-481
					$290,801.20	**Payee Vendor Total**	
Instrument Barn, The							
	76113	05/16/2025	10-1110-410-35-72-120-13	Band Supplies Martin	399.00	20252601	10-1110-410-35-72-120-13
					$399.00	**Payee Vendor Total**	

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IXL Learning Inc							
	75856	04/25/2025	10-1800-390-82-79-605-14	TBE/TPI Instr Pur Svc	6,750.00	20252187	10-1800-390-82-79-605-14
	75856	04/25/2025	10-1800-390-82-79-605-14	TBE/TPI Instr Pur Svc	928.50	20252187	10-1800-390-82-79-605-14
	75856	04/25/2025	10-1800-390-82-79-605-14	TBE/TPI Instr Pur Svc	1,491.00	20252187	10-1800-390-82-79-605-14
					$9,169.50	**Payee Vendor Total**	
J.W. Pepper & Son Inc							
	76114	05/16/2025	10-1130-410-12-71-300-13	Music Supplies HS	87.99	20252652	10-1130-410-12-71-300-13
	76114	05/16/2025	10-1130-410-12-71-300-13	Music Supplies HS	194.00	20252652	10-1130-410-12-71-300-13
	76114	05/16/2025	10-1130-410-12-71-300-13	Music Supplies HS	133.70	20252652	10-1130-410-12-71-300-13
	76114	05/16/2025	10-1130-410-12-71-300-13	Music Supplies HS	30.00	20252652	10-1130-410-12-71-300-13
					$445.69	**Payee Vendor Total**	
Jacobs High School c/o At							815
	76168	05/19/2025	10-1500-640-00-71-300-13	Sports Dues & Fees HS	330.00	0	10-1500-640-00-71-300-13
					$330.00	**Payee Vendor Total**	
Jensen, Julie							
	76017	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	287.28		10-1200-332-00-79-600-14
					$287.28	**Payee Vendor Total**	
Johnson, Samantha							
	76018	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	6.30		10-1200-332-00-79-600-14
					$6.30	**Payee Vendor Total**	
Jostens							
	76115	05/16/2025	10-1120-360-00-74-210-13	Printing Heineman	32.95	20252793	10-1120-360-00-74-210-13
	76115	05/16/2025	10-1120-360-00-74-210-13	Printing Heineman	881.01	20252793	10-1120-360-00-74-210-13
	76115	05/16/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	100.00	20252693	10-1120-410-00-72-220-13
	76115	05/16/2025	10-1120-410-00-72-220-13	Inst Supplies Marlowe	975.00	20252693	10-1120-410-00-72-220-13
	76115	05/16/2025	10-1120-360-00-72-220-13	Printing Marlowe	40.95	20252736	10-1120-360-00-72-220-13
	76115	05/16/2025	10-1120-360-00-72-220-13	Printing Marlowe	1,273.60	20252736	10-1120-360-00-72-220-13
					$3,303.51	**Payee Vendor Total**	
Kelso Burnett Co							
	76116	05/16/2025	10-2546-323-00-79-600-14	Security Officer Repairs	392.75	20252803	10-2546-323-00-79-600-14
	76116	05/16/2025	10-2546-323-00-79-600-14	Security Officer Repairs	319.00	20252804	10-2546-323-00-79-600-14
					$711.75	**Payee Vendor Total**	
Kempf, Thomas							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76019	05/16/2025	10-2410-332-00-71-300-13	Prin Travel HS	224.00		10-2410-332-00-71-300-13
					$224.00	**Payee Vendor Total**	
Kenefick, Michelle							
	76020	05/16/2025	10-1120-332-00-72-220-13	Teacher Travel Marlowe	56.34		10-1120-332-00-72-220-13
					$56.34	**Payee Vendor Total**	
Kleen Air Service Corpora							
	75857	04/25/2025	20-2542-323-00-79	Repairs & Maint Buildings	4,035.00	20252563	20-2542-323-00-79
					$4,035.00	**Payee Vendor Total**	
Komos, Laura							
	76021	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					$420.00	**Payee Vendor Total**	
Krebs, Patricia							
	76022	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	4.48	0	10-1200-332-00-79-600-14
	76022	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	4.48	0	10-1200-332-00-79-600-14
	76022	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	6.58	0	10-1200-332-00-79-600-14
	76022	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	6.86		10-1200-332-00-79-600-14
	76022	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	4.48		10-1200-332-00-79-600-14
	76022	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	11.34		10-1200-332-00-79-600-14
	76022	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	11.34		10-1200-332-00-79-600-14
					$49.56	**Payee Vendor Total**	
Lakeshore Learning Materi							
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	49.99	20252541	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	7.50	20252541	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	29.99	20252542	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	24.99	20252542	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	8.25	20252542	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	29.99	20252543	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	39.99	20252543	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	29.99	20252543	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	15.00	20252543	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	39.99	20252544	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	49.99	20252544	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	29.99	20252544	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	18.00	20252544	10-1200-410-92-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	29.99	20252545	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	49.99	20252545	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	59.50	20252545	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	24.99	20252545	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	59.99	20252545	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	33.67	20252545	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	32.10	20252546	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	19.99	20252546	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	29.99	20252546	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	14.99	20252546	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	29.99	20252546	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	119.00	20252546	10-1200-410-92-79-600-14
	76117	05/16/2025	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	2,189.02	20252597	10-1120-710-00-72-220-13
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	2.25	20252545	10-1200-410-92-79-600-14
	75944	05/09/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	14.99	20252545	10-1200-410-92-79-600-14
					$3,084.11	**Payee Vendor Total**	
Landvick, Matthew							
	76023	05/16/2025	10-1543-332-00-71-305-13	Activities Travel	125.30		10-1543-332-00-71-305-13
					$125.30	**Payee Vendor Total**	
Lange, Jamie							
	76261	06/05/2025	10-1611-305	Student Food Svc - HS	17.15	0	10-1611-305
					$17.15	**Payee Vendor Total**	
Language Dynamics Group							
	75858	04/25/2025	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	93.00	20252289	10-2150-410-92-79-605-14
	75858	04/25/2025	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	329.00	20252289	10-2150-410-92-79-605-14
	75858	04/25/2025	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	22.38	20252289	10-2150-410-92-79-605-14
					$444.38	**Payee Vendor Total**	
Lanham, Kimberly							
	76024	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					$420.00	**Payee Vendor Total**	
Larsen, Eric							
	75919	05/09/2025	10-1811	Textbook Fees	95.00	0	10-1811
					$95.00	**Payee Vendor Total**	
Leach Enterprises Inc							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	992300756	05/13/2025	40-2554-410-00-79	Fleet Supplies	3,308.86	25050787	40-2554-410-00-79
	992300769	05/29/2025	40-2554-410-00-79	Fleet Supplies	321.66	25050787	40-2554-410-00-79
	992300751	05/07/2025	40-2554-410-00-79	Fleet Supplies	394.78	25040787	40-2554-410-00-79
					$4,025.30	**Payee Vendor Total**	
Lexia Learning Systems LL							
	75859	04/25/2025	10-1100-390-89-79-605-14	Title I Purchased Services	17,300.00	20252339	10-1100-390-89-79-605-14
	75859	04/25/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	49,700.00	20252339	10-2212-310-00-79-505-14
					$67,000.00	**Payee Vendor Total**	
Lighthouse Guidance LLC							
	76118	05/16/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	300.00	20252750	10-2210-314-92-79-605-14
					$300.00	**Payee Vendor Total**	
LionHeart Critical Power							
	76119	05/16/2025	20-2542-323-00-79	Repairs & Maint Buildings	523.85	20252687	20-2542-323-00-79
					$523.85	**Payee Vendor Total**	
Little City Foundation							
	75945	05/09/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	9,001.20	25030587	10-4220-670-00-79-600-14
	75945	05/09/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	9,001.20	25030587	10-4220-670-00-79-600-14
	76180	05/23/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	600.08	25030587	10-4220-670-00-79-600-14
	76180	05/23/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	600.08	25030587	10-4220-670-00-79-600-14
	76180	05/23/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	9,979.00	25040587	10-4220-670-00-79-600-14
	76180	05/23/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	9,979.00	25040587	10-4220-670-00-79-600-14
					$39,160.56	**Payee Vendor Total**	
Lombard, Jessica							
	76025	05/16/2025	10-2321-332-00-74-500-14	Travel Supt	164.43	0	10-2321-332-00-74-500-14
					$164.43	**Payee Vendor Total**	
Lowes Pro Supply							
	76181	05/23/2025	20-2542-410-00-79	Supplies B & G	43.45	25010107	20-2542-410-00-79
	76213	05/30/2025	20-2542-410-00-79	Supplies B & G	28.15	25010107	20-2542-410-00-79
					$71.60	**Payee Vendor Total**	
Marklund Children`s Home							
	75946	05/09/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	18,646.20	25040507	10-4220-670-00-79-600-14
	75946	05/09/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	9,323.10	25040507	10-4220-670-00-79-600-14
					$27,969.30	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Master Teacher Inc, The							
	75860	04/25/2025	10-2642-411-00-74-500-14	HR Employee Recognition	97.95	20251501	10-2642-411-00-74-500-14
	75894	05/02/2025	10-2642-411-00-74-500-14	HR Employee Recognition	183.90	20251501	10-2642-411-00-74-500-14
					$281.85	**Payee Vendor Total**	
McConnell, Paige							
	76026	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14
	76026	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14
	76026	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14
					$495.00	**Payee Vendor Total**	
McHenry County Collector							
	76262	06/05/2025	10-2310-318-00-74-500-14	Legal Board	3,667.06	20252928	10-2310-318-00-74-500-14
	76262	06/05/2025	10-2310-318-00-74-500-14	Legal Board	1,528.76	20252928	10-2310-318-00-74-500-14
	76262	06/05/2025	10-2310-318-00-74-500-14	Legal Board	753.18	20252928	10-2310-318-00-74-500-14
					$5,949.00	**Payee Vendor Total**	
McHenry County College							
	75834	04/25/2025	10-1400-310-00-74-305-13	Voc Ed Tuition	(303.48)	20252714	10-1400-310-00-74-305-13
	75834	04/25/2025	10-1400-310-00-74-305-13	Voc Ed Tuition	15,199.99	20252714	10-1400-310-00-74-305-13
					$14,896.51	**Payee Vendor Total**	
McHenry High School West							
	75920	05/09/2025	10-1500-640-00-71-300-13	Sports Dues & Fees HS	25.00	0	10-1500-640-00-71-300-13
					$25.00	**Payee Vendor Total**	
McHenry Specialties							
	76120	05/16/2025	10-1130-410-33-71-305-13	Academies Supplies	85.00	20252724	10-1130-410-33-71-305-13
	76120	05/16/2025	10-1130-410-33-71-305-13	Academies Supplies	259.50	20252725	10-1130-410-33-71-305-13
					$344.50	**Payee Vendor Total**	
McMaster Carr Supply Co							
	76182	05/23/2025	20-2542-410-00-79	Supplies B & G	17.05	25020287	20-2542-410-00-79
					$17.05	**Payee Vendor Total**	
MDC Environmental Serv							
	75922	05/09/2025	20-2542-321-00-79	Sanitation/Exterminating	3,522.69	25050117	20-2542-321-00-79
	76121	05/16/2025	20-2542-321-00-79	Sanitation/Exterminating	361.40	20252810	20-2542-321-00-79
					$3,884.09	**Payee Vendor Total**	
Menards Inc							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	75861	04/25/2025	20-2542-410-00-79	Supplies B & G	26.67	25120127	20-2542-410-00-79
	76183	05/23/2025	20-2542-410-00-79	Supplies B & G	41.14	25120127	20-2542-410-00-79
	76183	05/23/2025	20-2542-410-00-79	Supplies B & G	580.96	25120127	20-2542-410-00-79
	76183	05/23/2025	20-2542-410-00-79	Supplies B & G	1,000.00	25010127	20-2542-410-00-79
	76183	05/23/2025	20-2542-410-00-79	Supplies B & G	1,000.00	25020127	20-2542-410-00-79
	76183	05/23/2025	20-2542-410-00-79	Supplies B & G	1,000.00	25030127	20-2542-410-00-79
	76183	05/23/2025	20-2542-410-00-79	Supplies B & G	765.02	25040127	20-2542-410-00-79
	76241	06/05/2025	20-2542-410-00-79	Supplies B & G	142.09	25040127	20-2542-410-00-79
	76241	06/05/2025	20-2542-410-00-79	Supplies B & G	20.86	25040127	20-2542-410-00-79
	76241	06/05/2025	20-2542-410-00-79	Supplies B & G	43.10	25120127	20-2542-410-00-79
					$4,619.84	**Payee Vendor Total**	
Mesirow Insurance Service							
	75895	05/02/2025	10-1100-220-00-79-600-14	Regular Programs Insurance	17,500.00	25050467	10-1100-220-00-79-600-14
					$17,500.00	**Payee Vendor Total**	
Metlife							
	76184	05/23/2025	10-1100-220-00-79-600-14	Regular Programs Insurance	78,664.07	25051597	10-1100-220-00-79-600-14
	76184	05/23/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	22,046.12	25050447	10-2310-220-00-79-600-14
					$100,710.19	**Payee Vendor Total**	
Meyer, Sara							
	76027	05/16/2025	10-1100-410-98-79-600-14	Rep Instr Supplies	50.94	0	10-1100-410-98-79-600-14
					$50.94	**Payee Vendor Total**	
Midland Paper							
	75862	04/25/2025	10-2410-410-00-71-300-14	Copier Paper & Toner HS	5,220.07	20250307	10-2410-410-00-71-300-14
	75896	05/02/2025	10-2410-410-00-71-300-14	Copier Paper & Toner HS	5,272.80	20250307	10-2410-410-00-71-300-14
	75896	05/02/2025	10-2410-410-00-74-140-14	Copier Paper & Toner Mackeben	1,757.60	20252460	10-2410-410-00-74-140-14
	75896	05/02/2025	10-2410-410-00-72-120-14	Copier Paper & Toner Martin	1,740.02	20250587	10-2410-410-00-72-120-14
	75896	05/02/2025	10-2410-410-00-72-220-14	Copier Paper & Toner Marlowe	1,740.02	20251738	10-2410-410-00-72-220-14
					$15,730.51	**Payee Vendor Total**	
Midwest Computer Products							
	76242	06/05/2025	10474	Deferred Revenue	9,802.00	20252208	10-491
					$9,802.00	**Payee Vendor Total**	
Midwest Transit Equip Kan							
	75897	05/02/2025	40-2550-323-00-79	Repairs and Maintenance	262.14	25040697	40-2550-323-00-79
	75947	05/09/2025	40-2550-323-00-79	Repairs and Maintenance	131.07	25050697	40-2550-323-00-79

