Huntley Community School District 158 – Board of Education

Regular Agenda

Date: Thursday, July 17, 2025
Meeting: Regular Meeting with Closed Session as per OMA and 5ILCS120/2c
Time: 6:00 PM
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)** Security procedures; **(15)** 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)
   The Board of Education will lead us in the pledge.
5. **Student Recognition (R)** (Mr. Troy)
   1st place Illinois High School Association 3A State Long and Triple Jump - Dominique Johnson
   8th place Illinois High School Association 3A State Long Jump - Addison Busam
   9th place at Illinois High School Association Discuss - Sienna Robertson
   Presented by Jason Monson
   1st place Illinois High School Association 1600-Meter Run - Tommy Nitz
   Presented by Chris Maxedon
6. **Volunteer Recognition (R)** (Mr. Troy) **5**
   Volunteer coordinator Eileen Delahanty will recognize the contributions of Del Webb volunteers and the recent partnership between the Sun City Community Association and Huntley High School.

7. **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.
8. **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 _____
9. **Superintendent's Report** (R) (Ms. Lombard) **9**
   Updates will be provided at this time.
   Recommendation: For informational purposes only
   1. **Donations (R)** (Ms. Lombard)
      Kelley Williamson Company - $500 Leggee Elementary Science and Technology
      Paul Troy - Mink coat for Huntley High School Theater Department
10. **Chief Financial Officer/Treasurer (R)** (Mr. Altmayer)
    Updates will be provided at this time.
    Recommendation: For informational purposes only.
    1. **FY26 Budget - Updated Budget Draft (R)** (Mr. Altmayer) **12**
       Mr. Altmayer will present an updated draft of the FY26 Budget.
       Recommendation: For informational purposes only.
11. **Director of Communications and Public Engagement (R)** (Ms. Barr) **70**
    Updates will be provided at this time.
    Recommendation: For informational purposes only.
    1. **FOIA Requests (R)** (Ms. Barr) **73**
       A monthly report on the FOIA requests is provided.
12. **President's Report** (Mr. Troy)
    1. **Board Discussion (D)** (Mr. Troy)
       The Board will discuss new business items.
    2. **Minutes (A)** (Mr. Troy) **74**
       The following minutes are presented for review:
       June 5, 2025, Curriculum Workshop
       June 12, 2025, BOE Meeting Minutes
       July 7, 2025, Special Board Meeting Minutes
       Recommendation: Seeking to move these minutes forward for approval at the next Board of Education regular meeting.
13. **Curriculum & Instruction Committee** (Mr. Fekete - Chair, Mr. Bittman, Mr. Bobby)
14. **Special Education Committee** (Mr. Bobby - Chair, Mrs. Maiorino, Mrs. Murray)
15. **Community Relations and Student Outreach Committee** (Mrs. Murray - Chair, Mr. Fekete, Mrs. Maiorino)
16. **Finance Committee** (Mr. Cratty - Chair, Mr. Bittman, Mr. Troy)
    1. **Monthly Fiscal Updates (R)** (Mark Altmayer) **88**
       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) **101**
       Monthly report for review and comment.
       Recommendation: For informational purposes only.
17. **Human Resources Committee** (Mr. Bittman - Chair, Mr. Fekete, Mr. Cratty)
18. **Policy and Legislation Committee** (Mrs. Maiorino - Chair, Mrs. Murray, Mr. Troy)
    1. **Policy Revision: First Reading (A)** (Ms. Lombard) **120**
       Upon review by the Board at the June 12, 2025, meeting, the policies were revised as recommended by the Policy Committee.
       Recommendation: The Policy Committee recommends the policies be moved forward for a second reading at the next regular Board of Education meeting.
19. **Buildings and Grounds Committee** (Mr. Troy - Chair, Mr. Bobby, Mr. Cratty)
    1. **Operations & Maintenance Updates (R)** (Mr. Lindquist)
       Mr. Lindquist will report on Operations & Maintenance project updates.
       Recommendation: For informational purposes only.

20. **Action Items / Roll/ Voice Call** (Mr. Troy)

Action items require a motion and a second; discussion if needed; and roll.

1. **Materials Adoption for High School Social Studies with TCI - (A)** (Dr. MacCrindle) **283**

   Dr. MacCrindle requests the selected materials for approval after being placed on a 30-day Review at the June 12, 2025, BOE in the amount of $64,504.00, entering a 6-year contract with TCI (Teachers' Curriculum Institute).

   Recommendation: Seeking approval as presented.

   Roll Call: Ayes / Nays / Motion _____

2. **Materials Adoption for Dual Credit French III through MCC - (A)** (Dr. MacCrindle) **287**

   Dr. MacCrindle requests the selected materials for approval after being placed on a 30-day Review at the June 12, 2025, BOE.

   Recommendation: Seeking approval as presented.

   Roll Call: Ayes / Nays / Motion _____

3. **HR Personnel (A)** (Dr. Zehr) **288**

   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 / Nays / Motion _____

4. **Huntley Education Support Personnel Association and Huntley #158 Board of Education Collective Bargaining Agreement (A)** (Dr. Zehr) **290**

   Dr. Zehr will present the HESPA and BOE Collective Bargaining Agreement for School Years 2025-2028.

   Recommendation: Seeking approval as presented.

   Roll Call: Ayes / Nays / Motion _

5. **IDOT Hazardous Busing Resolution (A)** (Dr. Zehr) **318**

   The Illinois Department of Transportation (IDOT) constituting a Type I, Type II and Type III Hazard will be reviewed to transport students. Administration is recommending by resolution the continuance of the Hazardous Busing Program for the District, as identified by school code 105ILCS 5/29-5.2.

   Recommendation: Seeking approval of the Board as presented.

   Roll Call: Ayes / Nays / Motion _____

6. **Payables (A)** (Mr. Altmayer) **320**

   Mr. Altmayer will seek approval of the Purchase Orders issued at $5,484,122.55; Accounts Payable issued at $21,988.47; Imprest issued at $218,499.04 and Disbursements issued at $9,921,628.02, as presented.

   Recommendation: Seeking approval by the Board as presented.

   Roll Call: Ayes / Nays / Motion _____

7. **Little City Accounts Payable Report (A)** (Mr. Altmayer) **450**

   Administration recommends approval of the Little City Purchase Orders and Disbursements as presented.

   Recommendation: Seeking approval by the Board as presented.

   Roll Call: Ayes / Nays / Motion _____

8. **Revenue Contracts (A)** (Mr. Altmayer) **451**

   Mr. Altmayer will seek approval of the revenue contracts for various fundraising activities.

   Recommendation: Seeking approval of the Board as presented.

   Roll Call: Ayes / Nays / Motion _____

9. **FY26 Budget Hearing (A)** (Mr. Altmayer) **479**

   The administration will recommend the date and time of the Budget Hearing for the FY26 Budget.

   Recommendation: Seeking approval of the Board as presented.

   Roll Call: Ayes / Nays / Motion __

10. **National School Lunch Rate Increase (A)** (Mr. Altmayer) **481**

    Administration recommends the Type A lunch rate increase as guided by Federal Regulations.

    Recommendation: Seeking approval of the Board as presented.

    Roll Call: Ayes / Nays / Motion __

11. **ALOP OakCreek Parkway Lease Agreement Extension (A)** (Mr. Altmayer) **482**
    Administration is seeking approval of an extension of the current lease with OakCreek Parkway for the ALOP program.
    Recommendation: Seeking approval of the Board as presented.
    Roll Call: Ayes / Nays / Absent / Motion _____
12. **Proposed Changes to Building and Grounds Application, Rental Fee Structure (A)** (Mr. Altmayer and Ms. Woods) **486**
    Administration is seeking approval of the recommended changes to the Building and Grounds Rental Application as presented.
    Recommendation: Seeking approval as presented.
    Roll Call: Ayes / Nays / Absent / Motion _____
13. **Equipment Declared as Surplus (A)** (Mr. Altmayer) **512**
    Mr. Altmayer is requesting the approval of a list to be declared as surplus that are either non-functional or which have exceeded their useful life for the District.
    Recommendation: Seeking approval of the Board as presented.
    Roll Call: Ayes / Nays / Motion __
14. **Student Handbooks (A)** (Ms. Lombard) **534**
    Administration is recommending approval of the 2025-2026 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 as presented.
    Roll Call: Ayes / Nays / Motion __
15. **Refuse and Recycling Materials Hauling and Disposal (A)** (Mr. Lindquist) **787**
    Mr. Lindquist will present the Refuse and Recycled Materials Hauling and Disposal bid # 2025-13.
    Recommendation: The Administration requests that the Board of Education award the Bid to Lakeshore Recycling System (LRS) in the contracted sum of $54,420 for 1 year as presented.
    Roll Call: Ayes / Nays /Absent / Motion _____
16. **Minutes (A)** (Mr. Troy) **788**
    The following minutes were moved forward at the June 12, 2025, Board of Education meeting and are presented for approval:
    May 15, 2025, BOE Meeting Minutes
    May 15, 2025, Executive Closed Session Meeting Minutes
    Recommendation: Seeking approval of the Board as presented.
    Roll Call: Ayes / Nays/ Motion _____

21. **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.
22. **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.huntley158.org

February 11, 2025

To: Sun City Community Association Board of Directors

RE: History of Sun City Residents volunteering in Huntley Community School District 158

The phrase “it takes a village” perfectly encapsulates the collaborative effort needed to provide our students with the best educational experiences available in order to achieve academic success. Since the late 1990’s, the residents of Sun City Huntley have been working alongside Huntley School District 158 to make this a reality.

In the spring of 2001 several Sun City neighbors organized and established a volunteer group that would come to be known as Community Student Outreach, or CSO. They started out with a desire to share their skills and volunteer to create a transfer of knowledge to our students, and then evolved into an organization of over 50 volunteer members eager to participate and help wherever needed in the district.

Over the course of the 6+ years that CSO remained intact they were dedicated and worked together fostering a strong sense of community and commitment in our elementary, middle and high schools. They were recognized in 2003 by the Lincoln Foundation as an exemplary program and one that should be modeled for other school districts.

Though CSO formally disbanded in 2007, many members continued to volunteer and engage in activities throughout the district. To this day, there are several original CSO members still willing to volunteer. From those beginning years Sun City residents have continued to emerge and engage as volunteers with our students. There has never been a school year since 1999 that we have not had Sun City residents volunteering in our schools. The partnership between our school community and the Del Webb community is rooted in a rich history, with a promising future ahead of us.

As Volunteer Coordinator for District 158 for over 25 years, it has been my honor and privilege to know and work with hundreds of amazing residents in Sun City. Had it not been for those original neighbors coming forward with their hopes and aspirations to share their time and talents, the doors for a partnership might not have ever opened.

You can refer to the attached documents which list various programs and events where CSO was involved, and where Sun City residents have previously volunteered.

Please feel free to reach out to me directly if further information is needed.

Sincerely,

Eileen Delahanty-Volunteer Coordinator Huntley Community School District 158
847-659-6152 (edelahanty@district158.org)

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

Historical View of Sun City Resident Volunteer Participation

Community Student Outreach Group Volunteer Examples (2002-2007):
Mentoring-High School & Middle School
Career Exploration Guest Speaking-Middle School
Retired Fire Chief Reviewed District's Emergency Response Plan-2002
High School Career Fair-2003
Help students with research for writing papers-High School
Audition Prep Work (Drama Dept.)-High School
Guest Speakers in multitude of subject areas-Middle & High School
Guest Readers-Elementary Schools
Substitute Grandparents during First-Grade Grandparents Day
Woodchucks-have built various things, including theater sets over the years
Sun City Flyers (Aviation Club)-Kindergarten Flight to Hawaii simulations
Young Author Competition Judges-Elementary & Middle School
Science Fair Judges-Middle School
Careers in Art Showcase-2003
Reading - weekly assistance with Elementary students
Reality 101-In person Game of Life-Middle Schools
Chaperones to Art Institute
Veterans Day Presentations
Video/Photography Support
Market Day Volunteers-Elementary Schools
Musical Accompanists-High School Chorus
Book Fair volunteers-Elementary Schools
Teaching Parliamentary Procedures to High School Student Council-2004
Teaching Ballroom and Cha Cha Dance Techniques-Middle School
Hoops for Heart (American Heart Association) Event 2004-Middle School

Aside from physically supporting our students through their volunteer efforts the CSO also participated in various ways:

-Secured several Tuskegee Airmen to come and speak to Middle & High School classes as well at present at the Education Foundation Founding Gala in 2002

-Hosted a Wine & Cheese event with proceeds to benefit High School student recognition program-2002

Wrote and received a Grant from IBM and 2004

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Sun City Resident Volunteer Activity (Post-Community Student Outreach Years)
***Programs existing to date**

Career Guest Speakers-Middle School & High School
Guest Speakers in multitude of classes-all levels in district
Sun City Flyers (Aviation Club)-Kindergarten Flight to Hawaii simulations
*Young Author Competition Judges-Elementary & Middle School
Substitute Grandparents during First-Grade Grandparents Day
Battle of the Books (Large Literacy Event) 2013-2019 Elementary Schools
*Book Fairs-Elementary
Guest Musical Presentations-Elementary (Vocal & Instrumental)
*Weekly Reading Support-Elementary
Reality 101 (in person Game of Life)-Middle Schools 2007-2011
Shark Tank Judges-Middle School
Apprentice Social Awareness Program Judges-Middle School 2013-2016
Ellis Island Simulation Event-Middle School 2018-2019
Mock Interviews-Middle Schools 2015-2016
Extreme Culture Difference Presentations-Middle School 2012-2013
*8th Grade In-person Veteran Interviews-Middle School 2012-present
Kindergarten Registration 2013-2014
*High School Medical Academy
*High School Engineering Academy
*Book Talks- Marlowe Middle School
*Book Talks-Martin Elementary School
*Veterans Day Color Guard-Marlowe Middle School
Student Post-Office - Martin Elementary
*High School Medical Academy Pen Pal Program
Library Volunteers-Elementary

Sun City Resident Volunteer Activity 2024-2025 School Year
Veterans Day Color Guard-Marlowe Middle School (5 participants)
Oral History Project-Heineman Middle School (11 participants)
Book Talk Project-Marlowe Middle School (11 participants)
Holiday Decorating Judges-Marlowe Middle School (4 participants)
Young Authors Judges-Elementary and Middle Schools (13 participants)
High School Engineering Department Mentor (1 participant)
High School Engineering Academy Interviews (2 participants)
High School CTE Department Guest Speakers/Presentations (9 participants)
High School Medical Academy Pen Pal Program (34 participants)
High School Medical Academy Interviews (5 participants)
Physical Education Physical Therapy Class-High School (2 participants)
Weekly reading volunteers (PALS Program)-Chesak Elementary (20 participants)
Book Talk Project-Martin Elementary (1 participant)
Mentors-Elementary (4 participants)

7. New Business

a. Motion 2025.11—Supporting a Partnership with Huntley High School.

For more than 20 years, residents of Sun City Huntley have worked with Huntley High School to support students in the community. Throughout the years, volunteers have informally supported students in a variety of ways. In 2001, a program called Community Student Outreach (CSO) was started as a mentoring program.

Since then, there have been a number of Sun City residents that continue to support the High School in a variety of more informal ways. Recently, through the assistance of Sun City volunteers, Nick Wedoff, the Department Chair for Career and Technical Education at Huntley High School, has brought forward a formal partnership opportunity to Sun City. The program connects High School students considering a variety of career paths with Sun City residents that have knowledge and experience in their respective disciplines.

With endless possibilities, the partnership would start with a speaker series where Sun City residents can volunteer to speak at Huntley High School to students interested in certain career paths. The areas identified in the initial launch of the program will focus on the career and technical education department, with a broad range of disciplines from fashion design to engineering. As the partnership develops, more opportunities such as mentoring and other disciplines will be added. Opportunities may also arise for the Association to take advantage of students' resources and projects to further Association business or events in a mutually beneficial relationship.

By approving Motion 2025.11, the Board of Directors is supporting the formal partnership between Sun City Community Association and Huntley High School. There is no cost to the association, just opportunities for Sun City residents to support and impact the lives of students in our community.

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Huntley 158 Student Advisor to the Board of Education

Overview: 2025–2026 School Year

Huntley Community School District 158 is excited to begin the opportunity for student leadership, advocacy, and engagement in district governance through a Student Board Advisor to the Board of Education role. This leadership role not only elevates the student voice in district decision-making, but also cultivates skills in communication, advocacy, and civic engagement. We encourage passionate, responsible, and collaborative students to apply and help shape the future educational experiences in Huntley 158.

Each year, one incoming junior and one incoming senior from Huntley High School will be selected to serve as non-voting, advisory members on the Huntley 158 Board of Education. The junior will serve a two-year term, while the senior will serve for one year, creating a sustainable cycle of mentorship and leadership. After this initial year, each student selected will serve a two year term.

Role Responsibilities:

- **Attend Board of Education Meetings:** Student Board Advisors are expected to attend one to two evening board meetings per month, typically held on the first and third Thursdays. Students will have a designated agenda time to share updates and information regarding matters being discussed by the Board of Education through a Board Report, as well as during the Board discussion on specific agenda items.

- **Participate in Superintendent Student Advisory Committee Meetings:** Advisors will attend quarterly meetings held during the school day to gather and discuss student input and help shape the student experience districtwide.

- **Serve as a Liaison:** Act as a bridge between the student body and the Board of Education through gathering feedback, sharing important updates, and representing the

voice of peers on critical issues affecting students. These student advisors will do this through participation on the Principal Leadership Council, Student Council or National Honor Society at the high school

- **Uphold District Values:**As representatives of Huntley Community School District 158, Student Board Advisors are expected to model integrity, respect, and leadership at all times.

- **Advisory Role Only:** Student Board Advisors will serve in a non-voting capacity and will not attend closed executive sessions.

- **Mentorship Provided:** Each student advisor will be paired with a board member mentor to help guide and support them throughout their term.

Candidate Requirements:

- Must be an incoming junior or senior at Huntley High School during the 2025–26 school year

- Must be in good academic and behavioral standing

- Must be available to attend Thursday evening board meetings

- Must submit the following by Friday, August 15, 2025:

    - Completed application

    - One-page resume outlining skills, activities, experiences, and leadership roles

    - 1–2 page essay introducing yourself and explaining your interest and qualifications

    - Two letters of recommendation (from teachers, administrators, or community members)

Filling a Vacancy mid-term:

If a student is unable to fulfil their term, the seat will be filled by selecting one of the finalists who were not originally selected. This student will remain through the full term of the vacancy.

Selection Process: (for the 2025-26 school year. Future years will follow a January-June application timeline)

Application materials will be submitted to Sharon Piemonte, Executive Assistant at the District Office. spiemonte@district158.org Finalists will be invited to interview with a committee that includes school district and board representatives. Selected students will be formally introduced at the September 2025 Board of Education meeting. In future years, student advisors will be named and begin their service in June.

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To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: July 17, 2025

Subject: **FY26 Budget & 5-Year Plan Draft III - Summary Memorandum**
Board of Education Meeting, July 17, 2025
Finance Committee

We are pleased to present the FY26 updated Budget. Attached is the FY26 Budget and 5-Year Plan. This budget continues to reflect the focus and commitment to our staff and students.

We are presenting Draft III of the FY26 Budget as well as the District's 5-Year Plan. The Tentative Draft was presented and approved by the Board in June. Due to continued unknowns such as finalization of mandated categorical grants and collective bargaining, additional adjustments are needed. As this information becomes available, this budget will be modified as appropriate.

Material modifications have been made 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 the Tentative Draft.

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.

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 Draft III of the FY26 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

III. The FY26 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.

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Modifications of the FY26 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. The Tentative Draft reflected changes to Workers Comp and Property & Liability Insurance, Café Food as well as reductions in the Professional & Technical Services due to the Skyward software implementation. This draft reflects the following material modifications from the Tentative Draft of the FY26 Budget.

Adjustments to the Federal Title Grants, a reduction in the State's Teacher Vacancy Grant of ($103k) from approximately $311k to $207k and a reduction in the District's Orphanage Claim Grant by ($45k) to $55k.

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. Please note, the State has finalized the EBF funding model and the District is scheduled to receive the $1.23M as previously estimated.
- ✓ 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. Once these reimbursements are finalized, there will be an adjustment.

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- ✓ 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) 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 at $3.5% for Administration and 4% for all other non-union employees. 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 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.
- ✓ 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 & Potential Abatement

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. **Please note, the Board will still need to vote on this and approve a resolution outlining this abatement.**

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 Budget currently reflects an Operating surplus of approximately $719k. 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 FY23 and FY24 Actuals, the FY25 Budget as well as the current FY26 Budget Drafts.

	FY 23 Actuas	FY 24 Actuals	FY 25 Budget	FY 26 Budget Draft I	FY 26 Budget Tentative	FY 26 Draft III Budget
Operating Revenues	$ 121,501,303	$ 129,018,884	$ 133,454,005	$ 139,956,521	$ 139,956,521	$ 139,801,188
Operating Expenditures	$ 123,158,926	$ 128,242,958	$ 132,574,111	$ 138,711,873	$ 139,142,644	$ 139,082,044
Operating Surplus (Deficit)	**$ (1,657,623)**	**$ 775,926**	**$ 879,894**	**$ 1,244,648**	**$ 813,877**	**$ 719,144**
Beginning Fund Balance	$ 38,330,835	$ 36,673,212	$ 37,449,138	$ 38,329,032	$ 38,329,032	$ 38,329,032
Ending Fund Balance	**$ 36,673,212**	**$ 37,449,138**	**$ 38,329,032**	**$ 39,573,680**	**$ 39,142,909**	**$ 39,048,176**
Reserve for Replacement	$ (4,100,000)	$ (4,100,000)	$ (4,100,000)	$ (4,100,000)	$ (4,100,000)	$ (4,100,000)
Unrestricted Fund Balance	$ 32,573,212	$ 33,349,138	$ 34,229,032	$ 35,473,680	$ 35,042,909	$ 34,948,176

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Revenues
FY26 Operating Revenues are budgeted to increase approximately $6.34M or 4.8%.

Local Revenues are expected to increase by $5.2M, the result of an increase in levy dollars. of $5.2M.

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 $1.075M the result of the annual increase in the State's Evidence Based Funding (EBF) formula of $1.23M offset by a reduction in the Teacher Vacancy Grant of ($103k) and the District's Orphanage Claim of ($45k).

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 $6.50M versus the FY25 Budget, primarily driven by the increase in Salaries & Benefits. Please see below:

Salaries and Benefits within the FY26 Budget 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 $219k to $12.0M. 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) $450k, Repair & Maintenance Buildings $575k and Snow Removal $372k.

Supplies & Materials is budgeted to remain relatively fairly flat with the FY25 Budget, increasing by approximately $151k to $8.98M. 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.

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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 Budget reflects a current Operating Surplus of $719k. Please know that this amount will change as a result of future unknowns and adjustments. Please see below.

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

- ✓ Salaries associated with the HESPA Collective Bargaining
- ✓ Health Insurance
- ✓ All other State Grants including final State funding
- ✓ Finalizing the Transportation Claim
- ✓ The IDEA Grant including carryover
- ✓ 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 – FY26 Display Draft of the Budget presented
September – Final Budget adopted by the Board

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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 and estimated their capital needs over the next 5 years in line with our Deferred Maintenance Plan, which includes such things as asphalt repair and replacement, mechanical needs as well as carpet replacement. Thus, this forecast currently reflects the all needs in of the district.

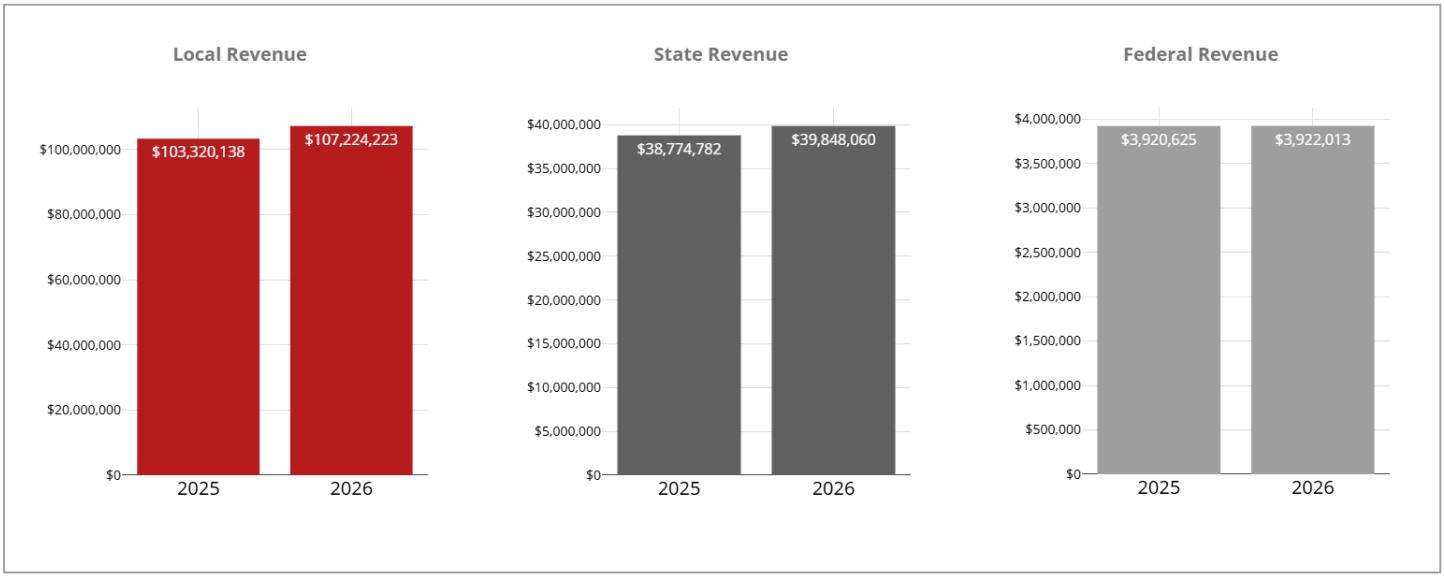
Please note, this plan does not currently reflect future budget cuts, including headcount reductions related to declining enrollment.

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	**$39,848,060**	**$3,922,013**
FY 2026 Budgeted	FY 2026 Budgeted	FY 2026 Budgeted
3.78% Change from Prior Year	2.77% Change from Prior Year	0.04% Change from Prior Year



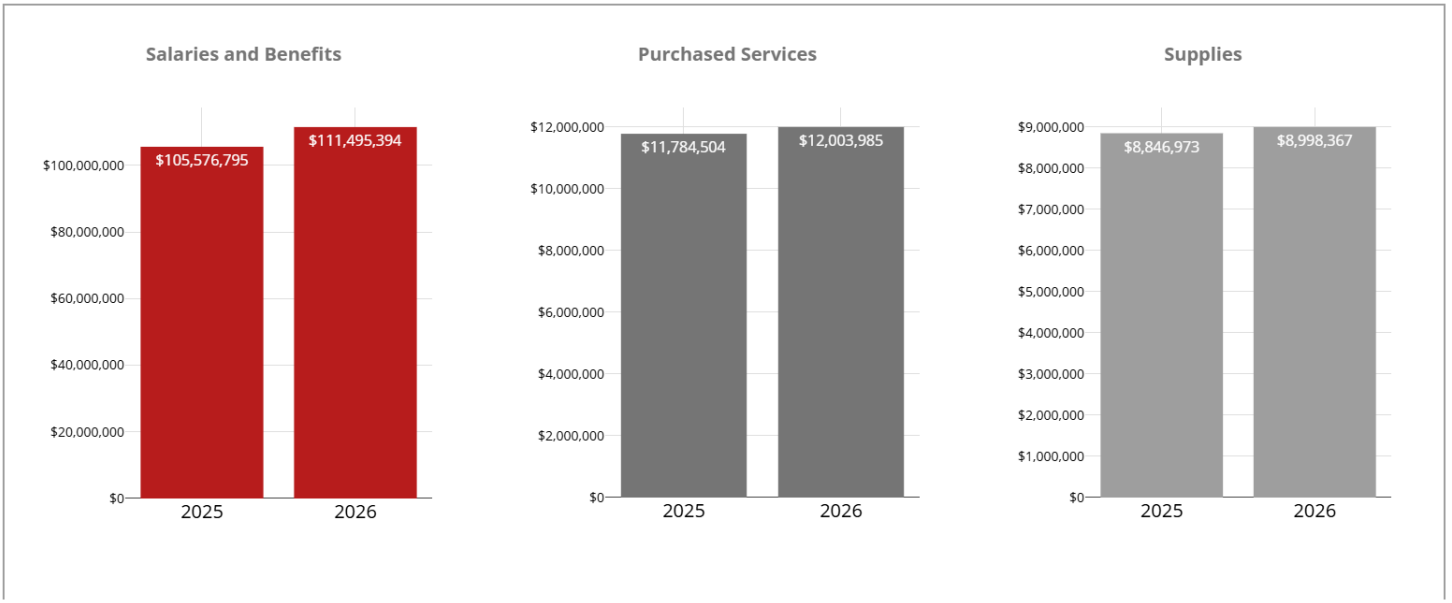
	FY2024 Actuals	FY2025 Budget	FY2026 Budget	Percent Change	Dollar Change
Local Revenue					
1100 Ad Valorem Taxes	$88,601,283	$92,918,658	$96,822,743	4.20%	$3,904,085
1200 Payments in Lieu of Taxes	$961,557	$800,000	$800,000	0.00%	$0
1500 Earnings on Investments	$2,552,037	$2,100,000	$2,100,000	0.00%	$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	$1,284,322	-3.39%	$-45,000
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	$547,507	-16.95%	$-111,722
Total State Revenue	$37,624,386	$38,774,782	$39,848,060	2.77%	$1,073,278
Federal Revenue	$5,698,970	$3,920,625	$3,922,013	0.04%	$1,388
Total Revenue	**$144,656,655**	**$146,015,545**	**$150,994,296**	**3.41%**	**$4,978,751**
Other Financing Sources	$13,051,708	$0	$0	0.00%	$0
Total Revenue and Other Financing Sources	**$157,708,363**	**$146,015,545**	**$150,994,296**	**3.41%**	**$4,978,751**

FY 2026 Revenue Budget Insight:
Revenues for FY 2026 are budgeted at $150,994,296, which is a difference of $4,978,751 or 3.41% 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 $1,073,278 to $39,848,060 and **Federal** Revenue is budget to change by $1,388 to $3,922,013.

Huntley Community SD 158

FY 2026 Budget Summary - Expense

Salaries and Benefits	Purchased Services	Supplies
$111,495,394	**$12,003,985**	**$8,998,367**
FY 2026 Budgeted	FY 2026 Budgeted	FY 2026 Budgeted
5.61% Change from Prior Year	1.86% Change from Prior Year	1.71% 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	$12,003,985	1.86%	$219,481
Supplies	$9,335,499	$8,846,973	$8,998,367	1.71%	$151,394
Capital Outlay	$5,253,012	$2,780,105	$2,953,164	6.22%	$173,059
Other Objects	$16,808,415	$16,139,170	$13,787,848	-14.57%	$-2,351,322
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	$37,907,316	-4.55%	$-1,807,388
Total Expenses	**$156,035,216**	**$145,291,500**	**$149,402,710**	**2.83%**	**$4,111,211**
Other Financing Uses	$12,804,813	$0	$0	0.00%	$0
Total Expenses and Other Financing Uses	**$156,035,216**	**$145,291,500**	**$149,402,710**	**2.83%**	**$4,111,211**

FY 2026 Expense Budget Insight:
Expenses for FY 2026 are budgeted at $149,402,710, which is a difference of $4,111,211 or 2.83% 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 $219,481 to $12,003,985 and **Supplies** are budgeted to change by $151,394 to $8,998,367.

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)

$139,801,188
FY26 Budgeted Revenues

$139,082,044
FY26 Budgeted Expenses

$719,144
Budgeted Surplus/Deficit
(Operating Funds Only)

$96,031,115
Revenue from Local Sources

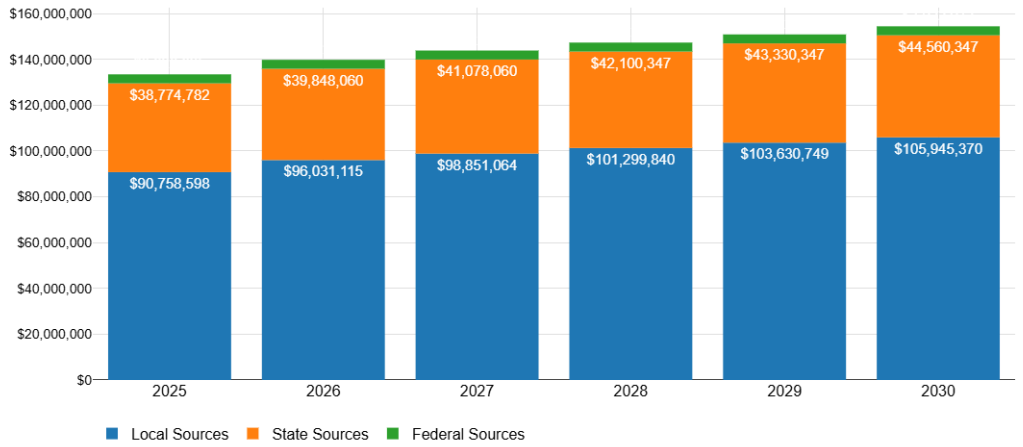
$39,848,060
Revenue from State Sources

$111,495,394
Expenses for Salaries and Benefits

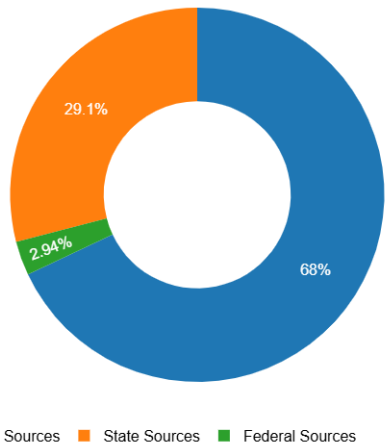
$80,821,075
Expenses for Instruction

$55,850,172
Expenses for Support Services

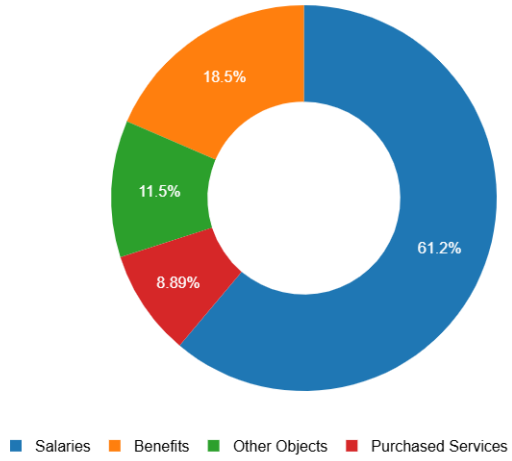
Projected Revenues by Source



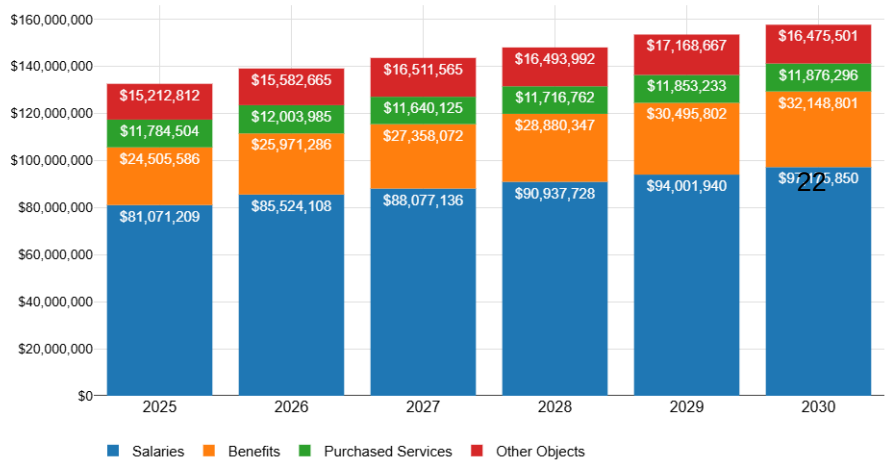
Current Budget Revenues by Source



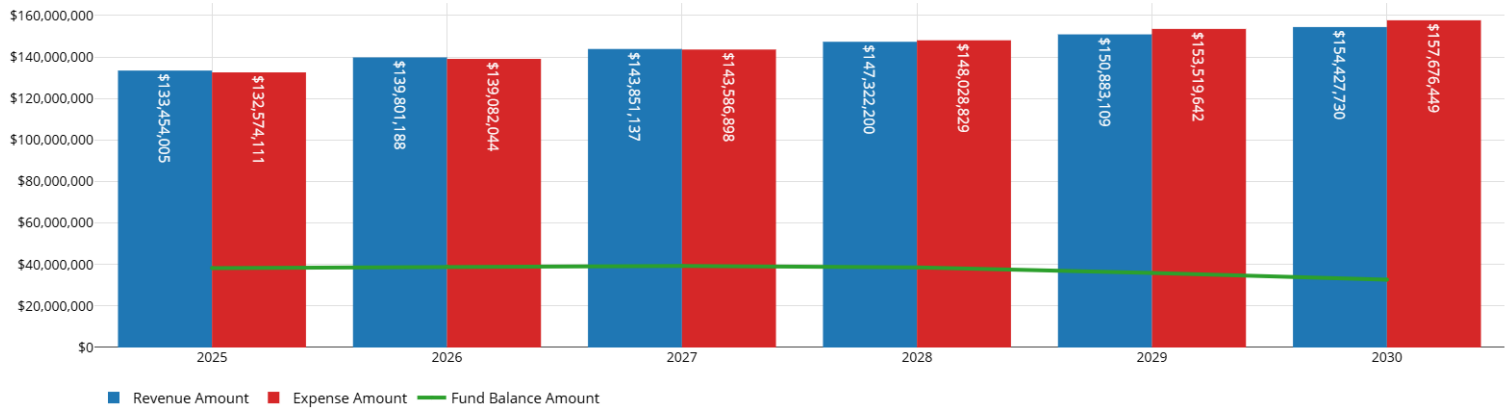
Current Budget Expenses by Object



Projected Expenses by Object



Projected Revenues, Expenses and Fund Balance (Operating Funds)



Projection Summary

Educational | O & M | Transportation | IMRF / SS | Working Cash | Tort

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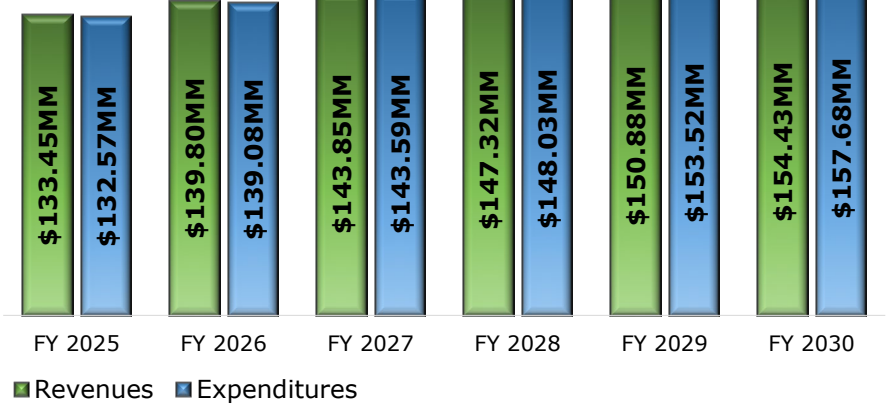
	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
REVENUE											
Local	$90,758,598	$96,031,115	*5.8%*	$98,851,064	*2.9%*	$101,299,840	*2.5%*	$103,630,749	*2.3%*	$105,945,370	*2.2%*
State	38,774,782	39,848,060	*2.8%*	41,078,060	*3.1%*	42,100,347	*2.5%*	43,330,347	*2.9%*	44,560,347	*2.8%*
Federal	3,920,625	3,922,013	*0.0%*	3,922,013	*0.0%*	3,922,013	*0.0%*	3,922,013	*0.0%*	3,922,013	*0.0%*
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$133,454,005**	**$139,801,188**	***4.8%***	**$143,851,137**	***2.9%***	**$147,322,200**	***2.4%***	**$150,883,109**	***2.4%***	**$154,427,730**	***2.3%***
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	12,003,985	*1.9%*	11,640,125	*(3.0%)*	11,716,762	*0.7%*	11,853,233	*1.2%*	11,876,296	*0.2%*
Supplies And Materials	8,846,973	8,998,367	*1.7%*	8,523,367	*(5.3%)*	8,638,367	*1.3%*	9,154,367	*6.0%*	8,889,367	*(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	3,631,134	*1.3%*	3,631,134	*0.0%*	3,631,134	*0.0%*	3,631,134	*0.0%*	3,631,134	*0.0%*
TOTAL EXPENDITURES	**$132,574,111**	**$139,082,044**	***4.9%***	**$143,586,898**	***3.2%***	**$148,028,829**	***3.1%***	**$153,519,642**	***3.7%***	**$157,676,449**	***2.7%***
SURPLUS / DEFICIT	**$879,893**	**$719,144**		**$264,239**		**($706,629)**		**($2,636,533)**		**($3,248,719)**	
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**	**$719,144**		**$264,239**		**($706,629)**		**($2,636,533)**		**($3,248,719)**	
BEGINNING FUND BALANCE	**$37,454,369**	**$38,334,262**		**$39,053,406**		**$39,317,645**		**$38,611,016**		**$35,974,483**	
AUDIT ADUSTMENTS TO FUND BALANCE	0	0		0		0		0		0	
PROJECTED YEAR END BALANCE	**$38,334,262**	**$39,053,406**		**$39,317,645**		**$38,611,016**		**$35,974,483**		**$32,725,764**	
FUND BALANCE AS % OF EXPENDITURES	***29%***	***28%***		***27%***		***26%***		***23%***		***21%***	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**3.47**	**3.37**		**3.29**		**3.13**		**2.81**		**2.49**	

Projection Summary

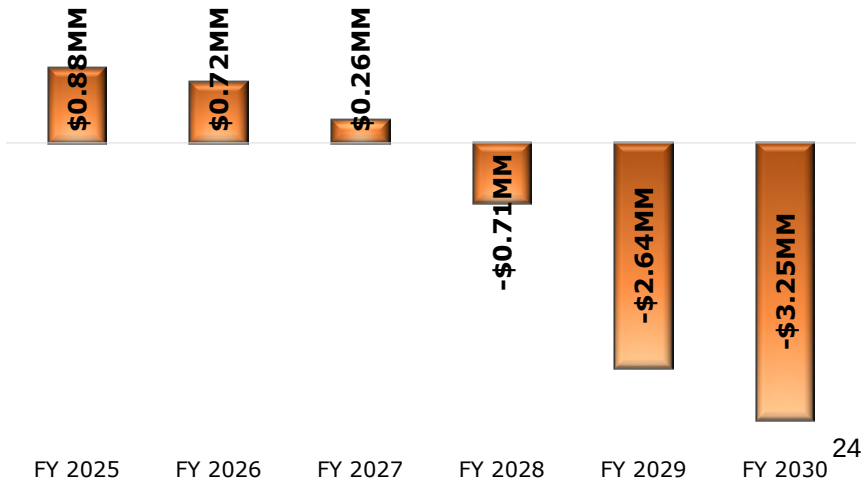
Educational | O & M | Transportation | IMRF / SS | Working Cash | Tort

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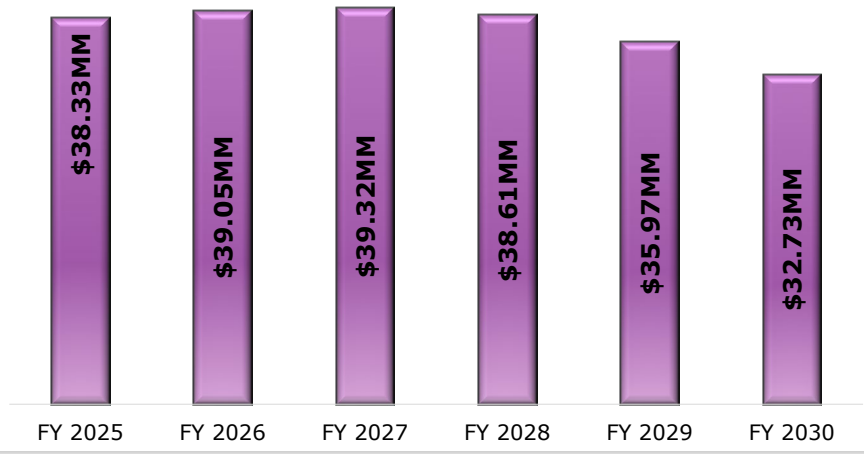
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