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	75947	05/09/2025	40-2550-323-00-79	Repairs and Maintenance	539.92	25050697	40-2550-323-00-79
	75947	05/09/2025	40-2550-323-00-79	Repairs and Maintenance	320.05	25050697	40-2550-323-00-79
	76122	05/16/2025	40-2550-323-00-79	Repairs and Maintenance	104.07	25050697	40-2550-323-00-79
	76122	05/16/2025	40-2550-323-00-79	Repairs and Maintenance	313.32	25050697	40-2550-323-00-79
	76122	05/16/2025	40-2550-323-00-79	Repairs and Maintenance	180.00	25050697	40-2550-323-00-79
	76122	05/16/2025	40-2550-323-00-79	Repairs and Maintenance	(539.92)	25050697	40-2550-323-00-79
	76185	05/23/2025	40-2550-323-00-79	Repairs and Maintenance	922.40	25050697	40-2550-323-00-79
	76185	05/23/2025	40-2550-323-00-79	Repairs and Maintenance	33.21	25050697	40-2550-323-00-79
	76214	05/30/2025	40-2550-323-00-79	Repairs and Maintenance	108.43	25050697	40-2550-323-00-79
	76214	05/30/2025	40-2550-323-00-79	Repairs and Maintenance	131.07	25050697	40-2550-323-00-79
	76214	05/30/2025	40-2550-323-00-79	Repairs and Maintenance	118.94	25050697	40-2550-323-00-79
					$2,624.70	**Payee Vendor Total**	
Miller Hall & Triggs LLC							821
	75863	04/25/2025	10-2310-318-00-74-500-14	Legal Board	944.00	25031527	10-2310-318-00-74-500-14
	76186	05/23/2025	10-2310-318-00-74-500-14	Legal Board	841.00	25041527	10-2310-318-00-74-500-14
					$1,785.00	**Payee Vendor Total**	
Miller, Kerry							
	76028	05/16/2025	10-1120-332-00-72-220-13	Teacher Travel Marlowe	32.88	0	10-1120-332-00-72-220-13
					$32.88	**Payee Vendor Total**	
Minga Solutions							
	76123	05/16/2025	10-1120-390-00-72-220-13	Marlowe Purchased Service	1,050.00	20252209	10-1120-390-00-72-220-13
					$1,050.00	**Payee Vendor Total**	
Multi-Health Systems							
	76124	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	1,207.50	20252547	10-1200-410-92-79-600-14
	76124	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	420.00	20252547	10-1200-410-92-79-600-14
	76124	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	131.25	20252547	10-1200-410-92-79-600-14
					$1,758.75	**Payee Vendor Total**	
Murphy, Cynthia							
	76029	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	4.20		10-1200-332-00-79-600-14
	76029	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	4.02		10-1200-332-00-79-600-14
					$8.22	**Payee Vendor Total**	
Murphy, Kathy							
	76030	05/16/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	348.66	0	10-2130-410-92-79-605-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$348.66	**Payee Vendor Total**	
Naperville Psychiatric Ve							
	76125	05/16/2025	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	624.00	20252794	10-4210-670-00-79-600-14
					$624.00	**Payee Vendor Total**	
NCPERS Group Life Ins							
	76126	05/16/2025	50454	IMRF & SS (Board)	16.00	0	50-481
					$16.00	**Payee Vendor Total**	
Net World Sports Ltd							
	76127	05/16/2025	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	235.34	20252726	10-1500-410-00-71-300-13
					$235.34	**Payee Vendor Total**	
Neuco							
	75864	04/25/2025	20-2542-410-00-79	Supplies B & G	36.50	25040147	20-2542-410-00-79
					$36.50	**Payee Vendor Total**	
New Connections Academy							
	75948	05/09/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,271.40	25040397	10-4220-670-00-79-600-14
					$7,271.40	**Payee Vendor Total**	
New Leader Academy							
	76128	05/16/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,381.90	20252712	10-4220-670-00-79-600-14
	76128	05/16/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,011.04	20252795	10-4220-670-00-79-600-14
					$11,392.94	**Payee Vendor Total**	
Nicor Gas							
	75911	05/02/2025	20-2540-465-00-79	Natural Gas	130.11	0	20-2540-465-00-79
	75911	05/02/2025	20-2540-465-00-79	Natural Gas	164.77	0	20-2540-465-00-79
	75983	05/16/2025	20-2540-465-00-79	Natural Gas	1,065.99	0	20-2540-465-00-79
	75983	05/16/2025	20-2540-465-00-79	Natural Gas	512.31	0	20-2540-465-00-79
	75983	05/16/2025	20-2540-465-00-79	Natural Gas	916.52	0	20-2540-465-00-79
	75983	05/16/2025	20-2540-465-00-79	Natural Gas	1,071.15	0	20-2540-465-00-79
	76221	05/30/2025	20-2540-465-00-79	Natural Gas	84.74	0	20-2540-465-00-79
	76221	05/30/2025	20-2540-465-00-79	Natural Gas	87.20	0	20-2540-465-00-79
	75983	05/16/2025	20-2540-465-00-79	Natural Gas	911.96	0	20-2540-465-00-79
	75983	05/16/2025	20-2540-465-00-79	Natural Gas	2,376.33	0	20-2540-465-00-79
	75983	05/16/2025	20-2540-465-00-79	Natural Gas	1,012.43	0	20-2540-465-00-79
	75983	05/16/2025	20-2540-465-00-79	Natural Gas	885.95	0	20-2540-465-00-79

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	75983	05/16/2025	20-2540-465-00-79	Natural Gas	975.98	0	20-2540-465-00-79
					$10,195.44	**Payee Vendor Total**	
Northern Speech Services							
	75865	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	7.84	20252548	10-1200-410-92-79-600-14
	75865	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	26.00	20252548	10-1200-410-92-79-600-14
					$33.84	**Payee Vendor Total**	
Northwestern Medicine Hun							
	75949	05/09/2025	10-1200-310-66-71-300-13	STEP Purchased Services	800.00	25040527	10-1200-310-66-71-300-13
					$800.00	**Payee Vendor Total**	
Northwestern Memorial Hea							
	76129	05/16/2025	10-2546-490-00-79-600-14	Security Officer Supplies	78.00	20252802	10-2546-490-00-79-600-14
					$78.00	**Payee Vendor Total**	
Omni Commercial Lighting							
	75898	05/02/2025	20-2542-323-00-79	Repairs & Maint Buildings	883.11	25010177	20-2542-323-00-79
	75898	05/02/2025	20-2542-323-00-79	Repairs & Maint Buildings	286.89	25120177	20-2542-323-00-79
					$1,170.00	**Payee Vendor Total**	
Oriental Trading Company							
	76130	05/16/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	(10.00)	20252549	10-1200-410-00-79-600-14
	76130	05/16/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	59.97	20252549	10-1200-410-00-79-600-14
					$49.97	**Payee Vendor Total**	
Ottosen DiNolfo Hasenbalg							
	75899	05/02/2025	10-2310-318-00-74-500-14	Legal Board	2,670.50	25030797	10-2310-318-00-74-500-14
	76187	05/23/2025	10-2310-318-00-74-500-14	Legal Board	3,353.00	25040797	10-2310-318-00-74-500-14
					$6,023.50	**Payee Vendor Total**	
Owensby, Donna							
	76031	05/16/2025	10-1110-332-00-74-150-13	Teacher Travel Conley	35.00		10-1110-332-00-74-150-13
					$35.00	**Payee Vendor Total**	
P & M Distributors Inc							
	76131	05/16/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	472.92	20252603	10-2560-415-00-72-220-13
	76131	05/16/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	481.18	20252731	10-2560-415-00-72-220-13
					$954.10	**Payee Vendor Total**	
Paddock, Melissa							
	75984	05/16/2025	10475	AP Payroll Net Checks	866.27	0	10-475

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$866.27	**Payee Vendor Total**	
PAHCS II Northwestern Med							
	75866	04/25/2025	10-2130-220-00-79-600-14	Health Services Insurance	294.00	25041547	10-2130-220-00-79-600-14
	75866	04/25/2025	10-2130-220-00-79-600-14	Health Services Insurance	84.00	25041547	10-2130-220-00-79-600-14
	75866	04/25/2025	10-2130-220-00-79-600-14	Health Services Insurance	42.00	25041547	10-2130-220-00-79-600-14
	76132	05/16/2025	40-2550-310-00-79	Prof & Tech Service Trans	85.00	20252706	40-2550-310-00-79
	76132	05/16/2025	40-2550-310-00-79	Prof & Tech Service Trans	980.00	20252707	40-2550-310-00-79
	76188	05/23/2025	10-2642-390-00-74-500-14	Purchased Service Human Res	42.00	25051547	10-2642-390-00-74-500-14
	76188	05/23/2025	10-2130-220-00-79-600-14	Health Services Insurance	294.00	25051547	10-2130-220-00-79-600-14
	76188	05/23/2025	10-2130-220-00-79-600-14	Health Services Insurance	97.00	25051547	10-2130-220-00-79-600-14
	76188	05/23/2025	10-2130-220-00-79-600-14	Health Services Insurance	42.00	25051547	10-2130-220-00-79-600-14
					$1,960.00	**Payee Vendor Total**	
Pakkos Enterprises							
	75912	05/02/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	5,080.00	20252694	10-2213-415-00-71-300-13
					$5,080.00	**Payee Vendor Total**	
Palmer, Jessica							
	76032	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	23.10		10-1200-332-00-79-600-14
					$23.10	**Payee Vendor Total**	
Panke, Keith							
	76033	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	254.80		10-1200-332-00-79-600-14
					$254.80	**Payee Vendor Total**	
Parkland Preparatory Acad							
	75950	05/09/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,379.99	25041960	10-4220-670-00-79-600-14
	75950	05/09/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,379.99	25041960	10-4220-670-00-79-600-14
	75980	05/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,379.99	25041960	10-4220-670-00-79-600-14
					$16,139.97	**Payee Vendor Total**	
Partnering for Prevention							
	76243	06/05/2025	10-3600-390-82-79-605-14	Community Svcs Purchased Svcs	7,105.00	25061777	10-3600-390-82-79-605-14
	76133	05/16/2025	10-3600-390-82-79-605-14	Community Svcs Purchased Svcs	7,105.00	25051777	10-3600-390-82-79-605-14
	76133	05/16/2025	10-1130-390-00-71-300-13	Consulting HS	130.00	25051777	10-1130-390-00-71-300-13
	76133	05/16/2025	10-1130-390-00-71-300-13	Consulting HS	1,980.00	25051777	10-1130-390-00-71-300-13
	76243	06/05/2025	10-1130-390-00-71-300-13	Consulting HS	130.00	25061777	10-1130-390-00-71-300-13
	76243	06/05/2025	10-1130-390-00-71-300-13	Consulting HS	1,650.00	25061777	10-1130-390-00-71-300-13
					$18,100.00	**Payee Vendor Total**	

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Pauwels, Sheryl							
	76034	05/16/2025	10-1125-332-00-79-600-14	Travel Preschool	151.42	0	10-1125-332-00-79-600-14
	76034	05/16/2025	10-1125-332-00-79-600-14	Travel Preschool	252.28	0	10-1125-332-00-79-600-14
					$403.70	**Payee Vendor Total**	
Pepsi-Cola Gen Bot Inc							
	75867	04/25/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,834.88	25041487	10-2560-415-00-71-300-13
	75867	04/25/2025	10-2560-415-00-71-300-13	Cafe Food HS	512.86	25041487	10-2560-415-00-71-300-13
	75867	04/25/2025	10-2560-415-00-71-300-13	Cafe Food HS	699.27	25041487	10-2560-415-00-71-300-13
	75867	04/25/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,521.91	25041487	10-2560-415-00-71-300-13
	75867	04/25/2025	10-2560-415-00-71-300-13	Cafe Food HS	754.27	25041487	10-2560-415-00-71-300-13
	75951	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,723.04	25041487	10-2560-415-00-71-300-13
	75951	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	706.53	25041487	10-2560-415-00-71-300-13
	76244	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,992.00	25051487	10-2560-415-00-71-300-13
	76244	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	553.80	25051487	10-2560-415-00-71-300-13
	76244	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	(1,931.26)	25051487	10-2560-415-00-71-300-13
	76244	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,931.26	25051487	10-2560-415-00-71-300-13
	76244	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	1,931.26	25051487	10-2560-415-00-71-300-13
					$12,229.82	**Payee Vendor Total**	
Perry, Jessica							
	76035	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					$420.00	**Payee Vendor Total**	
Perspectives Ltd							
	75900	05/02/2025	10-2510-220-00-79-600-14	Direction of Business Serv Ins	1,326.00	25050277	10-2510-220-00-79-600-14
	76245	06/05/2025	10-2510-220-00-79-600-14	Direction of Business Serv Ins	1,326.00	25060277	10-2510-220-00-79-600-14
					$2,652.00	**Payee Vendor Total**	
Peterson, Kristin							
	76036	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	144.55		10-1200-332-00-79-600-14
					$144.55	**Payee Vendor Total**	
Petty Cash-HHS SpEd							
	75921	05/09/2025	10-3000-310-92-79-600-14	IDEA Comm Engage PS	50.00	0	10-3000-310-92-79-600-14
	75880	04/25/2025	10-3000-310-92-79-600-14	IDEA Comm Engage PS	80.00	0	10-3000-310-92-79-600-14
	76265	06/05/2025	10-3000-310-92-79-600-14	IDEA Comm Engage PS	125.00	0	10-3000-310-92-79-600-14
					$255.00	**Payee Vendor Total**	
Petty Cash-LIGHT							

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	75831	04/25/2025	10-1200-310-66-71-300-13	STEP Purchased Services	50.00	0	10-1200-310-66-71-300-13
	75831	04/25/2025	10-1200-310-66-71-300-13	STEP Purchased Services	50.00	0	10-1200-310-66-71-300-13
	76264	06/05/2025	10-1200-410-66-71-300-13	STEP Supplies	303.46	0	10-1200-410-66-71-300-13
					$403.46	**Payee Vendor Total**	
Pioneer Center for Human							
	76134	05/16/2025	10-1200-310-66-71-300-13	STEP Purchased Services	765.00	20252780	10-1200-310-66-71-300-13
					$765.00	**Payee Vendor Total**	
Pioneer Manufacturing - A							
	76135	05/16/2025	20-2543-410-00-79	Grounds Supplies	219.10	20252695	20-2543-410-00-79
	76135	05/16/2025	20-2543-410-00-79	Grounds Supplies	425.30	20252737	20-2543-410-00-79
	76189	05/23/2025	20-2543-410-00-79	Grounds Supplies	786.00	20252745	20-2543-410-00-79
	76189	05/23/2025	20-2543-410-00-79	Grounds Supplies	1,445.25	20252815	20-2543-410-00-79
	76189	05/23/2025	20-2543-410-00-79	Grounds Supplies	149.75	20252815	20-2543-410-00-79
					$3,025.40	**Payee Vendor Total**	
Pomps Tire Service Inc							
	75901	05/02/2025	40-2554-410-00-79	Fleet Supplies	2,404.30	25040837	40-2554-410-00-79
	75952	05/09/2025	40-2554-410-00-79	Fleet Supplies	173.39	25040837	40-2554-410-00-79
	75952	05/09/2025	40-2554-410-00-79	Fleet Supplies	130.72	25040837	40-2554-410-00-79
	75952	05/09/2025	40-2554-410-00-79	Fleet Supplies	3,154.30	25050837	40-2554-410-00-79
					$5,862.71	**Payee Vendor Total**	
Prairie Farms Rockford							
	75953	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	311.57	25041327	10-2560-415-00-71-300-13
	75953	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	118.81	25041327	10-2560-415-00-71-300-13
	75953	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	311.57	25041327	10-2560-415-00-71-300-13
	75953	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	118.81	25041327	10-2560-415-00-71-300-13
	75953	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	311.57	25041327	10-2560-415-00-71-300-13
	75953	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	44.36	25041327	10-2560-415-00-71-300-13
	75953	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	311.57	25041327	10-2560-415-00-71-300-13
	75953	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	242.65	25041327	10-2560-415-00-71-300-13
	75953	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	434.07	25041317	10-2560-415-00-71-100-13
	75953	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	358.02	25041317	10-2560-415-00-71-100-13
	75953	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	313.67	25041317	10-2560-415-00-71-100-13
	75953	05/09/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	417.43	25041317	10-2560-415-00-71-100-13
	75953	05/09/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	193.27	25041375	10-2560-415-00-72-220-13