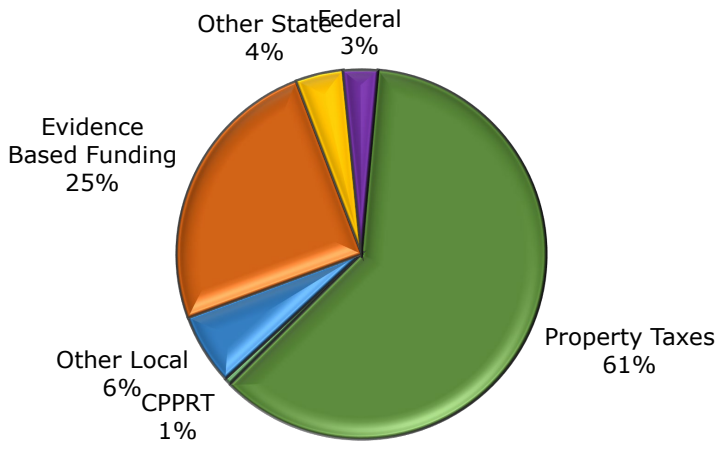
Revenue Summary

Educational | O & M | Transportation | IMRF / SS | Working Cash | Tort

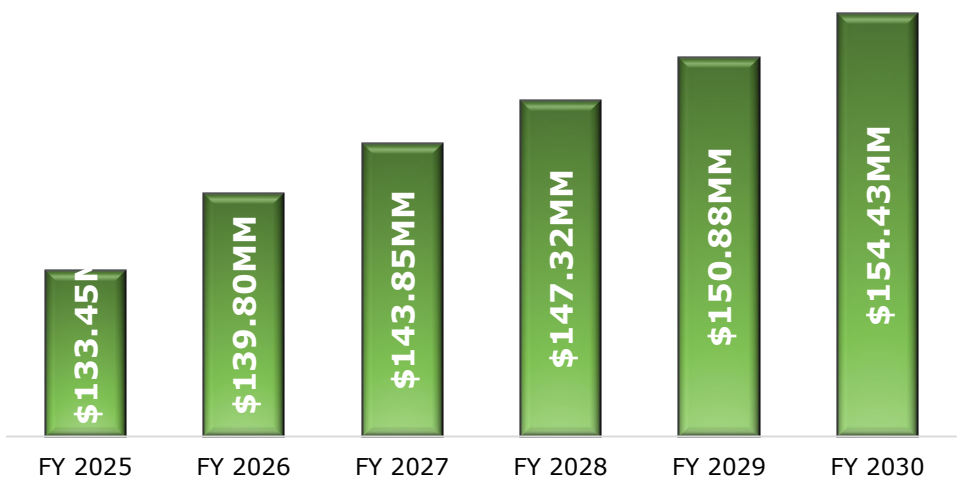
Huntley Community School District 158 | FY26 Budget Draft III

	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%	$39,318,661	3.2%
Other State	5,606,121	5,449,399	(2.8%)	5,449,399	0.0%	5,241,686	(3.8%)	5,241,686	0.0%	5,241,686	0.0%
TOTAL STATE REVENUE	**$38,774,782**	**$39,848,060**	**2.8%**	**$41,078,060**	**3.1%**	**$42,100,347**	**2.5%**	**$43,330,347**	**2.9%**	**$44,560,347**	**2.8%**
TOTAL FEDERAL REVENUE	**$3,920,625**	**$3,922,013**	**0.0%**	**$3,922,013**	**0.0%**	**$3,922,013**	**0.0%**	**$3,922,013**	**0.0%**	**$3,922,013**	**0.0%**
FLOW-THROUGH REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
TOTAL REVENUE	**$133,454,005**	**$139,801,188**	**4.8%**	**$143,851,137**	**2.9%**	**$147,322,200**	**2.4%**	**$150,883,109**	**2.4%**	**$154,427,730**	**2.3%**

Budgeted Revenue Allocation by Source



Revenue Projection (in millions)

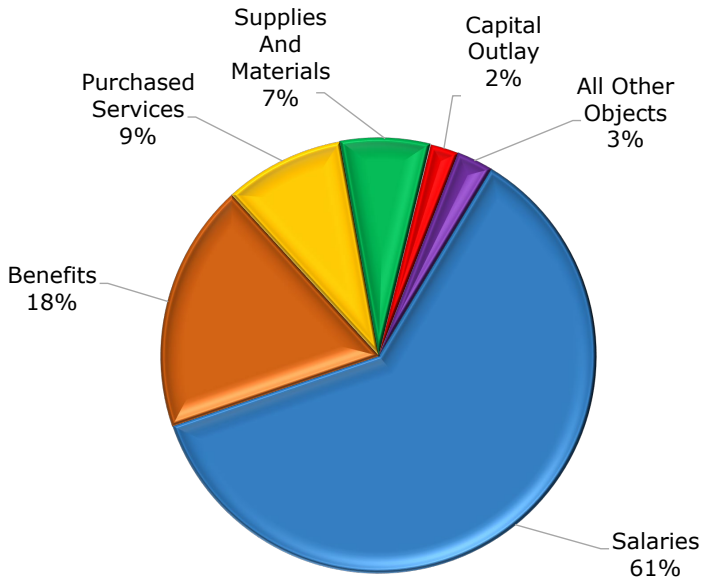


Expenditure Summary

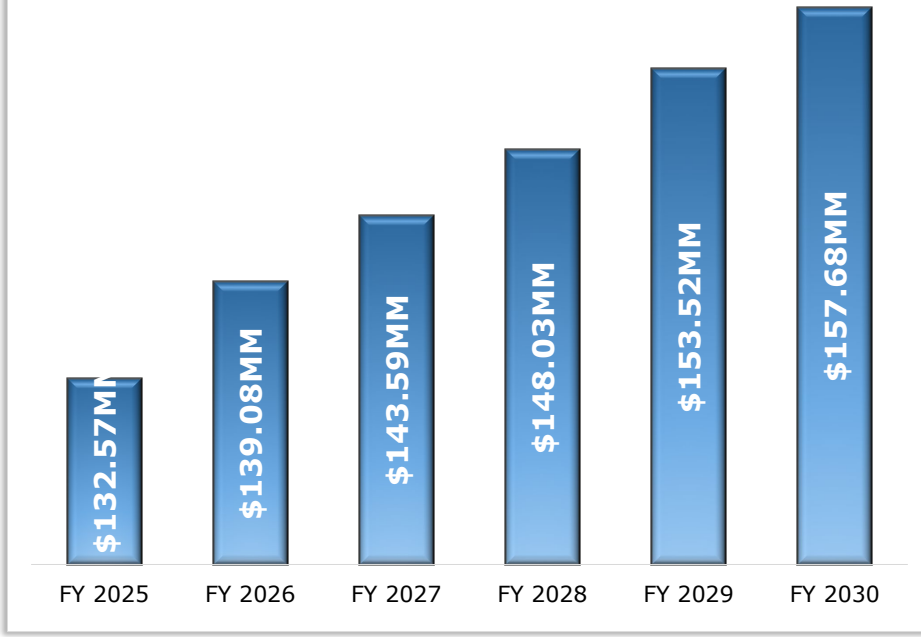
Educational | O & M | Transportation | IMRF / SS | Working Cash | Tort
Huntley Community School District 158 | FY26 Budget Draft III

	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	$12,003,985	1.9%	$11,640,125	(3.0%)	$11,716,762	0.7%	$11,853,233	1.2%	$11,876,296	0.2%
Supplies And Materials	8,846,973	8,998,367	1.7%	8,523,367	(5.3%)	8,638,367	1.3%	9,154,367	6.0%	8,889,367	(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	3,467,182	1.3%	3,467,182	0.0%	3,467,182	0.0%	3,467,182	0.0%	3,467,182	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**	**$27,586,650**	**2.2%**	**$28,151,690**	**2.0%**	**$28,210,754**	**0.2%**	**$29,021,900**	**2.9%**	**$28,351,797**	**(2.3%)**
TOTAL EXPENDITURES	**$132,574,111**	**$139,082,044**	**4.9%**	**$143,586,898**	**3.2%**	**$148,028,829**	**3.1%**	**$153,519,642**	**3.7%**	**$157,676,449**	**2.7%**

Budgeted Expenditure Allocation by Object



Expenditure Projection (in millions)



Historical Summary

Educational | O & M | Transportation | IMRF / SS | Working Cash | Tort

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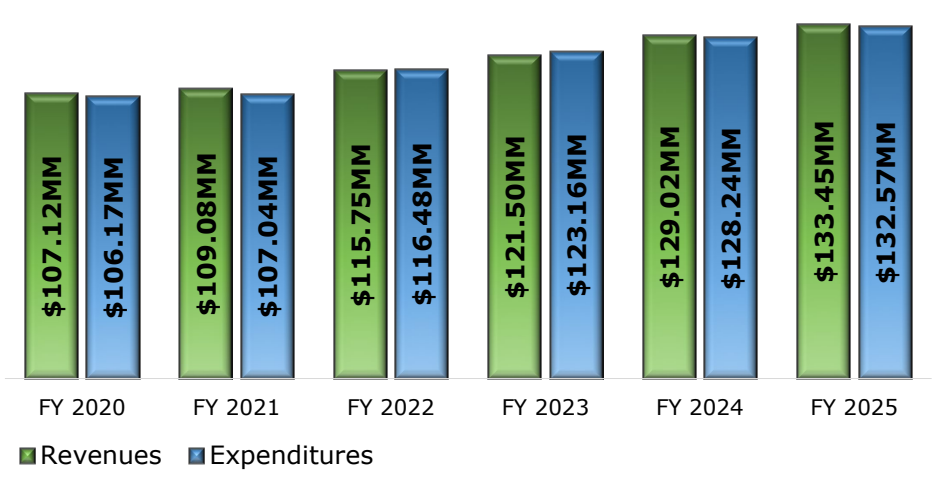
	AFR FY 2020	AFR FY 2021		AFR FY 2022		AFR FY 2023		AFR FY 2024		BUDGET FY 2025	
REVENUE											
Local	$71,756,935	$71,102,866	*(0.9%)*	$74,547,146	*4.8%*	$80,573,538	*8.1%*	$85,897,814	*6.6%*	$90,758,598	*5.7%*
State	32,115,695	32,180,026	*0.2%*	33,583,579	*4.4%*	34,002,315	*1.2%*	37,624,386	*10.7%*	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**	

Historical Summary

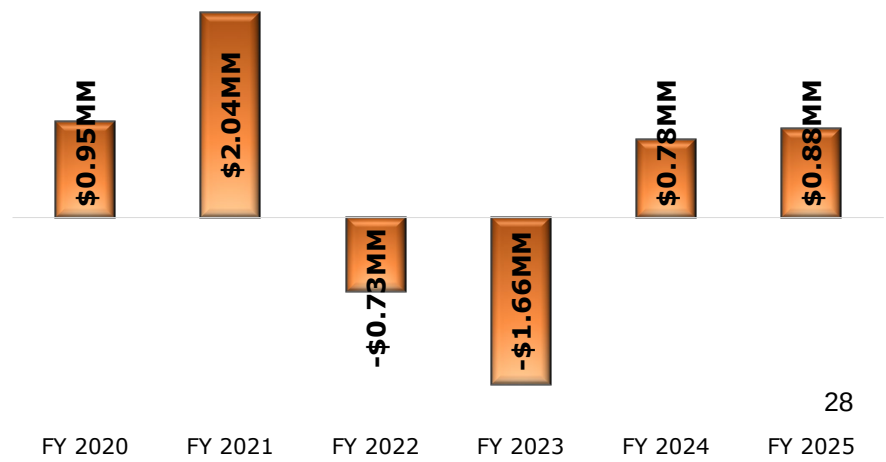
Educational | O & M | Transportation | IMRF / SS | Working Cash | Tort

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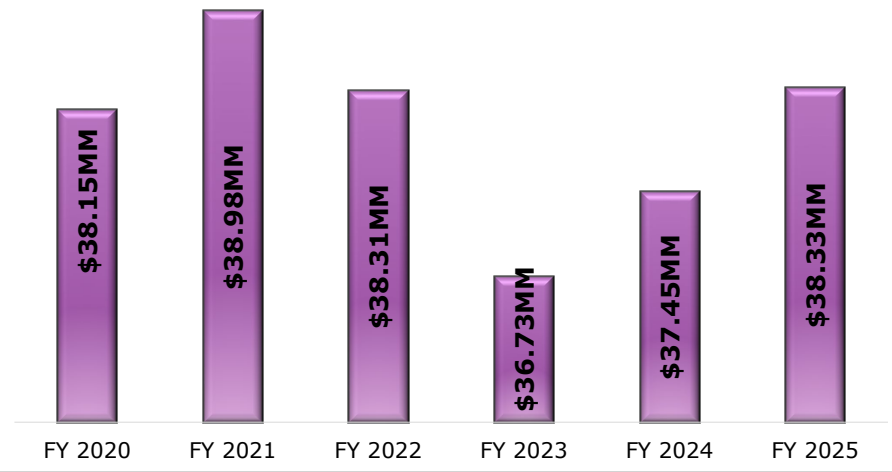
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



Projection Summary

Educational Fund

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	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	36,307,770	*9.6%*	37,537,770	*3.4%*	38,560,057	*2.7%*	39,790,057	*3.2%*	41,020,057	*3.1%*
Federal	3,920,625	3,922,013	*0.0%*	3,922,013	*0.0%*	3,922,013	*0.0%*	3,922,013	*0.0%*	3,922,013	*0.0%*
Other	0	0		0		0		0		0	
TOTAL REVENUE	**$109,501,287**	**$117,107,649**	***6.9%***	**$120,583,364**	***3.0%***	**$123,555,774**	***2.5%***	**$126,642,033**	***2.5%***	**$129,715,320**	***2.4%***
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	16,074,292	*3.6%*	15,170,561	*(5.6%)*	15,274,585	*0.7%*	15,781,560	*3.3%*	15,559,583	*(1.4%)*
TOTAL EXPENDITURES	**$110,150,220**	**$116,159,434**	***5.5%***	**$118,703,728**	***2.2%***	**$122,675,147**	***3.3%***	**$127,321,353**	***3.8%***	**$131,420,764**	***3.2%***
SURPLUS / DEFICIT	**($648,933)**	**$948,215**		**$1,879,636**		**$880,627**		**($679,320)**		**($1,705,444)**	
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)**	**$948,215**		**$1,879,636**		**$880,627**		**($679,320)**		**($1,705,444)**	
BEGINNING FUND BALANCE	**$14,187,996**	**$13,539,063**		**$14,487,278**		**$16,366,915**		**$17,247,542**		**$16,568,222**	
AUDIT ADUSTMENTS TO FUND BALANCE	0	0		0		0		0		0	
PROJECTED YEAR END BALANCE	**$13,539,063**	**$14,487,278**		**$16,366,915**		**$17,247,542**		**$16,568,222**		**$14,862,778**	
FUND BALANCE AS % OF EXPENDITURES	***12%***	***12%***		***14%***		***14%***		***13%***		***11%***	
FUND BALANCE AS # OF MONTHS OF EXPEND.	**1.47**	**1.50**		**1.65**		**1.69**		**1.56**		**1.36**	

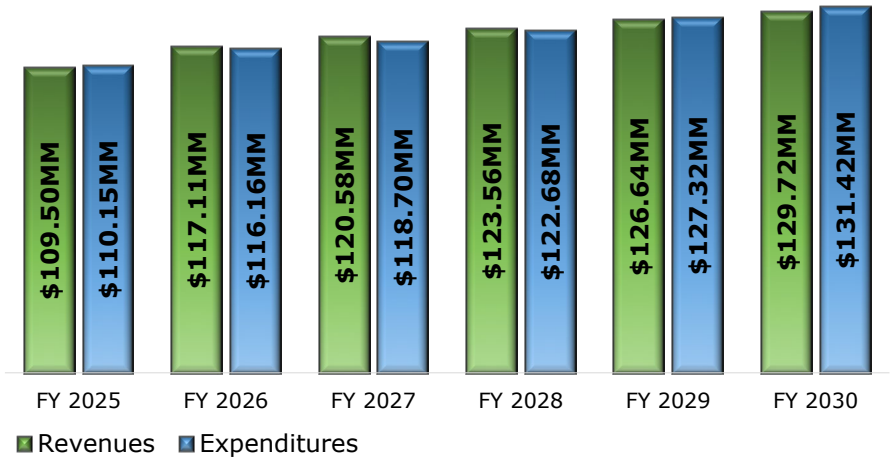
frontline Analytics

Projection Summary

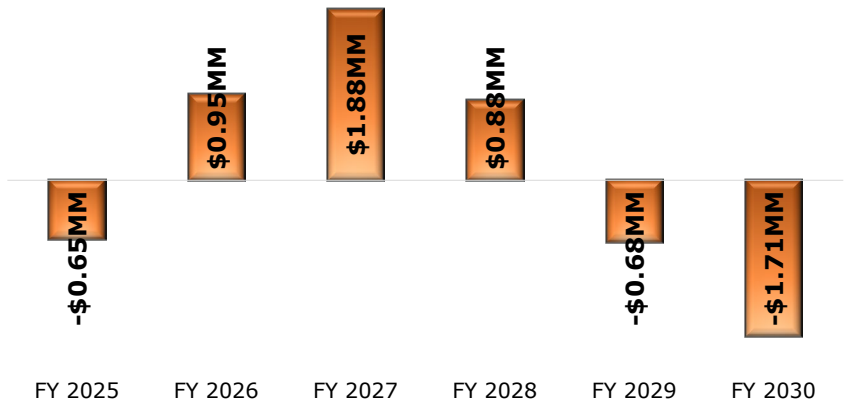
Educational Fund

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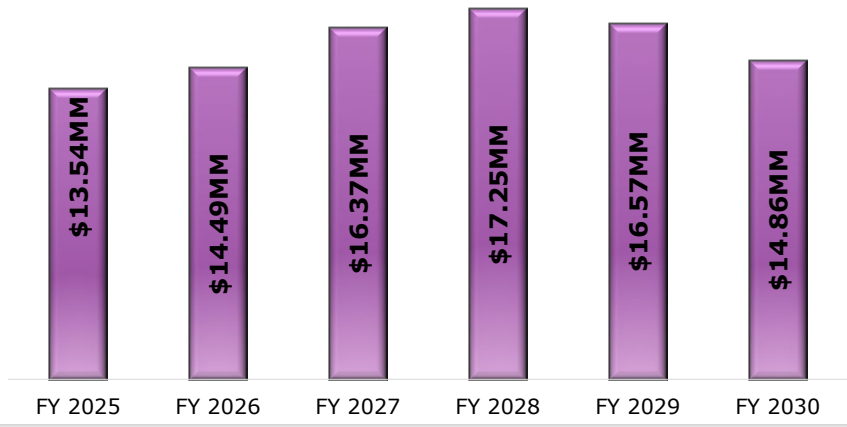
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances

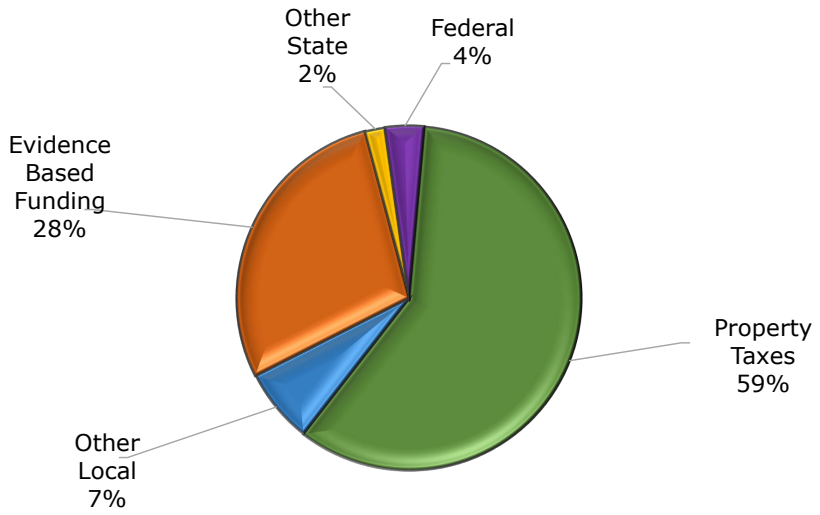


Revenue Summary

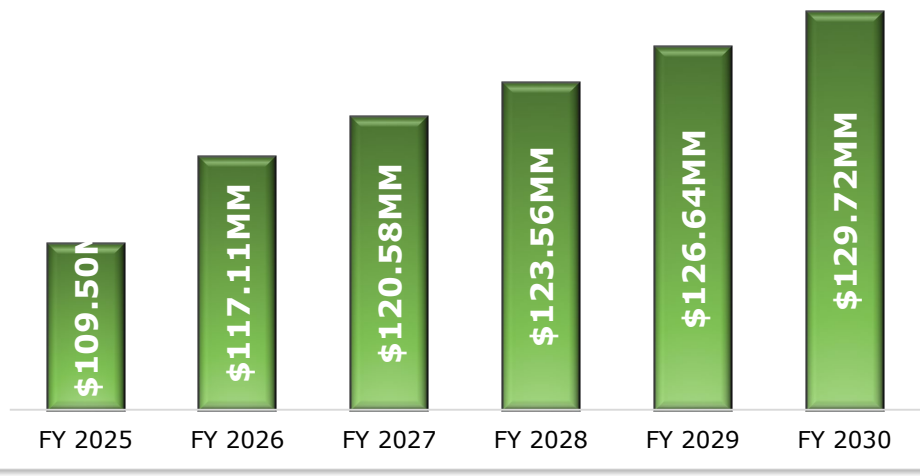
Educational Fund
Huntley Community School District 158 | FY26 Budget Draft III

	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%*	$39,318,661	*3.2%*
Other State Revenue	2,065,831	1,909,109	*-7.6%*	1,909,109	*0.0%*	1,701,396	*-10.9%*	1,701,396	*0.0%*	1,701,396	*0.0%*
TOTAL STATE REVENUE	**$33,138,249**	**$36,307,770**	***9.6%***	**$37,537,770**	***3.4%***	**$38,560,057**	***2.7%***	**$39,790,057**	***3.2%***	**$41,020,057**	***3.1%***
TOTAL FEDERAL REVENUE	**$3,920,625**	**$3,922,013**	***0.0%***	**$3,922,013**	***0.0%***	**$3,922,013**	***0.0%***	**$3,922,013**	***0.0%***	**$3,922,013**	***0.0%***
FLOW-THROUGH REVENUE	**$0**	**$0**		**$0**		**$0**		**$0**		**$0**	
TOTAL REVENUE	**$109,501,287**	**$117,107,649**	***6.9%***	**$120,583,364**	***3.0%***	**$123,555,774**	***2.5%***	**$126,642,033**	***2.5%***	**$129,715,320**	***2.4%***

Budgeted Revenue Allocation by Source



Revenue Projection

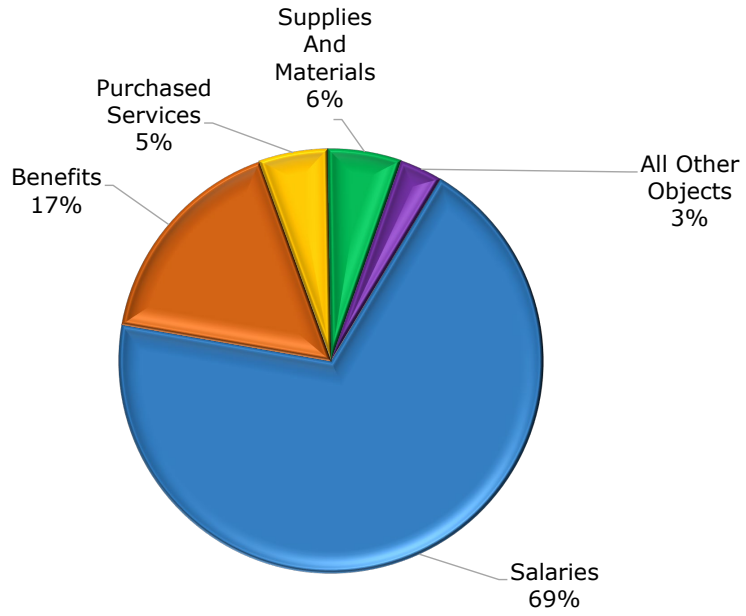


Expenditure Summary

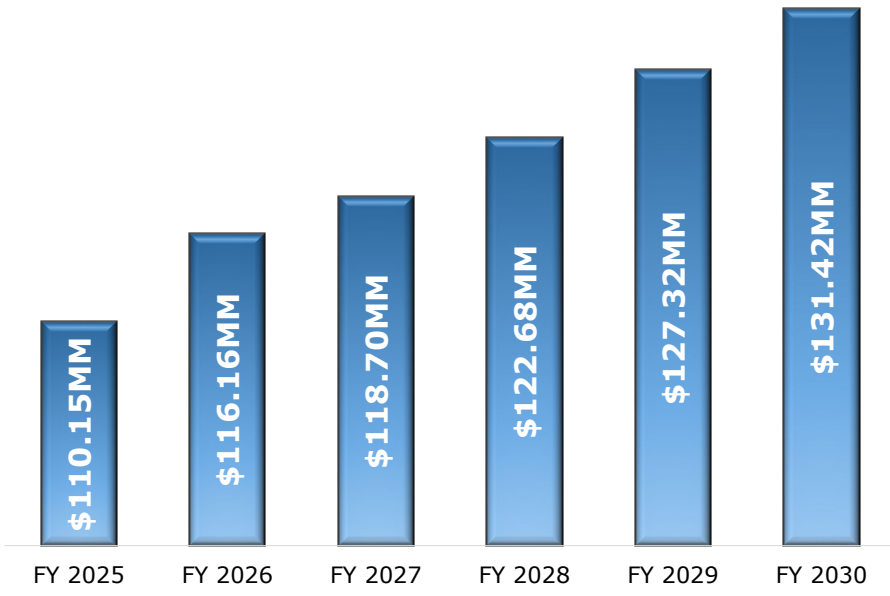
Educational Fund
Huntley Community School District 158 | FY26 Budget Draft III

	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	$5,832,853	1.4%	$5,384,122	(7.7%)	$5,373,146	(0.2%)	$5,364,121	(0.2%)	$5,407,144	0.8%
Supplies And Materials	6,133,130	6,284,524	2.5%	5,809,524	(7.6%)	5,924,524	2.0%	6,440,524	8.7%	6,175,524	(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	3,457,963	1.3%	3,457,963	0.0%	3,457,963	0.0%	3,457,963	0.0%	3,457,963	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**	**$16,074,292**	**3.6%**	**$15,170,561**	**(5.6%)**	**$15,274,585**	**0.7%**	**$15,781,560**	**3.3%**	**$15,559,583**	**(1.4%)**
TOTAL EXPENDITURES	**$110,150,220**	**$116,159,434**	**5.5%**	**$118,703,728**	**2.2%**	**$122,675,147**	**3.3%**	**$127,321,353**	**3.8%**	**$131,420,764**	**3.2%**

Budgeted Expenditure Allocation by Object



Expenditure Projection



Historical Summary

Educational Fund

Huntley Community School District 158 | FY26 Budget Draft III

	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**	

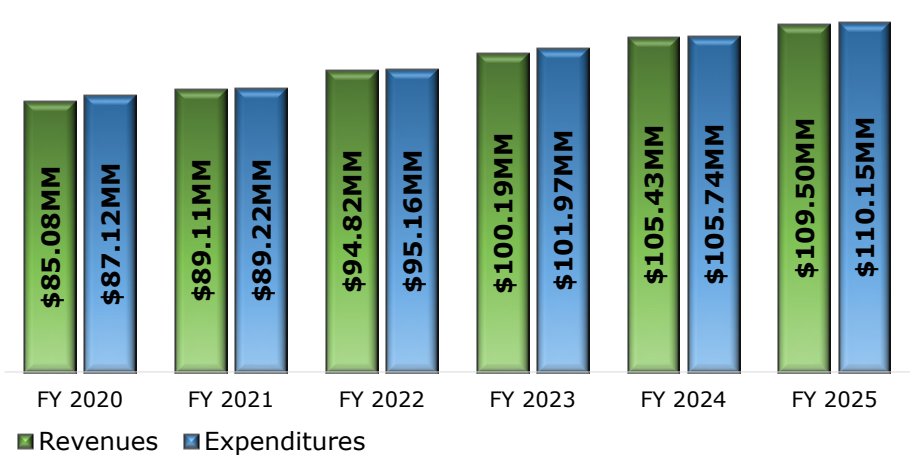
frontline Analytics

Historical Summary

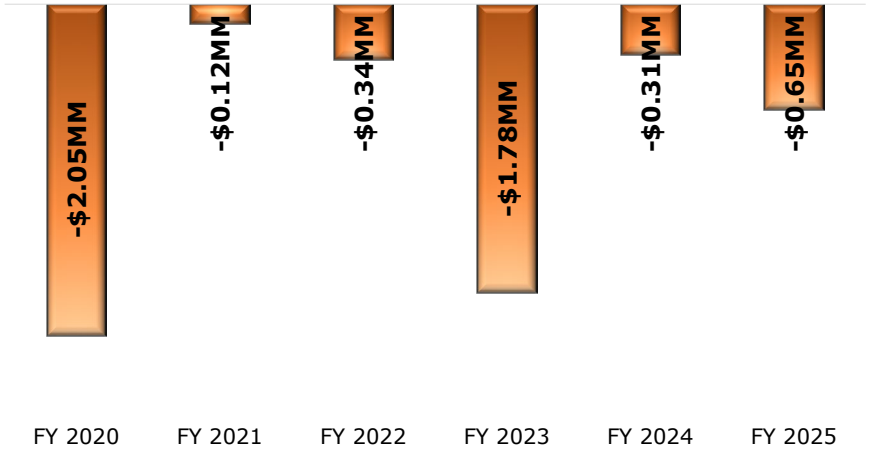
Educational Fund

Huntley Community School District 158 | FY26 Budget Draft III

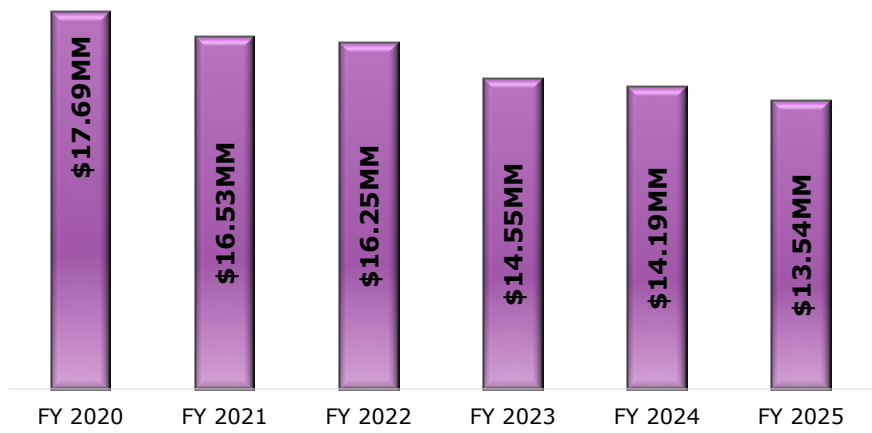
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



Projection Summary

Operations and Maintenance Fund
Huntley Community School District 158 | FY26 Budget Draft III

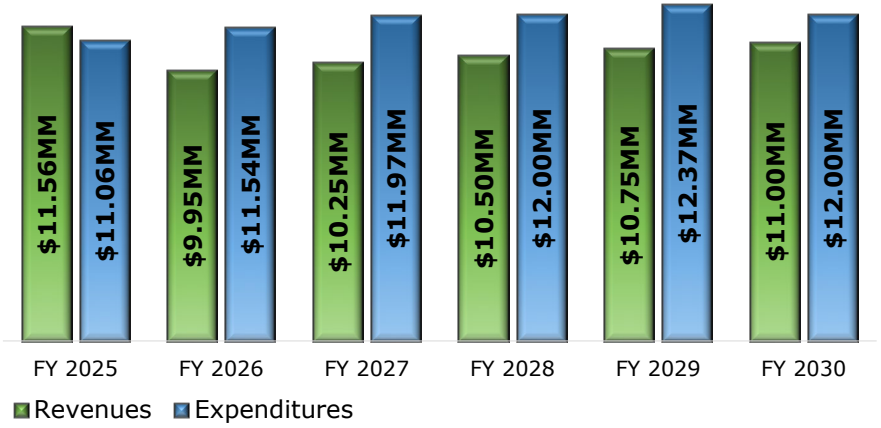
	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
REVENUE											
Local	$9,464,899	$9,947,515	*5.1%*	$10,245,472	*3.0%*	$10,504,211	*2.5%*	$10,750,496	*2.3%*	$10,995,060	*2.3%*
State	2,096,243	0	*(100.0%)*	0	*0.0%*	0	*0.0%*	0	*0.0%*	0	*0.0%*
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**	

Projection Summary

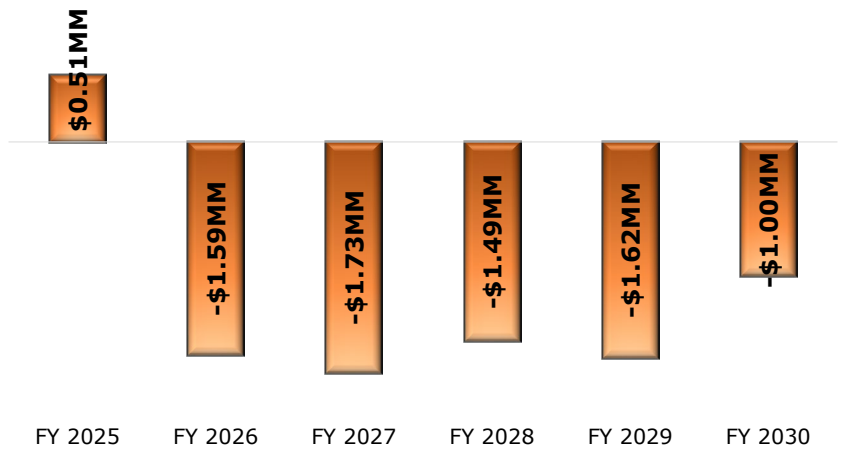
Operations and Maintenance Fund

Huntley Community School District 158 | FY26 Budget Draft III

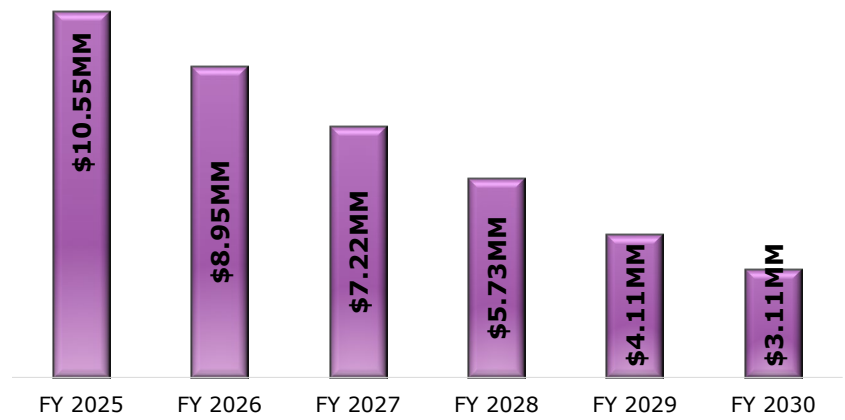
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



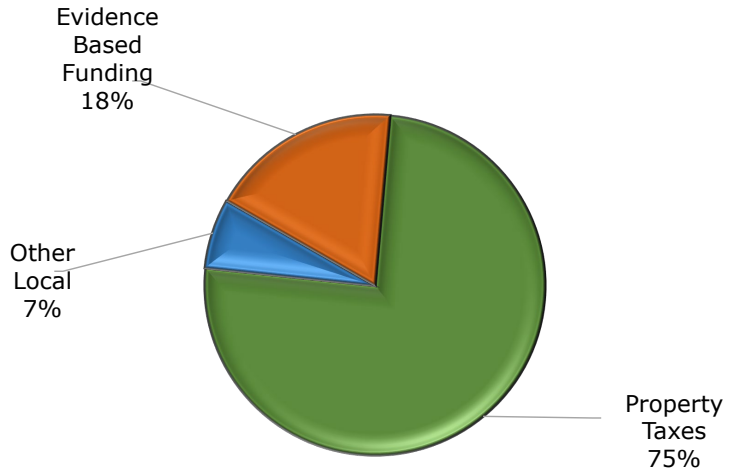
frontline Analytics

Revenue Summary

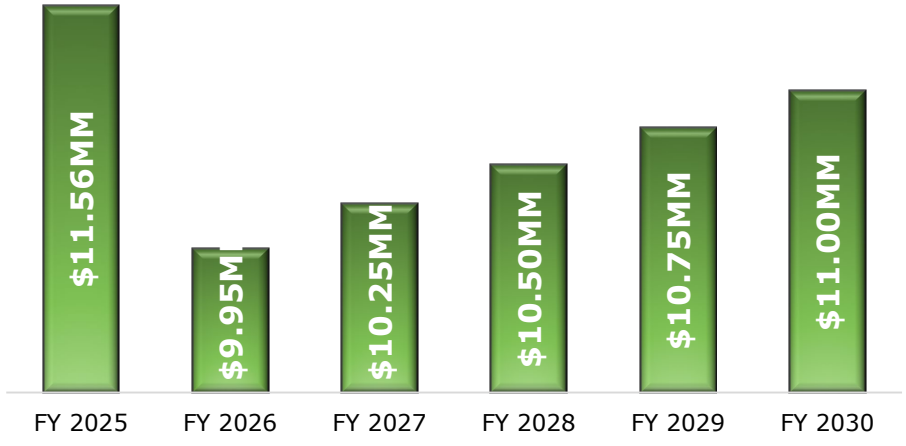
Operations and Maintenance Fund
Huntley Community School District 158 | FY26 Budget Draft III

	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**	372.3%

Budgeted Revenue Allocation by Source



Revenue Projection



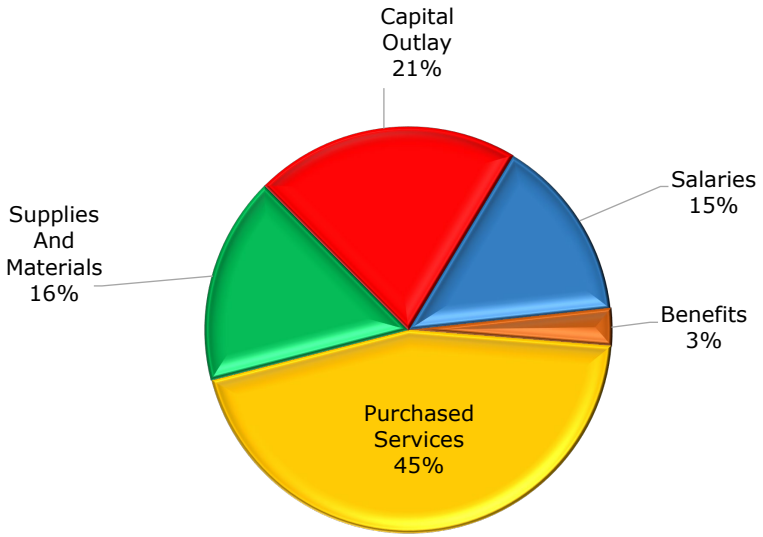
frontline Analytics

Expenditure Summary

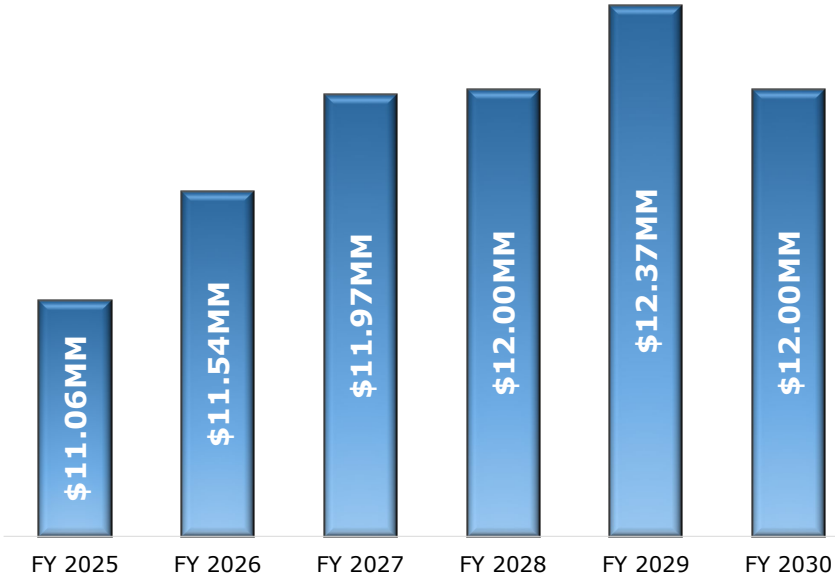
Operations and Maintenance Fund
Huntley Community School District 158 | FY26 Budget Draft III

	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 Budget Draft III

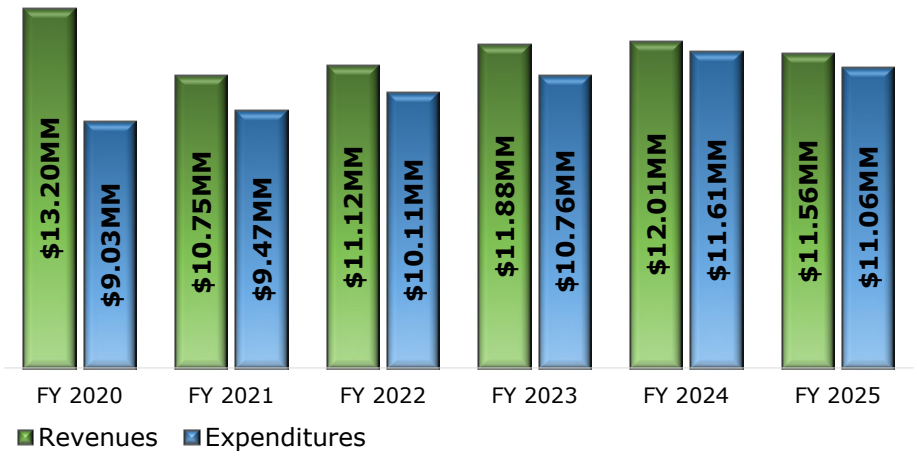
	AFR FY 2020	AFR FY 2021		AFR FY 2022		AFR FY 2023		AFR FY 2024		BUDGET FY 2025	
REVENUE											
Local	$8,602,927	$8,697,740	*1.1%*	$9,068,097	*4.3%*	$9,733,637	*7.3%*	$9,862,098	*1.3%*	$9,464,899	*(4.0%)*
State	4,600,000	2,050,000	*(55.4%)*	2,050,000	*0.0%*	2,146,243	*4.7%*	2,146,243	*0.0%*	2,096,243	*(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

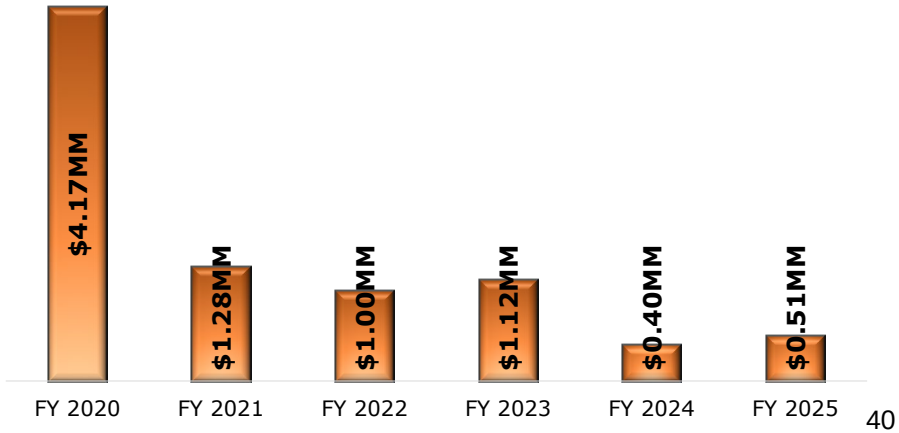
Historical Summary

Operations and Maintenance Fund
Huntley Community School District 158 | FY26 Budget Draft III