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	75953	05/09/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	104.56	25041375	10-2560-415-00-72-220-13	
	75953	05/09/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	148.91	25041375	10-2560-415-00-72-220-13	
	75953	05/09/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	193.27	25041375	10-2560-415-00-72-220-13	
	75953	05/09/2025	10-2560-415-00-72-120-13	Cafe Food Martin	118.81	25041374	10-2560-415-00-72-120-13	
	75953	05/09/2025	10-2560-415-00-72-120-13	Cafe Food Martin	312.08	25041374	10-2560-415-00-72-120-13	
	75953	05/09/2025	10-2560-415-00-72-120-13	Cafe Food Martin	372.28	25041374	10-2560-415-00-72-120-13	
	75953	05/09/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	403.17	25041373	10-2560-415-00-72-110-13	
	75953	05/09/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	403.97	25041373	10-2560-415-00-72-110-13	
	75953	05/09/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	432.48	25041373	10-2560-415-00-72-110-13	
	75953	05/09/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	342.97	25041373	10-2560-415-00-72-110-13	
	75953	05/09/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	178.22	25041387	10-2560-415-00-74-210-13	
	75953	05/09/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	118.81	25041387	10-2560-415-00-74-210-13	
	75953	05/09/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	104.56	25041387	10-2560-415-00-74-210-13	827
	75953	05/09/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	133.86	25041387	10-2560-415-00-74-210-13	
	75953	05/09/2025	10-2560-415-00-74-150-13	Cafe Food Conley	223.37	25041377	10-2560-415-00-74-150-13	
	75953	05/09/2025	10-2560-415-00-74-150-13	Cafe Food Conley	238.42	25041377	10-2560-415-00-74-150-13	
	75953	05/09/2025	10-2560-415-00-74-150-13	Cafe Food Conley	103.76	25041377	10-2560-415-00-74-150-13	
	75953	05/09/2025	10-2560-415-00-74-150-13	Cafe Food Conley	148.91	25041377	10-2560-415-00-74-150-13	
	75953	05/09/2025	10-2560-415-97-79-600-14	All Children Snacks	44.31	25041397	10-2560-415-97-79-600-14	
	75953	05/09/2025	10-2560-415-97-79-600-14	All Children Snacks	54.15	25041397	10-2560-415-97-79-600-14	
	75953	05/09/2025	10-2560-415-97-79-600-14	All Children Snacks	54.15	25041397	10-2560-415-97-79-600-14	
	75953	05/09/2025	10-2560-415-97-79-600-14	All Children Snacks	54.15	25021397	10-2560-415-97-79-600-14	
	75953	05/09/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	297.03	25041367	10-2560-415-00-74-140-13	
	75953	05/09/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	237.62	25041367	10-2560-415-00-74-140-13	
	75953	05/09/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	253.47	25041367	10-2560-415-00-74-140-13	
	75953	05/09/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	223.37	25041367	10-2560-415-00-74-140-13	
	76246	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	101.33	25051327	10-2560-415-00-71-300-13	
	76246	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	308.57	25051327	10-2560-415-00-71-300-13	
	76246	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	101.33	25051327	10-2560-415-00-71-300-13	
	76246	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	208.65	25051327	10-2560-415-00-71-300-13	
	76246	06/05/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	407.68	25051317	10-2560-415-00-71-100-13	
	76246	06/05/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	407.68	25051317	10-2560-415-00-71-100-13	
	76246	06/05/2025	10-2560-415-00-71-100-13	Cafe Food Leggee	86.63	25051317	10-2560-415-00-71-100-13	
	76246	06/05/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	131.52	25051375	10-2560-415-00-72-220-13	
	76246	06/05/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	145.43	25051375	10-2560-415-00-72-220-13	

Huntley Community School District 158
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Check Date: 4/25/2025 to 6/6/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76246	06/05/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	43.32	25051375	10-2560-415-00-72-220-13
	76246	06/05/2025	10-2560-415-00-72-120-13	Cafe Food Martin	276.95	25051374	10-2560-415-00-72-120-13
	76246	06/05/2025	10-2560-415-00-72-120-13	Cafe Food Martin	290.86	25051374	10-2560-415-00-72-120-13
	76246	06/05/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	394.55	25051373	10-2560-415-00-72-110-13
	76246	06/05/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	394.55	25051373	10-2560-415-00-72-110-13
	76246	06/05/2025	10-2560-415-00-72-110-13	Cafe Food Chesak	204.23	25051373	10-2560-415-00-72-110-13
	76246	06/05/2025	10-2560-415-97-79-600-14	All Children Snacks	48.13	25051397	10-2560-415-97-79-600-14
	76246	06/05/2025	10-2560-415-97-79-600-14	All Children Snacks	43.32	25051397	10-2560-415-97-79-600-14
	76246	06/05/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	130.73	25051387	10-2560-415-00-74-210-13
	76246	06/05/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	116.03	25051387	10-2560-415-00-74-210-13
	76246	06/05/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	72.72	25051387	10-2560-415-00-74-210-13
	76246	06/05/2025	10-2560-415-00-74-150-13	Cafe Food Conley	189.53	25051377	10-2560-415-00-74-150-13
	76246	06/05/2025	10-2560-415-00-74-150-13	Cafe Food Conley	174.83	25051377	10-2560-415-00-74-150-13
	76246	06/05/2025	10-2560-415-00-74-150-13	Cafe Food Conley	28.62	25051377	10-2560-415-00-74-150-13
	76246	06/05/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	262.25	25051367	10-2560-415-00-74-140-13
	76246	06/05/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	262.25	25051367	10-2560-415-00-74-140-13
	76246	06/05/2025	10-2560-415-00-74-140-13	Cafe Food Mackeben	130.73	25051367	10-2560-415-00-74-140-13
	75953	05/09/2025	10-2560-415-00-72-120-13	Cafe Food Martin	372.28	25041374	10-2560-415-00-72-120-13
					$14,122.73	**Payee Vendor Total**	
Primus, Mike							
	76037	05/16/2025	10-2660-332-00-79-600-14	Travel Technology	22.12		10-2660-332-00-79-600-14
					$22.12	**Payee Vendor Total**	
Pro Ed Inc							
	76247	06/05/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	110.40	20252553	10-1200-410-92-79-600-14
	76247	06/05/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	321.00	20252553	10-1200-410-92-79-600-14
	76247	06/05/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	478.00	20252553	10-1200-410-92-79-600-14
	76247	06/05/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	70.00	20252553	10-1200-410-92-79-600-14
	76247	06/05/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	145.00	20252553	10-1200-410-92-79-600-14
	76247	06/05/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	45.00	20252553	10-1200-410-92-79-600-14
	76247	06/05/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	45.00	20252553	10-1200-410-92-79-600-14
	76247	06/05/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	5.60	20252552	10-1200-410-92-79-600-14
	76247	06/05/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	56.00	20252552	10-1200-410-92-79-600-14
	76247	06/05/2025	10-1200-410-66-71-300-13	STEP Supplies	15.00	20252551	10-1200-410-66-71-300-13
	76247	06/05/2025	10-1200-410-66-71-300-13	STEP Supplies	102.00	20252551	10-1200-410-66-71-300-13
	76247	06/05/2025	10-1200-410-66-71-300-13	STEP Supplies	48.00	20252551	10-1200-410-66-71-300-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$1,441.00	**Payee Vendor Total**	
Project Lead the Way							
	992300761	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	1,485.00	20252658	10-1130-410-67-71-300-13
	992300761	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	1,485.00	20252658	10-1130-410-67-71-300-13
	992300761	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	1,782.00	20252658	10-1130-410-67-71-300-13
	992300761	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	1,782.00	20252658	10-1130-410-67-71-300-13
	992300761	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	1,782.00	20252658	10-1130-410-67-71-300-13
	992300761	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	1,485.00	20252658	10-1130-410-67-71-300-13
	992300761	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	1,485.00	20252658	10-1130-410-67-71-300-13
	992300761	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	1,485.00	20252658	10-1130-410-67-71-300-13
	992300761	05/20/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	1,485.00	20252658	10-1130-410-67-71-300-13
					$14,256.00	**Payee Vendor Total**	
Purkeypile, Amanda							
	76038	05/16/2025	10-2520-332-00-74-500-14	Travel Fiscal	45.50	0	10-2520-332-00-74-500-14
	76038	05/16/2025	10-2520-332-00-74-500-14	Travel Fiscal	63.00		10-2520-332-00-74-500-14
					$108.50	**Payee Vendor Total**	
Quinlan & Fabish Music Co							
	992300762	05/20/2025	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	2,573.39	20252751	10-1120-490-02-72-220-13
	992300762	05/20/2025	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	5,227.98	20252751	10-1120-490-02-72-220-13
	992300762	05/20/2025	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	107.68	20252752	10-1120-410-12-72-220-13
	992300762	05/20/2025	10-1120-410-12-72-220-13	Chorus/Band Supplies Marlowe	1,240.84	20252752	10-1120-410-12-72-220-13
					$9,149.89	**Payee Vendor Total**	
Ramirez, Ferney							
	76136	05/16/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	400.00	20252604	10-2212-310-00-79-505-14
					$400.00	**Payee Vendor Total**	
Randazzo, Deborah							
	76039	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	13.72		10-1200-332-00-79-600-14
	76039	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	13.72		10-1200-332-00-79-600-14
					$27.44	**Payee Vendor Total**	
Raptor Technologies LLC							
	76190	05/23/2025	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	6,950.00	20252364	10-2546-390-00-79-600-14
					$6,950.00	**Payee Vendor Total**	
Read Naturally Inc							

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	76137	05/16/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	4,290.00	20252786	10-2212-310-00-79-505-14	
					$4,290.00	**Payee Vendor Total**		
Really Great Reading								
	76248	06/05/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	3,600.00	20252598	10-2212-310-00-79-505-14	
					$3,600.00	**Payee Vendor Total**		
Redden, Scott								
	76040	05/16/2025	20-2540-332-00-79	Travel	164.64		20-2540-332-00-79	
	76040	05/16/2025	20-2540-332-00-79	Travel	14.14		20-2540-332-00-79	
	76040	05/16/2025	20-2540-332-00-79	Travel	27.86		20-2540-332-00-79	
					$206.64	**Payee Vendor Total**		
Regional Office of Educat								
	76138	05/16/2025	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	720.00	20252796	10-4210-670-00-79-600-14	830
	76138	05/16/2025	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	945.00	20252796	10-4210-670-00-79-600-14	
	76138	05/16/2025	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	945.00	20252796	10-4210-670-00-79-600-14	
					$2,610.00	**Payee Vendor Total**		
Renaissance Learning Inc								
	76139	05/16/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	(27,712.10)	20252659	10-2212-310-00-79-505-14	
	76139	05/16/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	75,542.75	20252659	10-2212-310-00-79-505-14	
					$47,830.65	**Payee Vendor Total**		
Revtrak, Inc.								
	20255112	05/01/2025	10-2523-319-00-79-600-14	Banking Fees	3,285.51		10-2523-319-00-79-600-14	
					$3,285.51	**Payee Vendor Total**		
Robles, Noel								
	75913	05/02/2025	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	400.00	20252728	10-2210-390-82-79-605-14	
					$400.00	**Payee Vendor Total**		
Rodriguez, Tom								
	76041	05/16/2025	10-2520-332-00-74-500-14	Travel Fiscal	34.30		10-2520-332-00-74-500-14	
					$34.30	**Payee Vendor Total**		
Rollins, Kennedy								
	76042	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14	
	76042	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	110.00	0	10-2310-230-00-74-500-14	
					$275.00	**Payee Vendor Total**		
Roskopf, Jake								

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76043	05/16/2025	10-1100-410-98-79-600-14	Rep Instr Supplies	62.64	0	10-1100-410-98-79-600-14
	76043	05/16/2025	10-2210-670-98-79-600-14	Teacher Vacancy Tuit	2,645.00	0	10-2210-670-98-79-600-14
					$2,707.64	**Payee Vendor Total**	
Rush Truck Center Huntley							
	75902	05/02/2025	40-2554-410-00-79	Fleet Supplies	(99.75)	25040747	40-2554-410-00-79
	75902	05/02/2025	40-2554-410-00-79	Fleet Supplies	5,105.00	25040747	40-2554-410-00-79
	75902	05/02/2025	40-2554-410-00-79	Fleet Supplies	1,363.24	25040747	40-2554-410-00-79
	75902	05/02/2025	40-2554-410-00-79	Fleet Supplies	1,281.02	25040747	40-2554-410-00-79
	75902	05/02/2025	40-2554-410-00-79	Fleet Supplies	26.32	25040747	40-2554-410-00-79
	75902	05/02/2025	40-2554-410-00-79	Fleet Supplies	460.29	25040747	40-2554-410-00-79
	75902	05/02/2025	40-2554-410-00-79	Fleet Supplies	1,128.61	25040747	40-2554-410-00-79
	75902	05/02/2025	40-2554-410-00-79	Fleet Supplies	175.16	25040747	40-2554-410-00-79
	75955	05/09/2025	40-2554-410-00-79	Fleet Supplies	119.74	25050747	40-2554-410-00-79
	75955	05/09/2025	40-2554-410-00-79	Fleet Supplies	2,285.09	25050747	40-2554-410-00-79
	75955	05/09/2025	40-2554-410-00-79	Fleet Supplies	57.80	25050747	40-2554-410-00-79
	76140	05/16/2025	40-2554-410-00-79	Fleet Supplies	221.15	25050747	40-2554-410-00-79
	76140	05/16/2025	40-2554-410-00-79	Fleet Supplies	(221.15)	25050747	40-2554-410-00-79
	76140	05/16/2025	40-2554-410-00-79	Fleet Supplies	1,800.00	25050747	40-2554-410-00-79
	76140	05/16/2025	40-2554-410-00-79	Fleet Supplies	794.66	25050747	40-2554-410-00-79
	76140	05/16/2025	40-2554-410-00-79	Fleet Supplies	270.51	25050747	40-2554-410-00-79
	76140	05/16/2025	40-2554-410-00-79	Fleet Supplies	1,235.64	25050747	40-2554-410-00-79
	76140	05/16/2025	40-2554-410-00-79	Fleet Supplies	28.05	25050747	40-2554-410-00-79
	76140	05/16/2025	40-2554-410-00-79	Fleet Supplies	1,281.02	25050747	40-2554-410-00-79
	76140	05/16/2025	40-2554-410-00-79	Fleet Supplies	338.92	25050747	40-2554-410-00-79
	76140	05/16/2025	40-2554-410-00-79	Fleet Supplies	2,129.60	25050747	40-2554-410-00-79
	76191	05/23/2025	40-2554-410-00-79	Fleet Supplies	228.87	25050747	40-2554-410-00-79
	76191	05/23/2025	40-2554-410-00-79	Fleet Supplies	110.66	25050747	40-2554-410-00-79
	76191	05/23/2025	40-2554-410-00-79	Fleet Supplies	111.58	25050747	40-2554-410-00-79
	76191	05/23/2025	40-2554-410-00-79	Fleet Supplies	1,590.00	25050747	40-2554-410-00-79
	76191	05/23/2025	40-2554-410-00-79	Fleet Supplies	664.52	25050747	40-2554-410-00-79
	76191	05/23/2025	40-2554-410-00-79	Fleet Supplies	45.53	25050747	40-2554-410-00-79
	76249	06/05/2025	40-2554-410-00-79	Fleet Supplies	355.46	25060747	40-2554-410-00-79
	76249	06/05/2025	40-2554-410-00-79	Fleet Supplies	60.86	25060747	40-2554-410-00-79
	75955	05/09/2025	40-2554-410-00-79	Fleet Supplies	(665.00)	25050747	40-2554-410-00-79
	76215	05/30/2025	40-2554-410-00-79	Fleet Supplies	859.82	25050747	40-2554-410-00-79

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
					$23,143.22	**Payee Vendor Total**		
Ryan, Debra								
	76044	05/16/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	89.97	0	10-1200-410-00-79-600-14	
	76044	05/16/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	109.12	0	10-1200-410-00-79-600-14	
					$199.09	**Payee Vendor Total**		
Rydin Decal								
	75979	05/12/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	108.14	20251939	10-1110-410-00-72-120-13	
	75979	05/12/2025	10-1110-410-00-72-120-13	Inst Supplies Martin	1,373.60	20251939	10-1110-410-00-72-120-13	
					$1,481.74	**Payee Vendor Total**		
Sara, Lindsay								
	76045	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	214.41	0	10-1200-332-00-79-600-14	
	76045	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	59.97	0	10-1200-332-00-79-600-14	832
					$274.38	**Payee Vendor Total**		
Savage Pro Audio Inc								
	76141	05/16/2025	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	300.00	20252799	10-1500-410-00-71-300-13	
					$300.00	**Payee Vendor Total**		
Schocks Towing								
	76142	05/16/2025	40-2550-323-00-79	Repairs and Maintenance	400.00	20252708	40-2550-323-00-79	
					$400.00	**Payee Vendor Total**		
School Health Corporation								
	75868	04/25/2025	10-2130-410-00-79-600-14	Supplies Health	28.07	20250036	10-2130-410-00-79-600-14	
	75868	04/25/2025	10-2130-410-00-79-600-14	Supplies Health	29.64	20250036	10-2130-410-00-79-600-14	
	75868	04/25/2025	10-2130-410-00-79-600-14	Supplies Health	41.09	20250033	10-2130-410-00-79-600-14	
	75868	04/25/2025	10-2130-410-00-79-600-14	Supplies Health	231.87	20250033	10-2130-410-00-79-600-14	
	75868	04/25/2025	10-2546-390-00-79-600-14	Security Officer Gnl Purch Svc	3,000.00	20252130	10-2546-390-00-79-600-14	
	75868	04/25/2025	10-2130-410-00-79-600-14	Supplies Health	178.27	20250031	10-2130-410-00-79-600-14	
	75868	04/25/2025	10-2130-410-00-79-600-14	Supplies Health	178.27	20250031	10-2130-410-00-79-600-14	
	75868	04/25/2025	10-2130-410-00-79-600-14	Supplies Health	33.89	20250037	10-2130-410-00-79-600-14	
	75868	04/25/2025	10-2130-410-00-79-600-14	Supplies Health	7.98	20250035	10-2130-410-00-79-600-14	
	75868	04/25/2025	10-2130-410-00-79-600-14	Supplies Health	13.04	20250038	10-2130-410-00-79-600-14	
	75868	04/25/2025	10-2130-410-00-79-600-14	Supplies Health	80.73	20250035	10-2130-410-00-79-600-14	
	75868	04/25/2025	10-2130-410-00-79-600-14	Supplies Health	98.84	20250035	10-2130-410-00-79-600-14	
	75903	05/02/2025	10-2130-410-00-79-600-14	Supplies Health	116.26	20240032	10-2130-410-00-79-600-14	
	75903	05/02/2025	10-2130-410-00-79-600-14	Supplies Health	80.73	20240032	10-2130-410-00-79-600-14	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	75903	05/02/2025	10-2130-410-00-79-600-14	Supplies Health	9.04	20240032	10-2130-410-00-79-600-14
	75903	05/02/2025	10-2130-410-00-79-600-14	Supplies Health	67.78	20240032	10-2130-410-00-79-600-14
	75903	05/02/2025	10-2130-410-00-79-600-14	Supplies Health	56.43	20240034	10-2130-410-00-79-600-14
	75903	05/02/2025	10-1500-410-00-74-210-13	Training Supplies Heineman	304.49	20252554	10-1500-410-00-74-210-13
	75903	05/02/2025	10-1500-410-00-74-210-13	Training Supplies Heineman	23.96	20252554	10-1500-410-00-74-210-13
	75903	05/02/2025	10-1500-410-00-74-210-13	Training Supplies Heineman	83.88	20252554	10-1500-410-00-74-210-13
	75903	05/02/2025	10-1500-410-00-74-210-13	Training Supplies Heineman	55.66	20252554	10-1500-410-00-74-210-13
	75903	05/02/2025	10-1500-410-00-74-210-13	Training Supplies Heineman	73.94	20252554	10-1500-410-00-74-210-13
	76143	05/16/2025	10-2130-410-00-79-600-14	Supplies Health	88.36	20250031	10-2130-410-00-79-600-14
	76143	05/16/2025	10-2130-410-00-79-600-14	Supplies Health	305.36	20250036	10-2130-410-00-79-600-14
	76143	05/16/2025	10-2130-410-00-79-600-14	Supplies Health	1.64	20250038	10-2130-410-00-79-600-14
	76143	05/16/2025	10-2130-410-00-79-600-14	Supplies Health	171.64	20250034	10-2130-410-00-79-600-14
	76143	05/16/2025	10-2130-410-00-79-600-14	Supplies Health	94.39	20250031	10-2130-410-00-79-600-14
	76143	05/16/2025	10-2130-410-00-79-600-14	Supplies Health	321.89	20250034	10-2130-410-00-79-600-14
	76143	05/16/2025	10-2130-410-00-79-600-14	Supplies Health	1.69	20250031	10-2130-410-00-79-600-14
	76143	05/16/2025	10-2130-410-00-79-600-14	Supplies Health	44.47	20250033	10-2130-410-00-79-600-14
	76143	05/16/2025	10-2130-410-00-79-600-14	Supplies Health	27.83	20250031	10-2130-410-00-79-600-14
	76143	05/16/2025	10-2130-410-00-79-600-14	Supplies Health	6.00	20250038	10-2130-410-00-79-600-14
					$5,857.13	**Payee Vendor Total**	
School Outlet							
	76192	05/23/2025	10-1200-410-66-71-300-13	STEP Supplies	190.25	20252455	10-1200-410-66-71-300-13
	76192	05/23/2025	10-1200-410-66-71-300-13	STEP Supplies	209.04	20252455	10-1200-410-66-71-300-13
					$399.29	**Payee Vendor Total**	
School Specialty LLC							
	992300757	05/13/2025	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	366.71	20252344	10-1120-710-00-72-220-13
	992300757	05/13/2025	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	803.92	20252344	10-1120-710-00-72-220-13
	992300757	05/13/2025	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	301.26	20252344	10-1120-710-00-72-220-13
	992300757	05/13/2025	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	294.37	20252344	10-1120-710-00-72-220-13
					$1,766.26	**Payee Vendor Total**	
Schoolbells Ltd							
	75985	05/16/2025	40-2552-331-00-79	Contracted Transportation	47,926.00	25050657	40-2552-331-00-79
					$47,926.00	**Payee Vendor Total**	
Schwerzler, Therese							
	76046	05/16/2025	10-2410-332-00-71-300-13	Prin Travel HS	31.36		10-2410-332-00-71-300-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$31.36	Payee Vendor Total	
Secretary of State 10							
	75957	05/09/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25050937	40-2550-310-00-79
					$4.00	Payee Vendor Total	
Secretary of State 1							
	75956	05/09/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25050847	40-2550-310-00-79
					$4.00	Payee Vendor Total	
Secretary of State 2							
	75958	05/09/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25050857	40-2550-310-00-79
					$4.00	Payee Vendor Total	
Secretary of State 3							
	75959	05/09/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25050867	40-2550-310-00-79
					$4.00	Payee Vendor Total	
Secretary of State 4							
	75960	05/09/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25050877	40-2550-310-00-79
					$4.00	Payee Vendor Total	
Secretary of State 5							
	75961	05/09/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25050887	40-2550-310-00-79
					$4.00	Payee Vendor Total	
Secretary of State 6							
	75962	05/09/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25050897	40-2550-310-00-79
					$4.00	Payee Vendor Total	
Secretary of State 7							
	75963	05/09/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25050907	40-2550-310-00-79
					$4.00	Payee Vendor Total	
Secretary of State 8							
	75964	05/09/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25050917	40-2550-310-00-79
					$4.00	Payee Vendor Total	
Secretary of State 9							
	75965	05/09/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	25050927	40-2550-310-00-79
					$4.00	Payee Vendor Total	
Seibert, Shannon							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76047	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	256.20	0	10-1200-332-00-79-600-14
	76047	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	19.88	0	10-1200-332-00-79-600-14
	76047	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	45.00	0	10-1200-332-00-79-600-14
					$321.08	**Payee Vendor Total**	
Select Savvy LLC							
	75869	04/25/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,581.00	25040667	10-1101-310-00-79-605-14
	75869	04/25/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,581.00	25040667	10-1101-310-00-79-605-14
	75966	05/09/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,054.00	25040667	10-1101-310-00-79-605-14
	75966	05/09/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,581.00	25040667	10-1101-310-00-79-605-14
	76144	05/16/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,581.00	25040667	10-1101-310-00-79-605-14
					$7,378.00	**Payee Vendor Total**	
Senase, Judith							
	76145	05/16/2025	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	925.00	20252753	10-2150-310-92-79-600-14
					$925.00	**Payee Vendor Total**	
Service Printing Corporat							
	76146	05/16/2025	10-2190-410-00-71-300-12	Graduation Supplies HHS	2,124.00	20252800	10-2190-410-00-71-300-12
	76146	05/16/2025	10-2546-490-00-79-600-14	Security Officer Supplies	968.00	20252805	10-2546-490-00-79-600-14
					$3,092.00	**Payee Vendor Total**	
Service Sanitation Inc							
	76147	05/16/2025	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	766.37	20252754	10-1500-320-00-71-300-13
					$766.37	**Payee Vendor Total**	
Severin, Nicole							
	76048	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	53.20		10-1200-332-00-79-600-14
					$53.20	**Payee Vendor Total**	
Shadel, Jill							
	76060	05/16/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	20.20	0	10-2210-314-92-79-605-14
					$20.20	**Payee Vendor Total**	
Skoufis, George							
	75986	05/16/2025	10-2310-318-00-74-500-14	Legal Board	5,000.00	20252639	10-2310-318-00-74-500-14
					$5,000.00	**Payee Vendor Total**	
Skyward Inc							
	76250	06/05/2025	10-2520-310-00-74-500-14	Prof & Tech Fiscal	72,101.50	20252392	10-2520-310-00-74-500-14
					$72,101.50	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
SNA Depository							
	76148	05/16/2025	10-2561-640-00-79-600-14	Dir Food Service Dues & Fees	178.00	20252732	10-2561-640-00-79-600-14
					$178.00	**Payee Vendor Total**	
Sodexo Live @ Northern Il							
	75987	05/16/2025	10-2190-410-00-71-300-12	Graduation Supplies HHS	1,976.50	20252811	10-2190-410-00-71-300-12
					$1,976.50	**Payee Vendor Total**	
South Campus							
	75967	05/09/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,212.00	25041961	10-4220-670-00-79-600-14
	75967	05/09/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,204.80	25041961	10-4220-670-00-79-600-14
					$13,416.80	**Payee Vendor Total**	
Southpaw Enterprises							
	75870	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	35.00	20252211	10-1200-410-92-79-600-14
	75870	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	250.00	20252211	10-1200-410-92-79-600-14
					$285.00	**Payee Vendor Total**	
Sparks, Alyse							
	76050	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	51.59	0	10-1200-332-00-79-600-14
	76050	05/16/2025	10-1120-332-00-72-220-13	Teacher Travel Marlowe	110.53		10-1120-332-00-72-220-13
					$162.12	**Payee Vendor Total**	
Special Education Service							
	76149	05/16/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	2,896.74	20252797	10-4220-670-00-79-600-14
					$2,896.74	**Payee Vendor Total**	
Speech Corner LLC							
	75904	05/02/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	8.99	20252557	10-1200-410-92-79-600-14
	75904	05/02/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	14.99	20252557	10-1200-410-92-79-600-14
	75904	05/02/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	14.99	20252557	10-1200-410-92-79-600-14
	75904	05/02/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	75.99	20252557	10-1200-410-92-79-600-14
	75904	05/02/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	70.99	20252557	10-1200-410-92-79-600-14
	76150	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	8.99	20252556	10-1200-410-92-79-600-14
	76150	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	29.99	20252556	10-1200-410-92-79-600-14
	76150	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	31.99	20252556	10-1200-410-92-79-600-14
	76150	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	27.99	20252556	10-1200-410-92-79-600-14
	76150	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	44.99	20252556	10-1200-410-92-79-600-14
	76150	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	27.99	20252556	10-1200-410-92-79-600-14
	76150	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	8.99	20252555	10-1200-410-92-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	76150	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	39.99	20252555	10-1200-410-92-79-600-14	
	76150	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	39.99	20252555	10-1200-410-92-79-600-14	
	76150	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	27.99	20252555	10-1200-410-92-79-600-14	
					$474.85	**Payee Vendor Total**		
Speed Stacks Inc								
	76193	05/23/2025	10-1110-410-50-72-120-13	PE Supplies Martin	102.00	20251940	10-1110-410-50-72-120-13	
					$102.00	**Payee Vendor Total**		
Stage Spot								
	76194	05/23/2025	10-1000-310-98-79-600-14	Teacher Vacancy Purch Svcs	1,025.25	0	10-1000-310-98-79-600-14	
					$1,025.25	**Payee Vendor Total**		
Starnes, Sara								
	76051	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14	837
					$420.00	**Payee Vendor Total**		
Steiner Electric Company								
	76195	05/23/2025	20-2542-410-00-79	Supplies B & G	190.55	25031637	20-2542-410-00-79	
	76216	05/30/2025	20-2542-410-00-79	Supplies B & G	389.45	25031637	20-2542-410-00-79	
	76251	06/05/2025	20-2542-410-00-79	Supplies B & G	232.55	25061637	20-2542-410-00-79	
	76251	06/05/2025	20-2542-410-00-79	Supplies B & G	232.55	25061637	20-2542-410-00-79	
	76216	05/30/2025	20-2542-410-00-79	Supplies B & G	186.86	25031637	20-2542-410-00-79	
					$1,231.96	**Payee Vendor Total**		
Steiner, Dawn N								
	76052	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14	
	76052	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14	
					$330.00	**Payee Vendor Total**		
Summit School Inc								
	75968	05/09/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	19,322.40	25041962	10-4220-670-00-79-600-14	
					$19,322.40	**Payee Vendor Total**		
Super Duper Publications								
	75905	05/02/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	9.95	20252560	10-1200-410-92-79-600-14	
	75905	05/02/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	14.95	20252560	10-1200-410-92-79-600-14	
	75905	05/02/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	14.95	20252560	10-1200-410-92-79-600-14	
	75905	05/02/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	14.95	20252560	10-1200-410-92-79-600-14	
	76151	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	13.95	20252559	10-1200-410-92-79-600-14	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76151	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	13.95	20252559	10-1200-410-92-79-600-14
	76151	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	10.00	20252559	10-1200-410-92-79-600-14
	76151	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	39.95	20252559	10-1200-410-92-79-600-14
	76151	05/16/2025	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	139.50	20252190	10-2150-410-92-79-605-14
	76151	05/16/2025	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	109.55	20252190	10-2150-410-92-79-605-14
					$381.70	**Payee Vendor Total**	
Superior Overhead Door							
	76252	06/05/2025	20-2542-329-00-79	Buildings - Small Projects	4,299.00	20252798	20-2542-329-00-79
					$4,299.00	**Payee Vendor Total**	
Swartzloff, Todd							
	76053	05/16/2025	10-1130-332-00-71-300-13	Teacher Travel HS	29.40		10-1130-332-00-71-300-13
					$29.40	**Payee Vendor Total**	
Symmetry Energy Solutions							
	75988	05/16/2025	20-2540-465-00-79	Natural Gas	24,313.91	0	20-2540-465-00-79
					$24,313.91	**Payee Vendor Total**	
Syslo, Brianna							
	76054	05/16/2025	10-1100-410-98-79-600-14	Rep Instr Supplies	21.79	0	10-1100-410-98-79-600-14
					$21.79	**Payee Vendor Total**	
Talerico Martin Corp							
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	374.36	25050378	10-2560-415-00-71-300-13
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	73.64	25050378	10-2560-415-00-71-300-13
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	374.36	25050378	10-2560-415-00-71-300-13
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	374.36	25050378	10-2560-415-00-71-300-13
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25050378	10-2560-415-00-71-300-13
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25050378	10-2560-415-00-71-300-13
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	374.36	25050378	10-2560-415-00-71-300-13
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25050378	10-2560-415-00-71-300-13
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	374.36	25050378	10-2560-415-00-71-300-13
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25050378	10-2560-415-00-71-300-13
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25050378	10-2560-415-00-71-300-13
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	374.36	25050378	10-2560-415-00-71-300-13
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	50.72	25050378	10-2560-415-00-71-300-13
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	76.08	25040378	10-2560-415-00-71-300-13
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	417.74	25040378	10-2560-415-00-71-300-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	76.08	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	417.74	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	76.08	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	417.74	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	76.08	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	427.64	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	76.08	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	417.74	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	76.08	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	76.08	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	417.74	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	76.08	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	357.24	25040378	10-2560-415-00-71-300-13	839
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	76.08	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	417.74	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	374.36	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	43.68	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	374.36	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	374.36	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	77.16	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	374.36	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	374.36	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	374.36	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	374.36	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	374.36	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25040378	10-2560-415-00-71-300-13	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25040378	10-2560-415-00-71-300-13	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	75969	05/09/2025	10-2560-415-00-71-300-13	Cafe Food HS	374.36	25040378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	374.36	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	78.68	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	408.86	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	408.86	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	408.86	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	408.86	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	435.12	25050378	10-2560-415-00-71-300-13	840
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	316.08	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	79.95	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	408.86	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	316.08	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	45.75	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	45.75	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	45.75	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	104.82	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	34.20	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	34.20	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	104.82	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	81.30	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	34.20	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	34.50	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	316.08	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	316.08	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	316.08	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	45.75	25050378	10-2560-415-00-71-300-13	
	76253	06/05/2025	10-2560-415-00-71-300-13	Cafe Food HS	45.75	25050378	10-2560-415-00-71-300-13	
					$16,685.24	**Payee Vendor Total**		
Tanke, Amanda								
	76055	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$420.00	Payee Vendor Total	
Taylor, Nicole							
	76056	05/16/2025	10-1200-332-00-79-600-14	Travel Sp Ed	13.44		10-1200-332-00-79-600-14
					$13.44	Payee Vendor Total	
Teachers Retirement Syste							
	202505105	05/01/2025	10459	TRS SSP	273.59		10-481
	20255105	05/01/2025	10451	TRS Payable	276,686.11		10-481
	20255105	05/01/2025	10459	TRS SSP	4,821.54		10-481
	20255105	05/01/2025	10459	TRS SSP	4,547.95		10-481
	20255105	05/01/2025	10468	TRS Health Ins	45,123.61		10-468
					$331,452.80	Payee Vendor Total	
Team Reil Inc							
	75871	04/25/2025	20-2543-323-00-79	Repairs-Grounds	1,124.00	20252345	20-2543-323-00-79
					$1,124.00	Payee Vendor Total	
The Huntley Education Ass							
	20255112	05/01/2025	10460	IEA Dues Payable	28,092.38		10-460
	20255112	05/01/2025	10460	IEA Dues Payable	28,118.89		10-460
					$56,211.27	Payee Vendor Total	
Therapy Shoppe Inc							
	75872	04/25/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	6.99	20252292	10-2130-410-92-79-605-14
	75872	04/25/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	29.99	20252292	10-2130-410-92-79-605-14
	75872	04/25/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	38.99	20252292	10-2130-410-92-79-605-14
	75872	04/25/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	39.99	20252292	10-2130-410-92-79-605-14
	75872	04/25/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	2.49	20252292	10-2130-410-92-79-605-14
	75872	04/25/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	9.99	20252292	10-2130-410-92-79-605-14
	75872	04/25/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	13.09	20252292	10-2130-410-92-79-605-14
	75872	04/25/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	2.49	20252292	10-2130-410-92-79-605-14
	76152	05/16/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	10.99	20252249	10-2130-410-92-79-605-14
	76152	05/16/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	9.98	20252249	10-2130-410-92-79-605-14
	76152	05/16/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	18.99	20252249	10-2130-410-92-79-605-14
	76152	05/16/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	21.98	20252249	10-2130-410-92-79-605-14
	76152	05/16/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	5.98	20252249	10-2130-410-92-79-605-14
	76152	05/16/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	8.99	20252249	10-2130-410-92-79-605-14
	76152	05/16/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	7.98	20252249	10-2130-410-92-79-605-14