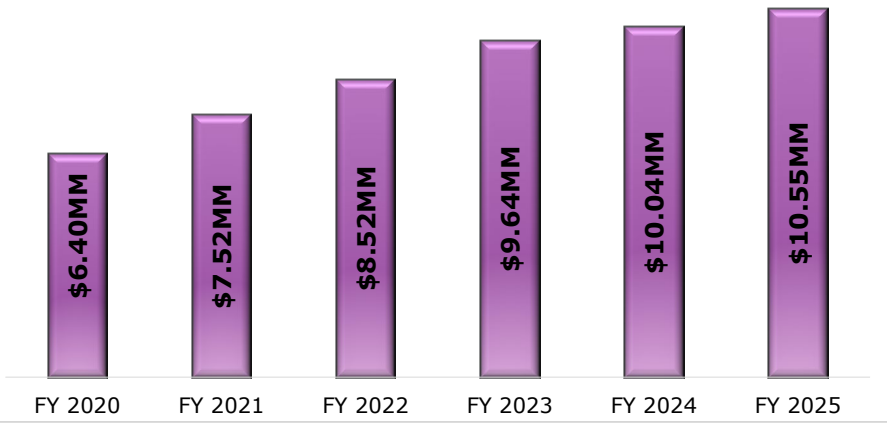
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



Projection Summary

Debt Service Fund

Huntley Community School District 158 | FY26 Budget Draft III

	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**	

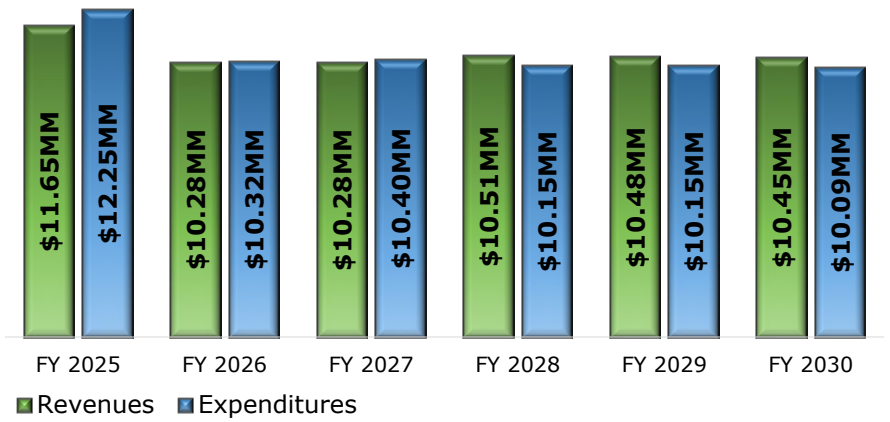
frontline Analytics

Projection Summary

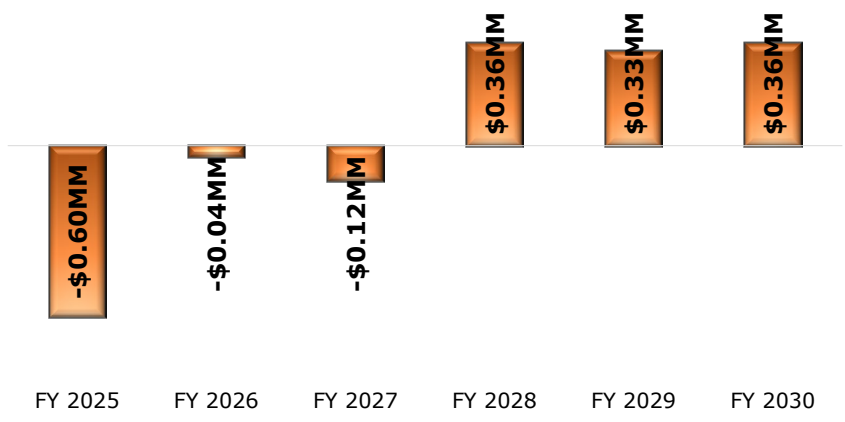
Debt Service Fund

Huntley Community School District 158 | FY26 Budget Draft III

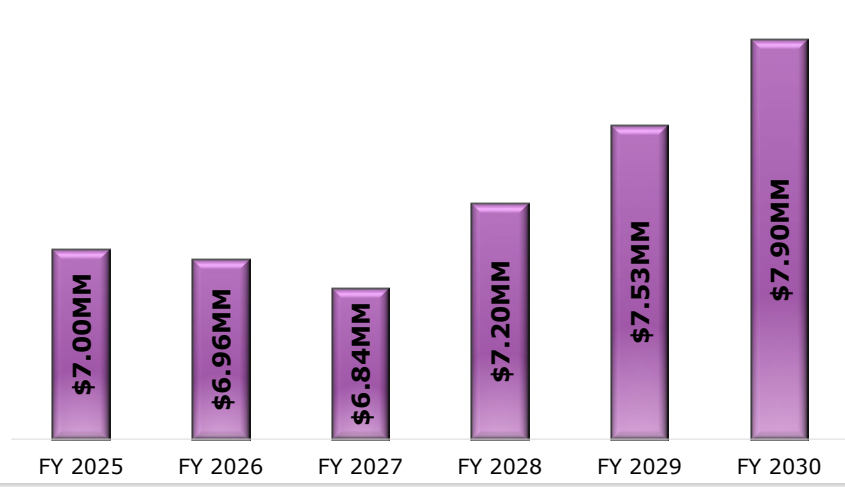
Projected Revenues and Expenditures



Fiscal Year End Surplus / Deficit



Year End Fund Balances

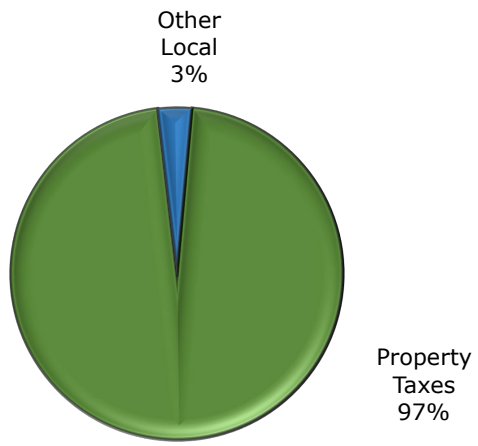


Revenue Summary

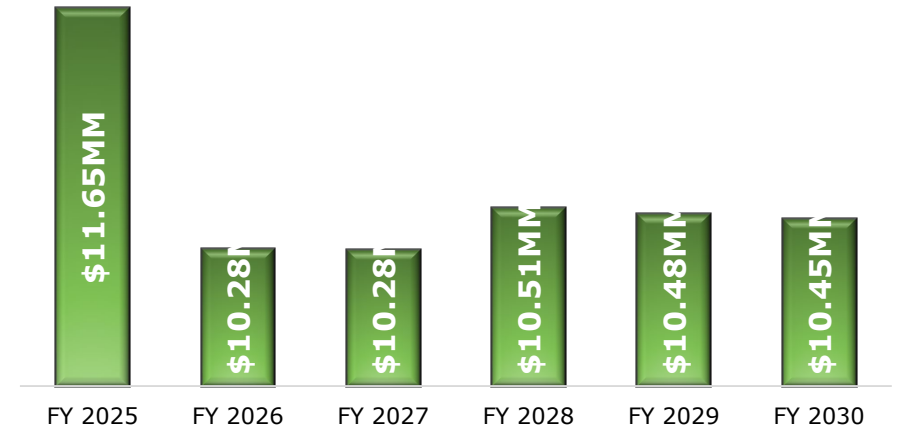
Debt Service Fund
Huntley Community School District 158 | FY26 Budget Draft III

	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



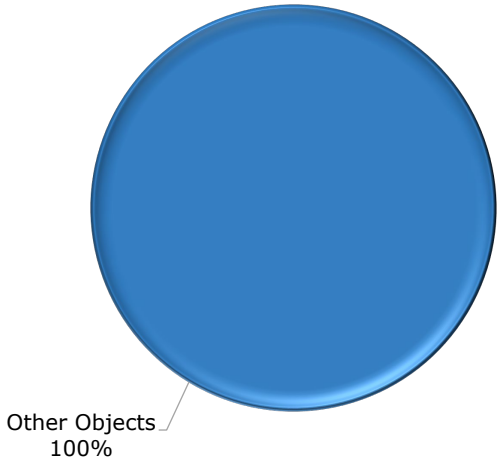
frontline Analytics

Expenditure Summary

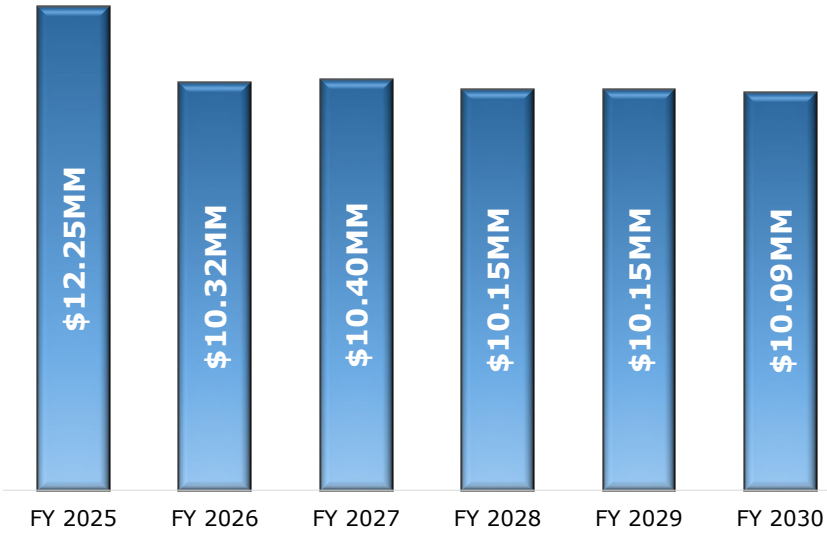
Debt Service Fund
Huntley Community School District 158 | FY26 Budget Draft III

	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 Budget Draft III

	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**	

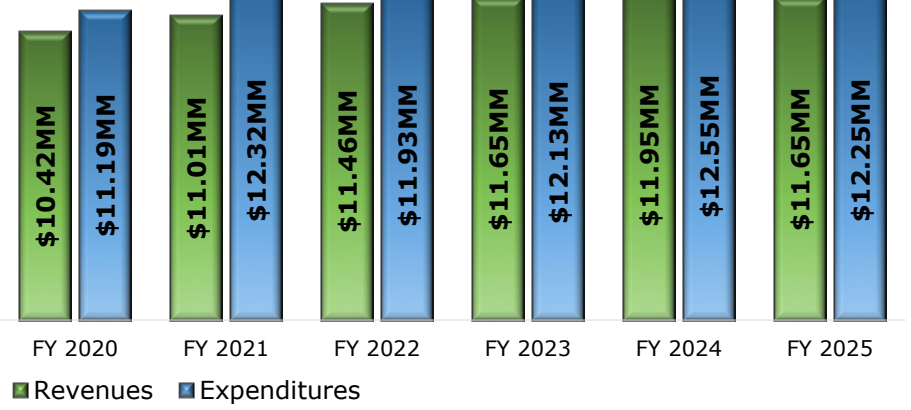
frontline Analytics

Historical Summary

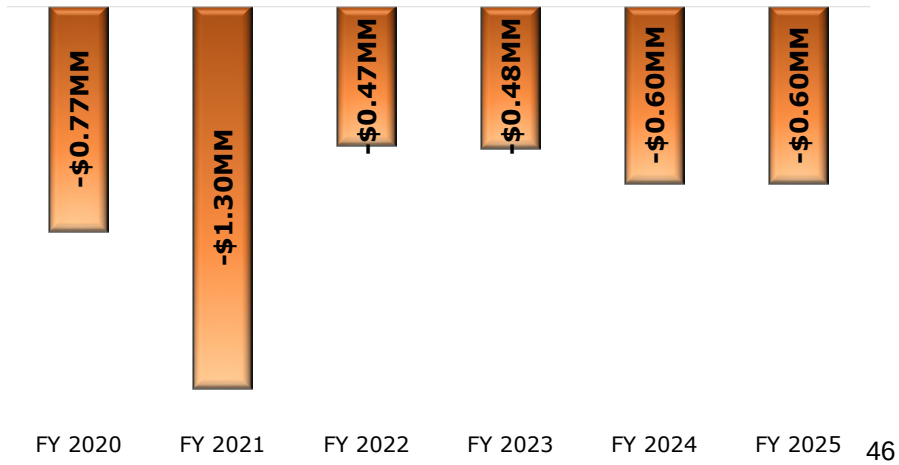
Debt Service Fund

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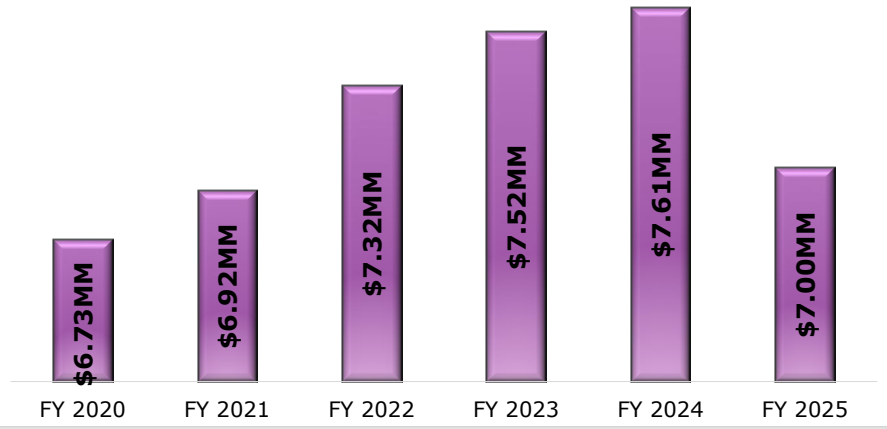
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



Projection Summary

Transportation Fund
Huntley Community School District 158 | FY26 Budget Draft III

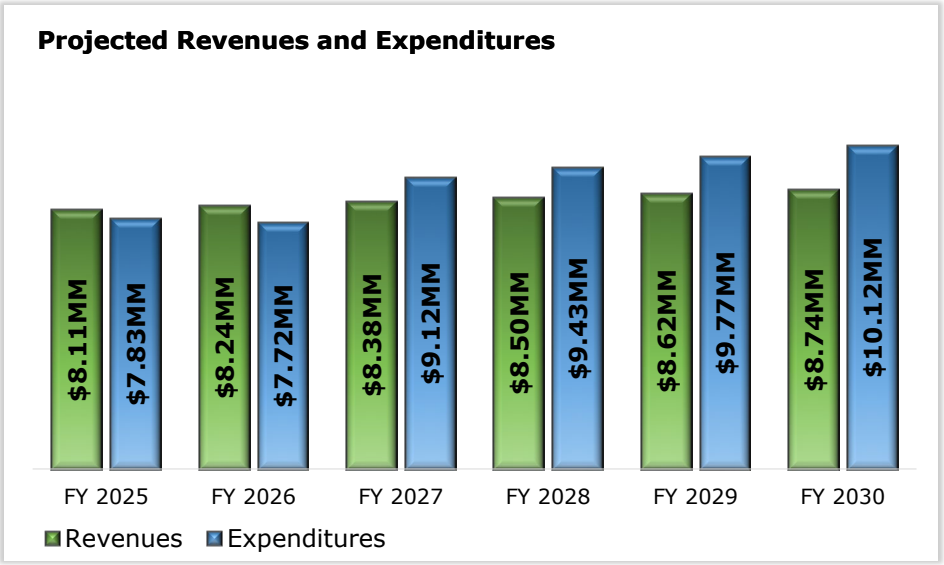
	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
REVENUE											
Local	$4,566,094	$4,699,025	*2.9%*	$4,840,348	*3.0%*	$4,963,069	*2.5%*	$5,079,883	*2.4%*	$5,195,881	*2.3%*
State	3,540,290	3,540,290	*0.0%*	3,540,290	*0.0%*	3,540,290	*0.0%*	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**	

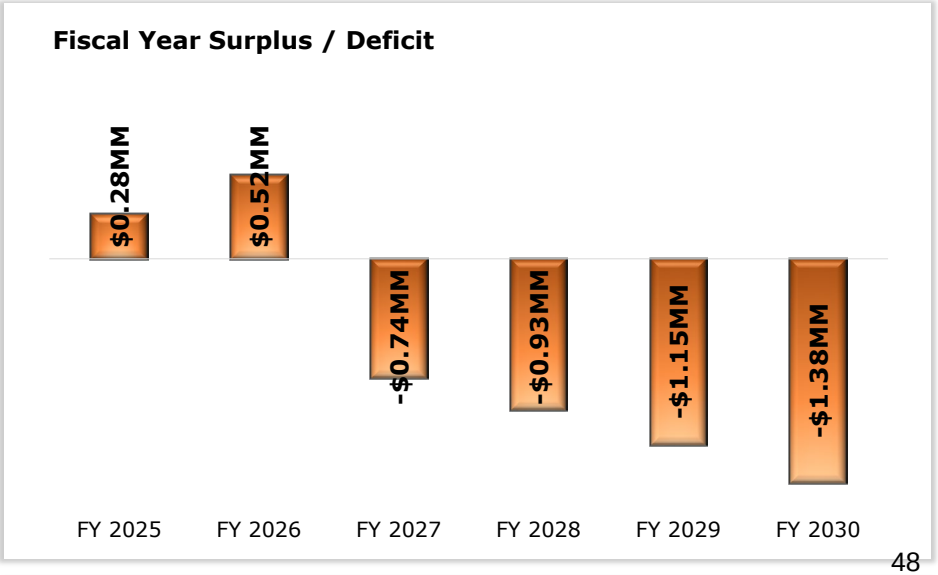
frontline Analytics

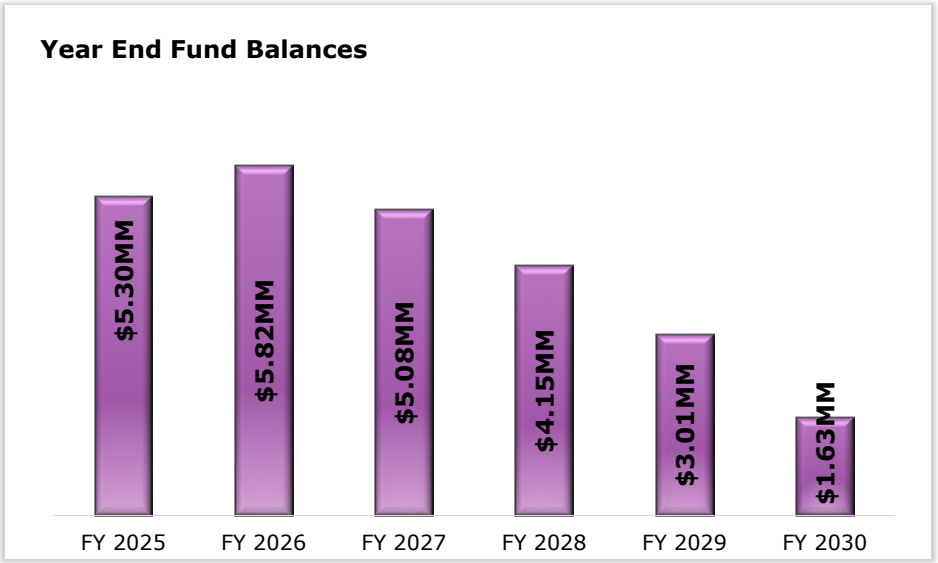
Projection Summary

Transportation Fund

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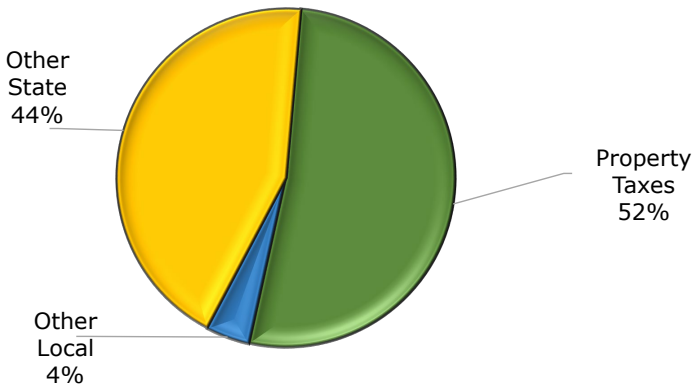


Revenue Summary

Transportation Fund
Huntley Community School District 158 | FY26 Budget Draft III

	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



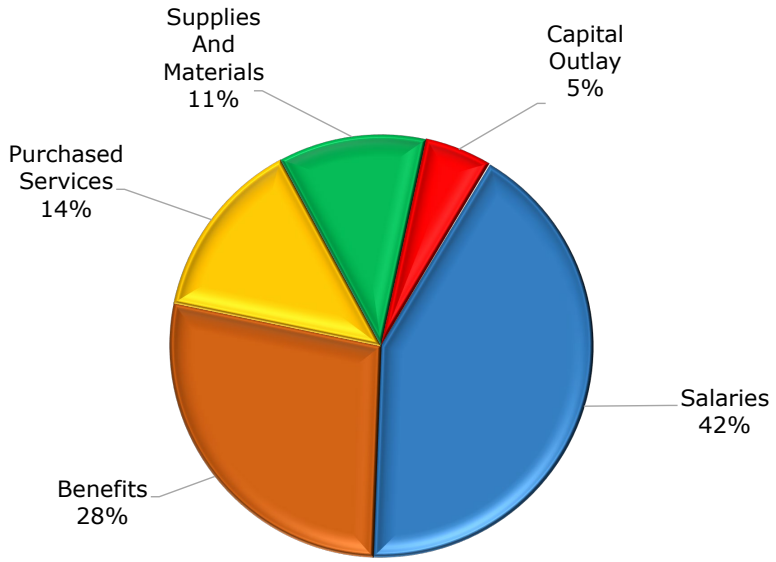
frontline Analytics

Expenditure Summary

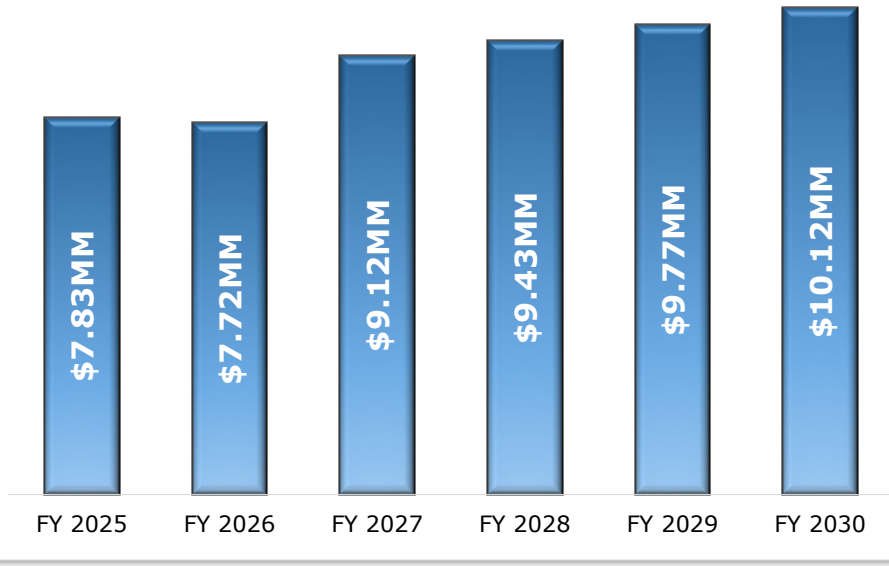
Transportation Fund
Huntley Community School District 158 | FY26 Budget Draft III

	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



Historical Summary

Transportation Fund
Huntley Community School District 158 | FY26 Budget Draft III

	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**	

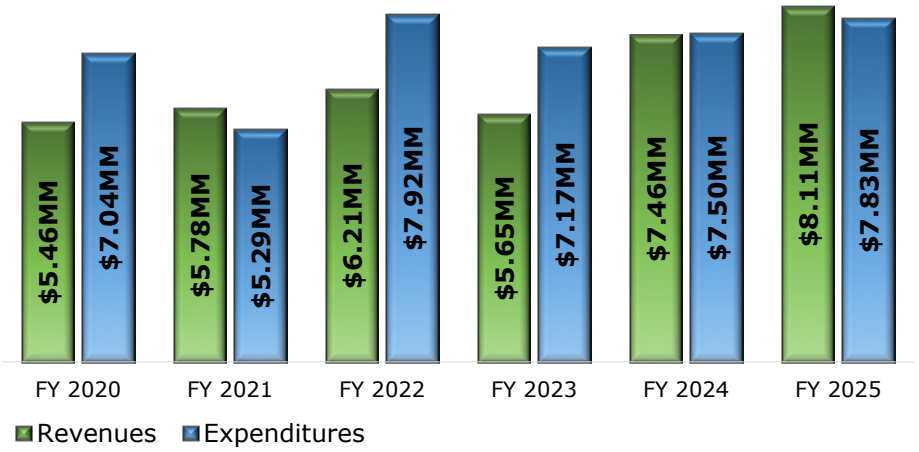
frontline Analytics

Historical Summary

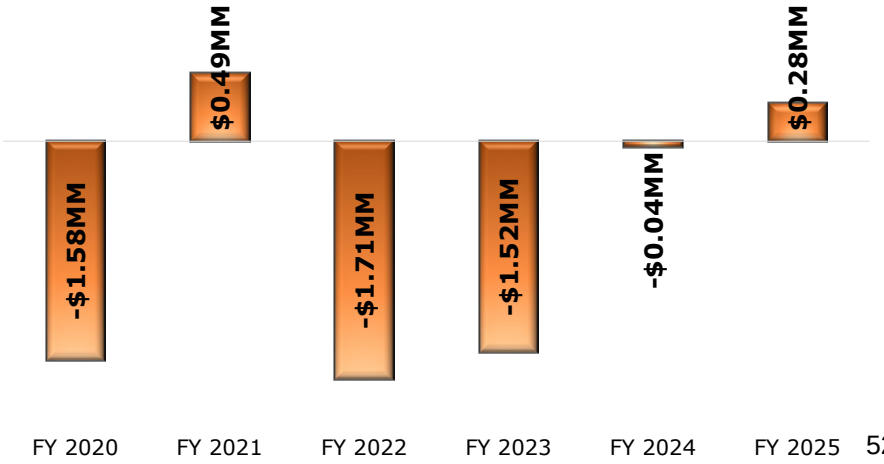
Transportation Fund

Huntley Community School District 158 | FY26 Budget Draft III

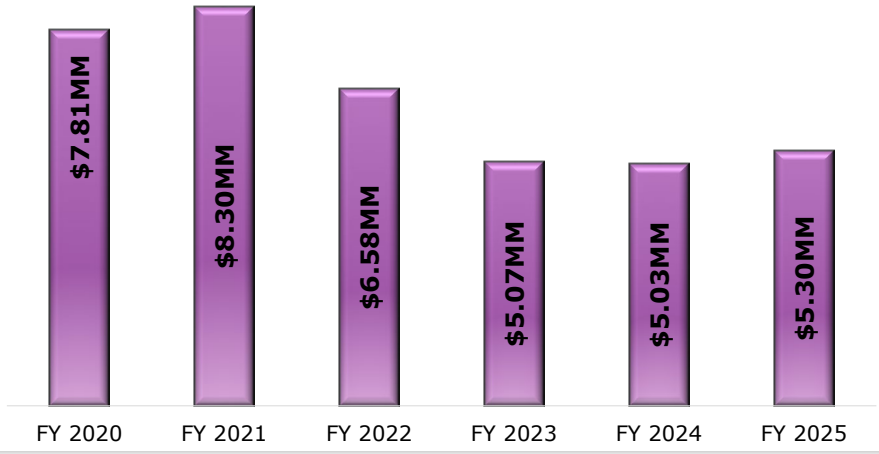
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



Projection Summary

Municipal Retirement / Social Security Fund
Huntley Community School District 158 | FY26 Budget Draft III

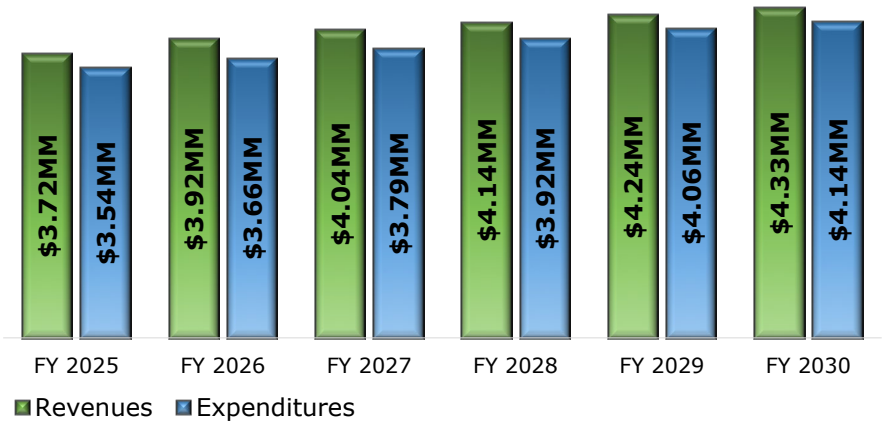
	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
REVENUE											
Local	$3,724,951	$3,918,501	*5.2%*	$4,036,419	*3.0%*	$4,138,817	*2.5%*	$4,236,286	*2.4%*	$4,333,074	*2.3%*
State	0	0		0		0		0		0	
Federal	0	0		0		0		0		0	
Other	0	0		0		0		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**	

Projection Summary

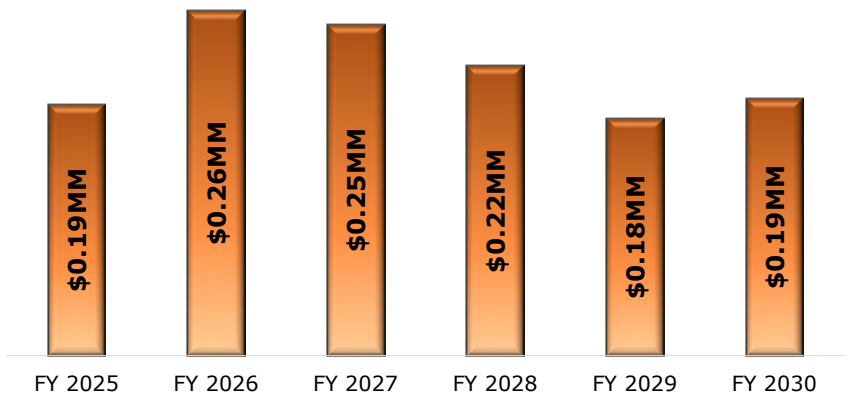
Municipal Retirement / Social Security Fund

Huntley Community School District 158 | FY26 Budget Draft III

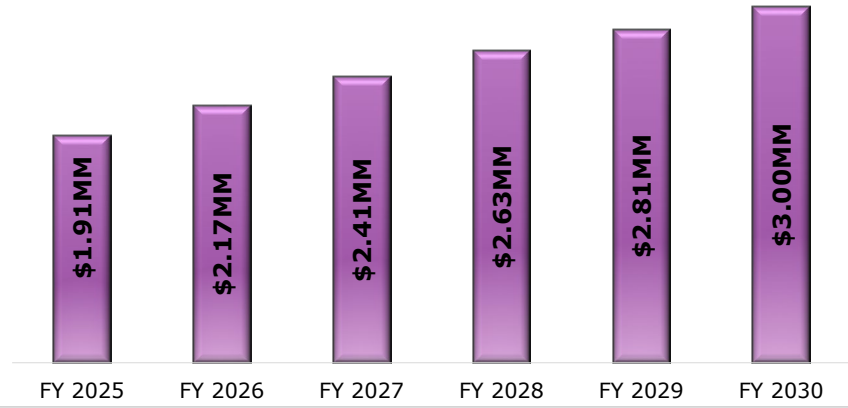
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances

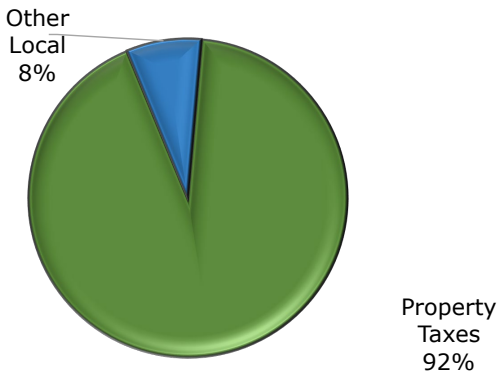


Revenue Summary

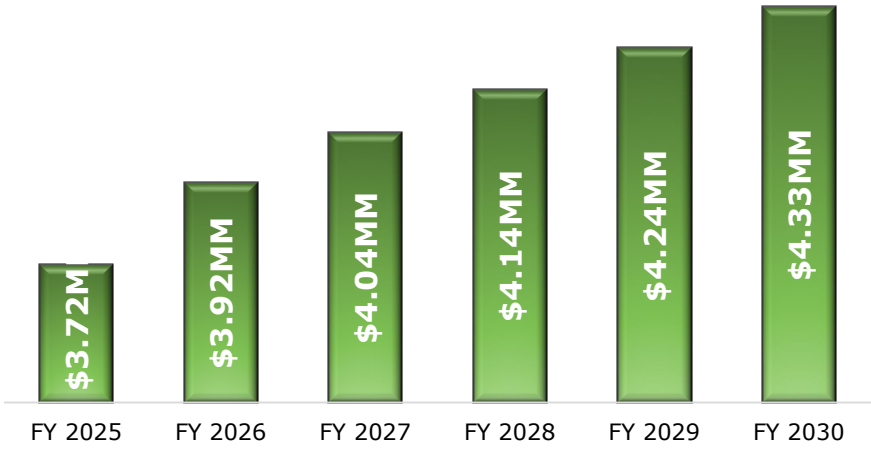
Municipal Retirement / Social Security Fund
Huntley Community School District 158 | FY26 Budget Draft III

	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

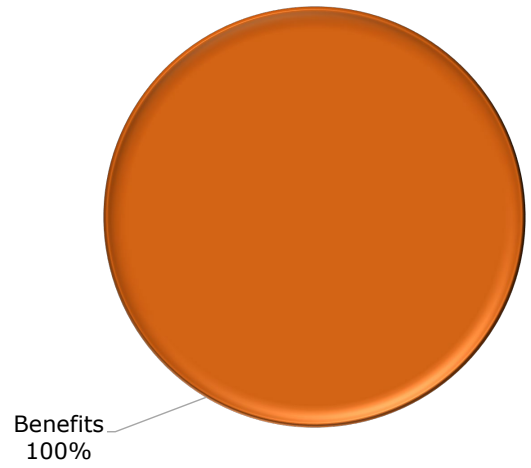


Expenditure Summary

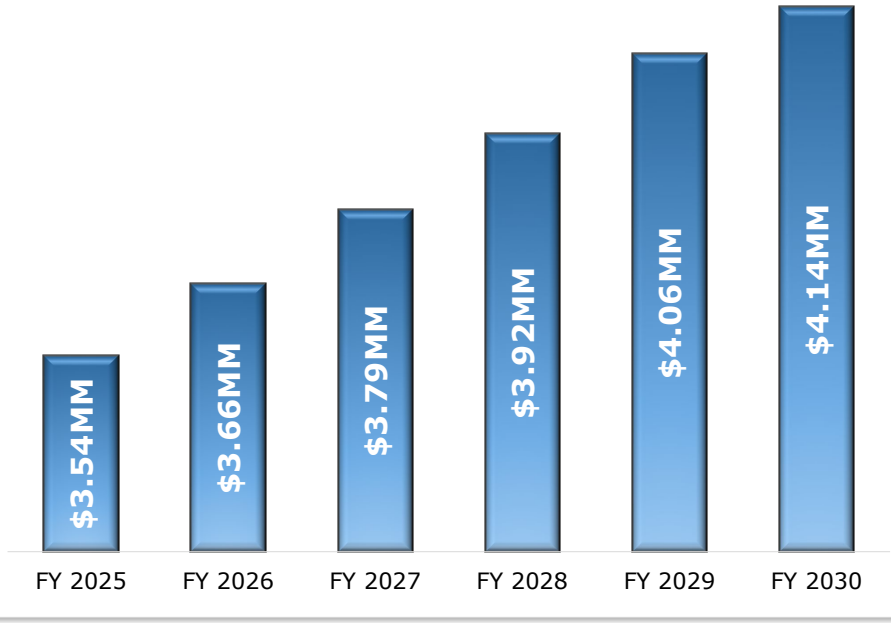
Municipal Retirement / Social Security Fund
Huntley Community School District 158 | FY26 Budget Draft III

	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 Budget Draft III

	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**	

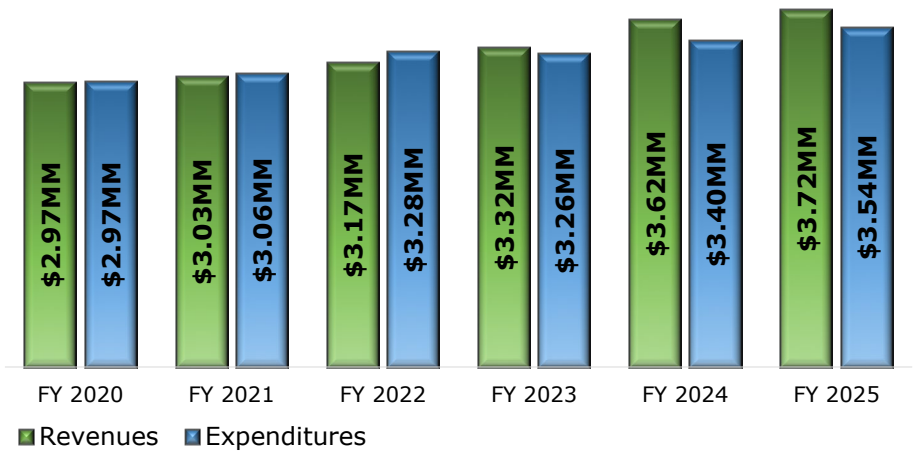
frontline Analytics

Historical Summary

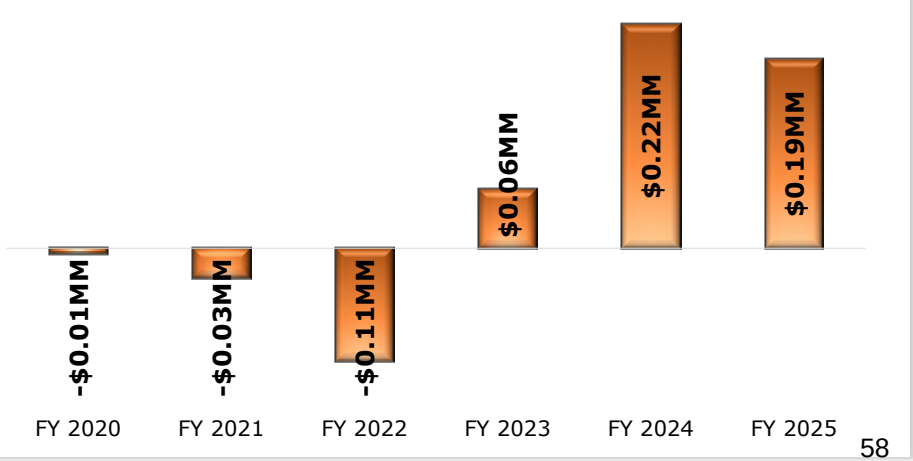
Municipal Retirement / Social Security Fund

Huntley Community School District 158 | FY26 Budget Draft III

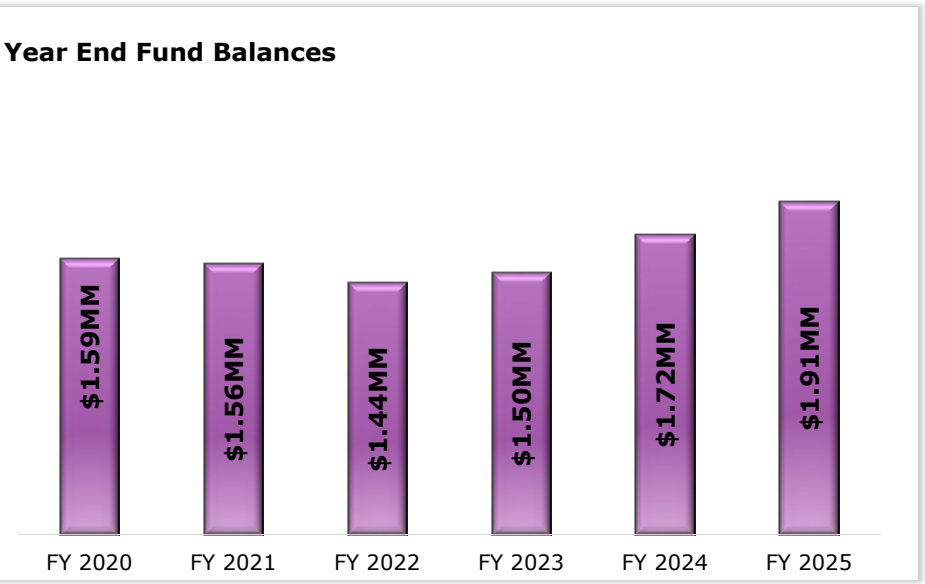
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



Projection Summary

Capital Project Fund

Huntley Community School District 158 | FY26 Budget Draft III

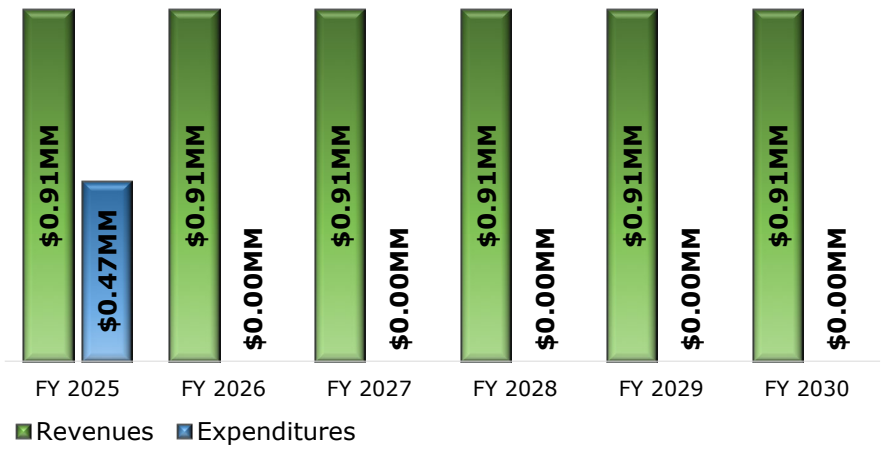
	BUDGET FY 2025	PROJECTED FY 2026		PROJECTED FY 2027		PROJECTED FY 2028		PROJECTED FY 2029		PROJECTED FY 2030	
REVENUE											
Local	$913,089	$913,089	*0.0%*	$913,089	*0.0%*	$913,089	*0.0%*	$913,089	*0.0%*	$913,089	*0.0%*
State	0	0		0		0		0		0	
Federal	0	0		0		0		0		0	
Other	0	0		0		0		0		0	
TOTAL 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!**	

Projection Summary

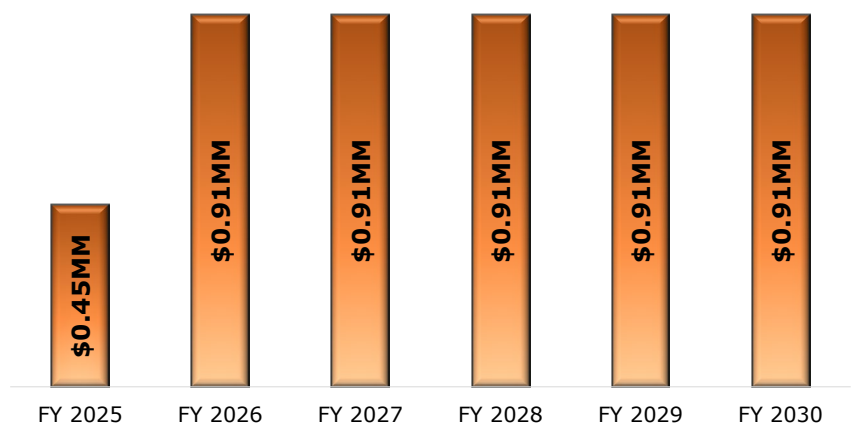
Capital Project Fund

Huntley Community School District 158 | FY26 Budget Draft III

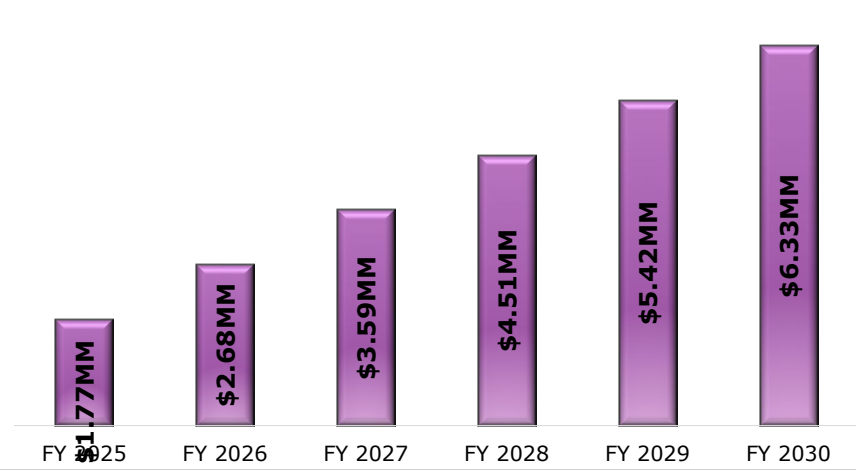
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances

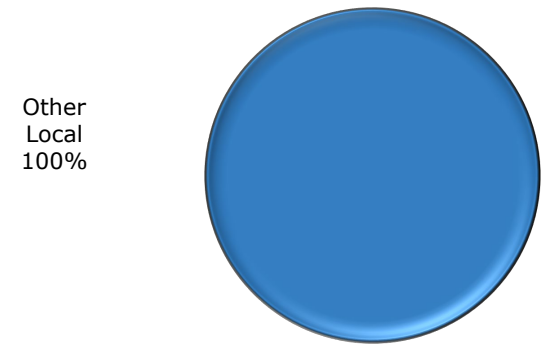


Revenue Summary

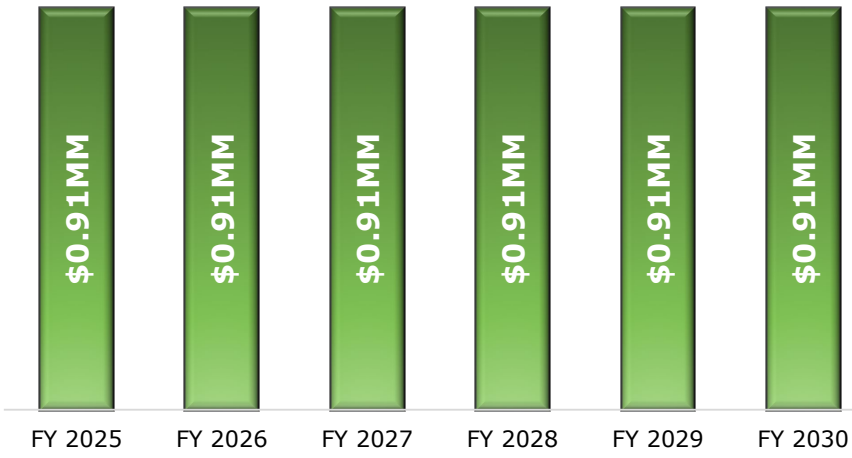
Capital Projects Fund
Huntley Community School District 158 | FY26 Budget Draft III

	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



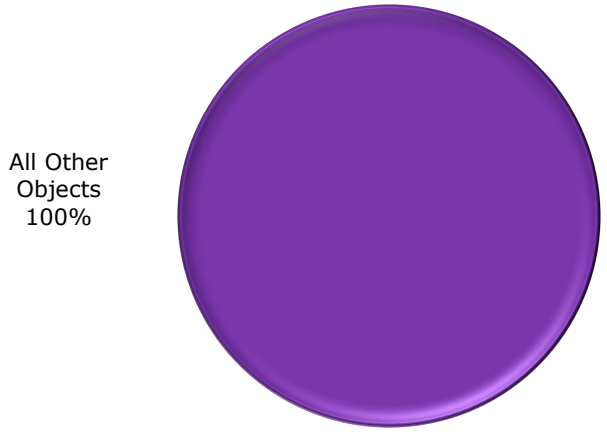
frontline Analytics

Expenditure Summary

Capital Projects Fund
Huntley Community School District 158 | FY26 Budget Draft III

	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**

Budgeted Expenditure Allocation by Object



Expenditure Projection



Historical Summary

Capital Projects Fund
Huntley Community School District 158 | FY26 Budget Draft III

	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**	

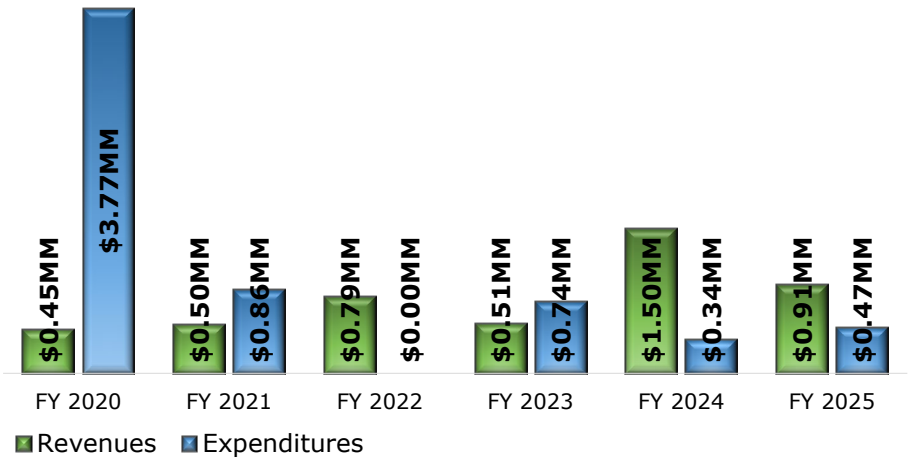
frontline Analytics

Historical Summary

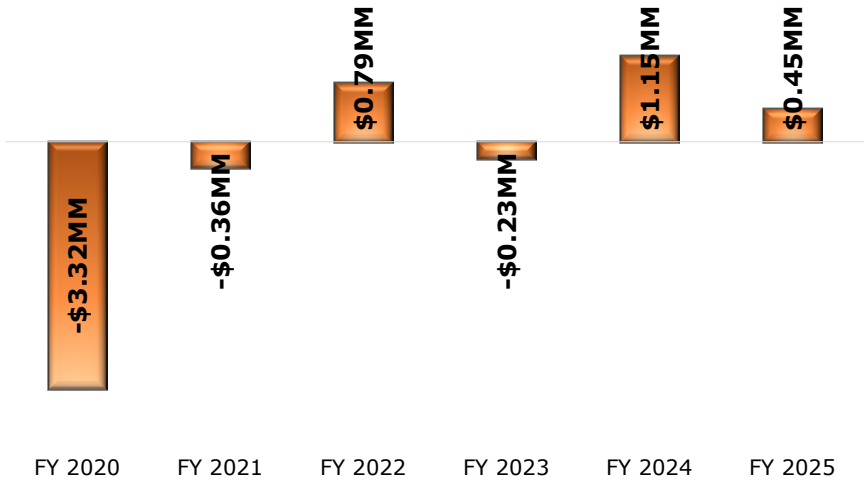
Capital Projects Fund

Huntley Community School District 158 | FY26 Budget Draft III

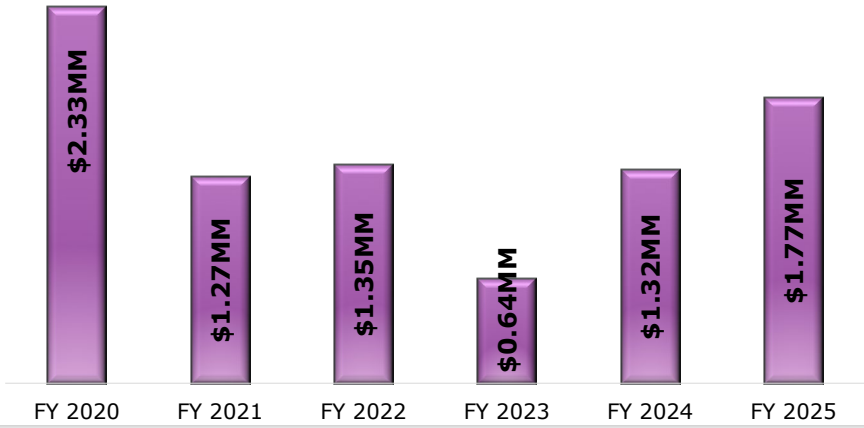
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



Projection Summary

Working Cash Fund

Huntley Community School District 158 | FY26 Budget Draft III

	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**	

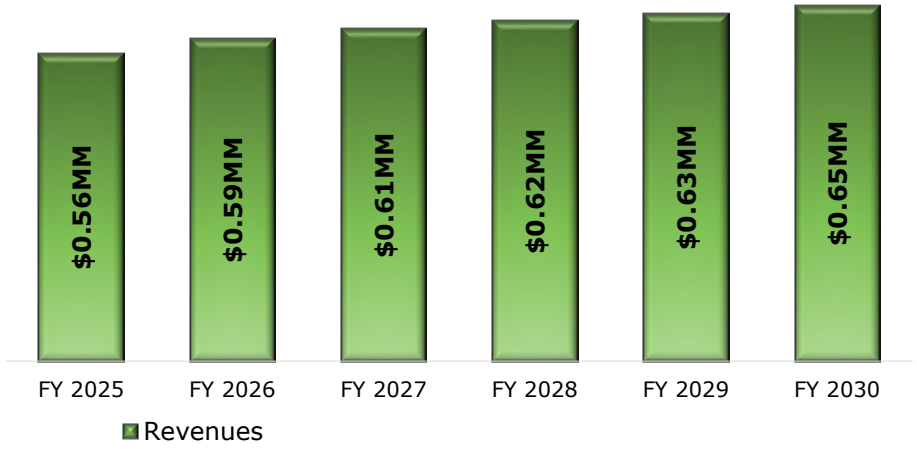
frontline Analytics

Projection Summary

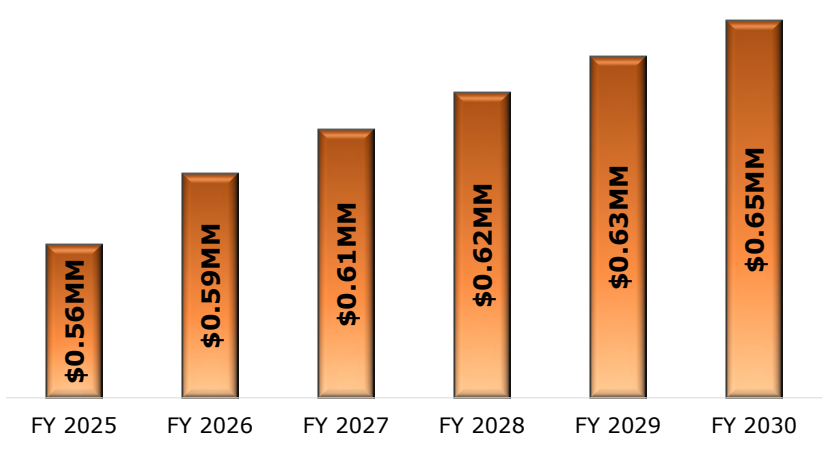
Working Cash Fund

Huntley Community School District 158 | FY26 Budget Draft III

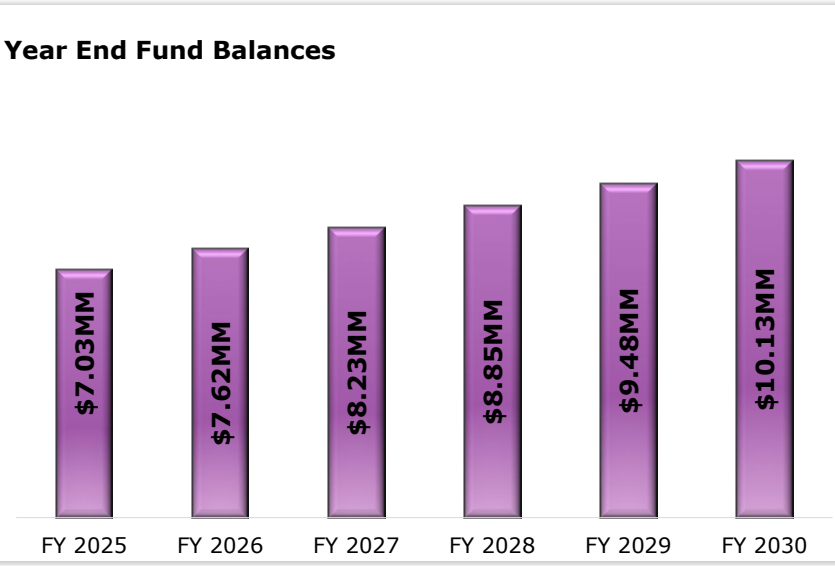
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances

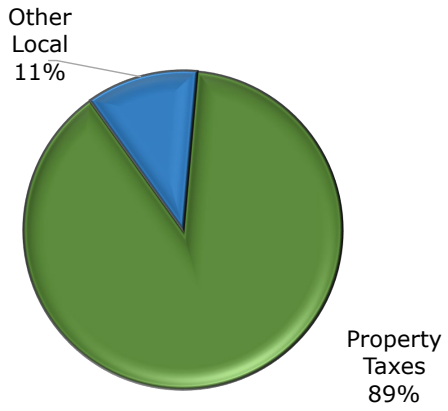


Revenue Summary

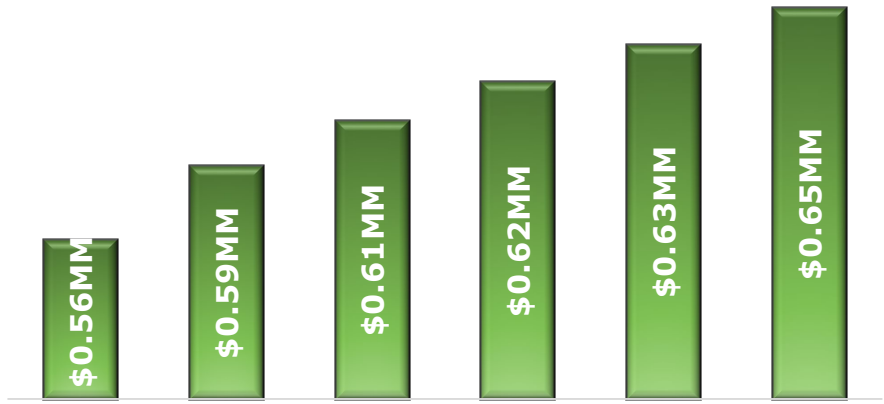
Working Cash Fund
Huntley Community School District 158 | FY26 Budget Draft III

	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 Budget Draft III

	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**	

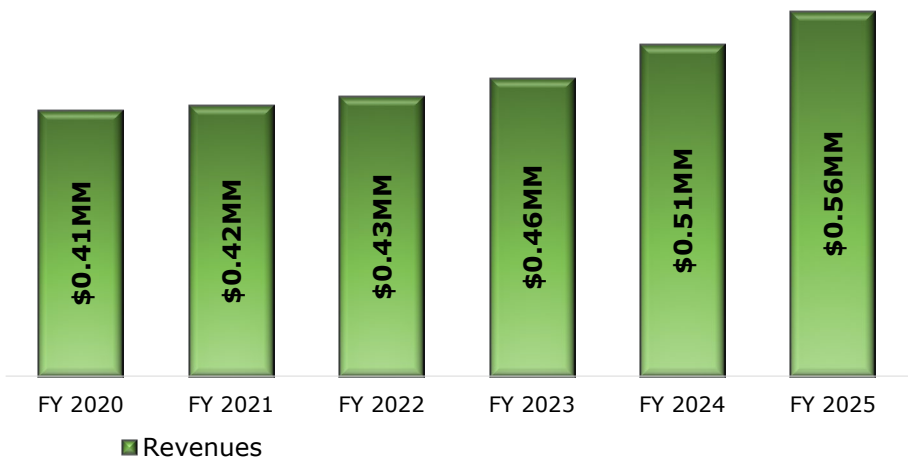
frontline Analytics

Historical Summary

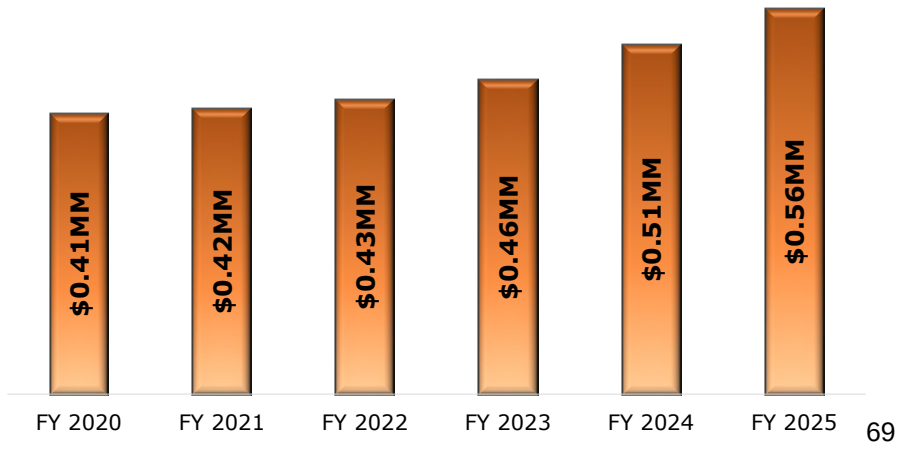
Working Cash Fund

Huntley Community School District 158 | FY26 Budget Draft III

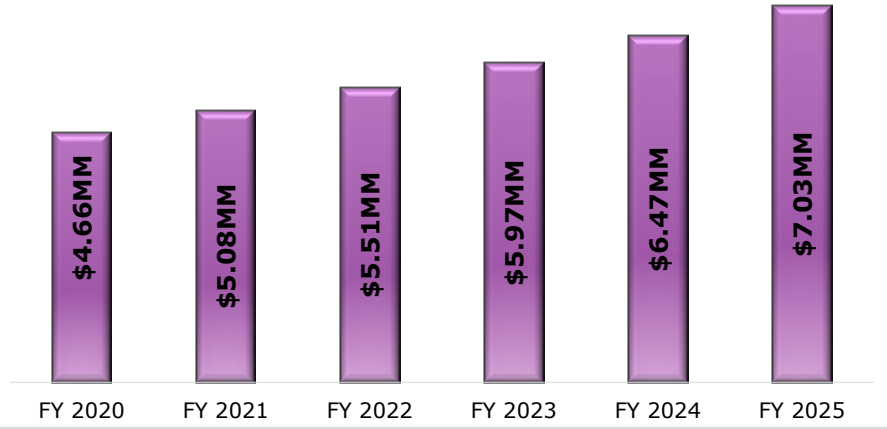
Projected Revenues and Expenditures



Fiscal Year Surplus / Deficit



Year End Fund Balances



DISTRICT COMMUNICATION DASHBOARD

JULY 2025

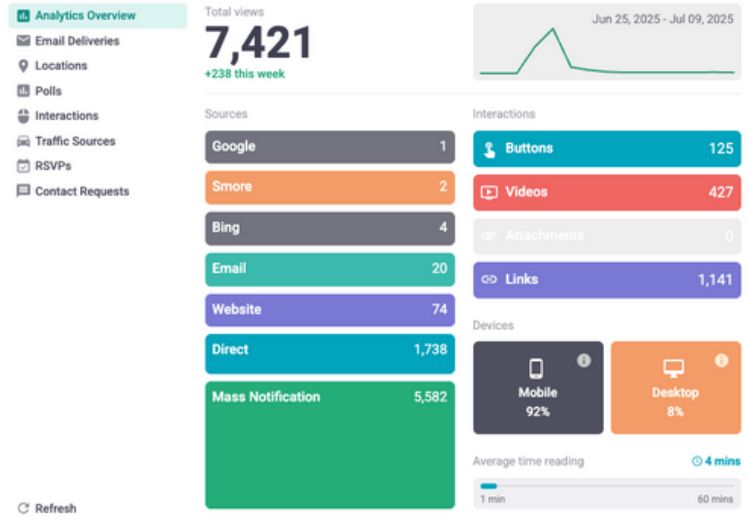
(based on 6/1-6/30 data)

Website



Newslettter

June Family Newsletter



Web Pages Most Visited

Top pages	Clicks	Impressions
https://www.huntley158.org/	2,090	24,927
https://www.huntley158.org/news-events/calendars	1,300	10,994
https://www.huntley158.org/departments/human-resources	592	8,006
https://www.huntley158.org/parent-info/parent-info/powerschool	270	6,092
https://www.huntley158.org/departments/human-resources/collective-bargaining	217	2,491
https://www.huntley158.org/departments/human-resources/employment-opportunities-faq	193	4,515
https://www.huntley158.org/parent-info/parent-info/school-supplies	164	1,904
https://www.huntley158.org/departments/fiscal-services/reports	135	750
https://www.huntley158.org/parent-info/school-supplies	116	201
https://www.huntley158.org/board-of-education/minutes-and-agendas	84	391

DISTRICT COMMUNICATION DASHBOARD

JULY 2025

(based on 6/1-6/30 data)

Facebook

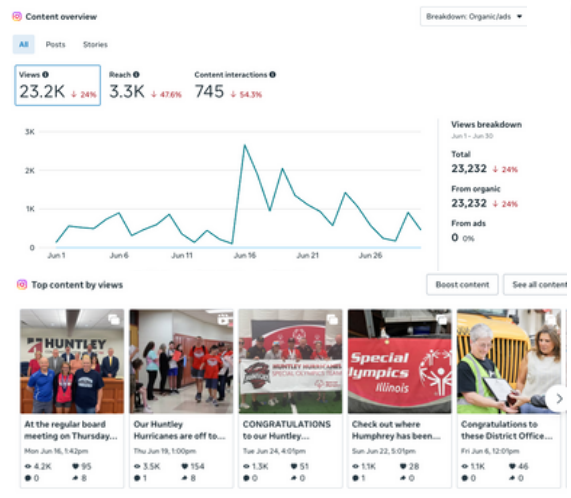


YouTube

Subscribers: 2.7K

Followers: 993

Instagram



71

Events / Community Engagement



Silver Passes
574

District Events

Raiders Read Together
Average attendance: 30 students and families

Other Media

SHAW MEDIA

Raiders Read Together featured in the JulyAugust edition of the IASB Journal. See page 16.

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 7/10/2025

Request #	Date Rec'd	Type	Requested by:	Request:	Status:	Date Completed:	Time Spent Preparing	Approx. Cost to D158	Notes
2025-1	5/29/25	Email	Smart Procure	SmartProcure is submitting a commercial FOIA request to the Consolidated School District No. 158 for any and all purchasing records from 3/18/2025 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address	COMPLETE	6.12.25	1 hour	$60	
2025-2	5/25/25	Email	Michael Vichich, Record Retrieval Solutions	We are requesting electronic records of all purchase orders issued by the Huntley Consolidated School District 158 from January 1, 2020, through March 31, 2025, across all departments. For each purchase order, please include: - Contract number or purchase order number (or comparable identifier such as invoice, check number, or internal ID) - Purchase date - Vendor details (name, ID, address, contact person, email address) - Line item description - Line item quantity - Line item price/amount - Contract start and end dates (if applicable) - Contract signatory (if available) - Yes / No for competitive process. If not, please indicate reason	COMPLETE	6.12.25	2 hours	$120	
2025-3	5/28/25	Email	Matt Stockwell, thedatabranch.com	The Data Branch is hereby submitting a commercial records request. We seek a spreadsheet containing all purchase orders from January 1, 2020, to present day. Requested Information: Spreadsheet containing all purchase orders from January 1, 2020, to present day. If easily accessible, please provide the following details for each purchase order: Purchase order number or equivalent Purchase date Vendor ID or equivalent Vendor name Line item details Line item quantity Line item unit price Line item total price	COMPLETE	6.12.25	1 hour	$60	
2025-4	6/10/25	Email	Robert Propst, Waste Management	-Copy of the most recent service agreement for waste and recycling service for all locations -Copy of the last two months of waste and recycling invoices	COMPLETE	6.18.25	1 hour	$60	
2025-5	6/11/25	Email	David Arvayo, Painters District Council No. 30	I request a copy of invoices or receipts for any paint purchases made since May 1st, 2025. In particular, I am requesting a copy of actual invoices or receipts listing all purchase items not a spreadsheet listing single entries for each transaction. In addition, I am requesting a copy of any paint contracts awarded for the same time period in accordance with this FOIA request.	COMPLETE	6.18.25	1 hour	$60	
2025-6	6/23/25	Email	Owen Wang, McHenry Times	I am a news reporter from McHenry Times, a media organization committed to providing comprehensive and accurate news coverage on local governmental affairs. I am requesting the following records under the Illinois Freedom of Information Act, 5 ILCS 140, preferably in electronic format: Will the school math team from your high schools attend the annual (July) Mu Alpha Theta convention? If so, who will be attending, and who is sponsoring the trip?	COMPLETE	6.26.25	1 hour	$60	
2025-7	7/1/25	Email	Kyrie Reitz, Mackinac Center for Public Policy	Via your state's public records laws, I request the following information: Union dues report and/or collective bargaining agreements containing the following information: -The number of people (union members) who are having dues withdrawn from their paycheck. -The total number of people covered by collective bargaining agreements (union contracts). -Please provide this information for the first pay period in June of 2025.	COMPLETE	7.2.25	1 hour	$60	

Huntley Community School District 158 – Board of Education

Curriculum Workshop on Student Achievement Minutes

Date: Thursday, June 5, 2025
Meeting: Curriculum Workshop as per OMA and 5ILCS120/2c
Time: 6:00 PM
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. Also present were Heather Day, and two students

Agenda

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

1. **Call to Order / Roll Call (A)** Mr. Fekete
   Members: Mr. Fekete, Mr. Bittman, Mr. Bobby
   Called to order the Curriculum Worshop on Student Achievement at 6:04 p.m.
   Mrs. Maiorino arrived at 6:06 p.m.
2. **Public Comment:** As per Policy 2:230, public comments 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.
3. ***Welcome / Introductions / Workshop*** (Mr. Fekete - Dr. MacCrindle)
   Reviewed Agenda

   Purpose: To examine our student achievement with a focus on continuous improvement and data-driven decision-making.

   Objectives:
   1. Examine the latest assessment data to identify trends, areas of celebration, and areas for growth.
   2. Share School Improvement Plan results.
   3. Provide updates on KPI 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 and 2.1.

   Agenda:
   1. Welcome & Norms (5 minutes)
   2. Data Overview & School Improvement Plans (30 minutes)
      a. Presentation of the latest Huntley data (KPI 1.1, 1.2, 1.3, 1.4, 1.5 and 1.6)
      b. School Improvement Plan Updates
   3. Updates on KPI 2.1 (75 min)
      a. Expert Breakout Groups around actionable steps for KPI 2.1
      b. Discussion of how data informs the actions and strategies of these plans
   4. Questions and Wrap Up (15 min)

4. **Closed Session / Roll Call (A)** (Troy)
   Paul Troy moved and Melissa Maiorion seconded to enter into closed session at 8:05 p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: (2) Collective negotiating matters;

   4.1 Exit Closed Session / Voice Call (A) (Paul Troy)
   Paul Troy moved and Mr. Cratty seconded to adjourn the closed session at 9:00 p.m.

5. **<u>Adjournment</u> (A)** (Mr. Fekete)
   Mr. Fekete adjourned the Curriculum Workshop at 9:01 p.m.

Submitted by,
Sharon Piemonte, Board Operations
Melissa Maiorino, Board Secretary

_____ _____

President Date Secretary Date

Huntley Community School District 158 – Board of Education
Regular
June 12, 2025 Minutes

Regular Meeting with Closed Session
Thursday, June 12, 2025 6:00pm

District Office
650 Dr. John Burkey Drive
Door 2
Algonquin, IL 60102

Mr. Andrew Bittman:	Absent
Rich Bobby:	Present
Sean Cratty:	Present
Andy Fekete:	Present
Melissa Maiorino:	Absent
Mrs. Laura Murray:	Present
Mr. Paul Troy:	Present

Present: 6, Absent: 2.

Melissa Maiorino: Present - arrived before the start of closed session

1. **Call to Order / Roll Call (A)** (Mr. Troy)
Call to order the Regular Meeting at 6:00 p.m. A quorum must be met.
Roll Call: Ayes 5 / Absent 2 / Motion Carried
Members: ~~Mr. Bittman~~, Mr. Bobby, Mr. Cratty, Mr. Fekete, ~~Mrs. Maiorino~~, Mrs. Murray, Mr. Troy
Mr. Troy called to order the June 12, 2025, Board of Education meeting at 6:00 p.m. A quorum was met.

2. **Closed Session / Roll Call (A)** (Mr. Troy)
Move to enter into closed session at 6:01 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 5 / Nays 0 / Absent 2 / Motion Carried
Mr. Troy moved and Mr. Cratty seconded to enter closed session at 6:01 p.m.
Ms. Maiorino arrived before the start of closed session.

2.1. **Exit or Suspend Closed Session / Voice Call (A)**
Move to exit or suspend closed session at 6:57 p.m. and return to open session.
Voice Call: Ayes 6 / Nays 0 / Motion Carried
Mr. Troy moved and Mr. Fekete seconded to suspend closed session at 6:57 p.m.

3. **Resume in Public Session / Roll Call (A)** (Mr. Troy) *approx. 7:00 p.m.*
Resume the Regular meeting at 7:02 p.m.
Members: ~~Mr. Bittman~~, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy
Roll Call: Ayes 6 / Absent 1 / Motion Carried
Mr. Troy resumed the public session at 7:02 p.m.

3.1. **Action as Required / Roll Call** (Mr. Troy)
Will come from the Board.

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 at this time.

4. **Pledge of Allegiance** (Mr. Troy)
The Board led us in the pledge of allegiance.

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
Middle School students were recognized for their accomplishments at the 2025 4A Illinois Elementary School Association Track and Field competition.

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.
Public comments were made by Mary Holzkopf with regard to a situation her daughter experienced at Marlowe Middle School.
Hadley Holzkopf also made comments about her experience.

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 6 / Nays 0 / Motion Carried
Mr. Troy moved and Mr. Bobby seconded to adopt the agenda with the revisions of striking agenda items numbers 13, 14 and 16. This motion, made by Mr. Paul Troy and seconded by Rich Bobby, Passed.
Mr. Andrew Bittman: Absent, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 6, Nay: 0, Absent: 1

8. **Superintendent's Report** (R) (Ms. Lombard)
Updates will be provided at this time.
Recommendation: For informational purposes only

8.1. **Donation (D)** (Ms. Lombard)
Drendel's Corner, Inc. / ExxonMobile Education Alliance Grant - $500 Leggee Elementary STEM
Ms. Lombard shared information on the donation made by Drendel's Corner Inc. to the Leggee Elementary STEM program.

8.2. **Student Handbooks (D)** (Ms. Lombard)
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.
Ms. Lombard shared the updates/changes to the student handbooks. The board made comments and asked questions which Ms. Lombard addressed. The changes were moved forward for approval at the July 17, 2025 Board of Education meeting.

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, which included revising the Middle School schedule for the 2026-2027 school year, and the work of the Huntley 158's Artificial Intelligence Taskforce.

10. **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 and updated the board on this summer's Raiders Read Together, which is centered on the book *The World According to Humphrey*.

10.1. **FOIA Requests (R)** (Ms. Barr)
A monthly report on the FOIA requests is provided in the packet.
Ms. Barr presented the FOIA report.

11. **President's Report** (Mr. Troy)

11.1. **Board Discussion (D)** (Mr. Troy)
The Board will discuss new business items.
Mrs. Maiorino asked for clarification on the Social Emotional Setting (SES) program. Ms. Gill discussed the program and gave updates on the districts differentiated programs.

11.2. **Minutes (D)** (Mr. Troy)
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.
The minutes from May 15, 2025, were presented and moved forward for approval at the next Board of Education meeting.

12. **Curriculum & Instruction Committee** (Mr. Fekete - Chair, Mr. Bittman, Mr. Bobby)

12.1. **E-Learning Day Plan (D)** (Dr. MacCrindle)
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.
Dr. MacCrindle presented the E-Learning Day Plan. The plan must be approved every three years, and submitted to the Regional Office of Education. The board asked questions and administration discussed. The plan was moved forward for a public hearing meeting on July 17, 2025.

12.2. **College and Career Readiness Update (KPI 2.2) (R)** (Dr. MacCrindle and Ms. Gill)
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.
Mr. Truax and Ms. Gill presented the Districts KPI2.2 College and Career Readiness update. The board asked questions and made comments. District administration responded.

12.3. **Secondary Social Studies Materials (D)** (Dr. MacCrindle)
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.
Dr. MacCrindle presented an update on the secondary Social Studies materials. The Teacher's Curriculum Institute materials were placed on a 30-day review, and moved forward for approval at the July 17, 2025, Board of Education meeting.

12.4. **Materials Adoption for updated texts for Dual Credit French III through MCC (D)** (Dr. MacCrindle)
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.
Dr. MacCrindle presented an update on the Dual Credit French III materials. The Dual Credit French III materials were placed on a 30-day review, and moved forward for approval at the July 17, 2025, Board of Education meeting.

13. ~~**Special Education Committee** (Mr. Bobby - Chair, Mrs. Maiorino, Mrs. Murray)~~
Removed.

14. ~~**Community Relations and Student Outreach Committee** (Mrs. Murray - Chair, Mr. Fekete, Mrs. Maiorino~~)
Removed.

15. **Finance Committee** (Mr. Cratty - Chair, Mr. Bittman, Mr. Troy)

15.1. **Monthly Fiscal Updates (R)** (Mark Altmayer)
Mr. Altmayer will provide the monthly fiscal updates and the Activity Fund Balance Report.
Recommendation: For informational purposes only.
Mr. Altmayer presented the monthly fiscal updates.

15.2. **Revenue and Expenditures Report (R)** (Mark Altmayer)
Monthly report for review and comment.
Recommendation: For informational purposes only.
Mr. Altmayer presented the Revenue and Expenditures report.

16. ~~**Human Resources Committee** (Mr. Bittman - Chair, Mr. Fekete, Mr. Cratty)~~
Removed.

17. **Policy and Legislation Committee** (Mrs. Maiorino - Chair, Mrs. Murray, Mr. Troy)

17.1. **Policy (A) (Ms. Lombard)**
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.
Ms. Lombard presented the recommended changes to Board Policy. The Board commented and asked questions. Administration responded and discussed. Policy changes were moved forward for a first reading at the July 17, 2025, Board of Education meeting.

17.2. **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.
Ms. Lombard presented information on student representative board member position(s). The board discussed and debated the specifics of such a position. The Student Representative School Board position was moved forward.

18. **Buildings and Grounds Committee** (Mr. Troy - Chair, Mr. Bobby, Mr. Cratty)

18.1. **Operations and Maintenance Updates (R)** (Mr. Lindquist)
Mr. Lindquist will report on Operations and Maintenance project updates.
Recommendation: For informational purposes only.
Mr. Lindquist presented the Operations and Maintenance Updates, including a solar installation, carpet replacement, asphalt pavement improvements and the Huntley High School chiller replacement.

19. **Action Items / Roll/ Voice Call** (Mr. Troy)
Action items require a motion and a second; discussion if needed; and roll.

19.1. **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 as presented.
Roll Call: Ayes 6 / Nays 0 / Motion Carried
The Strategic Plan, *Huntley2030 - Building Tomorrow Together* was approved as presented. This motion, made by Mr. Paul Troy and seconded by Andy Fekete, Passed.
Mr. Andrew Bittman: Absent, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 6, Nay: 0, Absent: 1

19.2. **Care Solace Contract (A)** (Ms. Gill)
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.
Ms. Gill reviewed the Care Solace contract. The Board asked questions and Ms. Gill responded.
Roll Call: Ayes 5 / Nays 1 / Motion Carried
Approval of a one-year contract with Care Solace. This motion, made by Mr. Paul Troy and seconded by Andy Fekete, Passed.
Mr. Andrew Bittman: Absent, Melissa Maiorino: Nay, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 5, Nay: 1, Absent: 1
Melissa Maiorino: Nay

19.3. **Tentative Draft of the FY26 Budget (A)** Mr. Altmayer
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 6 / Nays 0 / Motion Carried
Approval of the Tentative Draft of the FY26 Budget as presented. This motion, made by Mr. Paul Troy and seconded by Sean Cratty, Passed.
Mr. Andrew Bittman: Absent, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 6, Nay: 0, Absent: 1
Mr. Altmayer reviewed the tentative draft of the FY26 budget. The board asked questions and Mr. Altmayer responded.

19.4. **Revenue Contracts (A)** (Mr. Altmayer)
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 6 / Nays 0/ Motion Carried
Approval of the Revenue Contracts as presented. This motion, made by Mr. Paul Troy and seconded by Andy Fekete, Passed.
Mr. Andrew Bittman: Absent, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 6, Nay: 0, Absent: 1

19.5. **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 6 / Nays 0 / Motion Carried
Approval of the Payables as presented. This motion, made by Mr. Paul Troy and seconded by Sean Cratty, Passed.
Mr. Andrew Bittman: Absent, Rich Bobby: Abstain (With Conflict), Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 5, Nay: 0, Absent: 1, Abstain (With Conflict): 1

19.6. **Signatories for Bank / Financial Accounts (A)** (Mr. Altmayer)
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 6 / Nays 0 / Motion Carried
Approval of CFO/Treasurer Mr. Altmayer and Superintendent Ms. Lombard as signatories for all bank / financial accounts. This motion, made by Mr. Paul Troy and seconded by Melissa Maiorino, Passed.
Mr. Andrew Bittman: Absent, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 6, Nay: 0, Absent: 1

19.7. **Designation of Depositories (A)** (Mr. Altmayer)
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 6 / Nays 0 / Motion Carried
Approval of the listing of official depositories for funds of the School District as presented. This motion, made by Mr. Paul Troy and seconded by Andy Fekete, Passed.
Mr. Andrew Bittman: Absent, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 6, Nay: 0, Absent: 1

19.8. **Notice of Appointment of Treasurer / Treasurer's Bond (A)** (Mr. Altmayer)
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 6 / Nays 0 / Motion Carried
Approval of Mark Altmayer for appointment of Treasurer / Surety Bond for the 2025-2026 school year as presented. This motion, made by Mr. Paul Troy and seconded by Sean Cratty, Passed.
Mr. Andrew Bittman: Absent, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 6, Nay: 0, Absent: 1

19.9. **HR Personnel (A)** (Dr. Zehr)
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 6 / Nays 0 / Motion Carried
Approval of the personnel report as presented. This motion, made by Mr. Paul Troy and seconded by Rich Bobby, Passed.
Mr. Andrew Bittman: Absent, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 6, Nay: 0, Absent: 1

19.10. **Non-Union Pay Rates for FY26 (A)** (Dr. Zehr)
Dr. Zehr will present the recommendations for non-union pay rates for FY26.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes 6 / Nays 0 / Motion Carried
Approval of the non-union pay rates for FY26. This motion, made by Mr. Paul Troy and seconded by Andy Fekete, Passed.
Mr. Andrew Bittman: Absent, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 6, Nay: 0, Absent: 1

19.11. **Administrator Pay Rates for FY26 (A)** (Dr. Zehr)
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 6 / Nays 0 / Motion Carried
Approval of the Administration pay rate increase for FY26. This motion, made by Mr. Paul Troy and seconded by Sean Cratty, Passed.
Mr. Andrew Bittman: Absent, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 6, Nay: 0, Absent: 1

19.12. **Arctic Snow and Ice Removal Service Contract (A)** (Mr. Lindquist)
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 6 / Nays 0 / Motion Carried
Approval of the Arctic Snow and Ice Removal, Inc. agreement as presented. This motion, made by Mr. Paul Troy and seconded by Rich Bobby, Passed.
Mr. Andrew Bittman: Absent, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 6, Nay: 0, Absent: 1

19.13. **Huntley High School Weight Room Flooring Co-op Purchase Direct Fitness Solutions (A)** (Mr. Lindquist)
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.
The board asked questions and Mr. Lindquist responded.
Recommendation: Seeking approval of the Board as presented.
Roll Call: Ayes 6 / Nays 0 / Motion Carried
Approval of the weight room flooring Co-op purchase and installation of replacement flooring for the Huntley High School weight room through Omnia Co-op as presented. This motion, made by Mr. Paul Troy and seconded by Melissa Maiorino, Passed.
Mr. Andrew Bittman: Absent, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea,

Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 6, Nay: 0, Absent: 1

19.14. **Minutes (A)** (Mr. Troy)
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 6 / Nays 0 / Motion Carried
Approval of the minutes from the May 1, 2025 Committee of the Whole meeting and the May 1, 2025 Closed Session meeting. This motion, made by Mr. Paul Troy and seconded by Andy Fekete, Passed.
Mr. Andrew Bittman: Absent, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 6, Nay: 0, Absent: 1

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.
No comments were made at this time.

21. **Suspend Open Session (A)** (Mr. Troy)
Suspend open session at 10:40 p.m. This motion, made by Mr. Troy and seconded by Mrs. Maiorino, Passed.

22. **Resume Closed Session (A)** (Mr. Troy)
Resumed Closed session at 10:52 p.m.
Members: ~~Mr. Bittman~~, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy
Roll Call: Ayes 6 / Absent 1 / Motion Carried
Mr. Troy resumed the public session at 10:52 p.m.

22.1 **Exit or Suspend Closed Session / Voice Call (A)**
Mr. Troy moved and Mr. Bobby seconded to exit closed session at 12:37 p.m.
Voice Call: Ayes 6 / Nays 0 / Motion carried

23. **Resume in Public Session / Roll Call (A)** (Mr. Troy)
Resume the regular meeting at 12:40 a.m.
Members: ~~Mr. Bittman~~, Mr. Bobby, Mr. Cratty, Mr. Fekete, Mrs. Maiorino, Mrs. Murray, Mr. Troy resumed the open session at 12:40 a.m.
Roll Call: Ayes 6 / Absent 1 / Motion Carried

23.1 **Action as Required / Roll Call** (Mr. Troy)
Pursuant to the hearing held in closed session, I move that the out of school suspension for student 2025-03 be held. This motion, made by Mr. Troy and seconded by Sean Cratty, Passed.
Mr. Andrew Bittman: Absent, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 6, Nay: 0, Absent: 1

24. **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 12:41p.m.
Voice Call: Ayes 6 / Nays 0 / Motion Carried

Adjourn the June 12, 2025 Board of Education meeting at 12:41 a.m. This motion, made by Mr. Paul Troy and seconded by Melissa Maiorino, Passed.
Mr. Andrew Bittman: Absent, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Melissa Maiorino: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 6, Nay: 0, Absent: 1

Submitted by,
Sharon Piemonte, Board Operations
Melissa Maiorino, Board Secretary

_____ _____

President Date Secretary Date

Special Meeting Agenda
Monday, July 7, 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
Melissa Maiorino:	Absent

Mrs. Maiorino arrived before the start of closed session.

1. **Call to Order / Roll Call (A)** (Mr. Troy)
Mr. Troy called to Order the Special Meeting for Thursday, July 7, 2025, at 6:00 p.m.
A quorum was met.
Roll Call: Ayes 6 / Absent 1 / Motion Carried
Members: Mr. Bittman, Mr. Bobby, Mr. Cratty, Mr. Fekete, ~~Mrs. Maiorino~~, Mrs. Murray, Mr. Troy

2. **Pledge of Allegiance** (Mr. Troy)
The Board led us in the pledge.

3. **Public Comment** 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.