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	76152	05/16/2025	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11.96	20252249	10-2130-410-92-79-605-14	
					$240.87	**Payee Vendor Total**		
Thermosystems Building Sy								
	992300747	04/28/2025	20-2542-323-00-79	Repairs & Maint Buildings	5,835.90	20252561	20-2542-323-00-79	
	992300763	05/20/2025	20-2542-390-00-79	Other Purchased Service	(5,234.00)	20252781	20-2542-390-00-79	
	992300763	05/20/2025	20-2542-390-00-79	Other Purchased Service	6,669.75	20252781	20-2542-390-00-79	
					$7,271.65	**Payee Vendor Total**		
Thomson Reuters								
	76254	06/05/2025	10-2660-319-61-79-600-14	Software Maintenance	1,129.21	25060307	10-2660-319-61-79-600-14	
					$1,129.21	**Payee Vendor Total**		
Track Surfaces Company								
	76153	05/16/2025	20-2543-323-00-79	Repairs-Grounds	3,600.00	20252643	20-2543-323-00-79	842
					$3,600.00	**Payee Vendor Total**		
Trane								
	992300764	05/20/2025	20-2542-390-00-79	Other Purchased Service	2,762.73	20252738	20-2542-390-00-79	
	992300764	05/20/2025	20-2542-323-00-79	Repairs & Maint Buildings	1,400.00	20252739	20-2542-323-00-79	
					$4,162.73	**Payee Vendor Total**		
Tremco/Weatherproofing Te								
	76154	05/16/2025	20-2542-323-00-79	Repairs & Maint Buildings	1,490.00	20252782	20-2542-323-00-79	
					$1,490.00	**Payee Vendor Total**		
Tribe Country Farms Inc								
	76155	05/16/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	60.75	20252605	10-2560-415-00-74-210-13	
	76155	05/16/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	74.25	20252605	10-2560-415-00-72-220-13	
	76155	05/16/2025	10-2560-415-00-71-300-13	Cafe Food HS	108.00	20252605	10-2560-415-00-71-300-13	
	76155	05/16/2025	10-2560-415-00-71-300-13	Cafe Food HS	108.00	20252640	10-2560-415-00-71-300-13	
	76155	05/16/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	60.75	20252733	10-2560-415-00-74-210-13	
	76155	05/16/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	74.25	20252733	10-2560-415-00-72-220-13	
	76155	05/16/2025	10-2560-415-00-71-300-13	Cafe Food HS	108.00	20252733	10-2560-415-00-71-300-13	
	76155	05/16/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	60.75	20252660	10-2560-415-00-74-210-13	
	76155	05/16/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	74.25	20252660	10-2560-415-00-72-220-13	
	76155	05/16/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	60.75	20252808	10-2560-415-00-74-210-13	
	76155	05/16/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	74.25	20252808	10-2560-415-00-72-220-13	
	76155	05/16/2025	10-2560-415-00-71-300-13	Cafe Food HS	108.00	20252808	10-2560-415-00-71-300-13	

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					$972.00	**Payee Vendor Total**	
TSA Consulting Group Inc							
	20255103	05/01/2025	10455	Annuities Payable	89,668.18		10-481
	20255103	05/01/2025	10455	Annuities Payable	89,861.87		10-481
					$179,530.05	**Payee Vendor Total**	
Tyler Technologies Inc							
	76156	05/16/2025	40-2552-331-00-79	Contracted Transportation	1,575.60	20252709	40-2552-331-00-79
					$1,575.60	**Payee Vendor Total**	
UCP Seguin							
	76157	05/16/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	330.00	20252692	10-1200-410-00-79-600-14
					$330.00	**Payee Vendor Total**	
Uline							
	76158	05/16/2025	20-2542-410-00-79	Supplies B & G	196.78	20252641	20-2542-410-00-79
	76158	05/16/2025	10-2546-490-00-79-600-14	Security Officer Supplies	75.13	20252718	10-2546-490-00-79-600-14
	76158	05/16/2025	10-2546-490-00-79-600-14	Security Officer Supplies	555.00	20252718	10-2546-490-00-79-600-14
					$826.91	**Payee Vendor Total**	
Unity School Bus Parts, I							
	76159	05/16/2025	40-2554-410-00-79	Fleet Supplies	352.73	20252710	40-2554-410-00-79
					$352.73	**Payee Vendor Total**	
Vanderspool, Jan							
	75881	04/29/2025	10475	AP Payroll Net Checks	378.86	0	10-475
					$378.86	**Payee Vendor Total**	
Vasquez, Jose							
	75989	05/16/2025	10-1611-155	Student Food Svc - Conley	7.70	0	10-1611-155
	75989	05/16/2025	10-1611-145	Student Food Svc - Mackeben	5.80	0	10-1611-145
					$13.50	**Payee Vendor Total**	
Verizon Wireless							
	75873	04/25/2025	20-2540-340-00-79	Telephone - Districtwide	743.44	25041607	20-2540-340-00-79
	75906	05/02/2025	20-2540-340-00-79	Telephone - Districtwide	3,310.59	25051607	20-2540-340-00-79
	76196	05/23/2025	20-2540-340-00-79	Telephone - Districtwide	465.64	25051607	20-2540-340-00-79
	76255	06/05/2025	20-2540-340-00-79	Telephone - Districtwide	3,278.92	25061607	20-2540-340-00-79
					$7,798.59	**Payee Vendor Total**	
Viers, Lora							

Huntley Community School District 158
Disbursements

Check Date: 4/25/2025 to 6/6/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76057	05/16/2025	10-2520-332-00-74-500-14	Travel Fiscal	70.00	0	10-2520-332-00-74-500-14
					$70.00	**Payee Vendor Total**	
VILLAGE OF ALGONQUIN							
	75914	05/02/2025	20-2540-370-00-79	Water/Sewer	1,252.85	0	20-2540-370-00-79
	75914	05/02/2025	20-2540-370-00-79	Water/Sewer	1,104.45	0	20-2540-370-00-79
	75914	05/02/2025	20-2540-370-00-79	Water/Sewer	306.80	0	20-2540-370-00-79
	75914	05/02/2025	20-2540-370-00-79	Water/Sewer	10.00	0	20-2540-370-00-79
	75914	05/02/2025	20-2540-370-00-79	Water/Sewer	974.60	0	20-2540-370-00-79
	75971	05/09/2025	20-2546-310-00-71-305	Resource Officer	8,633.58	25050137	20-2546-310-00-71-305
	76222	05/30/2025	20-2540-370-00-79	Water/Sewer	1,215.75	0	20-2540-370-00-79
	76222	05/30/2025	20-2540-370-00-79	Water/Sewer	399.55	0	20-2540-370-00-79
	76222	05/30/2025	20-2540-370-00-79	Water/Sewer	1,456.90	0	20-2540-370-00-79
	76222	05/30/2025	20-2540-370-00-79	Water/Sewer	10.00	0	20-2540-370-00-79
	76222	05/30/2025	20-2540-370-00-79	Water/Sewer	1,865.00	0	20-2540-370-00-79
					$17,229.48	**Payee Vendor Total**	
Village of Huntley							
	75915	05/02/2025	20-2540-370-00-79	Water/Sewer	82.69	0	20-2540-370-00-79
	76200	05/23/2025	20-2540-370-00-79	Water/Sewer	46.73	0	20-2540-370-00-79
	75915	05/02/2025	20-2540-370-00-79	Water/Sewer	46.73	0	20-2540-370-00-79
	75915	05/02/2025	20-2540-370-00-79	Water/Sewer	785.50	0	20-2540-370-00-79
	75915	05/02/2025	20-2540-370-00-79	Water/Sewer	7,346.65	0	20-2540-370-00-79
	75915	05/02/2025	20-2540-370-00-79	Water/Sewer	57.73	0	20-2540-370-00-79
	75915	05/02/2025	20-2540-370-00-79	Water/Sewer	1,999.06	0	20-2540-370-00-79
	75915	05/02/2025	20-2540-370-00-79	Water/Sewer	564.91	0	20-2540-370-00-79
	75915	05/02/2025	20-2540-370-00-79	Water/Sewer	852.19	0	20-2540-370-00-79
					$11,782.19	**Payee Vendor Total**	
Village of Huntley							
	75874	04/25/2025	20-2546-310-00-71-305	Resource Officer	7,024.67	25041517	20-2546-310-00-71-305
	76160	05/16/2025	20-2546-310-00-71-305	Resource Officer	292.50	20252719	20-2546-310-00-71-305
	76160	05/16/2025	20-2546-310-00-71-305	Resource Officer	276.25	20252720	20-2546-310-00-71-305
	76160	05/16/2025	20-2546-310-00-71-305	Resource Officer	520.00	20252721	20-2546-310-00-71-305
	76256	06/05/2025	20-2546-310-00-71-305	Resource Officer	7,024.67	25051517	20-2546-310-00-71-305
					$15,138.09	**Payee Vendor Total**	
Village of Lake in the Hi							

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Huntley Community School District 158
Disbursements