4. **Closed Session / Roll Call (A)** (Mr. Troy)
Move to enter into closed session at 6:01 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;
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
This motion, made by Mr. Paul Troy and seconded by Andy Fekete, Passed.
Melissa Maiorino: Absent, Mr. Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 6, Nay: 0, Absent: 1

5. **Exit or Suspend Closed Session / Voice Call (A)**
Move to exit or suspend closed session at 8:18 p.m. and return to open session.
Voice Call: Ayes 7 / Nays 0 / Motion Carried

This motion made by Paul Troy and seconded by Melissa Maiorino, Passed.

Melissa Maiorino: Yea, Mr. Andrew Bittman: Yea, Rich Bobby: Yea, Sean Cratty: Yea, Andy Fekete: Yea, Mrs. Laura Murray: Yea, Mr. Paul Troy: Yea
Yea: 7, Nay: 0, Absent: 0

6. **Resume in Public Session / Roll Call (A)** (Mr. Troy) *approx. 7:00 p.m*.
Resumed the Regular meeting at 8:20 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

7. **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.

8. **Action Items / Roll/ Voice Call** (Mr. Troy)
Action items require a motion and a second; discussion if needed; and roll.

8.1. **HR Personnel (A)** (Dr. Zehr)
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 7 / Nays 0 / Motion Carried
Approval of the personnel report 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

9. **Adjournment (A)** (Mr. Troy)
Mr. Troy moved and Mr. Fekete seconded to adjourn the meeting at 8:22 p.m.

Voice Call: Ayes 7 / Nays 0 / Motion Carried

Submitted by,
Sharon Piemonte, Board Operations
Melissa Maiorino, Board Secretary

These minutes are subject to approval.

_____ _____
President Date Secretary Date

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: July 17, 2025

Subject: **Activity Fund Balance Report**
Board of Education Meeting – July 17, 2025
Finance Committee

Presented for the Committee's review is the Activity Fund Balance Report as of May 31, 2025.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive (formerly Academic Drive)
Algonquin, Illinois 60102
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May 31, 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	110,488.32	$ 1,419.59	$ 111.76	$ 111,796.15
Scholarships	14,580.89	-	1,000.00	13,580.89
Early Childhood	4,758.08	512.25	514.37	4,755.96
Mackeben	15,179.56	211.00	6,038.49	9,352.07
Conley	34,453.94	305.99	5,471.38	29,288.55
Chesak	37,493.87	875.59	8,074.31	30,295.15
Leggee	39,424.29	824.68	7,175.82	33,073.15
Martin	35,116.16	12,870.32	14,186.27	33,800.21
Heineman	64,780.69	6,516.07	18,334.68	52,962.08
Marlowe	100,737.21	27,233.47	15,621.31	112,349.37
High School Athletics	359,945.25	116,691.08	73,613.68	403,022.65
High School Activities	259,773.80	104,575.92	125,013.95	239,335.77
Total All Funds	**$ 1,076,732.06**	**$ 272,035.96**	**$ 275,534.97**	**$ 1,073,233.05**

The material transactions involving Revenues and Expenditures for the month are as follows:

Mackeben: The majority of the ($6,000) of expenditures was for the Library book fair ($5,400).

Conley: The majority of the ($5,500) of expenditures was for the Library book fair ($5,000).

Chesak: The majority of the $900 of revenue was from In & Out Heart challenge fundraiser $500. The majority of the ($8,100) of expenditures was for the Library book fair ($5,600) and 2nd grade Discovery Center Field Trips ($1,800).

Leggee: The majority of the $800 of revenue was from Library book fair $700. The majority of the ($7,200) of expenditures were from the Library book fair ($6,600), and Chorus/Band supplies ($400).

Martin: The majority of the $12,900 of revenue was from the Library book fair $10,900, School Store $1,000, and Field Trips $400. The majority of the ($14,200) of expenditures was for the Library book fair & furniture ($13,300), School Store supplies ($400) and In & Out for general supplies ($400).

Heineman: The majority of the $6,500 of revenue was from 7th Grade $3,700, Yearbook $1,400, Student Council $600, and Track $400. The majority of the ($18,300) of expenditures was for 8th Grade Six Flags trip ($7,300), Chorus/Band deposits for performances and instrument repairs & supplies ($3,600), Charitable Contributions doantion to A Better Life for Kids ($2,900), Yearbooks ($2,600), and National Junior Honor Society student grant award ($1,000).

Marlowe: The majority of the $27,200 of revenue was from Chorus/Band $6,400, 8th Grade $4,100, Boys Basketball $3,900, Cheerleading $3,500, Girls Basketball, $3,200, Track $1,700, Robotics $1,200, and Philanthropy $1,000. The majority of the ($15,600) of expenditures was for 8th Grade Six Flags trip and DJ services for 8th grade dance ($12,400), PE supplies and cheerleading uniforms ($1,100), 7th Grade Top Golf outing food supplies ($700), and Chorus/Band spring concert piano accompaniment and food ($400).

High School Athletics: The majority of the $116,700 of revenue was from Cheerleading $27,000, Football $15,800, Poms $14,700, Boys Basketball $12,600, Athletics $10,800, Soccer $8,400, Girls Basketball $7,300, Girls Volleyball $5,500, Girls Lacrosse $9,000, Wrestling $3,400, Cross Country $3,000, Baseball $2,800, Girls Track $1,700, Boys Golf $1,300, and Boys Volleyball $600. The majority of the ($73,600) of expenditures was for Poms camp registrations ($18,700), Cheerleading camp & clinic registrations, uniform, practice, warm-up, & camp apparel, and floor mats ($14,300), Athletics department icemaker, boys & girls track officials & timing services for FVC and IHSA Sectional meets, soccer IHSA Regional, & supplies ($10,700), Football middle school & strength training camp coaches, jerseys, helmet decals, and apparel ($8,900), Softball tournament lodging, meals, and apparel ($3,500), Girls Basketball summer league entry fees & postseason shirts ($3,000), Boys Track apparel, timing services & officials assignor fees ($2,700), Girls Volleyball camp coaches & apparel, ($2,300), Girls Lacrosse apparel, team meals, & supplies ($2,200), Soccer team banquet, awards, senior banners, & tournament officials ($1,700), Girls Track State tournament shirts, meals, officials assignor fees, & awards ($1,600), Boys Volleyball gear & FVC tournament officials assignor fees ($1,000), Baseball supplies ($900), Boys Lacrosse supplies ($900), and Boys Tennis supplies ($600).

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive (formerly Academic Drive)
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May 31, 2025 Financial Executive Summary - Activity Accounts

High School Activities: The majority of the $104,600 of revenue was from Assessments $88,500, Marching Band $9,200, Girls Flag Football $2,000, Student Council $1,500, National Honor Society $800, and Robotics Club $600. The majority of the ($125,000) of expenditures was for Assessments AP exam packets & supplies ($87,500), Student Council Prom buses, Senior Sunset event DJ & inflatables, teacher appreciation day food, scholarship, and supplies ($20,000), Journalism HS Newspaper printing cost, commissions on newspaper advertising sales, state championship sign & plaque, and critique fees ($4,800), Drama Club membership dues, cast meals, curtain rentals, & supplies ($2,800), Activities Director Dean Honorarium awards ($2,000), Orchesis Club costumes, supplies, & apparel ($1,700), Robotics Club supplies & materials ($1,400), Field Trips to Lao Sze Chuan for Chinese cultural expedition ($900), Orchestra music supplies ($600), and Marching Band awards & supplies ($500).

For further detail, see attached list of major cash expenditures and revenues received.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

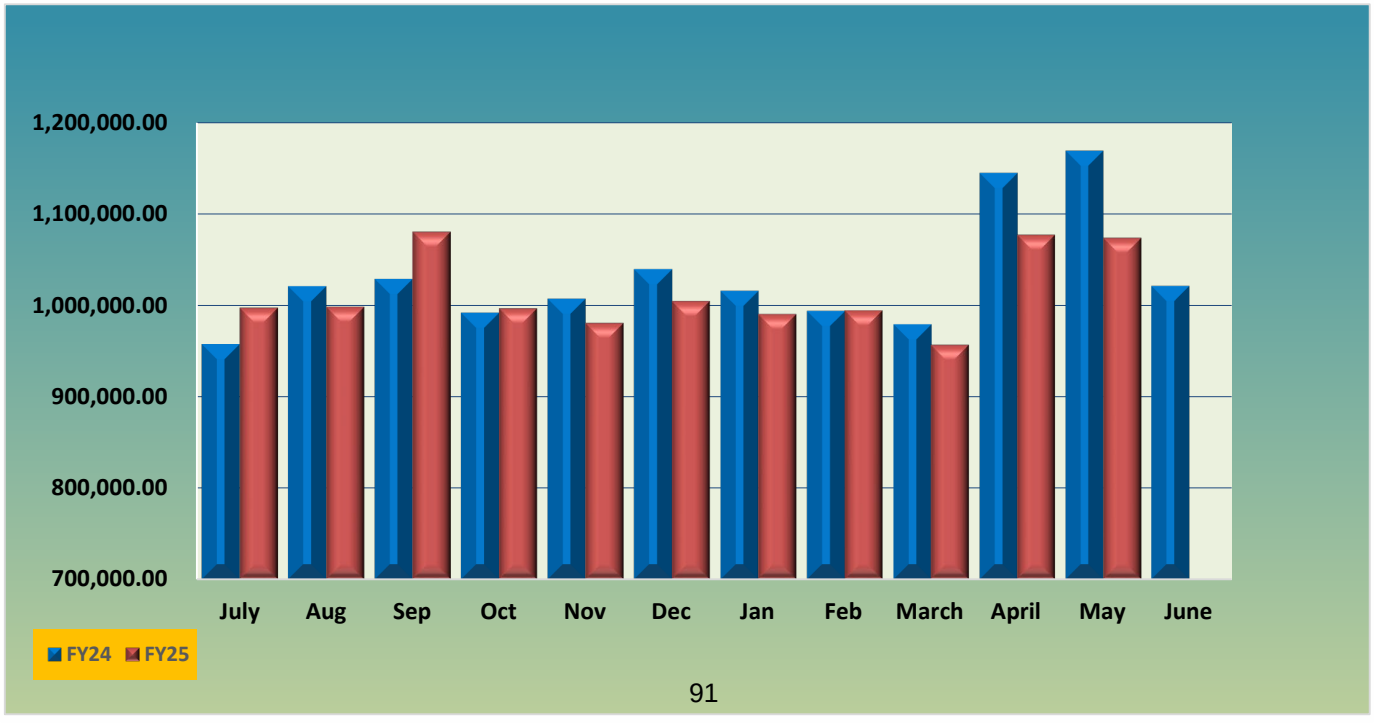
Huntley Community School District 158

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Algonquin, Illinois 60102
(847) 659-6158 • Huntley158.org

May 31, 2025 Financial Executive Summary - Activity Accounts

Major transactions for the Month include:

Major Cash Expenditures		Description	Major Revenues Received	
College Board	86,170.00	HS Assessments AP test packets	HS Assessments	88,518.60
Huntley Community School Dist 158	31,349.25	P-Card charges (3/21/25 - 4/20/25)	HS Cheerleading	27,041.00
Scholastic Book Fairs	26,511.68	Ch/Con/Leg/Mar Library book fairs	HS Football	15,783.20
Six Flags Great America	19,244.98	HMS/MMS 8th Grade Six Flags trips	HS Pom Pons	14,703.20
Universal Dance Association	18,492.00	HS Cheerleading camp registrations	HS Boys Basketball	12,604.80
Signature Transportation Group	15,100.00	HS Prom buses - balance due	Martin Library	10,845.52
National Cheerleaders Association	10,657.00	HS Cheerleading camp registrations	HS Athletic Varsity	10,797.38
Edge Sports Apparel, The	5,865.83	Various HS athletics team apparel	HS Marching Band	9,167.20
Douglas Equipment	5,500.03	HS Athletics ice maker machine	HS Soccer	8,438.40
Literati Inc	5,097.79	Mackeben Library book fair	HS Girls Basketball	7,286.40
Service Printing Corp	4,045.80	HS Newspaper printing cost	Marlowe Chorus/Band	6,432.00
Barone, Phillip	3,600.00	HS Football MS camp coach	HS Girls Volleyball	5,481.60
Demco Accounts Receivable	3,161.15	Leggee Library supplies	Marlowe 8th Grade	4,125.80
A Better Life for Kids	2,930.00	Heineman Fundraising donation	Marlowe Boys Basketball	3,936.00
Walsworth Publishing Co Inc	2,594.80	Heineman Yearbooks - balance due	Marlowe Cheerleading	3,456.00
ERA Athletics	2,325.00	HS Cheerleading practice wear	HS Wrestling	3,380.00
Illinois Prep Top Timing	1,850.00	HS Boys/Girls Track timing services	Marlowe Girls Basketball	3,168.00
Discovery Center Museum	1,752.50	Chesak 2nd grade field trip	HS Cross Country	2,995.20
IHSA	1,483.30	HS Soccer regional / Boys Track sectional	HS Baseball	2,764.80
Riddell / All American Sports Corp	1,435.95	HS Football helmet decals	HS Girls Flag Football	2,016.00
VEX Robotics Inc	1,404.24	HS Robotics Club supplies	Heineman 7th Grade Team 2	1,978.00



Fund Balance Report

Printed: 6/16/2025 9:07 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	702.00	5,844.52	6,546.52	702.00	60.00	762.00
101	Interest/Service Charge	0.00	702.59	0.00	9,471.70	9,471.70	88,579.99	98,051.69
102	District Pepsi Account	36.76	0.00	397.96	333.40	(64.56)	5,164.02	5,099.46
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	378.95	0.00	6,378.95	3,000.00	(3,378.95)	3,000.00	(378.95)
112	Foundation Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
113	Schaffenegger Memorial	1,000.00	0.00	1,000.00	0.00	(1,000.00)	14,580.89	13,580.89
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	438.43	0.00	438.43	1,542.24	1,103.81	8.44	1,112.25
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	1,530.00	(20.00)	2,181.46	2,161.46
1210	Mackeben Library	5,420.06	5.00	7,489.70	8,892.89	1,403.19	5.72	1,408.91
1240	Mackeben In & Out	180.00	724.00	7,919.38	12,405.30	4,485.92	183.53	4,669.45
1400	Heineman LRC	186.76	11.30	2,920.28	2,506.83	(413.45)	991.46	578.01
1401	Heineman Snow Hawks	0.00	0.00	15,224.00	16,509.17	1,285.17	4,002.63	92 5,287.80
1402	Heineman Chess Club	0.00	0.00	240.00	320.00	80.00	0.00	80.00
1403	Heineman Yearbook	2,594.80	1,430.00	2,594.80	1,534.00	(1,060.80)	1,941.98	881.18
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	3,555.63	168.00	32,397.57	34,424.80	2,027.23	8,248.20	10,275.43
1407	Heineman Wrestling	0.00	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	224.62	430.00	224.62	923.75	699.13	535.70	1,234.83
1410	Heineman Charitable Contributions	2,930.00	0.00	2,930.00	2,010.00	(920.00)	1,161.03	241.03
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	0.00	6,028.00	8,353.00	2,325.00	3,557.45	5,882.45
1414	Heineman Student Council	348.18	633.25	3,011.71	3,802.55	790.84	1,574.48	2,365.32
1415	Heineman Disc Golf Club	0.00	0.00	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

Printed: 6/16/2025 9:07 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
1421	Heineman Ecology Club	0.00	25.52	73.98	107.94	33.96	35.43	69.39
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	1,000.00	0.00	1,357.00	1,357.00	0.00	0.00	0.00
1425	Heineman Engineering Club	0.00	0.00	0.00	0.00	0.00	23.34	23.34
1440	Heineman In & Out	0.00	0.00	2,167.53	1,853.61	(313.92)	354.45	40.53
1441	Heineman Foods Club	155.25	0.00	765.44	1,005.00	239.56	1,043.85	1,283.41
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	0.00	1,760.00	440.00	1,760.00	1,320.00	1,009.10	2,329.10
1472	Heineman 7th Grade Team 2	0.00	1,978.00	440.00	1,978.00	1,538.00	0.00	1,538.00
1480	Heineman 8th Grade Trips	7,339.44	80.00	8,297.44	9,793.81	1,496.37	4,112.00	5,608.37
1481	Heineman 8th Grade Team 1	0.00	0.00	312.50	0.00	(312.50)	415.96	103.46
1482	Heineman 8th Grade Team 2	0.00	0.00	312.50	0.00	(312.50)	1,719.30	1,406.80
1701	Conley PE	0.00	0.00	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	512.53
1703	Conley Recycling	0.00	0.00	86.45	(20.49)	(106.94)	106.94	93 0.00
1704	Conley PBIS	0.00	0.00	0.00	(2.00)	(2.00)	2.00	0.00
1706	Conley Band	33.87	0.00	1,924.36	2,599.00	674.64	1,777.67	2,452.31
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	0.00	0.00	3,896.00	4,538.00	642.00	721.28	1,363.28
1710	Conley Library	4,973.50	5.99	15,840.36	16,701.75	861.39	12,076.65	12,938.04
1712	Conley Art	186.98	0.00	234.85	1,492.15	1,257.30	2,893.32	4,150.62
1713	Conley Yearbook	277.03	300.00	821.03	1,085.71	264.68	2,691.44	2,956.12
1740	Conley In & Out	0.00	0.00	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	75.00	15.00	1,406.17	1,756.00	349.83	1,506.34	1,856.17
198	MS Orchestra District-wide	0.00	0.00	0.00	0.00	0.00	551.57	551.57
199	Preschool	514.37	512.25	1,709.80	3,632.49	1,922.69	2,833.27	4,755.96
202	Chesak Pop	41.00	0.00	41.00	13.94	(27.06)	137.80	110.74
203	Chesak Recycling	0.00	0.00	0.00	0.00	0.00	9.49	9.49
204	Chesak Art	126.66	0.00	259.05	2,238.37	1,979.32	3,155.99	5,135.31
205	Chesak Yearbook	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206	Chesak Music	206.05	56.70	445.98	107.60	(338.38)	488.00	149.62
209	Chesak Field Trips	1,752.50	155.00	1,752.50	2,075.00	322.50	0.00	322.50

Fund Balance Report

Printed: 6/16/2025 9:07 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
210	Chesak Library	5,622.19	79.89	12,513.28	15,402.24	2,888.96	16,340.45	19,229.41
212	Chesak Dine & Share	0.00	0.00	0.00	0.00	0.00	1,275.58	1,275.58
240	Chesak In & Out	325.91	584.00	4,063.91	4,734.00	670.09	3,392.41	4,062.50
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	109.66	0.00	109.66	2,089.59	1,979.93	4,861.19	6,841.12
305	Leggee Chorus/Band	425.50	0.00	1,863.50	1,949.00	85.50	1,562.90	1,648.40
306	Leggee Fundraisers	0.00	0.00	0.00	0.00	0.00	551.10	551.10
307	Leggee Donations & Grants	0.00	0.00	11.99	500.00	488.01	2,695.63	3,183.64
308	Leggee Music	0.00	28.00	433.00	567.00	134.00	0.00	134.00
309	Leggee Field Trips	0.00	112.00	750.00	1,099.00	349.00	879.11	1,228.11
310	Leggee Library	6,640.66	684.68	14,209.56	18,477.42	4,267.86	9,923.98	14,191.84
311	Leggee Recreation	0.00	0.00	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	707.01
400	Marlowe LRC	182.99	11.87	199.99	66.87	(133.12)	303.12	94 170.00
401	Marlowe Pop	332.78	100.00	1,560.03	2,100.87	540.84	372.38	913.22
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	43.00	109.87	397.50	287.63	216.07	503.70
406	Marlowe Chorus/Band	400.00	6,432.00	74,029.07	83,032.64	9,003.57	24,411.59	33,415.16
407	Marlowe Wrestling	0.00	0.00	449.00	0.00	(449.00)	783.89	334.89
408	Marlowe Cheerleading	45.96	3,456.00	8,563.31	11,056.80	2,493.49	2,443.98	4,937.47
409	Marlowe Track	0.00	1,731.80	432.95	1,731.80	1,298.85	951.56	2,250.41
410	Marlowe Spanish Club	129.62	0.00	164.80	1,418.84	1,254.04	1.57	1,255.61
411	Marlowe Cross Country	0.00	307.20	892.50	588.80	(303.70)	908.25	604.55
412	Marlowe Volleyball	0.00	0.00	438.92	0.00	(438.92)	2,360.74	1,921.82
413	Marlowe Philanthropy	119.00	1,000.00	5,930.72	2,602.67	(3,328.05)	6,301.47	2,973.42
414	Marlowe Academic Club	0.00	0.00	0.00	120.00	120.00	11.68	131.68
415	Marlowe Play	0.00	0.00	1,108.34	685.00	(423.34)	516.74	93.40
416	Marlowe Service Club	0.00	0.00	217.61	12.00	(205.61)	1,005.05	799.44
417	Marlowe Girls Basketball	0.00	3,168.00	3,719.17	4,800.00	1,080.83	5,104.59	6,185.42
418	Marlowe Outdoor Activity	0.00	0.00	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

Fund Balance Report

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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
420	Marlowe Boys Basketball	0.00	3,936.00	13,964.68	3,254.78	(10,709.90)	19,178.27	8,468.37
421	Marlowe Snow Stangs	0.00	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	1,100.77	41.00	1,186.76	2,883.00	1,696.24	8,638.28	10,334.52
425	Marlowe Ecology	133.39	290.00	809.20	1,521.00	711.80	0.00	711.80
426	Marlowe Dance	0.00	1,080.00	366.54	1,152.00	785.46	1,941.52	2,726.98
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
431	Marlowe Robotics Team	0.00	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00
440	Marlowe In & Out	91.95	310.80	2,017.03	3,579.31	1,562.28	108.49	1,670.77
441	Marlowe Foods Club	0.00	0.00	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	689.79	0.00	3,225.59	9,519.00	6,293.41	3,296.46	9,589.87
481	Marlowe 8th Grade	12,395.06	4,125.80	15,684.14	21,412.92	5,728.78	5,809.40	11,538.18
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	0.00	0.00	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	0.00	0.00	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	20,045.18	1,520.53	210,423.69	191,641.40	(18,782.29)	36,577.92	17,795.63
506	HS Chorus	340.00	298.00	8,263.00	10,102.00	1,839.00	179.60	2,018.60
507	HS Girls Flag Football	0.00	2,016.00	0.00	2,016.00	2,016.00	0.00	2,016.00
508	HS Pop	311.84	107.00	1,536.38	1,290.80	(245.58)	506.75	261.17
509	HS Math Club	31.56	0.00	346.72	480.00	133.28	1,638.12	1,771.40
510	HS Girls Golf	0.00	422.40	5,307.93	7,227.53	1,919.60	4,713.62	6,633.22
511	HS Drama Club	2,799.56	168.00	17,454.60	16,608.54	(846.06)	4,060.47	3,214.41
512	HS Pom Pons	18,699.28	14,703.20	81,389.15	58,818.50	(22,570.65)	36,709.08	14,138.43
513	HS SnowRaiders Club	0.00	(419.33)	58,969.57	64,882.43	5,912.86	6,557.97	12,470.83
514	HS Spanish Honor Society	102.32	80.00	2,759.32	3,500.61	741.29	519.59	1,260.88
515	HS Boys Track	2,657.23	300.00	10,809.48	10,524.00	(285.48)	5,098.81	4,813.33
516	HS Activities Director	2,032.98	0.00	4,126.54	(119.19)	(4,245.73)	9,941.74	5,696.01
517	HS HOSA Medical Club	328.74	0.00	6,029.85	5,800.67	(229.18)	1,928.92	1,699.74
518	HS NHS	255.00	814.80	1,516.35	3,357.84	1,841.49	3,491.18	5,332.67

Fund Balance Report

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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
519	HS Co-Op (VICA)	0.00	260.00	1,806.98	260.00	(1,546.98)	4,872.43	3,325.45
520	HS Musical	0.00	0.00	0.00	0.00	0.00	479.17	479.17
521	HS Athletic Varsity	10,723.85	10,797.38	41,639.00	57,742.45	16,103.45	13,426.34	29,529.79
522	HS Girls Volleyball	2,343.91	5,481.60	47,170.65	38,433.20	(8,737.45)	14,865.42	6,127.97
523	HS Boys Golf	0.00	1,324.80	6,339.53	9,483.67	3,144.14	4,155.23	7,299.37
524	HS Softball	3,478.90	0.00	14,268.94	17,795.10	3,526.16	14,185.57	17,711.73
525	HS Baseball	929.01	2,764.80	13,819.56	18,846.30	5,026.74	6,249.13	11,275.87
526	HS Girls Basketball	2,950.58	7,286.40	40,291.23	35,756.20	(4,535.03)	17,189.09	12,654.06
527	HS Boys Basketball	250.00	12,604.80	46,475.09	52,574.01	6,098.92	27,002.57	33,101.49
528	HS Cheerleading	14,319.38	27,041.00	135,207.33	123,207.80	(11,999.53)	51,234.87	39,235.34
529	HS Wrestling	248.02	3,380.00	16,868.48	15,867.00	(1,001.48)	24,035.89	23,034.41
530	HS Cross Country	0.00	2,995.20	5,284.20	6,552.39	1,268.19	7,255.86	8,524.05
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	4,808.29	410.40	27,933.85	28,536.57	602.72	1,296.63	96 1,899.35
536	HS Soccer	1,735.55	8,438.40	39,458.04	44,129.40	4,671.36	79,518.32	84,189.68
537	HS Field Trips	885.00	0.00	1,911.00	1,811.00	(100.00)	1,582.75	1,482.75
538	HS Football	8,936.95	15,783.20	173,582.31	160,989.47	(12,592.84)	62,975.79	50,382.95
539	HS Special Olympics	0.00	0.00	0.00	0.00	0.00	445.09	445.09
540	HS In & Out	210.00	0.00	509.00	5,075.00	4,566.00	1,704.37	6,270.37
541	HS Industrial Arts	147.78	50.00	11,507.85	14,136.22	2,628.37	2,164.32	4,792.69
542	HS Wellness	54.48	198.72	12,163.22	31,920.79	19,757.57	8,558.03	28,315.60
543	HS Girls Track	1,633.13	1,650.00	20,838.97	23,070.00	2,231.03	6,863.99	9,095.02
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	8.00	9.00	8.00	(1.00)	1,782.25	1,781.25
547	HS Buddies Club	270.00	0.00	550.39	841.00	290.61	388.24	678.85
548	HS Robotics Club	1,404.24	576.00	9,404.08	12,838.00	3,433.92	3,162.50	6,596.42
549	HS Assessments	87,478.33	88,518.60	95,049.36	91,830.60	(3,218.76)	20,160.10	16,941.34
550	HS Community Service Club	0.00	0.00	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	1,738.66	121.00	3,743.93	2,183.20	(1,560.73)	3,944.08	2,383.35
553	HS Environmental Club	0.00	173.00	0.00	353.86	353.86	411.50	765.36
554	HS Art Club	131.53	0.00	744.69	916.00	171.31	615.94	787.25

Fund Balance Report

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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
555	HS Boys Lacrosse	918.10	500.00	6,308.95	5,308.80	(1,000.15)	7,857.81	6,857.66
556	HS Marching Band	496.44	9,167.20	47,298.40	41,769.68	(5,528.72)	28,414.85	22,886.13
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	0.00	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	9,091.27	1,762.93	1,726.11	3,489.04
563	HS Fishing Club	0.00	161.00	2,049.20	2,507.00	457.80	47.73	505.53
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	0.00	247.00	384.79	711.00	326.21	3,294.07	3,620.28
567	HS Orchestra	566.00	100.00	2,571.93	3,695.00	1,123.07	521.55	1,644.62
568	HS Medical Academy	80.00	0.00	1,266.83	870.00	(396.83)	3,024.82	2,627.99
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	2,178.29	115.20	15,832.00	12,778.55	(3,053.45)	17,936.57	9714,883.12
572	HS Autos Club	67.04	0.00	3,278.35	2,912.80	(365.55)	2,296.10	1,930.55
573	HS Boys Volleyball	997.32	602.70	1,935.39	3,540.50	1,605.11	3,134.30	4,739.41
574	HS Life Skills	0.00	0.00	285.81	0.00	(285.81)	287.24	1.43
575	HS Job Skills	237.44	0.00	1,948.49	1,673.00	(275.49)	5,174.24	4,898.75
576	HS Chess Team	60.00	0.00	1,905.10	3,396.00	1,490.90	1,227.20	2,718.10
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	614.18	0.00	1,938.18	4,325.40	2,387.22	476.46	2,863.68
579	HS Boys Swimming	0.00	0.00	1,132.00	1,433.00	301.00	539.44	840.44
598	HS Incubator Pgm	131.54	0.00	1,513.57	6,250.00	4,736.43	37,372.15	42,108.58
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	421.89	1,042.00	2,737.43	2,453.91	(283.52)	3,422.43	3,138.91
702	Martin Pop	0.00	0.00	0.00	(455.31)	(455.31)	455.31	0.00
704	Martin Art	0.00	0.00	1,768.76	2,521.19	752.43	7,097.71	7,850.14
706	Martin Band	114.87	0.00	1,884.87	3,400.00	1,515.13	3,492.32	5,007.45
709	Martin Fieldtrips	0.00	430.00	10,224.00	9,071.20	(1,152.80)	3,482.05	2,329.25
710	Martin Library	13,250.59	10,845.52	26,228.31	24,090.67	(2,137.64)	12,685.46	10,547.82
712	Martin Fundraising	0.00	332.80	4,098.56	1,898.90	(2,199.66)	2,537.57	337.91
713	Martin Yearbook	0.00	220.00	268.61	220.00	(48.61)	4,637.34	4,588.73
714	Martin Wellness	0.00	0.00	1,427.09	1,394.00	(33.09)	33.09	0.00

Fund Balance Report

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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
740	Martin In & Out	398.92	0.00	3,013.68	2,809.12	(204.56)	681.42	476.86
		$275,534.97	$272,035.96	$1,763,702.45	$1,816,229.91	$52,527.46	$1,021,182.45	$1,073,709.91

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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: July 17, 2025

Subject: **Monthly Fiscal Updates**
Board of Education Meeting, July 17, 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:

- ✓ **May month-end Close** - See the Preliminary Year-end Executive Summary
- ✓ **Budget & 5 Year Plan** - Continuing the process of accumulating data and resources for the District's FY26 Budget and 5 Year Plan. – Under separate cover.
- ✓ **Year-end Preparation** – The team is preparing for yearend which includes pulling together information for the audit, scheduled for the end of July.
- ✓ **Charging Stations** – As a result of the additional electric buses that the District will be receiving, during the month the additional ChargePoint charging stations have been installed and commissioned. As a result, we now have additional outdoor charging location spots for our hybrid minivans as well as our new electric buses.
- ✓ **Electric Buses and the Illinois EPA Volkswagen and ComEd Grants** – At the time of this writing, the District is scheduled to receive the 4 electric Bluebird buses in the first half of July. As a reminder, as a result of the EPA Volkswagen and ComEd grants, there is no cost to the district for the buses. The cost of the 4 electric buses approximates $1.4M.

SPECIFIC TASKS TO ADDRESS DURING AUGUST

- **August –** Continue to Prepare Tentative Budget
- **August 15** – Special Education Private Facility Tuition Claim submitted to the ISBE (105 ILCS 5/14-7.02)
- **August 15** – Annual Report of Earnings form, required documentation, and diskette submitted to the Teachers' Retirement System of the State of Illinois (Springfield office) (40 ILCS 5/16-155)
- **August 15** – Pupil Transportation Reimbursement Claim submitted to the ISBE on IWAS (105 ILCS 5/29-5)

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Algonquin, Illinois 60102
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- **September 1** – Affidavit of School Treasurer Bonds submitted by Regional Superintendents, in Cook County the appropriate Intermediate Service Center.

COMING UP IN SEPTEMBER

- End of the first quarter of the fiscal year for most Illinois school districts and, therefore, the last day to adopt the annual budget (105 ILCS 5/17-1). Within 30 days of adoption, the annual budget must be (1) filed with the county clerk (35 ILCS 200/18-50) and (2) transmitted electronically with a deficit reduction plan, if required, to the Illinois State Board of Education (105 ILCS 5/17-1, amended 07/01/2006). If a school district has an Internet web site, the current annual budget must be posted on the web site. Parents or guardians of the school district's students must be notified of the budget's availability and the web site address (105 ILCS 5/17-1.2).

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

May 2025 Financial Executive Summary

The May 2025 month and YTD results are as follows:

Operating Funds: 10, 20, 40, 50, and 70	FY25 May	FY25 YTD	FY25 Budget	
Total Local	$ 8,044,365	$ 80,902,336	$ 90,758,598	**89%**
Total State	3,023,711	36,876,102	$ 38,774,782	**95%**
Total Federal	558,093	3,000,244	$ 3,920,625	**77%**
Operating Revenues	**$ 11,626,169**	**$ 120,778,683**	**$ 133,454,005**	**91%**
Salaries	$ 6,891,387	$ 74,160,872	$ 81,071,209	**91%**
Employee Benefits	$ 2,196,208	$ 23,836,566	$ 24,505,586	**97%**
Purchased Services	$ 495,213	$ 10,167,804	$ 11,784,504	**86%**
Supplies & Materials	$ 739,797	$ 7,823,980	$ 8,846,973	**88%**
Capital Outlay	$ 4,684	$ 2,001,449	$ 2,780,105	**72%**
Other Objects	$ 315,068	$ 3,116,364	$ 3,585,734	**87%**
Operating Expenses	**10,642,357**	**121,107,034**	**132,574,111**	**91%**
Net Operating Surplus (Deficit)	**$ 983,812**	**$ (328,351)**	**$ 879,894**	

All Funds:	FY25 May	FY25 YTD	FY25 Budget	
Total Revenues	$ 12,499,962	$ 132,479,682	$ 146,014,284	**91%**
Total Expenses	9,907,324	133,356,216	145,291,499	**92%**
Net All Funds Surplus (Deficit)	**$ 2,592,638**	**$ (876,534)**	**$ 722,785**	

Primarily driven by timing of revenues, as well as health insurance claims trending over budget, the District closed May 2025 with a YTD net operating deficit of ($328k).

May operating revenues of $11.6M are mainly due to the recognition of $7.4M levy 2023 property taxes, $3M Evidence Based Funding (EBF), Refund of 990T $396k, Food Service $198k, CPPRT $154k, Interest Earnings $143K, and National School Lunch $106k.

Approximately 86% of May operating expenditures cover Salaries and Benefits. Major expenditures making up the $495k in operating Purchased Services for the month was for contracted sub service ($70k), Contracted Transportation ($50k), Curriculum contracted services ($45k), professional & technical ($24k), and health and life safety ($23k). The $739k in monthly Supplies and Materials includes electricy ($187k), cafeteria supplies ($153k), IDEA supplies ($48k), diesel/gasoline ($38k), and natural gas ($35k) . 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 May 2025, the cash balance approximated $21 million. The District holds $3.4M with BMO, $9.3M through PMA, and $8.2M with Fifth Third.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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May 2025 Financial Executive Summary

Major transactions for May include:

Non-Salary Major Cash Expenditures			Major Revenues Received/Recognized	
Blue Cross Blue Shield (Medical Ins)	$	1,472,851	Monthly Levy 2023 Recognition	$7,450,747
CDWG Capital One (Technology)	$	300,749	Evidence Based Funding	$3,015,386
ComEd (Electricity)	$	173,007	Refund 990T	$396,287
BMO Mastercard (P-Card)	$	132,798	Food Service	$198,416
Gordon Food Service (Café Supplies)	$	119,486	CPPRT	$154,234
MetLife (Dental Ins)	$	100,710	Interest Earnings	$142,775
Easterseals (SpEd Tuition)	$	63,709		
Schoolbells (Transportation)	$	47,926		
Renaissance Learning (Curriculum)	$	47,831	May 2025 ISBE (State) Receivable	
Aequor Healthcare (SpEd Tuition)	$	47,293		
Benchmark Education (IDEA Supplies)	$	40,889	Teacher Vacancy	$835
Little City Foundation (SpEd Tuition)	$	39,161	Drivers Ed	$5,900
Blu Petroleum (Gas/Diesel)	$	38,344		
Wold Architects (O&M)	$	30,485	Total	$6,735
CT Veach (O&M)	$	30,045		
Marklunds Children (SpEd Tuition)	$	27,969		
AmeriGas (Natural Gas)	$	26,842		

Monthly Insurance Update:

Claims Paid	**Mar 2025**	**Apr 2025**	**May 2025**	**FY25 YTD**
	$ 1,187,772	$ 1,157,309	$ 1,313,706	$ 13,479,758
Total	$ 1,187,772	$ 1,157,309	$ 1,313,706	$ 13,479,758
Settlement Costs - BC/BS	273,548	276,264	38,084	2,365,097
Average Monthly Claims Based upon the last 12 months of claims	$ 1,123,745	$ 1,127,814	$ 1,133,249	
Total Insurance Costs	$ 1,414,599	$ 1,371,442	$ 1,341,226	$ 14,486,429
Includes employee contributions				
FY25 Budget				$ 14,224,393

May 2025 claims of $1.3M evenly compares to $1.2M in May 2024. Average claims per month for FY25 is $1.1M and compares to $1.2M for the same period in FY24. Year to date claims of $13.5M represent an increase of 10% increase over prior year to date claims of $12.2M.

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Algonquin, Illinois 60102
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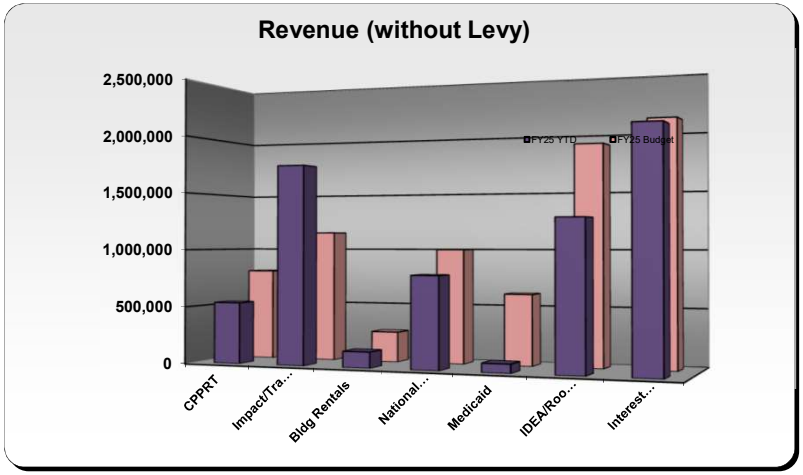
May 2025 Dashboard

Revenue					
	Prior YTD	FY25 YTD	FY25 Budget	%	Variance
Operating Levies	69,324,690	74,118,918	86,587,245	86%	12,468,327
MCATs	3,741,677	3,079,829	4,981,052	62%	1,901,223
CPPRT	798,702	533,609	800,000	67%	266,391
Impact/Transition Fees	1,452,520	1,730,097	1,150,000	150%	(580,097)
Bldg Rentals	0	138,505	265,000	52%	126,495
National School Lunch	963,000	789,530	1,000,000	79%	210,470
Medicaid	314,007	77,720	617,000	13%	539,280
IDEA/Room & Board	1,253,549	1,269,094	1,900,527	67%	631,433
Interest Earnings-Total	2,005,621	2,014,565	2,099,999	96%	85,434

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, 1 more payment from the state is expected.

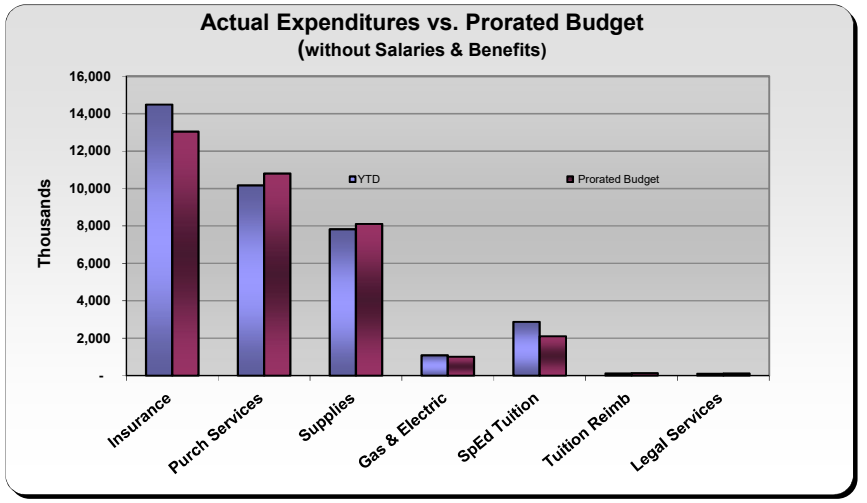


Key Operating Expenditures					
	Prior YTD	FY25 YTD	FY25 Budget	%	Budget Bal.
Salaries & Benefits	91,311,523	97,997,438	105,442,575	93%	7,445,137
Insurance	12,686,740	14,486,429	14,224,393	102%	(262,036)
Purchased Services	10,713,609	10,167,804	11,784,507	86%	1,616,703
Supplies	7,210,468	7,823,980	8,846,973	88%	1,022,993
Gas & Electric	795,437	1,092,232	1,108,000	99%	15,768
SpEd Tuition	1,950,774	2,874,834	2,297,500	125%	(577,334)
Tuition Reimb	123,747	114,099	150,000	76%	35,901
Legal Services	149,452	104,525	125,000	84%	20,475

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

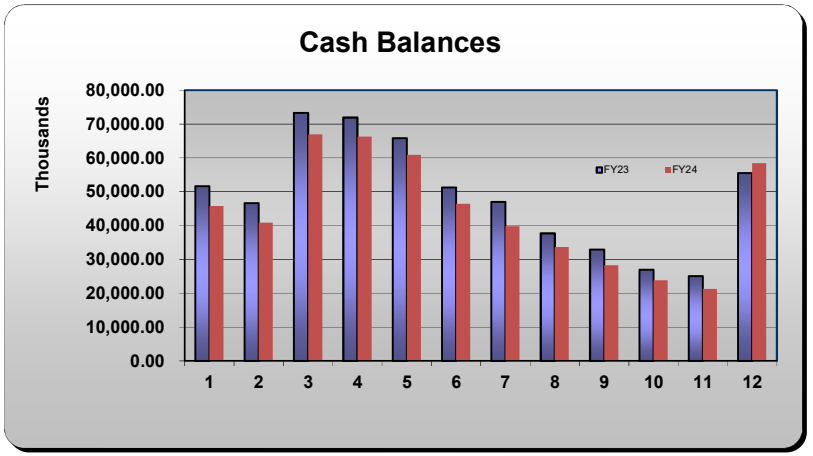
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May 2025 Dashboard

Balance Sheet - Cash Flow				
	Prior YTD	FY25 YTD	%	Variance
Cash and Investments	21,279,227	21,053,638	99%	(225,589)
A/R Total	613,633	492,262	80%	(121,371)
A/R State	349,616	119,484	34%	(230,132)
Deferred Revenue	52,082,835	53,877,516	103%	1,794,681
Contracts Payable	7,978,429	10,125,962	127%	2,147,533
Self Insurance Res.	3,340,050	3,340,050	100%	0

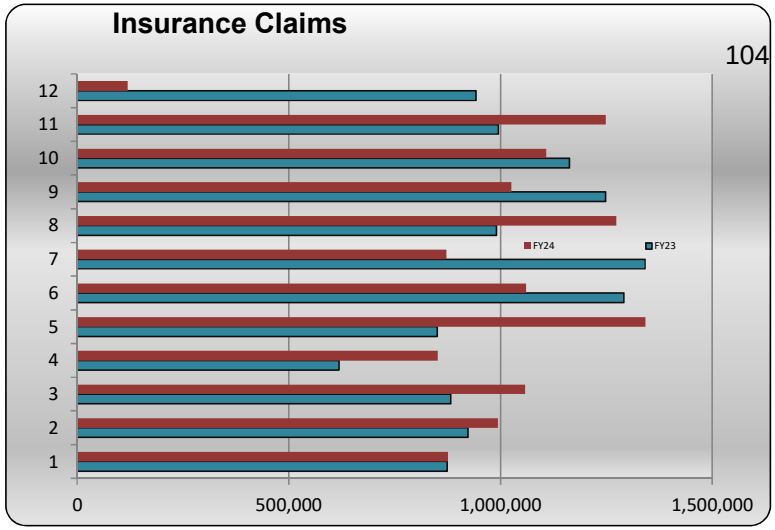
Monthly Notes - Balance Sheet

►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.



Expenditure Report - Board of Education

Printed: 6/10/2025 10:23 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	4,637,791.49	50,135,494.28	0.00	55,408,472.00	5,533,883.72	90.06		
200	EMPLOYEE BENEFITS	1,568,992.47	14,042,397.53	1,949,654.77	14,277,774.00	(2,413,474.04)	116.90		
300	PURCHASED SERVICES	129,030.33	1,315,576.81	179,942.94	1,464,892.00	(147,149.27)	110.73		
400	SUPPLIES & MATERIALS	134,337.76	2,240,688.72	185,928.49	2,964,468.00	467,388.70	84.01		
500	CAPITAL OUTLAY	0.00	18,700.00	7,933.60	20,000.00	30,616.40	46.52		
600	OTHER OBJECTS	1,619.00	66,385.77	0.00	1,017,689.00	949,710.23	6.54		
700	NON-CAPITALIZED EQUIPMENT	3,955.28	56,593.98	11,299.91	142,005.00	(15,198.89)	128.84		
1000	INSTRUCTION	6,475,726.33	67,875,837.09	2,334,759.71	75,295,300.00	4,405,776.85	94.15	*	Function
100	SALARIES	1,841,460.00	19,775,412.83	0.00	20,659,597.00	604,243.17	97.04		
200	EMPLOYEE BENEFITS	335,531.77	4,384,533.81	59,919.00	4,199,729.00	(251,127.81)	105.98		
300	PURCHASED SERVICES	149,161.05	3,585,349.85	628,021.21	4,170,527.00	20,898.50	99.55		
400	SUPPLIES & MATERIALS	250,212.39	3,347,292.33	978,382.97	3,163,662.00	(1,171,218.15)	136.05		105
500	CAPITAL OUTLAY	4,684.10	8,754.73	0.00	35,000.00	1,245.27	87.55		
600	OTHER OBJECTS	16,468.80	214,461.92	968.00	97,374.00	25,183.08	89.73		
700	NON-CAPITALIZED EQUIPMENT	0.00	13,091.95	0.00	21,947.00	19,185.05	40.56		
2000	SUPPORT SERVICES	2,597,518.11	31,328,897.42	1,667,291.18	32,347,836.00	(751,590.89)	102.30	*	Function
100	SALARIES	5,947.92	82,496.23	0.00	90,295.00	(2,496.23)	103.12		
300	PURCHASED SERVICES	8,190.00	123,176.06	657.50	104,300.00	(77,003.97)	237.26		
400	SUPPLIES & MATERIALS	548.79	15,452.88	862.43	5,000.00	21,006.40	43.82		
700	NON-CAPITALIZED EQUIPMENT	0.00	6,957.90	0.00	0.00	12,542.10	35.68		
3000	COMMUNITY SERVICES	14,686.71	228,083.07	1,519.93	199,595.00	(45,951.70)	123.81	*	Function
300	PURCHASED SERVICES	0.00	3,581.25	0.00	10,000.00	25,918.75	12.14		
600	OTHER OBJECTS	288,609.53	2,733,095.09	589,026.62	2,297,500.00	(1,047,689.88)	145.60		
4000	PAYMENTS TO OTHER DISTRICTS AND GOVERNMENTAL UNITS	288,609.53	2,736,676.34	589,026.62	2,307,500.00	(1,021,771.13)	143.91	*	Function
10	Educational Fund	9,376,540.68	102,169,493.92	4,592,597.44	110,150,231.00	2,586,463.13	97.66		Fund

Expenditure Report - Board of Education

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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	116,181.02	1,443,847.18	0.00	1,625,995.00	182,147.82	88.80		
200	EMPLOYEE BENEFITS	(4,889.98)	2,126,907.22	0.00	324,006.00	(1,802,901.22)	656.44		
300	PURCHASED SERVICES	153,375.92	4,185,787.00	556,294.01	4,948,368.00	(28,489.65)	100.58		
400	SUPPLIES & MATERIALS	255,418.74	1,555,506.35	83,670.43	1,828,843.00	180,985.31	90.10		
500	CAPITAL OUTLAY	0.00	1,977,303.59	311,746.19	2,325,105.00	36,055.22	98.45		
600	OTHER OBJECTS	0.00	4,129.47	139.48	3,000.00	(1,268.95)	142.30		
2000	SUPPORT SERVICES	520,085.70	11,293,480.81	951,850.11	11,055,317.00	(1,433,471.47)	112.97	*	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	520,085.70	11,293,480.81	951,850.11	11,055,317.00	(1,433,471.47)	112.97		Fund

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Expenditure Report - Board of Education

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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

Expenditure Report - Board of Education

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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	290,006.10	2,723,621.78	0.00	3,286,852.00	563,230.22	82.86		
200	EMPLOYEE BENEFITS	(16,151.20)	113,730.39	0.00	2,165,697.00	2,051,966.61	5.25		
300	PURCHASED SERVICES	55,455.42	954,332.58	85,649.80	1,086,420.00	(52,907.79)	104.97		
400	SUPPLIES & MATERIALS	99,278.82	665,039.47	265,812.56	885,000.00	(75,343.33)	108.51		
500	CAPITAL OUTLAY	0.00	(3,309.80)	1,074,900.00	400,000.00	(775,148.20)	293.79		
600	OTHER OBJECTS	4,415.85	21,648.35	190.10	6,219.00	(15,758.71)	353.40		
2000	SUPPORT SERVICES	433,004.99	4,475,062.77	1,426,552.46	7,830,188.00	1,696,038.80	78.28	*	Function
40	Transportation Fund	433,004.99	4,475,062.77	1,426,552.46	7,830,188.00	1,696,038.80	78.28		Fund

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Expenditure Report - Board of Education

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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	121,920.20	1,097,126.68	0.00	1,423,715.75	326,589.07	77.06		
1000	INSTRUCTION	121,920.20	1,097,126.68	0.00	1,423,715.75	326,589.07	77.06	*	Function
200	EMPLOYEE BENEFITS	189,850.02	2,060,830.35	0.00	2,113,271.00	52,440.65	97.52		
2000	SUPPORT SERVICES	189,850.02	2,060,830.35	0.00	2,113,271.00	52,440.65	97.52	*	Function
200	EMPLOYEE BENEFITS	954.92	11,039.62	0.00	0.00	(11,039.62)	0.00		
3000	COMMUNITY SERVICES	954.92	11,039.62	0.00	0.00	(11,039.62)	0.00	*	Function
50	Municipal Retirement and Social Security Fund	312,725.14	3,168,996.65	0.00	3,536,986.75	367,990.10	89.60		Fund

Expenditure Report - Board of Education

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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:	10,642,356.51	133,522,998.04	6,971,000.01	145,290,110.75	3,518,444.67	97.59		

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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	59,022,551.33	(64,783,389.00)	(5,760,837.67)	91.11		
1200	Payments In Lieu Of Taxes	154.234.26	533,608.63	(684,292.00)	(150,683.37)	77.98		
1300	Tuition	21,225.00	34,835.00	(336,982.00)	(302,147.00)	10.34		
1500	Earnings On Investments	21.68	284,620.06	(672,952.00)	(388,331.94)	42.29		
1600	Food Service	198,416.05	2,290,123.41	(2,675,196.00)	(385,072.59)	85.74		
1700	District/School Activity Income	18.598.75	509,504.86	(1,393,613.00)	(884,108.14)	36.56		
1800	Textbook Income	125.536.54	951,104.01	(1,350,367.00)	(399,262.99)	70.43		
1900	Other Local Revenues	20,310.42	633,424.20	(545,624.00)	102,800.20	118.84		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	6,354,269.25	64,259,771.50	(72,442,415.00)	(8,167,643.50)	88.73	*	Source of Revenue
3001	General State Aide	3,015,386.00	30,174,415.29	(31,072,418.00)	(898,002.71)	97.11		
3100	Special Education	0.00	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	551.00	29,279.09	(77,280.00)	(48,000.91)	37.89		
3500	Transportation - Reg/Voc/SpEd	0.00	0.00	0.00	0.00	0.00		
3700	Early Childhood	7,273.82	236,067.82	(305,634.00)	(69,566.18)	77.24		
3900	Other State Revenue	500.00	320,404.00	(319,435.00)	(6,755.00)	97.94		
3000	RECEIPTS/REVENUE FROM STATE SOURCES	3,023,710.82	31,543,493.15	(33,138,249.00)	(1,602,479.85)	95.17	*	Source of Revenue
4100	Title V	0.00	0.00	0.00	0.00	0.00		
4200	Child Nutrition	116,361.82	849,615.82	(1,005,803.00)	(156,187.18)	84.47		
4300	Title I - Low Income	0.00	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	0.00	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	0.00	339,332.19	(785,475.00)	(1,206,142.81)	21.96		
4000	RECEIPTS/REVENUE FROM FEDERAL SOURCES	116,361.82	2,558,513.01	(3,920,625.00)	(2,122,111.99)	54.66	*	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**	9,494,341.89	98,361,777.66	(109,501,289.00)	(11,892,235.34)	89.22		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	7,830,892.09	(8,701,215.00)	(870,322.91)	90.00		
1500	**Earnings On Investments**	43,957.30	444,016.29	(483,684.00)	(39,667.71)	91.80		
1900	**Other Local Revenues**	23,914.27	481,670.64	(280,000.00)	203,385.64	172.64		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	842,340.59	8,756,579.02	(9,464,899.00)	(706,604.98)	92.53	*	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		396,286.85	396,286.85	0.00	396,286.85	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**	396,286.85	396,286.85	0.00	396,286.85	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**	1,238,627.44	9,202,865.87	(11,561,142.00)	(2,356,561.13)	79.62		Fund

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	9,550,405.84	(11,272,891.00)	(1,722,485.16)	84.72		
1500	Earnings On Investments	93,874.70	818,073.00	(374,298.00)	443,775.00	218.56		
1900	Other Local Revenues	0.00	229.10	0.00	229.10	0.00		
1000	RECEIPTS/REVENUE FROM LOCAL SOURCES	972,947.01	10,368,707.94	(11,647,189.00)	(1,278,481.06)	89.02	*	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		
7000	SOURCES OF FUNDS	0.00	0.00	0.00	0.00	0.00	*	Source of Revenue
30	Debt Service Fund or Fund Group	972,947.01	10,368,707.94	(11,647,189.00)	(1,278,481.06)	89.02		Fund

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Revenue Report

Printed: 6/10/2025 10:20 AM
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	3,716,875.73	(4,223,007.00)	(506,131.27)	88.01		
1400	**Transportation Fees**	4,180.00	4,180.00	(69,700.00)	(65,520.00)	6.00		
1500	**Earnings On Investments**	0.00	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**	371,514.85	3,916,681.67	(4,566,094.00)	(649,412.33)	85.78	*	Source of Revenue
3500	**Transportation - Reg/Voc/SpEd**	0.00	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**	0.00	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**	45,444.21	49,868.37	0.00	49,868.37	0.00		
7000	**SOURCES OF FUNDS**	45,444.21	49,868.37	0.00	49,868.37	0.00	*	Source of Revenue
40	**Transportation Fund**	416,959.06	6,233,773.15	(8,106,384.00)	(1,872,610.85)	76.90		Fund

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Revenue Report

Printed: 6/10/2025 10:20 AM
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	3,100,617.55	(3,441,005.00)	(340,387.45)	90.11		
1200	**Payments In Lieu Of Taxes**	0.00	0.00	(115,708.00)	(115,708.00)	0.00		
1500	**Earnings On Investments**	22,715.72	235,161.39	(168,238.00)	66,923.39	139.78		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	329,216.34	3,335,778.94	(3,724,951.00)	(389,172.06)	89.55	* Source of Revenue	
50	**Municipal Retirement and Social Security Fund**	329,216.34	3,335,778.94	(3,724,951.00)	(389,172.06)	89.55	Fund	

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Revenue Report

Printed: 6/10/2025 10:20 AM
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**	375.58	4,334.66	(63,089.00)	(58,754.34)	6.87		
1900	**Other Local Revenues**	0.00	1,480,307.55	(850,000.00)	630,307.55	174.15		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	375.58	1,484,642.21	(913,089.00)	571,553.21	162.60	*	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**	375.58	1,484,642.21	(913,089.00)	571,553.21	162.60		Fund

Revenue Report

Printed: 6/10/2025 10:20 AM
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	447,981.40	(497,151.00)	(49,169.60)	90.11		
1500	**Earnings On Investments**	3,211.80	33,193.10	(63,089.00)	(29,895.90)	52.61		
1000	**RECEIPTS/REVENUE FROM LOCAL SOURCES**	47,494.74	481,174.50	(560,240.00)	(79,065.50)	85.89	*	Source of Revenue
70	**Working Cash Fund**	47,494.74	481,174.50	(560,240.00)	(79,065.50)	85.89		Fund

Revenue Report

Printed: 6/10/2025 10:20 AM
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:	12,499,962.06	129,468,720.31	(146,015,546.00)	(17,297,834.69)	88.22		

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: July 17, 2025

RE: Policy Revision – First Reading

Upon review of the Board at the June 12, 2025 meeting, the following policies were revised as recommended by the Policy Committee.

This is the first reading of the following policies:

- **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

The Policy Committee recommends the above policies be moved forward for a second reading by the Board at the next Regular BOE meeting.

Please contact me or Mrs. Woods with any questions or concerns.

LRW
Attachments

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.

REVISED

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.

REVISED

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 Coordinators, Title IX Coordinators, 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, Title IX 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

REVISED

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.

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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

REVISED

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.

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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

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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

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, 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~~, 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
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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 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.

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;*

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5:20, *Workplace Harassment Prohibited;* 5:90, *Abused and Neglected Child Reporting;* 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

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

REVISED

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), 7:255 (Students Who are Parents, Expectant parents, or Victims of Domestic or Sexual Violence)

ADOPTED: October 22, 2020

REVISED: June 20, 2024

REVISED

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.

CURRENT

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
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azehr@district158.org

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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

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 cybersecurity and other measures to safeguard information including: (1) *protected personally identifiable information*, (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) 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/).

REVISED

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

REVISED

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.

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ADOPTED: April 21, 2011

REVISED: September 19, 2024

CURRENT

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~~ $10,000 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 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.

REVISED

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

REVISED

Operational Services

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CURRENT

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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

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, Title IX 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

REVISED

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.

REVISED

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, 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

REVISED

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.

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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.
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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.
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ADOPTED: May 17, 2001

REVISED: January 16, 2025

CURRENT

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, Title IX 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, Title IX Coordinators, and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinators/Title IX Coordinators:

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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, Title IX 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.

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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 Coordinator, Title IX 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 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.

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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).
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Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2004).
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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

REVISED

General Personnel

Workplace Harassment Prohibited

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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.

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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.

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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

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.

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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.

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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. §200.475~~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

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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.

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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.

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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

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 all school personnel and ~~teachers, administrators,~~ 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.
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

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document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.

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 in accordance with 34 C.F.R. Part 106 ~~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.
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).*

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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*.

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 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), 7:250 (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)

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), 7:255-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,

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Expectant Parents, or Victims of Domestic or Sexual Violence), 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

REVISED

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.

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    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).
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    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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    a. The federal Americans with Disabilities Act as it pertains to the school environment; and
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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;
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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.
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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.

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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

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 or 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 as defined in 105 ILCS 5/26A, will be provided home instruction, correspondence courses, or other courses of instruction under the following circumstances: ~~(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.~~

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.
2. For up to three months after the child's birth or 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 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.
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.

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.

REVISED

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), 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)

ADOPTED: May 17, 2001

REVISED: September 19, 2024

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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

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.

Use of Artificial Intelligence (AI)-Enabled Tools

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 Guidelines to address the responsible use of AI in the District by students and staff;
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

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.

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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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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.

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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.

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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

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 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 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.

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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 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, 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), 7:180 (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)

ADOPTED: May 17, 2001

REVISED: January 16, 2025

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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

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 Coordinators, Title IX 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

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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, Title IX 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~~ Title IX 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.

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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, 5/26A, 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).

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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).

ADOPTED: May 17, 2001

REVISED: June 20, 2024

REVISED

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

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.

REVISED

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.

REVISED

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)

ADOPTED: May 17, 2001

REVISED: March 16, 2023

REVISED

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

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).

REVISED

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, 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, 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).

REVISED

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).

ADOPTED: May 17, 2001

REVISED: March 21, 2024

REVISED

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

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), attendance at a verified medical or therapeutic appointment (including a victim services provider), 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. 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. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and 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.

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6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, ~~or~~ and information about available community ~~agency~~ services relevant to such students' needs. 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 all school personnel, ~~teachers, administrators,~~ Board members, and 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~~ Updating

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.

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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)

ADOPTED: May 17, 2001

REVISED: January 18, 2024

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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:

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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

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, photo-electronic system, or photo-optical system, including without limitation electronic mail,

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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, Title IX 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:

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:

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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 of 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

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.
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

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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 Bboard 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 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 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

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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:

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

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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 of 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

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.

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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.

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

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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.

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 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) 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.

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, 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.

8. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.

9. 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

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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.

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, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
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.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
13. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
17. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
18. Being involved with any public school fraternity, sorority, or secret society, by (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted

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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 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*

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Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited 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, or set an example for others. 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~~.

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, Ill. State Board of Education (ISBW) 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.

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Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery. *School grounds* includes modes of transportation to school activities and any public way within 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 these incidents ~~involving battery against staff members~~ to ISBE ~~the Ill. State Board of Education~~ through its web-based School Incident Reporting System as they occur during the year and no later than July 31 ~~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 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.

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.

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Incorporated 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, 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).

ADOPTED: May 17, 2001

REVISED: January 18, 2024

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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.
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410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
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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

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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) Substantially disrupt, impede, or interfere with the operation of the school.

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.

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.

   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.

   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.

   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.

   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 (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

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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

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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. 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.
   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.
   f. List the student's prior suspension(s).
   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.
   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.
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.
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.
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

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comply with the 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. ⁋

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. ⁋

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.
6. 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.
   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.
7. 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

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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.

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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

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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 s~~School counseling 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.

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.

Article 26A Domestic or Sexual Violence and Parenting Resource Personnel

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 the student records are maintained and their confidentiality protected in accordance with Board policy and District procedures.

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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)

ADOPTED: December 16, 2004

REVISED: March 16, 2023

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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

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Students

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

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. 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. 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. 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. 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. 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. 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. 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). Confidentiality procedures will:
9. 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
10. Comply with the requirements of 105 ILCS 5/26A-30.
11. 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).
12. Complies with State and federal law and aligns with Board policies.

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.

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.

Nondiscrimination Coordinator/Title IX Coordinator:

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 of 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

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.

NEW

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

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

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.

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 Development 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)

ADOPTED:

NEW

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. 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.

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

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nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

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

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d. After administering the product to the student, the designated caregiver immediately 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.

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.

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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.

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.
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)

ADOPTED: May 17, 2001

REVISED: January 18, 2024

REVISED

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.

CURRENT

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

School-Sponsored Publications and ~~Web Sites~~ Websites

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 7:190, *Student Behavior*, and/or 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.

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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), 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)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

REVISED

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.

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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

Definitions

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. Objectional 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 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 7:190, *Student Behavior*, and/or 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. 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.

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), 7:190 (Student Behavior), 7:310 (Restrictions on Publication; Elementary Schools), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

REVISED

Students

Restrictions on Publications; High Schools

Definitions

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. Objectional 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 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

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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

CURRENT

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.

REVISED

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., 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-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

REVISED

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.
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The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

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325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.
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ADOPTED: May 17, 2001

REVISED: March 16, 2023

CURRENT

Community Relations

Visitors to and Conduct on School Property

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 Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor – Any person other than an enrolled student or District employee.

Visitors are welcome on school property, provided their presence will not be disruptive.

All visitors to school property are required to report to the Building Principal's office on 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. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

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 appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

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.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be 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*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.

REVISED

14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

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 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.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. 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. 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.

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 note must contain:

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
4. Instructions on how to waive a hearing.

REVISED

LEGAL REF.: ~~Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App. 3d 344 (4th Dist. (2000).~~
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410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/, Cannabis Tax and Regulation Act.
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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)

ADOPTED: May 17, 2001

REVISED: January 18, 2024

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7. Smoke or otherwise use tobacco products.
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CURRENT

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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: July 17, 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 July 17, 2025

Below is a recap of O&M Department activities since the June 12, 2025, Board of Education meeting and highlights of upcoming events.

1. **Community Solar Installation at Reed Road Campus**—Crews are continuing to install the AC wiring, switchgear, and transformers. ComEd has completed its work. The substantial completion date is November 3, 2025, with a completion date of January 1, 2026.
2. **Consolidated Flooring Sourcewell contract #061323-IFA for Conley, Mackeben, and Martin** – The carpet project for Martin, Mackeben, and Conley is on schedule to be completed the week of July 14th.
3. **FY26 Asphalt Pavement Improvements Project**— The asphalt project for the high school and administration building has been progressing, with a completion date still on track for August 8.
4. **Huntley High School East Chiller replacement NCPA Contract: 02-91** – The chiller has been filled and turned on the week of July 7th. The commissioning of the project is scheduled for the week of July 14th.
5. **PAC Fixed Seating Replacement Omnia Contract #R191805** — The PAC seat replacement project started June 30th and is on track to be completed the week of July 14th.
6. **HHS Weight Room Flooring Replacement Omnia Co-Op —** The high school weight room flooring replacement is scheduled to begin on July 30th.

KL/jk

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

Date: July 17, 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.

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

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.

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 Board of Education approve the 6 year contract with Teachers' Curriculum Institute (TCI) for a total of $64,504.00, solidifying resources for 9th grade Social Studies through the 2030-2031 school year.

Quote #: Q-39291-1
Date: 3/6/2025
Expires On: 5/4/2025
Prepared By: Matt Moorman
Email: mmoorman@teachtci.com
Phone: (800) 497-6138 ext 126

Quote for:
Huntley Cmty School Dist 158
Brian Truax
btruax@district158.org

Ship to:
Brian Truax
Huntley Cmty School Dist 158
650 Dr John Burkey Dr
Algonquin, IL 60102

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
TB-2386-6	GA! Regions and People: High School Student Bundle (6 Yrs)	Bundle English	$129.00	$129.00	320	$41,280.00
HS-SS-SL-06	High School (9-12) Social Studies: Student License (6 Yrs)	Digital	$92.00	$92.00	230	$21,160.00
HS-SS-TL-06	High School (9-12) Social Studies: Teacher License (6 Yrs)	Digital	$825.00	$0.00	11	$0.00
240-9	GA! Regions and People: Teacher's Guide	Print English	$149.00	$0.00	11	$0.00
240-9	GA! Regions and People: Teacher's Guide	Print English	$149.00	$0.00	11	$0.00

TOTAL:	**$62,440.00**

Shipping (5%)	$2,064.00
Grand Total	**$64,504.00**

Gratis
Gratis offer and/or customer pricing are valid for this quote only and contingent upon purchase order total matching or exceeding the quote total. Gratis items must be included on your purchase order.

Gratis Total $12,353.00

Terms and Conditions

Business Terms
TCI's Business Terms apply to all orders. View details at https://www.teachtci.com/tci-business-terms

How to Order
Please include a copy of this quote with your purchase order to expedite your order and ensure you receive the pricing quoted above. Adjustments cannot be made after the order has been fulfilled. Place orders online at https://shop.teachtci.com or send using one of the following options:

- Email: info@teachtci.com
- Fax: 800-343-6828
- Address: 3790 El Camino Real #1224, Palo Alto CA 94306
- If paying by check, send payment to PO Box 6004, Whittier CA 90607

Download a copy of TCI's W-9 at https://www.teachtci.com/w9

License Contact
Set-up information for all licenses purchased will be sent to the contact email above unless otherwise noted.

Shipping
Shipping and handling fees do not apply to teacher and student license-only products.

Print Subscriptions
If your order includes multi-year subscriptions to print materials, you must receive delivery of the full annual quantity for the duration of your subscription. Any adjustments below the annual quantity cannot be used as a credit for future year shipments. Changes that exceed the original annual quantity must be accompanied by a new purchase order.

Student Journal Bundles
If your order contains fewer than 20 multi-year student journal bundles for any program, journals for the entire duration of the bundle will be shipped to you upfront.

Sales Tax
If applicable, sales tax will be assessed when your order is processed. Actual amount will be calculated and added to the invoice based on the delivery address.

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

Date: July 17, 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 materials were placed on 30 day review at the June 12, 2025 Board of Education meeting.

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 as presented.

Huntley Community School District 158 – Board of Education
Personnel Report
July 17, 2025

Certified

New Position	Location	Name	Salary	Effective Date
Occupational Therapist	LIGHT	Nicole Taylor (N)	M36/8 $66,809.00	August 11, 2025

Replacements	Location	Name	Salary	Effective Date
Teacher/Special Education	Chesak	Patricia Krebs (N)	M12/1 $53,365.00	August 11, 2025
Teacher/Special Education	Leggee	Nicole Crome (T)	B0/OS $78,251.93	August 11, 2025
Teacher/Literacy	Heineman	Lisa Szarek (N)	M24/11 $70,020.00	August 11, 2025
Instructional Coach	High School	Patrick Odarczenko (T)	M12/15 $75,404.00	August 11, 2025
Instructional Coach	Martin	Graham Davis (T)	B0/3 $49,920.00	August 11, 2025

Resignations	Location	Name	Salary/Reason	Effective Date
Teacher/Dual Language	Leggee	Carla D'Haiti	$46,383.00/Voluntary	May 23, 2025
Teacher/Special Education	Mackeben	Kelli Kittleson	$49,949.00/Voluntary	May 23, 2025

Educational Support

Replacements	Location	Name	Salary	Effective Date
Paraprofessional	Chesak	Rosa Estupinan (N)	$20.38 per hour	August 11, 2025
Bus Driver	Transportation	Robert Higdon (N)	$TBD	August 11, 2025
Bus Aide	Transportation	Kristine Sharin (N)	$TBD	August 11, 2025
Bus Aide	Transportation	Pamela Silvestri (N)	$TBD	August 11, 2025
Custodian	High School	Mark Jablonski (N)	$23.00 per hour	TBD

Resignations	Location	Name	Salary/Reason	Effective Date
Campus Supervisor	Heineman	Matthew Christenson	$17.00 per hour/ Voluntary	May 23, 2025

Extra-Curricular

Sport/Activity	Home School	Name	Amount	Effective
Leggee 5th Grade Ambassador	Leggee	Julie McLaughlin	$535.00	2025-26 School Year
Leggee Broadcast Club	Leggee	Gina Sample	$2,817.00	2025-26 School Year
Leggee Chess Club	Leggee	Carl Isonhart	$760.00	2025-26 School Year

(N) = New Staff
(T) = Transfer of existing

Leggee Choir	Leggee	Christian Bierma	$1,116.00	2025-26 School Year
Leggee Coding Club	Leggee	Kelly Sul	$1,309.00	2025-26 School Year
Leggee Sundays with Seniors (Trial Year 1)	Leggee	Mary Bell	$300.00	2025-26 School Year
Leggee Yearbook (0.5)	Leggee	Krysta Ricker	$1,269.50	2025-26 School Year
Leggee Yearbook (0.5)	Leggee	Robin Doubek	$1,099.00	2025-26 School Year
Leggee Kindergarten Team Lead	Leggee	Kylie Davey	$3,048.00	2025-26 School Year
Leggee First Grade Team Lead	Leggee	Jessica Weglarz	$3,048.00	2025-26 School Year
Leggee Second Grade Team Lead	Leggee	Lisa Kunde	$2,630.00	2025-26 School Year
Leggee Third Grade Team Lead	Leggee	Tammy Van Hiel	$2,630.00	2025-26 School Year
Leggee Fourth Grade Team Lead	Leggee	Trisha Marchand	$3,048.00	2025-26 School Year
Leggee Fifth Grade Team Lead	Leggee	Chris Bessey	$3,048.00	2025-26 School Year
Leggee Art Team Lead	Leggee	Cindy Rick	$3,048.00	2025-26 School Year

Mandated Leaves

Type	Location	Number of Staff
FMLA	Chesak	1
FMLA	Martin	1
FMLA	Leggee	2
FMLA	Marlowe	1
FMLA	High School	4
FMLA/Intermittent	ECC	1
FMLA/Intermittent	Conley	1

Non-Mandated Leaves

Type	Location	Number of Staff
One Year Personal Unpaid Leave of Absence for the 2025-26 School Year	Martin	1

AGREEMENT

Between

HUNTLEY COMMUNITY SCHOOL DISTRICT 158 EDUCATION SUPPORT PERSONNEL ASSOCIATION
IEA-NEA

And

BOARD OF EDUCATION
HUNTLEY COMMUNITY SCHOOL DISTRICT 158

2025 through 2028

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Article I. RECOGNITION

Section 1.01 Recognition

The Board of Education of Huntley Community School District 158 (hereinafter referred to as the "Employer" or the "Board") recognizes the Huntley Community School District 158 Education Support Personnel Association, IEA-NEA (hereinafter referred to as the "Association") as the sole and exclusive bargaining representative for all full-time and part-time support staff (including but not limited to: Bus Drivers, Mechanics, Maintenance, Custodians, Administrative Assistants, Secretaries, Paraprofessionals, Dean's Assistants, Campus Supervisors, Mid-Day Supervision, Student Assistants, Cooks, Nurses, Assistant Registrar and Router/Dispatchers.) currently employed with the District. All Certificated employees, all District Office personnel, including but not limited to the Superintendent's secretary/office manager, Chief Financial Officer's secretary, Assistant Superintendent's secretary, Director of Food Services, Transportation Director, Assistant Transportation Director and all supervisory, confidential, temporary and short-term employees excluded under the Act are excluded from the Bargaining Unit.

Section 1.02 New Positions

All support staff vacancies and newly created positions shall be forwarded to the Association, in writing, as soon as practical after the vacancy or creation of the positions, with ten (10) work days being a guideline. All newly created support positions shall be subject to addition to the Recognition Clause Section 1.01 of the collective bargaining agreement currently on file with the ILRB.

Section 1.03 General Principle of Negotiations

The purpose of this recognition is a mutual agreement between the parties to negotiate in a good faith effort.

"Good faith effort" is defined as the mutual responsibility of the Association and the Board to deal with each other openly and fairly and endeavor to reach agreement on items being negotiated. It does not imply that either party will agree with, or accept, the other party's proposals, or be compelled to reach agreement on specific topics.

Section 1.04 Sub-Contracting

While the district retains the right to sub-contract work, the district agrees during the term of the contract not to sub-contract any union group that is not currently sub-contracted. The district retains the right to review sub-contracted services and to negotiate with the union concerning sub-contracting issues at any time during the length of the contract.

Should there be an extreme shortage of staff in currently recognized positions, HESPA may/will meet with the District to negotiate the terms and conditions, and the parties will mutually agree to any terms and conditions of any proposed contract work.

Article II. ASSOCIATION RIGHTS AND EMPLOYEE OBLIGATIONS

Section 2.01 Payroll Deduction

Upon written request by the Employee, the Employer shall deduct Association dues from members' payroll and transmit the amount to the Association Treasurer in accordance with the procedures that are mutually agreed upon between the Association and Assistant Superintendent or designee for Fiscal Services.

The Association agrees to indemnify and hold the District harmless against any and all claims, demands, suits, errors or other forms of liability that shall arise out of or by reason of action taken or not taken by the District for the purpose of complying with the provisions of this Section or in compliance with any agreed upon forms and/or procedures related to this Section.

Section 2.01A Reporting of Underpayment

If an employee reports an underpayment within three (3) workdays of receiving the original payroll check and the amount is over fifty ($50) dollars, the district will provide the employee a separate check to make the employee whole. In other cases, the correction will come on the next paycheck.

Section 2.01B 24 Pay

During the term of this Agreement employees will have the option of 24 pays or 26 pays if 26 pays are made available by the district.

Section 2.02 District Interschool Mail System

The Association may use the District's Interschool mail system for communication of Association business.

Section 2.03 Right to Use of School Facilities

The Association shall have the right to use a designated room for Association meetings at times and places not in conflict with the school schedule. Such use of room will be scheduled with the Associate Superintendent or designee. If the meetings require custodial service to accommodate the Association, the Association will reimburse the District for the cost of the sum within thirty (30) days of receiving an invoice from the Business Office. The Association shall have the right to use office equipment upon approval by the Associate Superintendent or designee.

Section 2.04 Bulletin Boards

The Association shall have the right to post notices of activities on a bulletin board in each building. The placement of the bulletin boards shall be mutually agreed upon by both the Administration and the Association. A courtesy copy of materials posted shall be provided to the Superintendent or designee.

Section 2.05 Employee Obligations

This Agreement shall not interfere with an Employee's obligation to fulfill his/her assigned duties in an efficient manner as determined by the Employee's classification of job description.

Article III. GRIEVANCE PROCEDURE

Section 3.01 Definitions

A. An employee claiming to have incurred a violation, misinterpretation or inequitable application of the provisions of this Agreement may file a grievance.

B. All time limits shall consist of calendar days unless the last day falls on a weekend, holiday, or non-office workday.

Section 3.02 Procedure

The parties hereto acknowledge that it is usually most desirable for an employee and his/her immediate supervisor to resolve problems through free and informal communications. If, however, such informal processes fail to satisfy the employee, a grievance may be processed as follows:

A. The employee may present the grievance, in writing, to his or her immediate supervisor within ten (10) days of the claim of the contractual violation. The immediate supervisor will arrange a time and date for a meeting to take place within (10) days after receipt of the grievance. The immediate supervisor or employee may also include at this meeting such persons, as they deem beneficial to the successful resolution of this problem. The immediate supervisor shall provide the aggrieved employee a written answer to the grievance within (10) days after the meeting.

B. If the grievance is not resolved at step number one, the employee shall refer the grievance in writing to the Superintendent or his official designee within ten (10) days after receipt of the step number one answer. The same procedures as outlined in step number one regarding meeting arrangements, time limitations, persons present at the meeting, and written answers to the grievance shall be in effect for step number one.

C. If the grievance is not resolved at steps number one or number two, then the employee has the option of requesting in writing that the grievance be placed on the agenda of the next regularly scheduled Board meeting. He/she may then present the grievance personally to the Board for their consideration and decision. The Board shall provide the employee with their written decision within twenty (20) days after the date of which the grievance was heard by them.

D. If the employee is not satisfied with the disposition of the grievance in Step 3, the employee and/or Association must file in demand for arbitration with the AAA within thirty (30) calendar days from the date the decision at Step 3 was rendered. The voluntary labor arbitration rules of the AAA shall apply. The cost of the arbitrator services and other costs of a transcript will be borne equally by the parties.
    1. Neither party shall be permitted to present any grounds or evidence before the arbitrator which had not previously been disclosed to the other party.
    2. The arbitrator shall have no power to amend, modify, nullify, ignore or add to the terms of this Agreement. The arbitrator's authority shall be strictly and narrowly limited to deciding only the issues of the grievance filed at the Step One level within the limits established in the definition of a "grievance".
    3. Either party may make public the findings and recommendations of the arbitrator.

Section 3.03 Other Conditions

A. By mutual written agreement between the Superintendent and grievant (employee), the first step of the grievance procedure can be bypassed.

B. Meetings Outside of Regular Working Hours
All meetings shall be scheduled after regular work hours for employees unless mutually agreed between the Superintendent and grievant to meet at another time.

C. Grievant and Association Cooperation
The grievant and the Association shall not interrupt the operation of the District in the investigation of any alleged grievance.

D. Timeliness by Parties
Failure of any grievant to act on a grievance within the prescribed time limits will bar any further appeal. Failure by the Administration or Board to act on a grievance response within the prescribed time limits will permit the grievance to automatically move to the next step within the time limits provided in that step.

E. Extension of Time Limits
Time limits can be extended by mutual written agreement by the Superintendent and the grievant.

F. No Reprisals
No reprisals of any kind shall be taken by the grievant, Association, Administration and/or Board against any employee because of his/her participation or lack of participation in the grievance procedure.

G. Filing of Materials
All documents dealing with a grievance shall be filed separately from an employee's personnel file.

H. Exclusion of Remedies
In the event a grievant commences a proceeding in any state or federal court or administrative agency against the Board and/or Administration, charging the Board and/or Administration with an alleged violation of this Agreement, such remedy shall be exclusive and said grievant shall be barred from invoking any remedy by this grievance procedure while pursuing a remedy in another jurisdiction. Upon being knowledgeable of the decision by another jurisdiction, the grievant has the right to reinstate the grievance within (10) days.

I. Expedited Arbitration
Upon completing a mutual written agreement by the Superintendent and the grievant, the expedited arbitration rules of the AAA shall be utilized instead of the voluntary labor arbitration rules.

J. By-Pass of Arbitration to Grievance Mediation
By mutual written agreement, the Superintendent and grievant may elect to enter into grievance mediation prior to submitting the grievance to arbitration. The parties shall mutually agree, in writing, on the procedures for mediation, including the handling of costs to implement the process.

Article IV. LEAVES

Section 4.01 Sick Leave

Probationary employees and employees hired on or after July 1, 2007, shall be entitled to ten (10) days of sick leave per year for the first four years of their employment. After completion of an employee's 4 year, he or she shall be entitled to fourteen (14) days of sick leave per term without loss of pay.

All non-probationary employees hired prior to July 1, 2007, shall be entitled to fourteen (14) days of sick leave per term without loss of pay.

A. Sick leave shall be defined as personal illness, quarantine at home or serious illness or death in the immediate family or household**.** Immediate family as defined in the law means parents, spouses, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, civil union partners and legal guardians. Absences of three (3) days or more may require a doctor's release stating fitness for duty.

B. Unused sick leave days shall accumulate to two hundred forty (240) days for retirement purposes; however, an employee who has achieved this maximum can still receive their annual allotment to be utilized during their employment for qualifying sick leave purposes.

C. At the beginning of each year, each employee shall be able to access accumulated sick leave accruals in E-time.

D. An Employee eligible for Workers Compensation will have the following options:
   - Receive Workers Compensation benefits at a rate of 66 2/3% of salary.
   - Receive full pay by using 33 1/3% of available sick leave and the Workers Compensation benefit of 66 2/3% of salary.

   After sick leave is exhausted, the employee will only receive Workers Compensation benefits.

E. Support staff employees with 10 years of continuous service in the District shall have the option to turn-in up to forty (40) accumulated unused sick leave days for additional compensation upon retirement. The District shall pay to the retired employee fifteen dollars ($15) per sick leave day submitted. Payment shall be made no later than the month following the month of retirement. Any remaining sick leave days not turned in for compensation shall be reported to IMRF for service credit.

Section 4.02 Bereavement Leave

Each employee shall be entitled to two (2) days bereavement leave per school term without loss of pay. If more than two (2) days of bereavement leave are necessary, such days will be deducted from the employee's accumulated sick leave. If an employee has no available bereavement leave, he/she may request unpaid leave from his/her department director.

Section 4.03 Personal Leave

At the beginning of each school term each non-probationary employee who is regularly scheduled to work at least 720 hours per year, shall be credited with two (2) days of leave to be used for personal business, which cannot be handled during non-scheduled hours. All requests shall be made at least (5) workdays in advance of the desired date of the leave on a form provided by the Administration except in an emergency approved

by the superintendent or designee. Regulations governing personal leave shall include the following:

A. Personal leave shall not be allowed for participation in a work stoppage.

B. Except in the case of an emergency, or a unique circumstance approved in advance by the Superintendent or his or her designee, or for observations of a recognized religious holiday of the non-certified staff member's faith, the following days shall not be utilized for personal business leave:
   1. The first and last week of school for students based on the calendar applicable to their position, subject to administrator approval.
   2. A weekday immediately preceding or following a weekday legal holiday, observed by the district.
   3. A weekday immediately preceding or following a weekday of student non-attendance.
   4. A Friday before a Monday student non-attendance day / half day.
   5. Personal leave days accumulate up to four (4) days. If a staff member is requesting more than 2 consecutive days, the staff member will need to submit a request to the Assistant Superintendent overseeing Human Resources.
   6. Unused personal leave days after four (4) will accumulate as sick leave.
   7. Personal leave can be requested in increments of ½ or whole day.

C. Personal leave days accumulate up to four (4) days. Unused personal leave days after four (4) days will accumulate as sick leave.

Section 4.04 Leave Without Pay

If an Employee is absent from duty and such absence is not covered by any of the leaves of absence included in this Agreement, the Employee will not be compensated. All unpaid leave must be pre-approved by a department director.

Employees on unpaid/unprotected leave do not accrue benefits and are therefore responsible for medical premium costs.

Section 4.05 Association Leave

In the event that the Association desires to send representatives to local, state or national conferences or other pertinent Association business outside of the District, these representatives shall be excused without loss of pay for an aggregate maximum of eight (8) days annually upon written notice for this leave submitted to the Superintendent at least two (2) weeks in advance of the scheduled event.

Section 4.06 Leave Day Calculation

Whenever an employee works less than eight (8) hours a day, a day shall be calculated on the basis of the number of regular hours the employee is normally scheduled to work.

Article V. EARNED VACATION DAYS, HOLIDAYS, AND E- LEARNING DAYS

Section 5.01 Earned Vacation Days

1. A classified employee whose regular work year is 260 days shall be entitled to paid vacation according to the following schedule:
2. After six (6) months consecutive service, five (5) days to be taken before the close of the first fiscal year.
3. Beginning at the start of the second fiscal year, and continuing for the duration of the first five (5) consecutive years, ten (10) days.
4. After five (5) years of consecutive service, fifteen (15) days.
5. After ten (10) years of consecutive service, twenty (20) days.
6. If an employee has served in a full-time position that was not 260 days, those consecutive years may be counted when transitioning into a 260 day position to determine the allocated amount of vacation days.

The Superintendent or designee shall attempt to arrange vacation days so that the school operation continues to operate in an effective and efficient manner. Employees not working full year shall have their vacation days prorated based on the percentage of days employed. Accordingly, vacation days granted will be determined in accordance with the needs of the school.

For employees who have one year or more of service the Board shall transfer up to five (5) unused vacation days to their cumulative sick leave at the end of each fiscal year.

Section 5.02 Recognized Holidays

The Board recognizes certain days during the school year as holidays for twelve-month employees. The following days will be observed unless the Board secures a waiver from the state to eliminate specific holidays:

New Year's Day	Columbus Day
Martin Luther King, Jr's Birthday	Veterans Day
Lincoln's Birthday	Thanksgiving Day
Casimir Pulaski's Birthday	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

If a holiday falls on a Saturday or Sunday, it will be observed on a workday designated by the Superintendent.

Full-time, twelve-month employees will be eligible for eight (8) hour pay, or the number of hours regularly scheduled to work, if less than eight (8) hours, at their straight time rate, according to 4.6 Leave Day Calculation, provided they meet the following requirements:

1. The employee must work within the payroll period during which the holiday occurs, unless on vacation.
2. The employee must work the last scheduled working day before the holiday and the first scheduled workday after the holiday unless on vacation. Any exceptions must be approved by the Superintendent.
3. The employee must have been employed by the Board for at least thirty (30) days.
4. In case of an emergency, as defined by the Superintendent, an employee may be required to work on a recognized holiday. To be eligible for holiday pay (rate of two times the individual's regular rate of pay) a full-time twelve-month employee must work on the last scheduled workday before the holiday and the first scheduled work day after the holiday unless on vacation.

Section 5.03 E-Learning Days

In the event of E-learning days being utilized, non-certified staff's contracted days and hours will not be reduced. In the event of E-learning days being utilized non-certified staff's responsibilities for the day will be directed by their supervisor.

Article VI. MEDICAL INSURANCE

Section 6.01 Premium Cost

Employees working a minimum of thirty (30) hours per week and for a period of nine (9) months or more shall receive Board contributions toward medical insurance.

Insurance contributions will reflect current HEA contributions. Should HEA contributions change, HESPA contributions will change accordingly.

The Board of Education will provide employees working a minimum of thirty (30) hours per week and for a period of nine (9) months, long term disability supplement to the IMRF long term disability.

Employees hired prior to 07/01/05, and who work 20 hours or more per week, shall be entitled to all benefits list above.

For HESPA employees to qualify for the District's health insurance, they may hold a secondary position within the District to reach the required threshold of thirty (30) hours per week for a period of nine (9) months per school year.