Check Date: 4/25/2025 to 6/6/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
	75972	05/09/2025	20-2546-310-00-71-305	Resource Officer	5,255.00	25050687	20-2546-310-00-71-305	
					$5,255.00	**Payee Vendor Total**		
Virtual Connections Acade								
	75973	05/09/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,760.00	25041757	10-4220-670-00-79-600-14	
	75973	05/09/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,760.00	25041757	10-4220-670-00-79-600-14	
					$13,520.00	**Payee Vendor Total**		
Visions LLC								
	76161	05/16/2025	10-2130-310-92-79-600-14	IDEA Health Services	1,337.99	20252696	10-2130-310-92-79-600-14	
	76161	05/16/2025	10-2130-310-92-79-600-14	IDEA Health Services	1,139.77	20252697	10-2130-310-92-79-600-14	
					$2,477.76	**Payee Vendor Total**		
VSP of Illinois NFP								
	75907	05/02/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	106.74	25050457	10-2310-220-00-79-600-14	845
	76162	05/16/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	9,633.32	25050457	10-2310-220-00-79-600-14	
	76217	05/30/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	106.74	25040457	10-2310-220-00-79-600-14	
					$9,846.80	**Payee Vendor Total**		
Wards Science								
	75875	04/25/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	19.12	20252462	10-1130-410-67-71-300-13	
	75875	04/25/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	38.35	20252462	10-1130-410-67-71-300-13	
	75875	04/25/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	34.58	20252462	10-1130-410-67-71-300-13	
	75875	04/25/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	34.62	20252462	10-1130-410-67-71-300-13	
	75875	04/25/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	69.16	20252462	10-1130-410-67-71-300-13	
	75875	04/25/2025	10-1130-410-67-71-300-13	PLTW Supplies 6-12	34.58	20252462	10-1130-410-67-71-300-13	
					$230.41	**Payee Vendor Total**		
Warehouse Direct Cardunal								
	75974	05/09/2025	10-2130-410-00-79-600-14	Supplies Health	157.86	20252394	10-2130-410-00-79-600-14	
					$157.86	**Payee Vendor Total**		
Warren Township HS								
	75916	05/02/2025	10-1500-640-00-71-300-13	Sports Dues & Fees HS	350.00	0	10-1500-640-00-71-300-13	
					$350.00	**Payee Vendor Total**		
Watt, Jason								
	76058	05/16/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14	
					$420.00	**Payee Vendor Total**		
WEX BANK								

Huntley Community School District 158
Disbursements

Check Date: 4/25/2025 to 6/6/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	75975	05/09/2025	10-1500-332-00-71-300-13	Athletic Trips HS	116.37	25040777	10-1500-332-00-71-300-13
	75975	05/09/2025	10-1700-464-21-71-300-13	Driver Education Gasoline	378.22	25040777	10-1700-464-21-71-300-13
	76257	06/05/2025	10-1700-464-21-71-300-13	Driver Education Gasoline	472.86	25050777	10-1700-464-21-71-300-13
	76257	06/05/2025	10-1700-464-21-71-300-13	Driver Education Gasoline	123.81	25050777	10-1700-464-21-71-300-13
	76257	06/05/2025	40-2552-464-00-79	Diesel/Gasoline	134.36	25060767	40-2552-464-00-79
					$1,225.62	**Payee Vendor Total**	
Wilson Language Training							
	75876	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	8.00	20252191	10-1200-410-92-79-600-14
	75876	04/25/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	53.00	20252191	10-1200-410-92-79-600-14
					$61.00	**Payee Vendor Total**	
Wold Architects and Engin							
	75976	05/09/2025	20-2542-390-00-79	Other Purchased Service	11,561.55	20251648	20-2542-390-00-79
	76163	05/16/2025	10-2520-390-00-74-500-14	Purch Serv Fiscal	7,362.39	20252783	10-2520-390-00-74-500-14
	76218	05/30/2025	20-2542-390-00-79	Other Purchased Service	11,561.55	20251648	20-2542-390-00-79
					$30,485.49	**Payee Vendor Total**	
Woodstock Community Unit							
	76164	05/16/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,448.28	20252698	10-4220-670-00-79-600-14
	76164	05/16/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,931.04	20252698	10-4220-670-00-79-600-14
	76164	05/16/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	3,862.08	20252698	10-4220-670-00-79-600-14
	76164	05/16/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	3,862.08	20252698	10-4220-670-00-79-600-14
					$11,103.48	**Payee Vendor Total**	
WPS							
	75877	04/25/2025	10-2130-310-92-79-600-14	IDEA Health Services	164.00	20252562	10-2130-310-92-79-600-14
	75877	04/25/2025	10-2130-310-92-79-600-14	IDEA Health Services	164.00	20252562	10-2130-310-92-79-600-14
	75877	04/25/2025	10-2130-310-92-79-600-14	IDEA Health Services	492.00	20252562	10-2130-310-92-79-600-14
	75877	04/25/2025	10-2130-310-92-79-600-14	IDEA Health Services	82.00	20252562	10-2130-310-92-79-600-14
	75877	04/25/2025	10-2130-310-92-79-600-14	IDEA Health Services	213.00	20252562	10-2130-310-92-79-600-14
	75877	04/25/2025	10-2130-310-92-79-600-14	IDEA Health Services	21.30	20252562	10-2130-310-92-79-600-14
	76165	05/16/2025	10-1200-310-92-79-600-14	IDEA General Purchased Service	43.00	20252482	10-1200-310-92-79-600-14
	76165	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	172.00	20252482	10-1200-410-92-79-600-14
	76165	05/16/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	172.00	20252482	10-1200-410-92-79-600-14
	76165	05/16/2025	10-2140-410-92-79-605-14	IDEA Psychological Supplies	69.50	20252016	10-2140-410-92-79-605-14
	76165	05/16/2025	10-2140-410-92-79-605-14	IDEA Psychological Supplies	695.00	20252016	10-2140-410-92-79-605-14
					$2,287.80	**Payee Vendor Total**	

Huntley Community School District 158
Disbursements

Check Date: 4/25/2025 to 6/6/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Wyman, Tami							
	75402	06/05/2025	10-1101-314-00-79-605-14	Homebound Tutoring	(4.48)	0	10-1101-314-00-79-605-14
					($4.48)	**Payee Vendor Total**	
Zastrow, Kieran							
	76059	05/16/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	63.97	0	10-1110-410-00-71-100-13
					$63.97	**Payee Vendor Total**	
Zero Card							
	202505109	05/01/2025	10-1100-220-00-79-600-14	Regular Programs Insurance	245.28		10-1100-220-00-79-600-14
	20255109	05/01/2025	10-1100-220-00-79-600-14	Regular Programs Insurance	420.41		10-1100-220-00-79-600-14
	20255109	05/01/2025	10-1100-220-00-79-600-14	Regular Programs Insurance	86.64		10-1100-220-00-79-600-14
					$752.33	**Payee Vendor Total**	
Zieglers Ace Hardware							
	75878	04/25/2025	20-2542-410-00-79	Supplies B & G	47.33	25030267	20-2542-410-00-79
	75908	05/02/2025	20-2542-410-00-79	Supplies B & G	3.99	25030267	20-2542-410-00-79
	76166	05/16/2025	20-2542-410-00-79	Supplies B & G	11.95	25030267	20-2542-410-00-79
	76197	05/23/2025	20-2542-410-00-79	Supplies B & G	7.98	25030267	20-2542-410-00-79
	76197	05/23/2025	20-2542-410-00-79	Supplies B & G	28.69	25030267	20-2542-410-00-79
	76197	05/23/2025	20-2542-410-00-79	Supplies B & G	43.08	25030267	20-2542-410-00-79
	76219	05/30/2025	20-2542-410-00-79	Supplies B & G	15.98	25030267	20-2542-410-00-79
	76258	06/05/2025	20-2542-410-00-79	Supplies B & G	14.99	25030267	20-2542-410-00-79
	76258	06/05/2025	20-2542-410-00-79	Supplies B & G	1.39	25030267	20-2542-410-00-79
					$175.38	**Payee Vendor Total**	
Zolan, Ashley							
	75977	05/12/2025	10475	AP Payroll Net Checks	1,681.53	0	10-475
					$1,681.53	**Payee Vendor Total**	
Zones of Regulation							
	76167	05/16/2025	10-2140-310-92-79-600-14	IDEA Psychological Services	2,700.00	20252747	10-2140-310-92-79-600-14
					$2,700.00	**Payee Vendor Total**	
				Report Total	$15,178,776.88		

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HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • huntley158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer/Treasurer

Date: June 12, 2025

Subject: **Signatories for Bank/Financial Accounts**
Board of Education Meeting, June 12, 2025
Finance Committee

Huntley Community School District 158 requires two signatories on all disbursement accounts.

RECOMMENDATION
The Finance Committee recommends that Mark Altmayer, CFO/Treasurer and Jessica Lombard, Superintendent, be approved as signatories for all bank/financial accounts at the June 12, 2025 Regular Board Meeting.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • huntley158.org

To: Board of Education

From: Mark Altmayer, Chief Financial Officer / Treasurer

Date: June 12, 2025

Subject: **Designation of Depositories**
Board of Education Meeting, June 12, 2025
Finance Committee

For the Committee's review, in accordance with Section 8-7 of the School Code 105ILCS 5/8-7, below is a listing of depositories for funds of the School District. The naming of the official depositories follows our policy of periodic review and approval for the overall cash management and treasury procedures. A resolution is attached that authorizes the school Treasurer to take all necessary actions to assume and exercise the functions of school Treasurer as well authorize depositories of School District Funds. The depositories are as follows:

Fifth Third Securities
Harris Bank N.A.
Illinois School District Liquid Asset Fund Plus
UMB Bank

RECOMMENDATION
The Finance Committee recommend the Board of Education approve the attached resolution, listing the abovementioned financial institutions as the official depositories for funds of the School District, as well as authorize the school Treasurer to take all necessary actions to assume and exercise the functions of school Treasurer at the June 12, 2025 Regular Board Meeting.

RESOLUTION OF THE BOARD OF EDUCATION OF
HUNTLEY COMMUNITY SCHOOL DISTRICT 158
DESIGNATING DEPOSITORIES FOR SCHOOL DISTRICT FUNDS

WHEREAS, Huntley Community School District 158, McHenry and Kane Counties, Illinois (the "School District") has appointed the School Treasurer in accordance with Section 8-7 of the School Code, 105ILCS 5/8-7.

NOW, THEREFORE, be it hereby resolved by the Board of Education of Huntley Community School District 158, McHenry and Kane Counties, Illinois, as follows:

1) The foregoing recitals are hereby found to be full, true and correct and are incorporated into this Resolution by reference as if set forth fully herein.
2) The School Treasurer is hereby authorized and directed to take all other necessary actions to assume and exercise the functions of school Treasurer, including without limitation the following:
3) To inspect, as necessary, all cashbooks, loan books, district account books and journals to copy or reproduce such portions thereof as the School Treasurer deems necessary for the performance of his duties.
4) The depositories on Exhibit A hereto are hereby designated as authorized depositories of School District Funds.

This Resolution shall take effect immediately upon its passage.

Adopted this 12th day of June 2025.

AYES:_____

NAYES:_____

ABSENT:_____

_____
President, Board of Education

Attest:

_____
Secretary, Board of Education

Exhibit A

Fifth Third Securities
Harris Bank N.A.
Illinois School District Liquid Asset Fund Plus
UMB Bank

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • huntley158.org

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: June 12, 2025

Subject: **Appointment of Treasurer / Treasurer's Bond**
Board of Education Meeting, June 12, 2025
Finance Committee

RECOMMENDATION

The Finance Committee recommends the Board of Education approve Mr. Mark Altmayer as Treasurer for FY26 at the June 12, 2025 Regular Board meeting.

June 12, 2025

To: Regional Superintendent of Schools of McHenry County

NOTICE OF APPOINTMENT OF SCHOOL TREASURER

Please be advised that the Board of Education of Huntley Community School District 158 of McHenry and Kane Counties, Illinois has this day in compliance with the provisions of 105 ILCS 5/8.1 of the School Code of Illinois appointed Mark Altmayer whose address is _____, as our School Treasurer for a term of one year beginning July 1, 2025 and ending June 30, 2026.

Complying with the provisions of 105 ILCS 5/8.2 of the abovementioned Statutes, we have fixed the amount of bond for the treasurer in the amount of $6,700,000 which said bond being a surety bond, we have duly approved and one copy of said bond is herewith transmitted to you for your approval and files. Second copy to be approved and returned to school district.

_____
President

_____
Secretary

School District No. 158, McHenry County, Illinois
Name of firm or persons acting as Surety on Bond: Lyndon Southern Insurance Company
Term of bond: From July 01, 2025 to June 30, 2026

Name and address to which checks are to be mailed:

Mr. Mark Altmayer, Treasurer
Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin, Illinois 60102

Huntley Community School District 158 – Board of Education
Personnel Report
June 12, 2025

Administration

Replacements	Location	Name	Salary	Effective Date
Assistant Principal	Marlowe	Justin Drennan (N)	$86,500.00	July 1, 2025
Department Chair/English	High School	Melinda Chamberlain (T)	$83,500.00	July 1, 2025

New Position	Location	Name	Salary	Effective Date
Coordinator/Special Services	High School, Marlowe, & Heineman	Crystal Miguel (T)	$90,634.95	July 1, 2025

Certified

New Position	Location	Name	Salary	Effective Date
Speech Language Pathologist	Chesak	Juli Conway (T)	M45/10 $72,121.00	August 11, 2025
Teacher/Kindergarten	Mackeben	Heather Haas (T)	M36/21 $92,097.00	August 11, 2025

Replacements	Location	Name	Salary	Effective Date
Instructional Coach	Mackeben & Conley	Graham Davis (T)	B0/3 $49,920.00	August 11, 2025
Teacher/Second Grade	Mackeben	Jessica Kane (T)	M12/9 $65,021.00	August 11, 2025
Teacher/Second Grade	Mackeben	Lisa Kampert (T)	M45/24 $101,905.00	August 11, 2025
Teacher/Special Education	Mackeben	Magen Berg (T)	M36/10 $70,191.00	August 11, 2025
Teacher/PE	Leggee	Natalie Rysavy (N)	B0/5 $52,447.00	August 11, 2025
Teacher/ESL	Leggee	Sarah McGregory (T)	M12/13 $71,771.00	August 11, 2025
Teacher/Third Grade/ Dual Language	Leggee	Kylie Mulvey (T)	M0/8 $61,888.00	August 11, 2025
Teacher/Fifth Grade/ Dual Language	Martin	Barbara Sevcik (T)	M0/7 $60,378.00	August 11, 2025
Teacher/Fifth Grade	Martin	Elizabeth Ross (T)	B12/4 $52,319.00	August 11, 2025
Social Worker	Martin	Kelly Kaminski (N)	M24/2 $56,067.00	August 11, 2025
Social Worker	Marlowe	Suzanne Schwantje (T)	M45/22 $96,995.00	August 11, 2025
MTSS Facilitator	Marlowe	Paula Blake (T)	M45/99 $109,644.22	August 11, 2025
Teacher/English	High School	Nicole Koenig (T)	B12/11 $62,191.00	August 11, 2025
Teacher/Business	High School	Luke Herrington (N)	B0/1 $47,514.00	August 11, 2025
Transition Facilitator	LIGHT	Veronica Cornell (N)	M0/11 $66,646.00	August 11, 2025

(N) = New Staff
(T) = Transfer of existing

Teacher/Language Arts	Marlowe	CarolAnn Goglin (N)	B0/1 $47,514.00	August 11. 2025
Teacher/Science	Marlowe	Amanda Geiger (N)	M0/11 $66,646.00	August 11. 2025
Teacher/Special Education	Marlowe	Emily Lindquist (N)	B0/1 $47,514.00	August 11. 2025
Teacher/Special Education	Chesak	Rachel Lechuga (N)	B12/7 $56,342.00	August 11. 2025
Teacher/Math	High School	Kylie Borck (N)	B0/1 $47,514.00	August 11. 2025

Resignations	Location	Name	Salary/Reason	Effective Date
Teacher/Kindergarten	Mackeben	Trisha Svendsen	$76,016.30/Voluntary	May 23, 2025
Instructional Coach	High School	Emily Kaffel	$82,876.00/Voluntary	May 23, 2025

HEA Retirement Incentive

Resignations	Location	Name	Effective Date: Last Day of School
Teacher/Music	Mackeben	Annette Boster	2028-29 School Year