HESPA employees may apply for open positions and be considered to fill the position by the hiring manager. HESPA employees who apply may be provided the opportunity to interview for the open position provided that they receive a positive recommendation from their current supervisor and are able to display experience working with the age group in which the position is responsible for supervising. The employee must be able to fill the assigned hours of the secondary position without the responsibilities interfering with their primary job or exceeding 40 hours per week.

Section 6.02 Insurance Committee

HESPA shall be part of the district's insurance committee composed of representatives of all stakeholders in the district. This committee will meet when necessary to examine health insurance and make recommendations to the board. The board will make any final decisions on health insurance.

Article VII. SENIORITY, TRANSFERS, VACANCIES AND LAYOFFS

Section 7.01 Definition of Seniority

For the purpose of this Agreement, classification seniority shall be defined as an employee's length of continuous full-time or part-time service in a department with separate lists being maintained as covered in Section 7.4. Part-time employees who work less than twenty hours a week shall have no seniority rights and benefits.

Section 7.02 Probationary Employees

All new employees shall be employed under probationary status for the first ninety (90) day working period. Employees shall have no seniority until completion of a ninety (90) working day probationary period, which can be extended by another ninety (90) work days at the discretion of the Administration, at which time their seniority shall revert to their first day of work. Any time during this period, a probationary employee can be discharged "at will" without recourse or regard to any other provisions in this Agreement, including being prohibited from using the Grievance Procedure for discharge.

Section 7.03 Classifications Within Bargaining Unit

For the purposes of determining seniority for full-time employees, all employees shall be placed in one of the following classifications based on their current assignments:

A. Bus Driver
B. Maintenance
C. Secretary/Administrative Assistant
D. Student Assistant
E. Router/Dispatch
F. Mechanic
G. Custodian
H. Paraprofessionals
I. Cooks/Cook Team Lead
J. Nurses
K. Assistant Registrar
L. Dean's Assistant
M. Campus Supervisor
N. Mid-Day Supervision

Section 7.04 Seniority List

On or before February 1 of each year, separate seniority lists (employment status as of January 15 of each year) shall be distributed to all full-time (40 hours) employees and regularly employed 9-month employees who work twenty (20) hours or more each week on a regular basis showing their length of service in the District and their classification. Probationary employees shall not be on either list. A copy of the annual seniority lists shall be provided to the Association. Any employee disagreeing with his/her seniority placement shall respond, in writing, to the Superintendent and to the President of the Association within ten (10) workdays after the effective date of the posting.

Section 7.05 Termination of Seniority

Seniority of an employee shall be deemed to have been broken when he/she:

1. Resigns or quits;
2. Retires;
3. Is discharged;
4. Is absent from work three (3) days without notifying the District; *
5. Fails to report for work at the close of a leave of absence or vacation without District approval; *
6. Fails, following layoff, to return to work within ten (10) working days, following receipt of notice of recall from layoff by telephone or notice sent to his/her last known address;
7. Is laid off beyond the established guidelines in accordance with Section 7.9;

8. Accepts other employment without the School's written approval during a period of authorized leave of absence;
9. Falsifies the reason for the leave of absence.

* The Superintendent retains the prerogative to waive the time limit when an emergency occurs that can be verified to his/her satisfaction.

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Section 7.06 Transfer to New Position

Any employee assuming a position in another classification shall begin his/her seniority in the new classification on his/her first day of work. However, his/her District seniority shall continue to accrue to determine earned vacations if eligible for vacations. If management requests a status change within the department, departmental seniority will remain the same.

Section 7.07 Posting of Vacancies

Vacancies occurring within the bargaining unit, including newly created positions within the bargaining unit, shall be posted on a designated bulletin board in each District building along with a copy of such posting being sent to the Association. Every reasonable effort will be made to post vacancies at least ten (10) work days prior to being filled, but can be filled prior to that time if the operational needs of the District need to be immediately addressed as determined by the Superintendent. In the event that the Superintendent determines it is necessary to fill a position immediately, the Association shall be so notified in writing stating the reason for the decision. Such postings shall contain the following information:

1. Type of Work
2. Location of work
3. Starting date
4. Range of pay
5. Hours to be worked
6. Classification (Department)
7. Minimum requirements

Section 7.07A Posting of Vacancies – Bus Routes

Regular bus routes shall be defined as Regular Education, Preschool, Kindergarten, Special Education, Summer School, and any other non-bus driving job created by using HESPA employees. Special Education routes and non-bus driving jobs will be bid by seniority and must meet additional criteria found in District job descriptions.

All regular bus routes will be posted annually for a period of 5 days for bidding purposes. Bus driving routes, with the exception of special education and non-bus driving HESPA jobs, shall be bid upon departmental seniority. Each route will be identified by a number. Each route will have a job description. Each driver will be given adequate time to choose a route.

Regular bus routes openings during the year shall be bid in the same manner.

If a driver is off on an approved/protected leave, meaning they are utilizing earned benefit sick time for their leave, they will be allowed to bid their annual route assignment.

If a driver is off on an approved/unprotected leave, meaning their leave has been approved but they are unpaid and out of benefit time, they will be placed at the bottom of the seniority list for annual bidding purposes.

Furthermore, a driver utilizing an earned benefit sick day on the last day of school cannot be denied the right to bid their annual route bid.

Section 7.07B Trips

Field and athletic trips are considered extra work over and above regular driving routes. Trips are to be bid by the department seniority list as established at the beginning of each fiscal year starting with the first driver on said seniority list. Trips received after the bid day, &/or counter trips, shall be posted and bid by department seniority if the particular trip cannot be place in the next rotating weekly trip bid. Furthermore:

1. All eligible drivers will be eligible to bid on trips. The rotation continues to be bid out according to Article 14 Section 14.02 until all trips are filled.
2. Trips will be bid based on the department seniority list.
3. Probationary drivers may bid on trips after the first thirty (30) school days upon clearance by the Director and the Training Department.
4. No driver on sick leave or leave without pay can bid on trips until they return to duty.
5. If a driver calls in sick for any part of their regular route and has a trip that day, that trip will be re-assigned.
6. If a driver calls in sick the day before a non-attendance trip day (such as Saturday or Sunday), the trip will be re-assigned. This does not include any extended holiday breaks. If the District or Transportation cancels a trip less than 24 hours before that trips' depart time on any attending or non-attendance scheduled day, a 2 hour minimum compensation shall be given to driver, unless driver is able to fulfill/complete their regular route hours/or the trip is rescheduled for that driver within 7 school days. In addition, if a trip requires multiple drivers and the original number of buses is decreased, within 24 hours of departure time, the drivers with the least seniority will be dropped and compensated as stated above. If a trip requires multiple drivers and the original number of buses is reduced **more** than 24 hours prior to departure time, the drivers will be reduced based on order of bid - the last driver to bid the trip will be the first driver removed.
7. Overnight trip values will be predetermined by transportation prior to bidding; however, an adjustment can be made if signed by the coach/sponsor and verified by transportation. Trip values will be determined by looking at past trips to similar locations/events.

Section 7.08 Filling of Vacancies

HESPA members wishing to apply for any open position shall submit an online application. The internal applicant will receive confirmation of the request from the hiring manager. After qualified HESPA members are interviewed for such vacancies, they will be notified when the vacancy is filled. The District may consider the following criteria in filling the vacancies based upon qualifications, skills, experience, balancing of skill set within each building, and seniority.

Section 7.09 Layoffs, Reduction in Force and Elimination of Positions

The Board of Education may eliminate any position during the school year when it concludes that certain services are no longer needed. (i.e., a student with an individual assistant moves out of the district) If the Board decides to decrease the number of Employees in any classification covered by this Agreement, the resulting layoff, Reduction in Force or Elimination of Position shall be effectuated first by laying off any probationary Employees within the affected classification and then on the basis of

seniority within the affected classification (i.e., the least senior Employee in the classification shall be laid off or released first) provided that the remaining Employees are determined to be qualified and skilled at performing the work remaining after the layoff, reduction in force or elimination of position, as determined by the Superintendent or designee's sole discretion. In some cases, special circumstances may be present in regards to the best interest of a students' needs or needs of a group of students. In this case a committee consisting of HESPA leadership, Administration, and Human Resources will look at the seniority, qualifications, skill set, ability and students needs when determining the employee to be released

Section 7.10 Recall From Layoff, Reduction in Force Elimination of Positions

The recall period shall be one (1) year. If the Board has any vacancies in a classification affected by a layoff, reduction in force or elimination of position, the positions will be tendered to qualified and skilled employees with recall rights in that classification in reverse order of layoff from said classification, if physically able to return to work. In some cases, special circumstances may be present in regards to the best interest of a students' needs or needs of a group of students. In this case a committee consisting of HESPA leadership, Administration, and Human Resources will look at the seniority, qualifications, skill set, ability and students' needs when determining the employee to be released Notification of recall shall be by certified mail to the employee's last known address as shown on the District's records. The recall notice shall state the time and date on which the employee is to report back to work, along with the requirements of the position. It shall be the responsibility of the employee to keep his/her address current by providing the Superintendent's Office with the necessary information. If the employee does not respond to such notification of recall within ten (10) working days following a receipt of notice sent to the employee's last known address or declines the position, the employee's right to recall shall cease and he/she shall be considered terminated from the District.

Section 7.11 Notification of Tentative Assignment

If there is a change in an employee's current assignment, the employee shall receive notification of the tentative assignment for the next school year no later May 10 In the event further changes or modifications in assignment are required, the affected employee will be notified personally as soon as possible.

There will be a joint committee of HESPA members and administration that will meet at least two weeks prior to the start of the school year to review staffing for the upcoming school year.

Article VIII. PERSONNEL FILE

Section 8.01 General

There shall be one (1) official personnel file in the District Office for each employee. It is understood that supervisors retain the right to have their own formal/working file on each employee.

Section 8.02 Right to Access

Each employee shall have the right of access to his/her file, with the exception that pre-employment confidential materials shall not be available for review, upon giving the Human Resources Office a minimum of a three (3) day workday by notice. Upon reviewing the file, the Superintendent or his/her designee shall be present.

Section 8.03 Copies of Documents

A copy of any permanent material, except confidential material such as evaluations by college/university and/or previous employers, shall not be placed in an employee's personnel file without a copy also being provided to the employee. The employee has the right to respond to the material in writing, and his/her response will be attached to the file copy. The employee must respond within twenty (20) days of receipt of the material.

Article IX. EVALUATION PROCEDURES

Section 9.01 Review of Procedures

At the commencement of each school year, each supervisor shall advise the employees of the evaluation procedures and instruments. New employees hired during the school year shall also be advised of the evaluation procedures and instruments.

Section 9.02 Informal Observations

Employees may be informally observed by their supervisors without advance notice to the employee. If the informal observation shall be used as part of an evaluation, it shall be reduced to writing and discussed with the employee within ten (10) workdays after the most recent observation.

Section 9.03 Formal Evaluations

Employees shall be entitled to at least one formal evaluation every school year. Employees assigned to more than one building shall be assigned a primary evaluator.

Section 9.04 Post-Evaluation Procedures

All evaluations shall be reduced to writing and a copy given to the employee as soon as practical, with ten (10) workdays being the guideline. Within (10) workdays of receiving the copy of the evaluation, a conference will be held between the employee and supervisor (evaluator) to review the document, including possible changes, if any, and provide specific recommendations covering improvements if weaknesses are identified. The final evaluation document will be provided to the employee within ten (10) workdays of the conference, and if the employee disagrees with its content, he/she may submit a written response within ten (10) workdays of the conference, to be attached to the evaluation.

Section 9.05 Evaluation Schedule

Once an employee has completed three (3) consecutive years of service, the employee will then be evaluated at least once every two years. Should any deficiencies arise with an employee on the bi-annual review schedules, the employee will revert to the annual review schedule until three (3) consecutive review years have been achieved. If an employee changes their job category, they will revert to being reviewed for (3) consecutive years before moving to the bi-annual cycle. Employees will have the option to request an annual review.

Administration and HESPA will meet to determine the initial yearly groupings. These groupings will determine which school year a staff member with three (3) consecutive years of service or more will be evaluated during the two-year cycle. The first cycle will begin in the 2025-2026 school year.

Article X. DISCIPLINE OF EMPLOYEES

Section 10.01 Definition

With respect to offenses less serious than those warranting immediate discharge, the District generally agrees with the tenets of progressive and corrective discipline.

Discipline action shall be imposed as soon as practical after the Superintendent or designee becomes aware of an event or circumstance that relates to a violation of District rules and/or policies, and has a reasonable period of time to investigate the matter and render a decision. The Superintendent or designee shall determine the step that will be instituted in accordance with the severity of the situation being investigated.

Section 10.01A Written Notification of Possible Discipline

Whenever practical, an employee required to appear before his/her supervisor, administration or board on a matter regarding possible discipline will be provided with written notice specifying reasons at least twenty-four (24) hours in advance. An Employee, when requested to appear, will be informed that it may be considered a disciplinary meeting and that the employee is entitled to representation.

Section 10.02 Notification of Disciplinary Action

In the event that disciplinary action is taken against an employee, the Superintendent or designee will furnish the employee, in writing, the reason(s) for the disciplinary action. The disciplinary report shall be placed in the employee's personnel file. The District's recourse on disciplinary issues may include but not limited to the following progressive discipline plan: oral reprimand, written reprimand, paid suspension, unpaid suspension, and discharge.

Section 10.03 Suspension Pending Investigation

The District may suspend an employee for up to thirty (30) calendar days, pending an investigation on the alleged violation of a District rule or policy. Such suspension may be without pay and accrual of leave time. If alleged violations are not substantiated, the employee will be reinstated, with retroactive pay and accrual of leave time, to the date of suspension, if the suspension had been without pay.

Section 10.04 Right to Representation

An employee shall be entitled to the presence of an Association representative at an investigatory Interview if he/she requests one and if the employee has reasonable grounds to believe that the interview may be used to support disciplinary action against him/her.

Section 10.05 Discipline Retention Duration

Any HESPA employee receiving any form of progressive discipline shall have the right, after one year from the date of said discipline (and annually thereafter), to request a review of said discipline with HR or their designee to have said discipline removed permanently from their file. Should an agreement for removal of said discipline not be reached, the employee may request an appeal to be presented to the Superintendent or designee by a member of the HESPA Executive Board.

Article XI. GENERAL PROVISIONS

Section 11.01 Work Day

For employees who are to receive a substantially different assignment from the previous year or previous notification, on or before August 10, the District will provide

each employee a notice of the employee's work location and assignment, the number of hours worked per day, the minimum number of days worked per year, the paid legal school holidays for the fiscal year, and the name of the immediate supervisor, with all information being broken down by specific item with the format. The Superintendent or designee reserves the right to adjust the above conditions beyond August 10 and during the school year so as to meet the operational needs of the District.

Section 11.02 Assistance in Control of Students

Control of students shall be considered part of the job as determined by the employee's immediate supervisor. Prior to the beginning of each school year, the immediate supervisor shall review appropriate procedures with all employees.

Section 11.03 Unsafe or Hazardous Working Conditions

Employees are required to bring to the attention of their supervisor potential unsafe and/or hazardous working conditions, which shall be investigated and corrected as soon as practical.

Section 11.04 Emergency Shutdown

Employees are expected to work on emergency shutdown days when students are not present unless instructed by their immediate supervisor not to come to work. If employees are notified not to come to work on emergency shutdown days, the affected employees will not be paid for the day unless they use personal leave or earned and unused vacation days to remain in pay status, If employees who are notified to come to work on emergency shutdown days do not come to work, these employees will not be paid for the day and may not use personal leave days or earned and unused vacation days at this time.

Section 11.05 Mileage Reimbursement

The District shall pay for approved transportation required of employees in the performance of his/her duties. Employees will be reimbursed for the approved use of his/her personal vehicle at the recognized IRS rate with the employee having current liability coverage. It is understood that no employee shall be reimbursed for driving to his/her regularly assigned work place each day and driving home from the assigned work place upon conclusion of their assignments each day, and associated activities.

Section 11.06 Training and Coursework

The Board recognizes the need for employees to improve their skills. In response, the Board will under certain conditions and available finances, reimburse expenses for credit courses and noncredit training for employees who are scheduled to work at least 720 hours per year. All expenses eligible for reimbursement must be approved in advance by the Superintendent or designee.

A. Required Coursework and Training
Tuition/registration expenses for pre-approved coursework or training required for the position will be reimbursed 100%.

B. Non-required, But Germane Coursework and Training
Expenses for successful completion of pre-approved coursework or training not required, but germane to the position held, and taken during non-paid, off-duty time, will be reimbursed at 50% of:

1. Tuition cost of approved course after the application of all scholarships, grants or other monetary incentives used to pay for credit courses, with a limit of

$130.00 per semester hour, for up to twelve (12) credit hours per contract year. Books, fees or other costs are not included in this reimbursement.

and/or

2. Registration cost for non-credit training.

Section 11.07 Use of District Keys

Employees shall not have keys to facilities unless authorized by the Administration. When an employee has District keys in his/her possession, they are not to be used for entering District property in his/her off-hours without authorization from the immediate supervisor or from the Superintendent's Office.

Section 11.08 Voluntary Transfer

In the event that an employee who is scheduled to work twenty (20) hours or more a week during the regular school year is voluntarily transferred into a position in another department, the employee will have (30) days to demonstrate the ability to perform satisfactory performance in his/her new duties. If in the opinion of the department supervisor and the Superintendent or designee the employee is not able to perform adequately his/her duties, the employee will be returned to his/her previous position or a similar position and at a salary no less that the salary prescribed for the previous position.

Section 11.09 Work Clothes

At the discretion of management, specific employees may be required to wear identified work clothes and/or protective safety gear. When such a decision is made, the identified work clothes and/or protective safety gear shall be at the expense of the District. Any maintenance and cleaning of the work clothes shall be at the expense of the employee. Work clothes and/or protective safety gear shall only be used during on duty time. Any work clothes and/or protective safety gear shall be returned to the District upon resignation, layoff or discharge.

Section 11.10 Job Description Committee

A committee of three HESPA members appointed by the Union President and three District Representatives appointed by the Superintendent or designee will convene no later than October 1, 2022 to recommend updated HESPA employee job descriptions to the Board of Education.

If a job description within the HESPA bargaining unit is determined to need updates/revisions, the union president will be notified.

Section 11.11 Paraprofessional Data Sharing

All Paraprofessionals will be supplied with a copy of all relevant portions of the IEPs and Behavior Plans for the students in which they work with and are assigned to. This information will be provided at the beginning of the school year and as necessary if an assignment should change throughout the year. If the employee does not receive a copy, the employee is expected to contact the building level Special Education Administrator.

Article XII. BOARD AUTHORITY

Section 12.01 Board Authority

The Employer shall manage and direct all employees. Subject to the provision of this Agreement, the Employer shall have the right to plan, determine, direct and control operations and hours, the right to study and introduce new methods, procedures,

facilities and benefits, the right to direct and control the work force, including the determination of its size and composition, the scheduling and assignment of work and also including the right to hire, assign, evaluate, demote, promote and transfer, to lay off or reduce hours of work because of lack of work, to discipline, suspend or discharge and to establish and maintain reasonable rules and regulations covering the operations of the Employer, violation of which shall be among the causes for discipline; provided, however, that these rights shall be exercised with due regard for the rights of the employees. The listing of specific rights in this Agreement is not intended to be, nor shall it be considered restrictive or a waiver of any rights of management not listed and not specifically surrendered herein and which are granted to management pursuant to the statues of the State of Illinois and the United States, along with the decisional law by the courts.

Section 12.02 Board - Administration - Association Meetings
The Labor/Management Advisory Committee may consist of representatives from the Association, Administration, and Board of Education.

For the purpose of maintaining positive communications between the Association, Administration and Board of Education, the parties may schedule up to four (4) meetings a year to discuss recommended solutions to mutual concerns affecting the school district other than grievances. The final decision on all recommended solutions shall remain with the Board of Education.

The four (4) meetings shall be scheduled at a mutually agreeable time, date and location by the President of the Association and the President of the Board of Education. Any additional meetings shall be by mutual agreement between the President of the Association and the President of the Board of Education.

Article XIII. NO STRIKES AND DISRUPTIONS

Section 13.01 General Employee and Association Responsibilities
During the term of this Agreement and any mutually agreed upon extension thereof, no employee covered by this Agreement, or the Association, nor any person acting on behalf of the Association shall engage in, authorize, or instigate a strike, withholding of services or refusal to render full and complete service.

Section 13.02 Association Responsibilities
It is agreed that the Association will, within one (1) week of the change of officers, serve upon the Superintendent a written notice that will list the Association's authorized officers.

Article XIV. COMPENSATION

Section 14.01 Compensation

See chart for starting base hourly rate by year.

Position	25-26	26-27	27-28
Student Assistant/Bus Aide	$16.28	TBD	TBD
Mid-Day Supervision	$16.28	TBD	TBD
Cook	$16.28	TBD	TBD
Campus Supervisor	$17.59	TBD	TBD
Job Coach Para	$17.59	TBD	TBD
Paraprofessional	$17.59	TBD	TBD
Custodian	$16.80	TBD	TBD
Secretary	$16.80	TBD	TBD
Admin Assistant	$17.59	TBD	TBD
Assistant Registrar	$17.59	TBD	TBD
Router/Dispatcher	$22.58	TBD	TBD
Maintenance	$20.21	TBD	TBD
Bus Driver	$22.58	TBD	TBD
Van Driver	$19.64	TBD	TBD
Mechanic	$24.94	TBD	TBD
Nurse	$30.45	TBD	TBD

**The initial hourly salary for a new employee with experience will be determined by Administration and HESPA leadership.

There shall be no percentage increase during the following year for any new hire who begins employment after January 1st of the current school year.

All existing employees shall receive the applicable yearly increase on their base salary as noted below (plus applicable longevity and stipends)

2025-2026

Current employees will receive a 6.0% increase to their current hourly rate.

The base hourly rates will increase 5.0% from the 2024-2025 hourly rates.

All increases in compensation will be paid retroactively to July 1, 2025 regardless of the HESPA ratification and Board of Education approval date of this agreement.

2026-2027

Returning employees' hourly rate shall increase equal to the percentage attributable to the corresponding fiscal year in accordance with the Illinois Property Tax Extension Limitation Law (PTELL), commonly referred to as the "tax cap," subject to an annual floor of 3.0% and a ceiling of 5.0%. Based on the Consumer Price Index for All Urban Consumers in the U.S. (CPI-U), as published by the U.S. Department of Labor's Bureau of Labor Statistics, in December of the preceding year with a floor (minimum) of 3.0% and a ceiling (maximum) of 5.0%.

Base rates shall increase 0.5% less than the increase received by current employees.

2027-2028

Returning employees' hourly rate shall increase equal to the percentage attributable to the corresponding fiscal year in accordance with the Illinois Property Tax Extension Limitation Law (PTELL), commonly referred to as the "tax cap," subject to an annual floor of 3.0% and a ceiling of 5.0%. Based on the Consumer Price Index for All Urban Consumers in the U.S. (CPI-U), as published by the U.S. Department of Labor's Bureau of Labor Statistics, in December of the preceding year with a floor (minimum) of 3.0% and a ceiling (maximum) of 5.0%.

Base rates shall increase 0.5% less than the increase received by current employees.

Section 14.01A Longevity

Longevity Pay: (For service in the District based on hire date)

2025-2028

After the completion of the:	**Per Hour**
5th year	$0.75
10th year	$1.30
15th year	$1.90
20th year	$2.55

Section 14.01B Supervision

When supervision positions become available, certified staff, non-certified staff and any individual not currently employed by the District will have the opportunity to apply. The Superintendent or designee shall have the sole discretion to select the individual to fill any assignment. Supervision pay will be equal to the rate stated in the Huntley Education Association (HEA) Collective Bargaining Agreement.

a) Lunch Room Supervision (Duty Free Time)

b) In School Suspension

c) Bus Duty (Inside School Day/ Car Rider Duty

d) Concert Attendance (non-supervision)

e) Bus Duty (Outside School Day)

f) Saturday Detention

g) 8th Grade Information Night

h) All extracurricular supervision assignments (score keeping, ticket taking, athletic supervision, etc.)

Section 14.01C Stipends

Stipends	Per Hour
Food Service Elementary Team Leaders	$3.25
Food Service MS Team Leaders	$3.75
Food Service HS Team Leaders	$4.25
Food Service Manager Certificate (Working in Food Services)	$0.75
State of IL Registered Nurse, Vision, and Hearing certification (per license)	$0.75
Personal Care (Paraprofessionals)	$0.75
Transportation Trainer (hours devoted to training)	$1.00
Job Coach Paraprofessional	$2.50
Service Animal	$0.50
2nd Shift full-time employees	$1.00
Custodial HS Team Lead	$4.00
Bilingual Paraprofessional	$0.50
SES/SNAP - Paraprofessionals working outside of the SNAP/SES programs and who are currently working with a student whose IEP contains appropriate criteria and is deemed appropriate by the Director of Special Education.	$0.75
One on One (Paraprofessionals)	$1.25
IEP Designation (Nurses)	$3.50
Propane Bus Certification (Mechanics)	$1.50
Electric Bus Certification (Mechanics)	$1.50

Section 14.01D Bus Driver Stipends

A new employee who is hired as a bus driver by Huntley Community School District #158 will receive a training stipend of $600 once they have completed the necessary training program as defined by the District. If a new employee is hired as a bus driver and they currently hold a valid Commercial Driver's License (CDL), they will receive a training stipend of $300 once they have completed the necessary training program as defined by the District.

Any current District 158 Bus Driver wishing to obtain the "Air Brake Endorsement" for their CDL license will, upon completion of training and successfully obtaining the endorsement for air brakes, shall be compensated for 6 (six) hours at their regular hourly rate of pay. Drivers compensation is limited to 6 (six) hours regardless of the actual number of hours each individual may need to complete the process.

Section 14.01E Performance Pay

The Board of Education and HESPA agree that successful implementation of the District Strategic Plan is vital. If all elements of the Strategic Plan are addressed appropriately, then the Board feels there should be a performance bonus.

The Board will provide a one-time payment, up to 0.5% of the HESPA total base labor cost of the HESPA and at-will employee groups combined, to be shared equally among all HESPA and at-will employees, based on attainment of measures in the Strategic Plan. Base labor costs exclude Board paid IMRF, stipends, extra duty assignments, extra days, supervision, etc.

The Strategic Plan for the District calls for the following Goals to be attained:

Goal 1- Continuously Improve Student Growth and Achievement
Goal 2- Provide safe, healthy, and nurturing environments conducive to learning and wellness.
Goal 3- Attract, support, develop, and retain the best and brightest staff.
Goal 4- Foster ownership through trusting and engaged partnerships.
Goal 5- Prioritize and allocate resources effectively and equitably while operating with increased efficiency.

The Board will determine what percentage of the overall Strategic Plan has been met in August of each year starting in the year 2019. The percentage that has been met will determine the payment to be made. For example, if the Board determines that 80% of the overall Strategic Plan has been satisfied, 0.80 of the 0.5% payment opportunity will be used. The total dollar amount will be paid in equal amounts to all HESPA members in the first payroll of September, as a one-time payment. The previous school year pay rate will be used to determine the payment. Only those employees who were on the payroll on June 25 of the previous school year will be eligible to receive the payment. The payment will be IMRF creditable but will not be added to each employee's base salary.

Section 14.01F Summer School

Paraprofessionals

ESY/Summer School paraprofessionals - $25/Hour

ESY/Summer School Personal Care - $0.75/Hour

Any extra stipends for Paraprofessionals stated in the HESPA Collective Bargaining Agreement will not be applicable during ESY/Summer School, this includes longevity.

Nurses

ESY/Summer School Nurse - $45/Hour

HESPA nurses will be paid at a rate equal to what is stated in the Huntley Education Association (HEA) Collective Bargaining Agreement for working Extended School Year (ESY)/Summer School. Any extra stipends stated in the HESPA Collective Bargaining Agreement will not be applicable during ESY/Summer School, this includes longevity.

Any ESY/Summer School staff not specified above - $1.00/Hour in addition to their regular hourly rate inclusive of stipends.

Section 14.02 Overtime

Every claim for overtime pay must be pre-approved by the Superintendent or designee.

Pay for overtime work will be at the employee's regular rate until the total number of hours worked (regular and overtime) reaches forty (40) hours for the week. Beyond forty hours, overtime pay will be calculated at the rate of one and one-half times the individual's regular rate of pay.

Section 14.03 Substitute Teacher Compensation

Any HESPA employee who is certified as a teacher or substitute teacher, who supervises a teacher's class(es), whether full day or partial day, as authorized by the building principal/designee, during his/her normal contracted day, shall be compensated at the rate of $22.00 per hour or the current substitute teacher hourly base rate, whichever is greater.

Section 14.04 Staff Meetings

All HESPA employees will have the opportunity to attend one building level staff meeting per month. The HESPA employee will be compensated at their hourly rate if the meeting is scheduled outside of their normal working hours.

Article XV. EFFECT AND DURATION OF AGREEMENT

Section 15.01 Period Covered

This Agreement shall become effective on July 1, 2025 and shall continue in full force and effect through June 30, 2028.

Section 15.02 Conformity to Law

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unconstitutional or illegal, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

Section 15.03 Content of Agreement

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the Board and the Association. Both parties acknowledge that during the negotiations, which resulted in this Agreement, each party had the unlimited right and opportunity to make demands and proposals upon the other party. All understandings and agreements arrived at after the exercise of this right and opportunities are set forth in this Agreement. The parties each voluntarily and unqualifiedly waive any rights, which might otherwise exist under law to negotiate over any matter during the term of this Agreement. Subject matters not referred to in this Agreement shall not be considered as part of the Agreement and remain exclusive Board prerogatives.

Section 15.04 Changes

The terms and conditions of this Agreement may be altered, changed, added to, deleted from, or modified only through voluntary, mutual consent of the parties in a ratified written agreement.

Section 15.05 Previous Agreements

It is agreed that this Agreement contains the full and complete content between the Board and the Association on all issues bargained during negotiations for this Agreement. All prior agreements, including any written and/or verbal commitments, on any issue are void and of no force and effect.

Section 15.06 Negotiations of Succeeding Agreement

If, in negotiating a new or modified or amended collective bargaining agreement to become effective on or after the expiration of the Agreement or of succeeding agreements, an impasse should occur between the parties, it is agreed that they will invoke the procedure of mediation in an attempt to resolve the impasse, and that the provisions of Article 13 (No Strike and Disruptions) hereof shall be applicable. The mediator shall be selected promptly and, if the parties cannot agree upon a mutually acceptable mediator, they shall request the Federal Mediation and Conciliation Services to assign a mediator from its staff to aid them. The mediator, shall immediately after his/her selection or designation, attempt to obtain a fair and speedy resolution to the impasse. He/she shall consider all aspects of the matters in disagreement and may provide both procedural and substantive suggestions, and suggested alternatives to the parties. Any suggestions of the mediator shall be advisory only, shall be given in confidence and shall be kept confidential by the parties. The fees and expenses of the mediator, if any, shall be borne equally by the Board and the Association. No other joint expenses shall be incurred except by mutual agreement of the parties.

This Agreement is signed this 17th day of July, 2025.

FOR THE BOARD:	FOR THE ASSOCIATION:
Paul Troy, President	Tammra Fabis, President
Melissa Maiorino, Secretary	Caryn Hursey, HESPA Member

Effective: This document begins on July 1, 2025
Expiration: This document expires on June 30, 2028

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

Date: July 17, 2025

To: Board of Education

From: Dr. Zehr, Associate Superintendent

Subject: IDOT Hazardous Busing

Executive Summary

It is the policy of Huntley Community School District 158 to provide school bus transportation to those students in kindergarten through grade twelve that reside in those areas within 1.5 miles of the school and identified and approved by IDOT as constituting a serious safety hazard. To continue receiving reimbursement for transportation of these students we must apply annually. The deadline for submitting applications to the Regional Superintendent of Schools is July 31, 2025. Filing the resolution satisfies compliance with 105 ILCS 5/29-5.2 of the Illinois School Code. Therefore, attached for your review is the IDOT Vehicular Hazards Resolution. Administration has evaluated the hazardous rating of the district and found that the District continues to be compliant for the hazardous rating in all areas of the district.

Recommendation

Seeking approval of the Board of Education to reauthorize and approve the attached Resolution.

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

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

Resolution 2025-07-01

Resolution for Continuance of Hazardous Busing Program of Huntley Community School District 158, McHenry and Kane Counties, Illinois

BE IT HEREBY RESOLVED THAT Huntley Community School District 158 will continue to transport students living in those areas within 1.5 miles of the school and identified and approved by the Illinois Department of Transportation constituting a Type I, Type II, and Type III Hazard. This resolution satisfies compliance with 105 ILCS 5/29-5.2 of the Illinois School Code.

BE IT FURTHER RESOLVED THAT applications of since 2005 have remained the same.

Member _____ _____moved, and Member _____ seconded the adoption of the foregoing Resolution. Upon a roll call vote being taken, the members voted as follows:

AYES: _____

NAYS: _____

The President declared the motion to have passed on July 17, 2025.

_____
Board of Education President – Paul Troy

_____
Board of Education Secretary – Melissa Maiorino

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: July 17, 2025

Subject: **Purchase Order Summary**
Board of Education Meeting, July 17, 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 June 6, 2025 to July 11, 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	$	4,164,153.70
Operations & Maintenance Fund		691,459.28
Debt Service Fund		0.00
Transporation Fund		628,509.57
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	$	5,484,122.55

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 July 17, 2025 Regular Board of Education meeting.

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 6/6/2025 to 7/11/2025

Printed: 7/11/2025 6:58 AM

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
A Parts Warehouse						
20253161			06/25/2025	0.00		
20253161	40-2554-410-00-79	Fleet Supplies	06/25/2025	394.05	40-2554-410-00-79	
			Total	$394.05		
Accountable Healthcare Staffing Inc						
26070637	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	07/01/2025	17,000.00	10-1101-310-00-79-605-14	
			Total	$17,000.00		
ADP LLC						
26070437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	07/01/2025	9,000.00	10-2520-310-00-74-500-14	321
26070437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	07/01/2025	12,600.00	10-2520-310-00-74-500-14	
26070337	10-1100-220-00-79-600-14	Regular Programs Insurance	07/01/2025	2,100.00	10-1100-220-00-79-600-14	
			Total	$23,700.00		
Advantage Mechanical Inc						
26070027	20-2542-323-00-79	Repairs & Maint Buildings	07/01/2025	2,500.00	20-2542-323-00-79	
20253091	20-2542-323-00-79	Repairs & Maint Buildings	06/16/2025	1,332.00	20-2542-323-00-79	
20253181	20-2543-323-00-79	Repairs-Grounds	07/01/2025	933.00	20-2543-323-00-79	
20253091			06/16/2025	0.00		
20253091	20-2542-323-00-79	Repairs & Maint Buildings	06/16/2025	1,420.00	20-2542-323-00-79	
26070317	20-2542-390-00-79	Other Purchased Service	07/01/2025	5,121.77	20-2542-390-00-79	
			Total	$11,306.77		
Aequor Healthcare Services						
26070547	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	07/01/2025	30,000.00	10-1101-310-00-79-605-14	
			Total	$30,000.00		
AFLAC Group						
26070427	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	07/01/2025	5,000.00	10-2310-220-00-79-600-14	
			Total	$5,000.00		

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 6/6/2025 to 7/11/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Airgas USA LLC					
26070237	20-2542-410-00-79	Supplies B & G	07/01/2025	500.00	20-2542-410-00-79
			Total	$500.00	
Airwall Installation Recovery Service					
20260133			07/09/2025	0.00	
20260133	20-2542-323-00-79	Repairs & Maint Buildings	07/09/2025	5,226.00	20-2542-323-00-79
			Total	$5,226.00	
Alboum Translation Services					
20260128	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	07/08/2025	57.48	10-2210-310-84-79-605-14
20260128	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	07/08/2025	40.08	10-2210-310-84-79-605-14
20260128	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	07/08/2025	111.12	10-2210-310-84-79-605-14
20260128	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	07/08/2025	70.56	10-2210-310-84-79-605-14
			Total	$279.24	
Alexander Leigh Center for Autism					
26071617	10-4220-670-00-79-600-14	Sp Ed Private Tuition	07/01/2025	30,000.00	10-4220-670-00-79-600-14
			Total	$30,000.00	
Alpha Baking Company Inc					
26071117	10-2560-415-00-72-220-13	Cafe Food Marlowe	07/01/2025	1,000.00	10-2560-415-00-72-220-13
26071127	10-2560-415-00-74-140-13	Cafe Food Mackeben	07/01/2025	600.00	10-2560-415-00-74-140-13
26071147	10-2560-415-00-74-210-13	Cafe Food Heineman	07/01/2025	800.00	10-2560-415-00-74-210-13
26071107	10-2560-415-00-72-120-13	Cafe Food Martin	07/01/2025	1,000.00	10-2560-415-00-72-120-13
26071097	10-2560-415-00-72-110-13	Cafe Food Chesak	07/01/2025	700.00	10-2560-415-00-72-110-13
26071087	10-2560-415-00-71-300-13	Cafe Food HS	07/01/2025	5,000.00	10-2560-415-00-71-300-13
26071077	10-2560-415-00-71-100-13	Cafe Food Leggee	07/01/2025	650.00	10-2560-415-00-71-100-13
26071137	10-2560-415-00-74-150-13	Cafe Food Conley	07/01/2025	600.00	10-2560-415-00-74-150-13
			Total	$10,350.00	
Alternative Mobility Solutions					

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 6/6/2025 to 7/11/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20253183	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	07/01/2025	1,150.00	10-1700-323-21-71-300-13
20253183	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	07/01/2025	1,150.00	10-1700-323-21-71-300-13
			Total	$2,300.00	
American Bottling Company					
26070407	10-2560-415-00-72-220-13	Cafe Food Marlowe	07/01/2025	5,000.00	10-2560-415-00-72-220-13
26071497	10-2560-415-00-71-300-13	Cafe Food HS	07/01/2025	7,500.00	10-2560-415-00-71-300-13
26071507	10-2560-415-00-74-210-13	Cafe Food Heineman	07/01/2025	5,000.00	10-2560-415-00-74-210-13
			Total	$17,500.00	
American Time & Signal Co					
20253102			06/16/2025	0.00	
20253102	20-2542-410-00-79	Supplies B & G	06/16/2025	1,807.49	20-2542-410-00-79
			Total	$1,807.49	
AmeriGas					
26070567	40-2552-461-00-79	Propane	07/01/2025	25,000.00	40-2552-461-00-79
			Total	$25,000.00	
Amita GlenOaks School					
26070497	10-4220-670-00-79-600-14	Sp Ed Private Tuition	07/01/2025	18,000.00	10-4220-670-00-79-600-14
			Total	$18,000.00	
Ancora Publishing					
20260070	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	07/01/2025	395.00	10-2212-310-00-79-505-14
20260070	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	07/01/2025	60.00	10-2212-310-00-79-505-14
20260070	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	07/01/2025	395.00	10-2212-310-00-79-505-14
20260070	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	07/01/2025	395.00	10-2212-310-00-79-505-14
20260070	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	07/01/2025	395.00	10-2212-310-00-79-505-14
20260070	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	07/01/2025	395.00	10-2212-310-00-79-505-14
			Total	$2,035.00	
Anderson Lock Co Inc					

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 6/6/2025 to 7/11/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20260160	10-1130-323-00-71-300-13	Repairs HS	07/10/2025	1,537.15	10-1130-323-00-71-300-13
26070087	20-2542-410-00-79	Supplies B & G	07/01/2025	1,000.00	20-2542-410-00-79
			Total	$2,537.15	
Anderson Pest Solutions					
20253148			06/24/2025	0.00	
20253188			07/08/2025	0.00	
20253184			07/02/2025	0.00	
20253188	20-2542-321-00-79	Sanitation/Exterminating	07/08/2025	216.00	20-2542-321-00-79
20253188	20-2542-321-00-79	Sanitation/Exterminating	07/08/2025	49.72	20-2542-321-00-79
20253188	20-2542-321-00-79	Sanitation/Exterminating	07/08/2025	49.72	20-2542-321-00-79
20253148	20-2542-321-00-79	Sanitation/Exterminating	06/24/2025	40.00	20-2542-321-00-79
20253063	20-2542-321-00-79	Sanitation/Exterminating	06/10/2025	40.00	20-2542-321-00-79
20253063			06/10/2025	0.00	
20253184	20-2542-321-00-79	Sanitation/Exterminating	07/02/2025	40.00	20-2542-321-00-79
26070037	20-2542-321-00-79	Sanitation/Exterminating	07/01/2025	611.29	20-2542-321-00-79
			Total	$1,046.73	
Apple Inc					
20260151	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	07/10/2025	329.00	10-2660-490-00-79-600-14
			Total	$329.00	
Aramark Refreshment Services					
20260136	10-1110-323-00-71-100-13	Repairs & Maintenance Leggee	07/09/2025	900.00	10-1110-323-00-71-100-13
			Total	$900.00	
Arbor Scientific					
20260101	10-1130-410-13-71-300-13	Science Supplies HS	07/08/2025	2,278.15	10-1130-410-13-71-300-13
20260100	10-1130-410-13-71-300-13	Science Supplies HS	07/08/2025	23.65	10-1130-410-13-71-300-13
20260100	10-1130-410-13-71-300-13	Science Supplies HS	07/08/2025	707.00	10-1130-410-13-71-300-13
20260101	10-1130-410-13-71-300-13	Science Supplies HS	07/08/2025	143.60	10-1130-410-13-71-300-13
			Total	$3,152.40	

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 6/6/2025 to 7/11/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Associated Electrical Contractors					
26070057	20-2542-323-00-79	Repairs & Maint Buildings	07/01/2025	1,000.00	20-2542-323-00-79
			Total	$1,000.00	
AT&T 5080					
26070347	20-2540-340-00-79	Telephone - Districtwide	07/01/2025	500.00	20-2540-340-00-79
			Total	$500.00	
AT&T					
26070327	20-2540-340-00-79	Telephone - Districtwide	07/01/2025	5,000.00	20-2540-340-00-79
			Total	$5,000.00	
Auto Tech Centers Inc					
20253092			06/16/2025	0.00	
20253092	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	06/16/2025	482.78	20-2545-323-00-79-600-14
			Total	$482.78	
Batteries Plus LLC					
26070257	20-2542-410-00-79	Supplies B & G	07/01/2025	250.00	20-2542-410-00-79
			Total	$250.00	
Benchmark Education Company					
20260059	10-1200-410-92-79-600-14	IDEA Instructional Supplies	06/17/2025	495.00	10-1200-410-92-79-600-14
20260059	10-1200-410-92-79-600-14	IDEA Instructional Supplies	06/17/2025	1,155.00	10-1200-410-92-79-600-14
20260059	10-1200-410-92-79-600-14	IDEA Instructional Supplies	06/17/2025	1,155.00	10-1200-410-92-79-600-14
20260060			06/17/2025	0.00	
20260059	10-1200-410-92-79-600-14	IDEA Instructional Supplies	06/17/2025	990.00	10-1200-410-92-79-600-14
20260059	10-1200-410-92-79-600-14	IDEA Instructional Supplies	06/17/2025	495.00	10-1200-410-92-79-600-14
20260059	10-1200-410-92-79-600-14	IDEA Instructional Supplies	06/17/2025	990.00	10-1200-410-92-79-600-14
20260059	10-1200-410-92-79-600-14	IDEA Instructional Supplies	06/17/2025	1,320.00	10-1200-410-92-79-600-14
20260059			06/17/2025	0.00	
20260060	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/17/2025	5,295.00	10-2212-310-00-79-505-14