Educational Support

New Position	Location	Name	Salary	Effective Date
Paraprofessional	Heineman	Kathie Teeter (T)	$TBD	August 11, 2025

Replacements	Location	Name	Salary	Effective Date
Purchasing Coordinator	District Office	Caron Prettyman (T)	$20.00 per hour	June 2, 2025
Administrative Assistant	District Office	Andrea Stewart (N)	$17.25 per hour	TBD

Change in Assignment, Status or Position	Location	Name	Salary	Effective Date
Paraprofessional	Heineman	Tina O'Connor	$TBD	August 11, 2025
Paraprofessional	Marlowe	Hillary Zurek	$TBD	August 11, 2025
Database Technician II	District Office	Michael Kefauver	$75,000.00	July 1, 2025

Resignations	Location	Name	Salary/Reason	Effective Date
Elementary Supervisor	Leggee	Gail Townley	$15.50 per hour/ Voluntary	May 23, 2025
Paraprofessional	Chesak	Cynthia Hodill	$18.24 per hour/ Voluntary	June 26, 2025
Paraprofessional	Chesak	Sara Pacheco	$17.25 per hour/ Voluntary	May 23, 2025
Administrative Assistant	Marlowe	Deborah Shotwell	$18.50 per hour/ Voluntary	May 29, 2025

(N) = New Staff
(T) = Transfer of existing

Data Analyst	High School	John Firak	$24.00 per hour/ Voluntary	May 29, 2025
Bus Driver	Transportation	Kenneth Key	$21.89 per hour/ Voluntary	May 15, 2025
Bus Driver	Transportation	Donna Landmeier	$27.32 per hour/ Retirement	May 29, 2025

Extra-Curricular

Sport/Activity	Home School	Name	Amount	Effective
Debate Club (Trial Year 1)	Marlowe	Michelle Kenefick	$300.00	2024-25 School Year
Majorette Team (Trial Year 1)	Marlowe	Latoya Smith	$300.00	2024-25 School Year
Child Find Team Leader	ECC	Kendra Chesney	$3,314.00	2025-26 School Year
OT/PT Team Leader	ECC	Emily Evenson	$2,504.00	2025-26 School Year
Psychologist Team Leader	ECC	Amy Brittain	$2,504.00	2025-26 School Year

Extended Days

Name	Job Title	Location	Extra Days 2024-2025
Paula Blake	MTSS Facilitator	Marlowe	2

Summer Positions

Position	Name	Amount	Effective Dates
ESY Teacher	Kate Rodgers	$3,240.00 / Session	June 2 – 26, 2025
ESY Teacher	Denise Wiktor	$3,240.00 / Session	June 2 – 26, 2025
ESY Teacher	Kathleen Lewandowski	$3,240.00 / Session	June 2 – 26, 2025
ESY PT Supervision	Val Vandello	$79.90 per hour	As Needed
ESY Paraprofessional	Jane Daffron	$25.00 per hour	June 2 – 26, 2025
ESY Paraprofessional	Stella Duchon	$25.00 per hour	June 2 – 26, 2025
ESY Paraprofessional	Angela Imelda	$25.00 per hour	June 2 – 26, 2025
ESY Paraprofessional	Chasity Mathis	$25.00 per hour	June 2 – 26, 2025
ESY Paraprofessional	Christine Normington	$25.00 per hour	June 2 – 26, 2025
ESY Paraprofessional	Melissa Pokorny	$25.00 per hour	June 2 – 26, 2025
ESY Paraprofessional	Melissa Reynolds	$25.00 per hour	June 2 – 26, 2025

Summer School Drivers Ed Coordinator	Cliff Pawlak	$500 / Session	June 2 – 26 and June 30 – July 24, 2025
Summer School Behind the Wheel	Matt Adam	$45.00 per hour	June 2 – 26 and June 30 – July 24, 2025
Summer School Behind the Wheel	Kyle Jenkins	$45.00 per hour	June 2 – 26 and June 30 – July 24, 2025
Summer School Behind the Wheel	Matthew Lewandowski	$45.00 per hour	June 2 – 26 and June 30 – July 24, 2025
Summer School Behind the Wheel	Mike Pulio	$45.00 per hour	June 2 – 26 and June 30 – July 24, 2025
Summer School Teacher	Jenna Boyd	$3,240.00 / Session	June 2 – 26, 2025
Summer School Teacher	Jason Cooper	$3,240.00 / Session	June 2 – 26 and June 30 – July 24, 2025
Summer School Teacher	Amanda Easley	$3,240.00 / Session	June 2 – 26, 2025
Summer School Teacher	Kim Hoffmann	$3,240.00 / Session	June 30 – July 24, 2025
Summer School Teacher	Ashley Motz	$3,240.00 / Session	June 30 – July 24, 2025
Summer School Teacher	Shandon Nixon	$3,240.00 / Session	June 2 – 26 and June 30 – July 24, 2025
Summer School Teacher	Cliff Pawlak	$3,240.00 / Session	June 2 – 26, 2025
Summer School Teacher	Jeannette Perreault	$3,240.00 / Session	June 2 – 26, 2025
Summer School Teacher	Jennifer Saucedo	$3,240.00 / Session	June 2 – 26, 2025
Summer School Teacher	Rachel Schwingen	$3,240.00 / Session	June 2 – 26, 2025
Summer School Teacher	Glen Wilson	$3,240.00 / Session	June 2 – 26, 2025
Summer Success Enrichment	Christina Bidinger	$45.00 per hour	June 2 – August 1, 2025
Summer Success Enrichment	Heather Fitte	$45.00 per hour	June 2 – August 1, 2025
Summer Success Enrichment	Jenny Hollabaugh	$45.00 per hour	June 2 – August 1, 2025
Summer Success Enrichment	Michelle Kenefick	$45.00 per hour	June 2 – August 1, 2025
Summer Success Enrichment	Julie McLaughlin	$45.00 per hour	June 2 – August 1, 2025
Summer Success Enrichment	Gina Sample	$45.00 per hour	June 2 – August 1, 2025
Summer Success Enrichment	Tammy Van Hiel	$45.00 per hour	June 2 – August 1, 2025
Summer Bus Driver	Sandra Altergott	$30.76 per hour	June 2 – 26, 2025
Summer Bus Driver	Jackie Bullio	$30.76 per hour	June 2 – 26, 2025
Summer Bus Driver	Wendy Campbell	$TBD	July 7 – August 12, 2025
Summer Bus Driver	Lisa Caraballo	$21.89 per hour	June 2 – 26, 2025
Summer Bus Driver	Laura Carriveau	$23.54 per hour	June 2 – 26, 2025

Summer Bus Driver	Janet Christophersen	$30.76 per hour	June 2 – 26, 2025
Summer Bus Driver	Rachel Crane	$30.76 per hour	May 27 – June 19, 2025
Summer Bus Driver	Christina Cruz Morales	$30.76 per hour	June 2 – 26, 2025
Summer Bus Driver	Bernard Doyle	$25.00 per hour	May 27 – June 27, 2025
Summer Bus Driver	Elena Gamez	$30.76 per hour	June 2 – 30, 2025
Summer Bus Driver	Denise Gartzke	$22.75 per hour	June 2 – 26, 2025
Summer Bus Driver	Andy Gilles	$21.50 per hour	June 2 – 26, 2025
Summer Bus Driver	Robert Hammerstone Jr.	$21.50 per hour	June 2 – 26, 2025
Summer Bus Driver	Pamela Harder	$23.54 per hour	June 2 – 26, 2025
Summer Bus Driver	Amy Janke	$25.02 per hour	June 2 – 26, 2025
Summer Bus Driver	Susan Kahl	$31.94 per hour	May 27 – June 19, 2025
Summer Bus Driver	Margarette Larrieux-Moore	$24.52 per hour	June 2 – 26, 2025
Summer Bus Driver	Sondra Michalski	$25.77 per hour	June 2 – 26, 2025
Summer Bus Driver	Agnieszka Pelszynski	$21.63 per hour	June 23 – July 16, 2025
Summer Bus Driver	Maria Portocarrero	$21.89 per hour	June 9 – July 18, 2025
Summer Bus Driver	Rafael Rivera	$21.50 per hour	June 2 – 26, 2025
Summer Bus Driver	Amanda Robertson	$21.50 per hour	June 2 – 26, 2025
Summer Bus Driver	Michelle Sideris	$21.63 per hour	June 10 – July 18, 2025
Summer Bus Driver	Dan Walker	$21.89 per hour	June 2 – 26, 2025
Summer Bus Driver	Ann Wolf	$26.28 per hour	June 2 – 26, 2025
Summer Bus Driver	Andrea Wolfe-Schlosser	$30.76 per hour	June 16 – July 10, 2025
Summer Bus Driver	Joy Yourg	$30.76 per hour	June 2 – 26, 2025
Summer Van Driver	Chris Kowalski	$19.70 per hour	June 20 – July 18, 2025
Summer Van Driver	Kristin Medina	$18.70 per hour	June 2 – 26, 2025
Summer Van Driver	Delia Pasillas	$18.70 per hour	June 2 – 18, 2025
Summer Van Driver	Margarita Rehr	$19.70 per hour	June 2 – 18, 2025
Summer Bus Aide	Barb Babcock	$15.50 per hour	June 16 – July 10, 2025
Summer Bus Aide	Amber Benson	$15.50 per hour	June 2 – 26, 2025

Summer Bus Aide	Colleen Borchardt	$15.50 per hour	June 2 – 26, 2025
Summer Bus Aide	Linda Graff	$16.42 per hour	June 2 – 26, 2025
Summer Bus Aide	Robin Guerra	$19.98 per hour	June 2 – 26, 2025
Summer Bus Aide	Bonnie Ladwig	$15.90 per hour	June 9 – 18, 2025
Summer Bus Aide	Jennifer Long	$15.50 per hour	June 2 – 26, 2025
Summer Bus Aide	Laura Maculitis	$15.50 per hour	May 27 – June 19, 2025
Summer Bus Aide	Doreen McIntire	$15.50 per hour	June 20 – July 18, 2025
Summer Bus Aide	Diane Mikula	$19.23 per hour	June 2 – 26, 2025
Summer Bus Aide	Cynthia Murphy	$17.51 per hour	June 2 – 26, 2025
Summer Bus Aide	Senbagam Sabarinath	$15.90 per hour	May 27 – June 19, 2025
Summer Bus Aide	Huldah Scott Cole	$16.42 per hour	June 9 – July 18, 2025
Summer Bus Aide	Tara Skornia Markus	$TBD	July 7 – August 12, 2025

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158

Date: June 12, 2025

To: Board of Education

From: Adam Zehr, Assistant Superintendent for Human Resources

Subject: FY26 Rate Increase Recommendations for Non-Union Employees

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Executive Summary

Each year the Board of Education approves the recommendation for rate changes to the non-union support staff/professional staff and the administrative staff. The administrative recommendations for rate increases are as follows:

- Employees classified as Occupational Therapists and Physical Therapists will reflect the language in the HEA contract.
- Employees classified as At-Will receive a 4% increase.
- The Elementary Supervisor and Lunchroom Recess Supervisor (LRS) base hourly rate will equal the base hourly rate of the Student Assistant/Bus Aide in the HESPA contract
- Mobile Technician base hourly rate will equal the base hourly rate of the Paraprofessional in the HESPA contract

Recommendation

Seeking approval of the Board of the proposed rate increases for non-union employees as presented.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158

Date: June 12, 2025

To: Board of Education

From: Dr. Zehr, Assistant Superintendent

Subject: FY26 Rate Increase Recommendations for Administrators

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Executive Summary

Each year the Board of Education approves the recommendation for rate increases for those employees on annual or multi-year contracts. The administration recommends a 3.5% for employees on annual or multi-year contracts.

Recommendation

Seeking approval of the Board of the proposed rate increases as presented.

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

DATE: June 12, 2025

TO: Board of Education and Administration

FROM: Kevin Lindquist, Director of Operations & Maintenance

RE: Amendment 1 to the agreement with Arctic Snow and Ice Control Inc.**(A)**
Board of Education, June 12, 2025
Action Item

Background:
The present service contract for Arctic Snow and Ice Control Inc. expired on April 30, 2025.

The existing contract has the following terms for renewal:

B. **Renewal of Contract**: At the sole discretion of Huntley Community School District 158, provided the Arctic Snow and Ice Control Inc. has provided services satisfactorily to the Board of Education of Huntley Community School District 158, the service may be continued for up to a term of ten years from the start of the base contract start date. Huntley Community School District 158 will notify the Bidder of its intent to renew for continued service by July 1st before commencement of the next year.

Arctic Snow and Ice Control Inc. is requesting consideration for a three-year extension of the agreement at the rates per the attached.

Recommendation:
The Administration recommends that the Board of Education approve Amendment 1 to the agreement with Arctic Snow and Ice Control Inc. with the increase as proposed in the attachment at the June 12, 2025, Regular Board Meeting.

KL/jk

Amendment No. 1 to the contract between Arctic Snow and Ice Control Inc. and Huntley Community School District 158

SERVICE CONTRACT: SNOW REMOVAL BID SPECIFICATION – Bid # 2022 – 40
CONTRACT DATE: 6-16-22
AMENDMENT DATE: 6-12-25

DESCRIPTION OF CHANGES TO SERVICE CONTRACT SPECIFICATIONS WITH THIS COST ADJUSTMENT:

The term of the contract is extended three additional years at the rate per event listed. The event prices will be fixed at the new rate. The revised contract expiration date is April 30, 2028.

Contract Price: The contract prices shall be according to Arctic Snow and Ice Control Inc.'s Combined Bid for All Three Campuses; Unit prices for snow events (per bid, see Attachment C)

- Greater than 1" up to 3" snow removal with ice melt application - $ 25,300 /event
- Greater than 3" up to 6" snow removal with ice melt application - $ 25,875 /event
- Greater than 6" up to 9" snow removal with ice melt application - $ 26,450 /event
- Greater than 9" up to 12" snow removal with ice melt application - $ 27,025 /event
- Granular Ice Melt Application Only – per ton furnished and applied - $ 289 /ton
- Minimum tonnage of ice melt application to all asphalt pavement in the contract 15 tons
- Flat Rate liquid brine ice melt application to all asphalt pavement managed as a part of this agreement only, per application unit price - $ 5,553 /application

Hourly rates for additional services shall follow the schedule of rates provided with Arctic Snow and Ice Control Inc.'s bid; see Attachment A.

Not valid until signed by the Owner and Contractor.

Arctic Snow and Ice Control Inc.	Huntley Community School District 158
CONTRACTOR	**OWNER**
22763 S. Center Rd.	650 Dr. John Burkey Drive
Frankfort, IL 60423	Algonquin, IL 60102
ADDRESS	**ADDRESS**
BY _____ Signature	BY _____ Signature
BY THOMAS D. BREIG Printed Name	BY _____ Printed Name
TITLE ACCOUNT EXECUTIVE	TITLE _____
DATE 5-19-2025	DATE _____

Amendment No. 1 to the contract between Arctic Snow and Ice Control Inc. and Huntley Community School District 158

Attachment A

Hourly Rates

Pick-up truck with 8 ft. snow plow	-$ 112.00 p/h
Salt/Plow truck with 10 ft. snow plow	-$ 210.00 p/h
8ft. Sectional Sno-Plow™	-$ 100.00 p/h
10ft. Sectional Sno-Plow™	-$ 107.00 p/h
12ft. Sectional Sno-Plow™	-$ 113.00 p/h
14ft. Sectional Sno-Plow™	-$ 120.00 p/h
16ft. Sectional Sno-Plow™	-$ 132.00 p/h
Bobcat (Skidsteer)	-$ 115.00 p/h
Wheel Loader Big Snow Bucket 10 yard	-$ 161.00 p/h
Six Wheel Dump Truck w/ 10 ft. snow plow	-$ 80.00 p/h
Semi Dump Truck 30 yard	-$ 155.00 p/h
1200 hp Snow Blower	-$ 800.00 p/h
Laborer with snow blower	-$ 57.00 p/h
Laborer with snow shovel	-$ 50.00 p/h
Snow Dump fee per load	-$ 60.00 p/l

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

DATE: June 12, 2025

TO: Board of Education and Administration

FROM: Kevin Lindquist, Director of Operations & Maintenance

RE: HHS Weight Room Flooring Co-op Purchase Direct Fitness Solutions **(A)**
Board of Education, June 12, 2025
Action Item

Background:

The flooring in the weight room at the High School needs replacement to accommodate the new equipment.

The O&M Office invited Direct Fitness Solutions to consider providing a Cooperative Purchasing Network proposal for the replacement of the HHS Weight Room flooring.

Direct Fitness Solutions' proposal, which is through Omnia (formerly NCPA), pricing is attached.

Recommendation:
The Administration recommends that the Board of Education approve the purchase and installation of replacement flooring for the HHS Weight Room through Omnia Co-op, for $64,682.14 at the June 12, 2025, Board Meeting.

KL/jk

DIRECT FITNESS SOLUTIONS
600 Tower Road . Mundelein . IL 60060
Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

SALES PROPOSAL

Quote: 00056036
Date: 4/30/2025
Expires: 5/15/2025

Customer Information

Sold To:

Huntley High School
13719 Harmony Rd
Huntley, Illinois 60142

Ship To:

Huntley High School
13719 Harmony Rd
Huntley, 60142

Direct Fitness Sales Team:

Justin Mitchell- Regional Sales Manager
Ph: (773) 459-7688
Fax: (847) 278-4588
jmitchell@directfitnesssolutions.com

Billing Point of Contact:
Elliot Velez
Ph: (847) 815-7748
evelez@district158.org

Delivery Point of Contact:
Elliot Velez
Ph:(847) 815-7748
evelez@district158.org

Maureen Dascanio- Inside Sales
Ph: (847) 680-9300
Fax: (847) 278-4588
salesorders@directfitnesssolutions.com

FLOORING

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
75.00	ECORE EGRIP III-28	Ecore E Grip III Cartidge - 28 oz (TRD-000728)		$ 23.07	$ 22.27	$ 1,670.25
9.00	ECORE EL00 RED	ECORE EL00 Basic Black Performance Ultra Tile Reducer per/each		$ 39.05	$ 28.88	$ 259.92
4,676.00	ECORE EL47 UT	ECORE EL47 Rippin Red Performance Ultra Tile per/sqft		$ 10.03	$ 7.69	$ 35,958.44
1,169.00	ECORE Quad Block Connector UT	ECORE Performance Ultra Tile Quad Blok Connector 12mm x 5" x 5" (price per each)		$ 3.09	$ 2.37	$ 2,770.53

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	NON-STOCK	Non-Stock	Cove Base: 4" Basic Black Cove Base	$ 0.00	$ 1,688.00	$ 1,688.00
2.00	NON-STOCK	Non-Stock	Custom School Logo: 4x4	$ 0.00	$ 1,585.00	$ 3,170.00

MOVE

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	MOVE	DFS Moving Charge	Move Equipment to install new flooring and return once completed: Customer to remove all movable items (Dumbbells, plates, bars, bands etc..)	$ 0.00	$ 4,500.00	$ 4,500.00

DIRECT FITNESS SOLUTIONS
600 Tower Road . Mundelein . IL 60060
Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

SALES PROPOSAL
Quote: 00056036
Date: 4/30/2025
Expires: 5/15/2025

FREIGHT

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	FREIGHT	Freight		$ 0.00	$ 2,855.00	$ 2,855.00

INSTALL

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	INSTALLATION	Product Installation	Prevailing Wage	$ 0.00	$ 11,810.00	$ 11,810.00

SubTotal	$ 64,682.14
Estimated Tax	
Grand Total	$ 64,682.14

Notes

School to remove all equipment from the space. Prevailing Wage install Omnia (formerly NCPA) Pricing: Ecore number 08-28

DIRECT FITNESS SOLUTIONS
600 Tower Road . Mundelein . IL 60060
Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

SALES PROPOSAL

Quote:	00056036
Date:	4/30/2025
Expires:	5/15/2025

Terms & Conditions

PAYMENT TERMS:
PAYMENT IS DUE IN ADVANCE. Any other payment terms are subject to credit approval. Authorized purchase orders required for: Leases, Hospitals, Military, School Systems, Municipalities and Corporate Facilities. Proof of tax-exempt status required if applicable. Estimated sales tax - final tax will be billed at the time of shipment based on the prevailing rates.

ESTIMATED DELIVERY DATE:
Due to fluctuating supply chains, please check with your Regional Sales Manager to confirm a realistic lead time for your order.

DISCLAIMER:
No representation or statements and no warranties, expressed or implied, other than Manufacturers Warranty, arises apart from this quote concerning the above items except as stated in writing on this quote. All quotes are valid for 15 days.

TERMS AND CONDITIONS OF SALE:
Customer is responsible for the following on Entertainment, Cardio & Strength products: TV's with fixed or variable analog audio output jack and speaker off functions (if digital audio output, a converter will need to be purchased). Live cable and dedicated electrical to each TV/Personal Viewing Screen location prior to installation. Installation is not included unless specified. XTV receivers require a CSafe port for power or 110 VAC outlet per piece Confirmation of treadmill electrical requirements (dedicated 20amp branch circuit to each treadmill).

GC or Owner is responsible for the following: • Dumpster for all garbage. • HVAC system up and running prior and during installation with a room temperature of 70 degrees. • Moisture Test done on concrete slab. RH Test; must be at or below 85% RH or Stauf adhesive must be used • Levelness of concrete slab checked for high/low spots, control joints, expansion joints, no paint overspray on concrete slab, etc. • Any major prep work:(grinding, self-leveling, etc.) • All original lighting on during installation of rubber floor. No temporary lighting. • All Doors and electrical outlets that are in the ground need to be removed prior to removal of old flooring and placed back once the new floor is installed; Any doors that swing into room or electrical outlets that are recessed must be properly installed to account for flooring thickness • GC or Owner is responsible for protecting and washing the new installed sports rubber flooring.

One year installation Warranty.

Please note: Unless product is defective or the return is a direct result of a Direct Fitness Solutions error, a 10% restocking fee for all orders and a 20% restocking fee on all custom orders will be charged. All shipping and installation costs are nonrefundable.

Quote Acceptance:
These prices, specifications and conditions are satisfactory and are hereby accepted.
Payment Terms:

Account Name:	Huntley High School	**Company Name:**	
Print Name:		**Print Name:**	
Signature:		**Signature:**	
Title:		**Title:**	
Date:		**Date:**	

DIRECT FITNESS SOLUTIONS
600 Tower Road . Mundelein . IL 60060
Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

SALES PROPOSAL

Quote:	00056036
Date:	4/30/2025
Expires:	5/15/2025

Email or Fax Signed Proposal To:

Maureen Dascanio
Inside Sales
Phone: (847) 680-9300
Fax: (847) 278-4588
salesorders@directfitnesssolutions.com

***Please include all applicable purchasing documents. If tax exempt please include exemption certificate.*

Delivery Information	
Requested Delivery Date: 8/11/2025	Payment Type:
Hours Available to Accept Delivery: 8-12	Purchase Order #:
Ship Via: DFS Truck	Site Survey Date:
Ship Via Other:	Floor Plan Included:
Delivery Point of Contact Name: Elliot Velez	Dimensions of Access Ways:
Delivery Point of Contact Phone: (847) 815-7748	Stairs:
Delivery Point of Contact Email: evelez@district158.org	Elevator:
Multiple Delivery Locations:	Color of Upholstery:
Locations:	Color of Frames:
Possible Delays in Delivery Time?	Trade-In's?
Delay Reasons:	Third Party Involved?
	Third Party Purchase Order #:

Committee of the Whole with Closed Session
Thursday, May 1, 2025 6:00 PM Central

District Office
650 Dr. John Burkey Drive
Door 2
Algonquin, IL 60102

Mr. Andrew Bittman:	Present
Rich Bobby:	Present
Sean Cratty:	Present
Andy Fekete:	Present
Melissa Maiorino:	Present
Mrs. Laura Murray:	Present
Mr. Paul Troy:	Present

Present: 7.
Mr. Troy called to order the May 1, 2025 Committee of the Whole Meeting at 6:00 p.m.

1. **Call to Order / Roll Call (A)** (Mr. Troy)
Call to Order the Committee of the Whole meeting for Thursday, 2024 at __ p.m.
A quorum must be met.
Roll Call: Ayes / Absent / Motion ____
Members: Mr. Bittman, Mr. Fekete, Mrs. Murray, Mrs. Maiorino, Mr. Troy, Mr. Bobby, Mr. Cratty
Mr. Troy called to order the May 1, 2025, Committee of the Whole Meeting at 6:00 p.m.

2. **Pledge of Allegiance** (Mr. Troy)
The following Huntley High Five students will lead us in the Pledge of Allegiance:
Dylan West - 2nd grade Chesak, Belle Lovick - 4th grade Conley, Rilynn Hodera - Kindergarten Mackeben, Levi Wiltshire - 5th grade Martin, Noah Lopez - 4th grade Leggee, Nathalia Medina - 6th grade Heineman Middle School, Graham Firek - 6th grade Marlowe Middle School, Ben Urbaszewski - 9th grade Huntley High School, Guadalupe (Lupe) Solorio LIGHT Program.
The Huntley High Five winners led us in the pledge. Ms. Lombard read the students nominations.

3. **Huntley Community School District 158 - Board of Education** (Dr. Zehr)
Employee Recognition Spotlight
Dr. Zehr recognized the retiring and twenty-year staff members.

4. **Public Comment** (Mr. Troy)
As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.
No public comments at this time.

5. **Revision and Adoption of the Agenda (A)** (Mr. Troy)
Motion to adopt the agenda as presented or with changes.
Recommendation: Seeking approval of the agenda.
Voice Call: Ayes / Nays / Motion _____

Adoption of the agenda as presented. This motion, made by Mr. Paul Troy and seconded by Sean Cratty, Passed.
Mr. Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 7, Nay: 0

6. **Curriculum & Instruction (C&I) Committee**

6.1. **Professional Learning Contracts for 2025-2026 (A)** (Dr. MacCrindle)
Dr. MacCrindle and Dede Gill will present the Professional Learning Contracts for the 2025=206 school year in support of the professional learning plan presented at the April 3, 2025 Committee of the Whole Meeting.
Recommendation: Seeking for the Curriculum Committee to move the Professional Learning Contracts forward for approval at the May 15, 2025 Board of Education meeting.
Dr. MacCrindle presented the Professional Learning Contracts. They were moved forward for approval at the next Board of Education meeting.

6.2. **Consolidated District Plan (A)** (Dr. MacCrindle)
Dr. MacCrindle will present the Consolidated District Plan, a state-mandated plan to guide the use of federal grants, for approval.
Recommendation: Seeking for the Curriculum Committee to move the Consolidated District Plan forward for approval at the May 15, 2025 Board of Education meeting.
Dr. MacCrindle presented the Consolidated District Plan. The Consolidated District Plan was moved forward for approval at the next Board of Education meeting.

6.3. **Overnight Field Trips for 2025-26 (R)** (Dr. MacCrindle)
Administration will share an update on proposed overnight field trips slated for 2025-26.
Recommendation: This report is for informational purposes.
Overnight Field trips were presented. The board asked questions and administrators answered. The Field trips were moved forward for approval at the next Board of Education Meeting.

7. **Special Education Committee** (R)

7.1. **Special Education Updates (R)** (Ms. Gill)
Mrs. Gill will present on the upcoming Timely Meaningful Consultation (TMC) meeting.
Recommendation: For informational purposes only.
Ms. Gill presented the special education updates.

8. **Finance Committee**

8.1. **Monthly Fiscal Updates (R)** (Mr. Altmayer)
Mr. Altmayer will provide the monthly fiscal updates and the Activity Fund Balance Report.
Recommendation: For informational purposes only.
Mr. Altmayer presented the fiscal updates including an update on the electric bus purchase.

8.1.1. **Drivers Ed Vehicles - Enterprise Fleet Management (A)** (Mr. Altmayer)
Mr. Altmayer will present a proposal for the purchase/lease of new drivers education vehicles.
Recommendation: Seeking approval of the Board of Education at the next regular Board meeting.

Mr. Altmayer updated the board on the drivers education vehicles and the need to be replace two of them. The board asked questions and discussed. This agenda item was moved forward for approval at the next Board of Education meeting.

8.2. **Payables (A)** (Mr. Altmayer)
The Finance Committee is submitting the purchase orders for $816,804.04, imprest checks for $138,283.84, and disbursements issued for $3,514,784.50 for review and seeking approval to move forward.
Recommendation: Seeking approval of the Board of Education at the next regular meeting.
Payables were presented. The board asked questions and discussed. The payables were moved forward for approval at the next Board of Education meeting.

8.3. **Revenue & Expenditures Report (R)** (Mr. Altmayer)
Monthly report for review and comment.
Recommendation: For informational purposes only.
The monthly Revenue and Expenditures report was presented.

8.4. **Revenue Contract (A)** (Mr. Altmayer)
Mr. Altmayer will seek approval of the fundraising contracts as presented.
Recommendation: Seeking approval of the Board of Education at their next regular meeting.
The revenue contract was presented and moved forward for approval at the next Board of Education meeting.

9. **Building and Grounds (B&G) Committee**

9.1. **Operations and Maintenance Updates (R)** (Mr. Lindquist)
Mr. Lindquist will report on Operations and Maintenance project updates.
Recommendation: For informational purposes only.

10. **Board of Education** (Mr. Troy)

10.1. **Minutes (D)** (Mr. Troy)
The following meeting minutes have been prepared for review:
April 29, 2025 Special Meeting
Recommendation: Seeking to move these minutes forward for approval of the Board at their next regular meeting.
Minutes were moved forward for approval at the next board of education meeting.

11. **Public Comment** (Mr. Troy)
As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.
No public comments were made this time.

12. **Closed Session / Roll Call (A)** (Mr. Troy)
Move to enter into Closed Session at __ p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: (1) The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; (2) Collective negotiating matters; (11) Litigation; (21) Discussion of minutes of meetings lawfully closed under this Act.
Roll Call: Ayes / Nays / Absent / Motion __

12.1. **Exit Closed Session / Voice Call (A)** (Mr. Troy)

Mr. Troy moved and Mrs. Maiorino seconded to exit closed session at 9:13 p.m.

13. **Resume in Public Session / Roll Call (A)** (President)
Paul Troy motioned and Rich Bobby seconded to resume the Committee of the Whole meeting at 9:14 p.m.
Mr. Bittman, Mr. Fekete, Mrs. Murray, Mrs. Maiorino, Mr. Troy, Mr. Bobby, Mr. Cratty
Roll Call: Ayes 7 / Absent 0 / Motion Carried

14. **Adjournment (A)** (Mr. Troy)
Paul Troy moved and Sean Cratty seconded to adjourn the meeting at 9:15 p.m.
Voice Call: Ayes 7 / Nays 0 / Motion Carried

Submitted by,
Sharon Piemonte, Board Operations
Melissa Maiorino, Board Secretary

_____ _____

President Date Secretary Date