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20260059	10-1200-410-92-79-600-14	IDEA Instructional Supplies	06/17/2025	660.00	10-1200-410-92-79-600-14
20260060	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/17/2025	3,600.00	10-2212-310-00-79-505-14
			Total	$16,155.00	
Benchmark Sales & Service of IL Inc					
20260152	20-2542-323-00-79	Repairs & Maint Buildings	07/10/2025	1,850.00	20-2542-323-00-79
20260152			07/10/2025	0.00	
			Total	$1,850.00	
Benefitfocus.com Inc					
26070197	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	07/01/2025	2,000.00	10-2310-220-00-79-600-14
			Total	$2,000.00	
Blick Art Materials					
20260102	10-1130-410-02-71-300-13	Art Supplies HS	07/08/2025	2,857.65	10-1130-410-02-71-300-13
20260102	10-1130-410-02-71-300-13	Art Supplies HS	07/08/2025	8,743.92	10-1130-410-02-71-300-13
20260103	10-1130-323-00-71-300-13	Repairs HS	07/08/2025	2,482.50	10-1130-323-00-71-300-13
			Total	$14,084.07	
Blu Petroleum					
26070827	40-2552-464-00-79	Diesel/Gasoline	07/01/2025	40,000.00	40-2552-464-00-79
26071647	40-2552-464-00-79	Diesel/Gasoline	07/01/2025	4,000.00	40-2552-464-00-79
			Total	$44,000.00	
Blue Cross Blue Shield					
26070417	10-1100-220-00-79-600-14	Regular Programs Insurance	07/01/2025	1,400,000.00	10-1100-220-00-79-600-14
			Total	$1,400,000.00	
BMO Mastercard					
20253114	10-1200-410-00-79-600-14	Supplies Sp Ed	06/20/2025	59.77	10-1200-410-00-79-600-14
20253114	10-1200-410-00-79-600-14	Supplies Sp Ed	06/20/2025	29.99	10-1200-410-00-79-600-14
20253115	10-2633-360-00-74-500-14	Communications Purch Services	06/20/2025	300.00	10-2633-360-00-74-500-14

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 6/6/2025 to 7/11/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20253114	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/20/2025	115.00	10-4220-670-00-79-600-14
20253114	10-1200-410-00-79-600-14	Supplies Sp Ed	06/20/2025	26.72	10-1200-410-00-79-600-14
20253115	10-2321-410-00-74-500-14	Supplies Supt	06/20/2025	9.99	10-2321-410-00-74-500-14
20253115	10-2633-360-00-74-500-14	Communications Purch Services	06/20/2025	453.60	10-2633-360-00-74-500-14
20253115	10-2633-360-00-74-500-14	Communications Purch Services	06/20/2025	9.95	10-2633-360-00-74-500-14
20253115	10-2321-410-00-74-500-14	Supplies Supt	06/20/2025	115.60	10-2321-410-00-74-500-14
20253116	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	06/20/2025	195.78	10-2210-314-92-79-605-14
20253120	20-2542-410-00-79	Supplies B & G	06/20/2025	15.19	20-2542-410-00-79
20253120	20-2542-410-00-79	Supplies B & G	06/20/2025	35.98	20-2542-410-00-79
20253120	20-2542-410-00-79	Supplies B & G	06/20/2025	73.60	20-2542-410-00-79
20253113	10-2310-410-00-74-500-14	Supplies Board	06/20/2025	12.54	10-2310-410-00-74-500-14
20253121	10-1200-410-66-71-300-13	STEP Supplies	06/20/2025	42.00	10-1200-410-66-71-300-13
20253112	10-3000-410-84-79-605-14	Title III Comm Svcs Supplies	06/20/2025	482.90	10-3000-410-84-79-605-14
20253121	10-1200-410-66-71-300-13	STEP Supplies	06/20/2025	58.17	10-1200-410-66-71-300-13
20253122	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	06/20/2025	279.00	10-2210-314-92-79-605-14
20253122	10-1125-332-00-79-600-14	Travel Preschool	06/20/2025	376.88	10-1125-332-00-79-600-14
20253122	10-1125-332-00-79-600-14	Travel Preschool	06/20/2025	33.79	10-1125-332-00-79-600-14
20253120	20-2542-410-00-79	Supplies B & G	06/20/2025	19.99	20-2542-410-00-79
20253110	10-158	Activity Funds	06/20/2025	475.00	10-120
20253072	10-158	Activity Funds	06/10/2025	203.88	10-120
20253072	10-158	Activity Funds	06/10/2025	275.88	10-120
20253072	10-158	Activity Funds	06/10/2025	158.00	10-120
20253085	10-2210-410-97-79-600-14	All Children PD Supplies	06/10/2025	277.50	10-2210-410-97-79-600-14
20253109	10-158	Activity Funds	06/20/2025	26.97	10-120
20253109	10-158	Activity Funds	06/20/2025	227.97	10-120
20253109	10-158	Activity Funds	06/20/2025	33.96	10-120
20253109	10-158	Activity Funds	06/20/2025	78.73	10-120
20253110	10-158	Activity Funds	06/20/2025	308.13	10-120
20253112	10-3000-410-84-79-605-14	Title III Comm Svcs Supplies	06/20/2025	16.99	10-3000-410-84-79-605-14
20253110	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	06/20/2025	159.92	10-1500-410-00-71-300-13
20253112	10-3000-410-84-79-605-14	Title III Comm Svcs Supplies	06/20/2025	481.14	10-3000-410-84-79-605-14
20253110	10-158	Activity Funds	06/20/2025	106.52	10-120
20253111	10-158	Activity Funds	06/20/2025	181.55	10-120
20253112	10-3000-410-84-79-605-14	Title III Comm Svcs Supplies	06/20/2025	499.95	10-3000-410-84-79-605-14

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 6/6/2025 to 7/11/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20253112	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	06/20/2025	61.63	10-2210-490-00-74-500-14
20253072	10-158	Activity Funds	06/10/2025	142.22	10-120
20253112	10-3000-410-84-79-605-14	Title III Comm Svcs Supplies	06/20/2025	25.90	10-3000-410-84-79-605-14
20253112	10-3000-410-84-79-605-14	Title III Comm Svcs Supplies	06/20/2025	191.70	10-3000-410-84-79-605-14
20253112	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	06/20/2025	26.95	10-2210-490-00-74-500-14
20253112	10-3000-410-84-79-605-14	Title III Comm Svcs Supplies	06/20/2025	498.42	10-3000-410-84-79-605-14
20253110	10-1500-335-00-71-300-13	Conference Travel HS	06/20/2025	520.00	10-1500-335-00-71-300-13
20253078	10-2410-410-00-74-210-13	Office Supplies Heineman	06/10/2025	25.00	10-2410-410-00-74-210-13
20253116	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	06/20/2025	(12.00)	10-2210-314-92-79-605-14
20253083	10-1110-410-00-74-140-13	Inst Supplies Mackeben	06/10/2025	18.26	10-1110-410-00-74-140-13
20253082	20-2542-410-00-79	Supplies B & G	06/10/2025	140.78	20-2542-410-00-79
20253082	20-2542-410-00-79	Supplies B & G	06/10/2025	9.29	20-2542-410-00-79
20253082	20-2542-410-00-79	Supplies B & G	06/10/2025	160.00	20-2542-410-00-79
20253082	20-2542-410-00-79	Supplies B & G	06/10/2025	12.99	20-2542-410-00-79
20253082	20-2542-410-00-79	Supplies B & G	06/10/2025	56.28	20-2542-410-00-79
20253082	20-2542-410-00-79	Supplies B & G	06/10/2025	15.95	20-2542-410-00-79
20253081	10-158	Activity Funds	06/10/2025	6,780.00	10-120
20253081	10-158	Activity Funds	06/10/2025	700.00	10-120
20253080	10-1130-332-00-71-300-13	Teacher Travel HS	06/10/2025	727.75	10-1130-332-00-71-300-13
20253084	10-1200-410-66-71-300-13	STEP Supplies	06/10/2025	60.88	10-1200-410-66-71-300-13
20253078	10-1120-410-13-74-210-08	Heineman Science Supplies 8	06/10/2025	60.72	10-1120-410-13-74-210-08
20253085	10-2210-410-97-79-600-14	All Children PD Supplies	06/10/2025	138.75	10-2210-410-97-79-600-14
20253078	10-2410-410-00-74-210-13	Office Supplies Heineman	06/10/2025	12.50	10-2410-410-00-74-210-13
20253077	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/10/2025	115.00	10-4220-670-00-79-600-14
20253077	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/10/2025	115.00	10-4220-670-00-79-600-14
20253077	10-1200-410-00-79-600-14	Supplies Sp Ed	06/10/2025	6.69	10-1200-410-00-79-600-14
20253077	10-1200-410-00-79-600-14	Supplies Sp Ed	06/10/2025	82.63	10-1200-410-00-79-600-14
20253077	10-1200-410-00-79-600-14	Supplies Sp Ed	06/10/2025	16.99	10-1200-410-00-79-600-14
20253077	10-1200-410-00-79-600-14	Supplies Sp Ed	06/10/2025	50.11	10-1200-410-00-79-600-14
20253077	10-1200-410-00-79-600-14	Supplies Sp Ed	06/10/2025	50.44	10-1200-410-00-79-600-14
20253076	10-2310-410-00-74-500-14	Supplies Board	06/10/2025	42.90	10-2310-410-00-74-500-14
20253075	10-2520-390-00-74-500-14	Purch Serv Fiscal	06/10/2025	3,499.00	10-2520-390-00-74-500-14
20253074	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	06/10/2025	148.21	10-2210-490-00-74-500-14
20253073	10-158	Activity Funds	06/10/2025	226.00	10-120

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20253079	10-2220-430-00-72-120-13	Media Center Martin	06/10/2025	272.45	10-2220-430-00-72-120-13
20253116	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	06/20/2025	(12.00)	10-2210-314-92-79-605-14
20253087	10-2642-411-00-74-500-14	HR Employee Recognition	06/10/2025	60.44	10-2642-411-00-74-500-14
20253086	10-2660-319-61-79-600-14	Software Maintenance	06/10/2025	54.11	10-2660-319-61-79-600-14
20253086	10-2660-319-61-79-600-14	Software Maintenance	06/10/2025	(4.12)	10-2660-319-61-79-600-14
20253113	10-2310-332-00-74-500-14	Travel Board	06/20/2025	(398.00)	10-2310-332-00-74-500-14
20253113	10-2310-410-00-74-500-14	Supplies Board	06/20/2025	114.42	10-2310-410-00-74-500-14
20253113	10-2310-410-00-74-500-14	Supplies Board	06/20/2025	209.59	10-2310-410-00-74-500-14
20253114	10-1200-410-00-79-600-14	Supplies Sp Ed	06/20/2025	21.99	10-1200-410-00-79-600-14
20253114	10-1200-410-00-79-600-14	Supplies Sp Ed	06/20/2025	215.99	10-1200-410-00-79-600-14
20253114	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	06/20/2025	125.80	10-2210-410-92-79-600-14
20253114	10-1200-410-00-79-600-14	Supplies Sp Ed	06/20/2025	32.89	10-1200-410-00-79-600-14
20253114	10-1200-410-00-79-600-14	Supplies Sp Ed	06/20/2025	11.99	10-1200-410-00-79-600-14
20253114	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/20/2025	115.00	10-4220-670-00-79-600-14
20253114	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/20/2025	115.00	10-4220-670-00-79-600-14
20253123	10-2560-410-00-74-210-13	Cafe Supplies Heineman	06/20/2025	138.20	10-2560-410-00-74-210-13
20253123	10-2560-410-00-74-210-13	Cafe Supplies Heineman	06/20/2025	(8.32)	10-2560-410-00-74-210-13
20253085	10-2210-410-97-79-600-14	All Children PD Supplies	06/10/2025	222.00	10-2210-410-97-79-600-14
20253125	10-2640-410-98-79-600-14	Teacher Vacancy Supplies	06/20/2025	8,946.54	10-2640-410-98-79-600-14
20253124	10-2660-390-00-79-600-14	Purchased Service Technology	06/20/2025	50.00	10-2660-390-00-79-600-14
20253116	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	06/20/2025	(8.00)	10-2210-314-92-79-605-14
20253124	10-2660-319-61-79-600-14	Software Maintenance	06/20/2025	49.99	10-2660-319-61-79-600-14
20253116	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	06/20/2025	(8.00)	10-2210-314-92-79-605-14
20253120	20-2542-410-00-79	Supplies B & G	06/20/2025	21.81	20-2542-410-00-79
20253120	20-2542-410-00-79	Supplies B & G	06/20/2025	122.49	20-2542-410-00-79
20253120	20-2542-410-00-79	Supplies B & G	06/20/2025	35.76	20-2542-410-00-79
20253119	10-158	Activity Funds	06/20/2025	1,143.40	10-120
20253118	10-158	Activity Funds	06/20/2025	900.00	10-120
20253084	10-1200-410-66-71-300-13	STEP Supplies	06/10/2025	79.80	10-1200-410-66-71-300-13
20253124	10-2660-319-61-79-600-14	Software Maintenance	06/20/2025	135.75	10-2660-319-61-79-600-14
			Total	$33,742.44	

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Brucker Company

26070297	20-2542-323-00-79	Repairs & Maint Buildings	07/01/2025	600.00	20-2542-323-00-79

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$600.00	
BryMax Enterprises Inc					
26071927	10-2560-415-00-74-210-13	Cafe Food Heineman	07/01/2025	1,500.00	10-2560-415-00-74-210-13
26071907	10-2560-415-00-71-300-13	Cafe Food HS	07/01/2025	1,500.00	10-2560-415-00-71-300-13
26071917	10-2560-415-00-72-220-13	Cafe Food Marlowe	07/01/2025	4,000.00	10-2560-415-00-72-220-13
			Total	$7,000.00	
BSN Sports					
20260161	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	07/10/2025	3,344.70	10-1500-410-00-71-300-13
			Total	$3,344.70	
Build Capacity Consulting LLC					
20260043	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/16/2025	121.80	10-2212-310-00-79-505-14
20260043			06/16/2025	0.00	
			Total	$121.80	
Camelot Therapeutic Schools LLC					
26070517	10-4220-670-00-79-600-14	Sp Ed Private Tuition	07/01/2025	16,000.00	10-4220-670-00-79-600-14
			Total	$16,000.00	
Canteen Refreshments					
20260044	10-2560-540-00-71-300-13	Cafe Equipment HS	06/16/2025	7,700.00	10-2560-540-00-71-300-13
			Total	$7,700.00	
Carolina Biological Supply Co					
20260061	10-1130-410-67-71-300-13	PLTW Supplies 6-12	06/17/2025	54.00	10-1130-410-67-71-300-13
20260061	10-1130-410-67-71-300-13	PLTW Supplies 6-12	06/17/2025	54.00	10-1130-410-67-71-300-13
20260104	10-1130-410-13-71-300-13	Science Supplies HS	07/08/2025	144.85	10-1130-410-13-71-300-13
20260104	10-1130-410-13-71-300-13	Science Supplies HS	07/08/2025	15.52	10-1130-410-13-71-300-13
20260061	10-1130-410-67-71-300-13	PLTW Supplies 6-12	06/17/2025	229.90	10-1130-410-67-71-300-13
20260061	10-1130-410-67-71-300-13	PLTW Supplies 6-12	06/17/2025	34.86	10-1130-410-67-71-300-13

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20260061	10-1130-410-67-71-300-13	PLTW Supplies 6-12	06/17/2025	108.32	10-1130-410-67-71-300-13
20260061	10-1130-410-67-71-300-13	PLTW Supplies 6-12	06/17/2025	370.88	10-1130-410-67-71-300-13
20260061	10-1130-410-67-71-300-13	PLTW Supplies 6-12	06/17/2025	119.00	10-1130-410-67-71-300-13
20260061			06/17/2025	0.00	
20260061	10-1130-410-67-71-300-13	PLTW Supplies 6-12	06/17/2025	54.00	10-1130-410-67-71-300-13
			Total	$1,185.33	
CDW Government Inc					
20253088	10-2660-319-00-79-600-14	Hardware Maintenance Renewal	06/11/2025	1,135.11	10-2660-319-00-79-600-14
20253103	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	06/16/2025	4,830.00	10-2660-490-00-79-600-14
20260051	10-2660-319-61-79-600-14	Software Maintenance	06/17/2025	22,820.00	10-2660-319-61-79-600-14
20260069	10-2660-319-61-79-600-14	Software Maintenance	06/30/2025	2,549.00	10-2660-319-61-79-600-14
20260153	10-2660-410-00-79-600-14	Supplies Tech	07/10/2025	4,260.00	10-2660-410-00-79-600-14
20260154	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	07/10/2025	18,435.00	10-2660-490-00-79-600-14
20260042	10-2660-319-61-79-600-14	Software Maintenance	06/10/2025	7,635.00	10-2660-319-61-79-600-14
20260069	10-2660-319-61-79-600-14	Software Maintenance	06/30/2025	2,645.00	10-2660-319-61-79-600-14
20253088	10-2660-319-00-79-600-14	Hardware Maintenance Renewal	06/11/2025	1,424.00	10-2660-319-00-79-600-14
20253088	10-2660-319-00-79-600-14	Hardware Maintenance Renewal	06/11/2025	3,375.00	10-2660-319-00-79-600-14
20260083	10-2560-540-00-72-220-13	Cafe Equipment Marlowe	07/02/2025	725.38	10-2560-540-00-72-220-13
20260153	10-2660-410-00-79-600-14	Supplies Tech	07/10/2025	4,596.00	10-2660-410-00-79-600-14
20260050	10-2660-319-61-79-600-14	Software Maintenance	06/17/2025	8,649.60	10-2660-319-61-79-600-14
20260048	10-2660-319-61-79-600-14	Software Maintenance	06/17/2025	1,650.00	10-2660-319-61-79-600-14
20260082	10-2660-319-61-79-600-14	Software Maintenance	07/02/2025	3,400.00	10-2660-319-61-79-600-14
20260082	10-2660-319-61-79-600-14	Software Maintenance	07/02/2025	1,800.00	10-2660-319-61-79-600-14
20260049	10-2660-319-61-79-600-14	Software Maintenance	06/17/2025	3,998.00	10-2660-319-61-79-600-14
			Total	$93,927.09	
CDWG Capital One					
20260052	10-2660-319-61-79-600-14	Software Maintenance	06/17/2025	66,415.04	10-2660-319-61-79-600-14
			Total	$66,415.04	
Ceisel, Donna					
20253093	10-2130-310-92-79-600-14	IDEA Health Services	06/16/2025	2,760.00	10-2130-310-92-79-600-14

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$2,760.00	
Cengage Learning					
20260105	10-1130-420-00-71-300-13	HS Curriculum Textbooks	07/08/2025	9,390.00	10-1130-420-00-71-300-13
20260105	10-1130-420-00-71-300-13	HS Curriculum Textbooks	07/08/2025	939.00	10-1130-420-00-71-300-13
			Total	$10,329.00	
Central States Bus Sales Inc					
26070727	40-2554-410-00-79	Fleet Supplies	07/01/2025	4,000.00	40-2554-410-00-79
			Total	$4,000.00	
CINTAS					332
26070757	40-2550-325-00-79	Rental Trans	07/01/2025	2,000.00	40-2550-325-00-79
			Total	$2,000.00	
ClassLink Inc					
20260053	10-2660-319-61-79-600-14	Software Maintenance	06/17/2025	36,046.60	10-2660-319-61-79-600-14
			Total	$36,046.60	
CLIC					
20260045	20-2540-381-00-79-500-14	Property Insurance	06/16/2025	162,449.76	20-2540-381-00-79-500-14
20260045	20-2540-382-00-79-600-14	Support Serv-O&M W/C Ins	06/16/2025	67,150.10	20-2540-382-00-79-600-14
20260045	10-1100-382-00-79-600-14	Regular Education W/C Ins	06/16/2025	255,170.38	10-1100-382-00-79-600-14
20260045	40-2550-380-00-79	Vehicle Insurance	06/16/2025	81,224.88	40-2550-380-00-79
20260045	10-2310-381-00-74-500-14	CLIC Liability Insurance	06/16/2025	433,199.36	10-2310-381-00-74-500-14
20260045	40-2550-382-00-79-600-14	Support Serv-Trans W/C Ins	06/16/2025	349,180.52	40-2550-382-00-79-600-14
20260045	10-2310-381-00-74-500-14	CLIC Liability Insurance	06/16/2025	2,150.00	10-2310-381-00-74-500-14
			Total	$1,350,525.00	
Coal Creek Software, Inc. DBA Verifent					
20260058	10-2642-390-00-74-500-14	Purchased Service Human Res	06/17/2025	1,500.00	10-2642-390-00-74-500-14
			Total	$1,500.00	

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Colley Elevator Co					
20253069			06/10/2025	0.00	
20253069	20-2542-323-00-79	Repairs & Maint Buildings	06/10/2025	502.00	20-2542-323-00-79
20253094			06/16/2025	0.00	
20253094	20-2542-323-00-79	Repairs & Maint Buildings	06/16/2025	5,037.00	20-2542-323-00-79
			Total	$5,539.00	
Comcast Business					
26070367	20-2540-340-00-79	Telephone - Districtwide	07/01/2025	294.85	20-2540-340-00-79
			Total	$294.85	
Comcast					
20253095	20-2540-340-00-79	Telephone - Districtwide	06/16/2025	299.74	20-2540-340-00-79
26071627	20-2540-340-00-79	Telephone - Districtwide	07/01/2025	5,000.00	20-2540-340-00-79
			Total	$5,299.74	
Concord Theatricals Corp					
20260071	10-1531-319-00-71-300-13	Theater Royalties	07/01/2025	2,942.20	10-1531-319-00-71-300-13
			Total	$2,942.20	
Cove School					
26071959	10-4220-670-00-79-600-14	Sp Ed Private Tuition	07/01/2025	6,500.00	10-4220-670-00-79-600-14
			Total	$6,500.00	
CPI (Crisis Prevention Institute, Inc.)					
20260106	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	07/08/2025	11,922.50	10-2210-314-92-79-605-14
20260106	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	07/08/2025	12,500.00	10-2210-314-92-79-605-14
			Total	$24,422.50	
Crescent Electric Supply Co					
26070047	20-2542-410-00-79	Supplies B & G	07/01/2025	1,000.00	20-2542-410-00-79
			Total	$1,000.00	

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 6/6/2025 to 7/11/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Crystal Lake School District 47					
20253096	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	06/16/2025	243.75	10-4120-310-92-79-600-14
			Total	$243.75	
CT Veach Inc					
20260129	20-2543-323-00-79	Repairs-Grounds	07/08/2025	15,450.00	20-2543-323-00-79
20253064			06/10/2025	0.00	
20253146	20-2543-323-00-79	Repairs-Grounds	06/24/2025	3,850.00	20-2543-323-00-79
20253146			06/24/2025	0.00	
20260072	20-2543-530-00-79	Improvements not Buildings	07/01/2025	27,650.00	20-2543-530-00-79
20260072			07/01/2025	0.00	
20260072			07/01/2025	0.00	
20260129			07/08/2025	0.00	
20260072			07/01/2025	0.00	
20253064	20-2543-323-00-79	Repairs-Grounds	06/10/2025	1,152.00	20-2543-323-00-79
26070157	20-2543-320-00-79-600-14	Grounds Contract	07/01/2025	21,032.78	20-2543-320-00-79-600-14
			Total	$69,134.78	
Delphi Glass					
20260107	10-1130-410-02-71-300-13	Art Supplies HS	07/08/2025	262.04	10-1130-410-02-71-300-13
			Total	$262.04	
Digi-Key Electronics					
20260162	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/10/2025	6.99	10-1130-410-67-71-300-13
20260162	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/10/2025	111.96	10-1130-410-67-71-300-13
20260162	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/10/2025	1,119.60	10-1130-410-67-71-300-13
			Total	$1,238.55	
Done Deal Promotions LLC					
20260062	10-1120-412-50-74-210-13	PE Uniforms Heineman	06/17/2025	1,800.00	10-1120-412-50-74-210-13
20260062	10-1120-412-50-74-210-13	PE Uniforms Heineman	06/17/2025	3,094.00	10-1120-412-50-74-210-13
20260062	10-1120-412-50-74-210-13	PE Uniforms Heineman	06/17/2025	1,440.00	10-1120-412-50-74-210-13

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20260062	10-1120-412-50-74-210-13	PE Uniforms Heineman	06/17/2025	1,190.00	10-1120-412-50-74-210-13
20260062	10-1120-412-50-74-210-13	PE Uniforms Heineman	06/17/2025	195.00	10-1120-412-50-74-210-13
			Total	$7,719.00	
Dramatists Play Service Inc					
20260108	10-1531-319-00-71-300-13	Theater Royalties	07/08/2025	729.00	10-1531-319-00-71-300-13
			Total	$729.00	
Droplet Solutions Inc					
20260080	10-2520-390-00-74-500-14	Purch Serv Fiscal	07/02/2025	4,300.00	10-2520-390-00-74-500-14
			Total	$4,300.00	
DuPage Federation on Human Services					
20260163	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	07/10/2025	362.60	10-2212-310-00-79-505-14
20253097	10-1200-310-92-79-600-14	IDEA General Purchased Service	06/16/2025	296.00	10-1200-310-92-79-600-14
			Total	$658.60	
Easterseals					
26070597	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	07/01/2025	11,000.00	10-2210-314-92-79-605-14
26071557	10-4220-670-00-79-600-14	Sp Ed Private Tuition	07/01/2025	58,000.00	10-4220-670-00-79-600-14
			Total	$69,000.00	
Eaton Corporation					
20260054	10-2660-319-00-79-600-14	Hardware Maintenance Renewal	06/17/2025	19,669.75	10-2660-319-00-79-600-14
			Total	$19,669.75	
EDpuzzle Inc					
20260155	10-1120-390-00-72-220-13	Marlowe Purchased Service	07/10/2025	3,320.00	10-1120-390-00-72-220-13
			Total	$3,320.00	
Eds Testing Station and Automotive					
26070707	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	1,000.00	40-2550-310-00-79

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$1,000.00	
Educational Environments					
20260084			07/02/2025	0.00	
20260084	10-1125-490-00-79-600-14	Supplies Preschool	07/02/2025	505.44	10-1125-490-00-79-600-14
			Total	$505.44	
Engineered Corrosion Solutions LLC					
20260085			07/02/2025	0.00	
20260085	20-2542-410-00-79	Supplies B & G	07/02/2025	1,250.82	20-2542-410-00-79
			Total	$1,250.82	
Engler Callaway Baasten & Sraga LLC					
20253101	10-2310-318-00-74-500-14	Legal Board	06/16/2025	715.50	10-2310-318-00-74-500-14
			Total	$715.50	
Enterprise FM Trust					
20253065	10-1700-540-21-71-300-13	Driver Education Vehicle	06/10/2025	1,548.65	10-1700-540-21-71-305-13
26070167	10-1700-540-21-71-300-13	Driver Education Vehicle	07/01/2025	1,000.00	10-1700-540-21-71-305-13
			Total	$2,548.65	
Fastsigns Crystal Lake					
20260164	10-1130-410-00-71-300-13	Inst Supplies HS	07/10/2025	737.53	10-1130-410-00-71-300-13
			Total	$737.53	
Flinn Scientific Inc					
20260109	10-1130-410-13-71-300-13	Science Supplies HS	07/08/2025	2,851.40	10-1130-410-13-71-300-13
20260109	10-1130-410-13-71-300-13	Science Supplies HS	07/08/2025	378.33	10-1130-410-13-71-300-13
20260109	10-1130-410-13-71-300-13	Science Supplies HS	07/08/2025	32.00	10-1130-410-13-71-300-13
			Total	$3,261.73	
Follett Software LLC					

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20260055	10-2660-319-61-79-600-14	Software Maintenance	06/17/2025	26,255.68	10-2660-319-61-79-600-14
			Total	$26,255.68	
Fox Valley Conference					
20260073	10-1500-640-00-74-210-13	Sports Dues & Fees Heineman	07/01/2025	600.00	10-1500-640-00-74-210-13
			Total	$600.00	
Fox Valley Fire Safety					
26070097	20-2542-323-00-79	Repairs & Maint Buildings	07/01/2025	1,000.00	20-2542-323-00-79
26070817	20-2542-390-00-79	Other Purchased Service	07/01/2025	801.00	20-2542-390-00-79
			Total	$1,801.00	
Gaggle.Net Inc					
20260046	10-2660-319-61-79-600-14	Software Maintenance	06/16/2025	71,230.00	10-2660-319-61-79-600-14
			Total	$71,230.00	
General Parts LLC					
26071697	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	07/01/2025	5,000.00	10-2560-323-00-72-220-13
26071727	10-2560-323-00-74-210-13	Cafe Repairs Heineman	07/01/2025	5,000.00	10-2560-323-00-74-210-13
26071707	10-2560-323-00-74-140-13	Cafe Repairs Mackeben	07/01/2025	5,000.00	10-2560-323-00-74-140-13
26071687	10-2560-323-00-72-120-13	Cafe Repairs Martin	07/01/2025	5,000.00	10-2560-323-00-72-120-13
26071677	10-2560-323-00-72-110-13	Cafe Repairs Chesak	07/01/2025	5,000.00	10-2560-323-00-72-110-13
26071667	10-2560-323-00-71-300-13	Cafe Repairs HS	07/01/2025	5,000.00	10-2560-323-00-71-300-13
26071657	10-2560-323-00-71-100-13	Cafe Repairs Leggee	07/01/2025	5,000.00	10-2560-323-00-71-100-13
26071717	10-2560-323-00-74-150-13	Cafe Repairs Conley	07/01/2025	5,000.00	10-2560-323-00-74-150-13
			Total	$40,000.00	
GFC Leasing WI					
26070617	10-2900-325-00-79-600-14	Copier Leases	07/01/2025	8,000.00	10-2900-325-00-79-600-14
			Total	$8,000.00	
Global Water Technology Inc					

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20253162	20-2542-390-00-79	Other Purchased Service	06/25/2025	966.00	20-2542-390-00-79
20253162			06/25/2025	0.00	
20253162			06/25/2025	0.00	
			Total	$966.00	
Gordon Flesch Co Inc					
20253149	10-2900-390-00-79-600-14	Copier Maintenance	06/24/2025	806.31	10-2900-390-00-79-600-14
20253149	10-2900-390-00-79-600-14	Copier Maintenance	06/24/2025	509.86	10-2900-390-00-79-600-14
20253149	10-2900-390-00-79-600-14	Copier Maintenance	06/24/2025	2,797.67	10-2900-390-00-79-600-14
20253149	10-2900-390-00-79-600-14	Copier Maintenance	06/24/2025	8.01	10-2900-390-00-79-600-14
20253149	10-2900-390-00-79-600-14	Copier Maintenance	06/24/2025	744.07	10-2900-390-00-79-600-14
20253149	10-2900-390-00-79-600-14	Copier Maintenance	06/24/2025	59.01	10-2900-390-00-79-600-14
20253149	10-2900-390-00-79-600-14	Copier Maintenance	06/24/2025	2,352.87	10-2900-390-00-79-600-14
20253149	10-2900-390-00-79-600-14	Copier Maintenance	06/24/2025	1,466.64	10-2900-390-00-79-600-14
			Total	$8,744.44	
Gordon Food Service					
26071157	10-2560-410-00-71-100-13	Cafe Supplies Leggee	07/01/2025	1,200.00	10-2560-410-00-71-100-13
20260137	10-1120-410-09-74-210-13	Home Ec Heineman	07/09/2025	1,500.00	10-1120-410-09-74-210-13
26071167	10-2560-410-00-71-300-13	Cafe Supplies HS	07/01/2025	6,000.00	10-2560-410-00-71-300-13
26071187	10-2560-410-00-72-120-13	Cafe Supplies Martin	07/01/2025	1,200.00	10-2560-410-00-72-120-13
26071207	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	07/01/2025	800.00	10-2560-410-00-74-140-13
26071177	10-2560-410-00-72-110-13	Cafe Supplies Chesak	07/01/2025	900.00	10-2560-410-00-72-110-13
26071217	10-2560-410-00-74-150-13	Cafe Supplies Conley	07/01/2025	900.00	10-2560-410-00-74-150-13
26071307	10-2560-415-00-74-210-13	Cafe Food Heineman	07/01/2025	22,000.00	10-2560-415-00-74-210-13
26071247	10-2560-415-00-71-300-13	Cafe Food HS	07/01/2025	50,000.00	10-2560-415-00-71-300-13
26071297	10-2560-415-00-74-150-13	Cafe Food Conley	07/01/2025	7,000.00	10-2560-415-00-74-150-13
26071287	10-2560-415-00-74-140-13	Cafe Food Mackeben	07/01/2025	7,000.00	10-2560-415-00-74-140-13
26071237	10-2560-415-00-71-100-13	Cafe Food Leggee	07/01/2025	12,000.00	10-2560-415-00-71-100-13
26071277	10-2560-415-00-72-220-13	Cafe Food Marlowe	07/01/2025	22,000.00	10-2560-415-00-72-220-13
26071267	10-2560-415-00-72-120-13	Cafe Food Martin	07/01/2025	13,000.00	10-2560-415-00-72-120-13
26071257	10-2560-415-00-72-110-13	Cafe Food Chesak	07/01/2025	10,000.00	10-2560-415-00-72-110-13
26071227	10-2560-410-00-74-210-13	Cafe Supplies Heineman	07/01/2025	1,600.00	10-2560-410-00-74-210-13

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
26071197	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	07/01/2025	2,200.00	10-2560-410-00-72-220-13
			Total	$159,300.00	
Grainger					
20260159			07/10/2025	0.00	
20253175			06/26/2025	0.00	
20253104			06/17/2025	0.00	
20253104	20-2542-410-00-79	Supplies B & G	06/17/2025	44.10	20-2542-410-00-79
20260159	20-2542-410-00-79	Supplies B & G	07/10/2025	93.36	20-2542-410-00-79
20253175	20-2542-410-00-79	Supplies B & G	06/26/2025	34.52	20-2542-410-00-79
20253104	20-2542-410-00-79	Supplies B & G	06/17/2025	216.00	20-2542-410-00-79
20253104	20-2542-410-00-79	Supplies B & G	06/17/2025	375.31	20-2542-410-00-79
20253175	20-2542-410-00-79	Supplies B & G	06/26/2025	309.64	20-2542-410-00-79
			Total	$1,072.93	
GSF USA Inc					
26070207	20-2542-310-00-79	Custodial Contract Service	07/01/2025	200,635.41	20-2542-310-00-79
26070217	20-2542-320-00-79-605-14	Contractual Overtime	07/01/2025	2,200.00	20-2542-320-00-79-605-14
26070187	40-2550-321-00-79	Bus Sanitation	07/01/2025	3,728.62	40-2550-321-00-79
26070227	20-2542-319-00-79-605-14	Contractual Cust. Replacement	07/01/2025	1,250.00	20-2542-319-00-79-605-14
			Total	$207,814.03	
Guttenberg, Kathy					
20260074	10-2310-318-00-74-500-14	Legal Board	07/01/2025	174.00	10-2310-318-00-74-500-14
			Total	$174.00	
Hayden Construction and Service Co					
20253066			06/10/2025	0.00	
20253066	20-2542-323-00-79	Repairs & Maint Buildings	06/10/2025	855.00	20-2542-323-00-79
			Total	$855.00	
Heartland School Solutions					
20260098	10-2560-640-00-74-210-13	Cafe Dues & Fees Heineman	07/07/2025	794.00	10-2560-640-00-74-210-13

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20260098	10-2560-640-00-72-120-13	Cafe Dues & Fees Martin	07/07/2025	794.00	10-2560-640-00-72-120-13
20260098	10-2560-640-00-71-100-13	Cafe Dues & Fees Leggee	07/07/2025	794.00	10-2560-640-00-71-100-13
20260098	10-2560-640-00-74-140-13	Cafe Dues & Fees Mackeben	07/07/2025	794.00	10-2560-640-00-74-140-13
20260098	10-2560-640-00-74-150-13	Cafe Dues & Fees Conley	07/07/2025	794.00	10-2560-640-00-74-150-13
20260098	10-2560-640-00-71-300-13	Cafe Dues & Fees HS	07/07/2025	794.00	10-2560-640-00-71-300-13
20260098	10-2560-640-00-72-220-13	Cafe Dues & Fees Marlowe	07/07/2025	794.00	10-2560-640-00-72-220-13
20260098	10-2560-640-00-72-110-13	Cafe Dues & Fees Chesak	07/07/2025	794.00	10-2560-640-00-72-110-13
			Total	$6,352.00	
Hershey Creamery Company					
26071797	10-2560-415-00-71-300-13	Cafe Food HS	07/01/2025	2,000.00	10-2560-415-00-71-300-13
26071807	10-2560-415-00-72-220-13	Cafe Food Marlowe	07/01/2025	2,000.00	10-2560-415-00-72-220-13
26071817	10-2560-415-00-74-210-13	Cafe Food Heineman	07/01/2025	2,000.00	10-2560-415-00-74-210-13
			Total	$6,000.00	
Hinckley Springs					
20253098	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	06/16/2025	95.09	10-2213-415-00-71-300-13
			Total	$95.09	
Home Depot Credit Services					
26070067	20-2542-410-00-79	Supplies B & G	07/01/2025	1,500.00	20-2542-410-00-79
			Total	$1,500.00	
Home Juice Corp					
26071787	10-2560-415-00-74-210-13	Cafe Food Heineman	07/01/2025	500.00	10-2560-415-00-74-210-13
			Total	$500.00	
Hopkins Grease Co					
20253178			06/30/2025	0.00	
20253178	20-2542-321-00-79	Sanitation/Exterminating	06/30/2025	1,930.00	20-2542-321-00-79
			Total	$1,930.00	
Huntley Park District					

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
26071737	10-1200-310-66-71-300-13	STEP Purchased Services	07/01/2025	1,500.00	10-1200-310-66-71-300-13
			Total	$1,500.00	
IDville					
20260110	10-2410-410-00-71-300-14	Copier Paper & Toner HS	07/08/2025	152.84	10-2410-410-00-71-300-14
20260110	10-2410-410-00-71-300-14	Copier Paper & Toner HS	07/08/2025	6,460.00	10-2410-410-00-71-300-14
			Total	$6,612.84	
Illinois School For The Deaf					
26071057	40-2552-331-00-79	Contracted Transportation	07/01/2025	500.00	40-2552-331-00-79
			Total	$500.00	
Integrated Systems Corporation					
20253070	10-2520-390-00-74-500-14	Purch Serv Fiscal	06/10/2025	16,962.00	10-2520-390-00-74-500-14
			Total	$16,962.00	
Interstate Battery Center					
26070077	20-2542-410-00-79	Supplies B & G	07/01/2025	200.00	20-2542-410-00-79
			Total	$200.00	
IXL Learning Inc					
20260068	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/18/2025	1,390.00	10-2212-310-00-79-505-14
20260068	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	06/18/2025	695.00	10-2212-310-00-79-505-14
20260068			06/18/2025	0.00	
			Total	$2,085.00	
JBH Technologies Inc					
20260111	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/08/2025	1,379.03	10-1130-410-67-71-300-13
20260111	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/08/2025	65.00	10-1130-410-67-71-300-13
			Total	$1,444.03	
Jensens Plumbing & Heating Inc					

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20253105	20-2542-323-00-79	Repairs & Maint Buildings	06/17/2025	327.50	20-2542-323-00-79
20253105			06/17/2025	0.00	
20253190	20-2542-323-00-79	Repairs & Maint Buildings	07/08/2025	1,665.50	20-2542-323-00-79
20253190			07/08/2025	0.00	
			Total	$1,993.00	
Jones, Kristin					
20253067	10-1130-410-12-71-300-13	Music Supplies HS	06/10/2025	250.00	10-1130-410-12-71-300-13
			Total	$250.00	
Kleen Air Service Corporation					
20260063	20-2542-323-00-79	Repairs & Maint Buildings	06/17/2025	4,005.00	20-2542-323-00-79
			Total	$4,005.00	
Kona Ice of McHenry County LLC					
20253099	10-1200-410-00-79-600-14	Supplies Sp Ed	06/16/2025	253.00	10-1200-410-00-79-600-14
20253100	10-1200-410-00-79-600-14	Supplies Sp Ed	06/16/2025	259.00	10-1200-410-00-79-600-14
			Total	$512.00	
Leach Enterprises Inc					
26070787	40-2554-410-00-79	Fleet Supplies	07/01/2025	20,000.00	40-2554-410-00-79
			Total	$20,000.00	
Learn By Doing Inc					
20260112	10-1130-310-00-71-300-13	General Pur Svcs HS	07/08/2025	11,051.00	10-1130-310-00-71-300-13
			Total	$11,051.00	
LionHeart Critical Power Specialists					
20260126	20-2542-323-00-79	Repairs & Maint Buildings	07/08/2025	349.00	20-2542-323-00-79
20260126	20-2542-323-00-79	Repairs & Maint Buildings	07/08/2025	473.00	20-2542-323-00-79
20253182	20-2542-323-00-79	Repairs & Maint Buildings	07/01/2025	548.00	20-2542-323-00-79
20253182			07/01/2025	0.00	

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20253163	20-2542-323-00-79	Repairs & Maint Buildings	06/25/2025	222.56	20-2542-323-00-79
20253163			06/25/2025	0.00	
20260126			07/08/2025	0.00	
			Total	$1,592.56	
Locknchargе Technologies LLC					
20260113	10-1130-310-00-71-300-13	General Pur Svcs HS	07/08/2025	518.00	10-1130-310-00-71-300-13
			Total	$518.00	
Lowes Pro Supply					
26070107	20-2542-410-00-79	Supplies B & G	07/01/2025	1,000.00	20-2542-410-00-79
			Total	$1,000.00	
MacGill & Co					
20260138	10-2130-410-00-79-600-14	Supplies Health	07/09/2025	1,000.00	10-2130-410-00-79-600-14
			Total	$1,000.00	
Marklund Children`s Home					
26070507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	07/01/2025	0.00	10-4220-670-00-79-600-14
26070507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	07/01/2025	0.00	10-4220-670-00-79-600-14
26070507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	07/01/2025	0.00	10-4220-670-00-79-600-14
26070507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	07/01/2025	35,000.00	10-4220-670-00-79-600-14
26070507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	07/01/2025	0.00	10-4220-670-00-79-600-14
			Total	$35,000.00	
Matco Tools Corp					
20253147	10-1100-421-00-74-500-14	Materials 6-12	06/24/2025	3,822.00	10-1100-421-00-74-500-14
			Total	$3,822.00	

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
McHenry County College					
20260081	10-3000-310-92-79-600-14	IDEA Comm Engage PS	07/02/2025	10,800.00	10-3000-310-92-79-600-14
			Total	$10,800.00	
McMaster Carr Supply Co					
26070287	20-2542-410-00-79	Supplies B & G	07/01/2025	700.00	20-2542-410-00-79
			Total	$700.00	
MDC Environmental Serv					
26070117	20-2542-321-00-79	Sanitation/Exterminating	07/01/2025	3,522.69	20-2542-321-00-79
			Total	$3,522.69	
Medco Sports Medicine					
20260114	10-1130-410-33-71-305-13	Academies Supplies	07/08/2025	4,061.87	10-1130-410-33-71-305-13
20260114	10-1130-410-33-71-305-13	Academies Supplies	07/08/2025	277.72	10-1130-410-33-71-305-13
			Total	$4,339.59	
Menards Inc					
26070127	20-2542-410-00-79	Supplies B & G	07/01/2025	1,000.00	20-2542-410-00-79
			Total	$1,000.00	
Metlife					
26070447	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	07/01/2025	30,000.00	10-2310-220-00-79-600-14
26071597	10-1100-220-00-79-600-14	Regular Programs Insurance	07/01/2025	75,000.00	10-1100-220-00-79-600-14
			Total	$105,000.00	
Midland Paper					
20260139	10-2410-410-00-72-110-14	Copier Paper & Toner Chesak	07/09/2025	9,000.00	10-2410-410-00-72-110-14
20260115	10-1125-410-00-79-600-14	Copier Paper & Toner Preschool	07/08/2025	1,757.60	10-1125-410-00-79-600-14
20260140	10-2410-410-00-71-100-14	Copier Paper & Toner Leggee	07/09/2025	14,060.80	10-2410-410-00-71-100-14
			Total	$24,818.40	

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Midwest Computer Products					
20253176			06/26/2025	0.00	
20253176	10-2660-390-00-79-600-14	Purchased Service Technology	06/26/2025	295.00	10-2660-390-00-79-600-14
			Total	$295.00	
Midwest Mechanical Insulation LLC					
20253177			06/26/2025	0.00	
20253177	20-2542-323-00-79	Repairs & Maint Buildings	06/26/2025	1,575.00	20-2542-323-00-79
			Total	$1,575.00	
Midwest Transit Equip Kankakee					
26070697	40-2550-323-00-79	Repairs and Maintenance	07/01/2025	5,000.00	40-2550-323-00-79
			Total	$5,000.00	
Miller Hall & Triggs LLC					
26071527	10-2310-318-00-74-500-14	Legal Board	07/01/2025	5,000.00	10-2310-318-00-74-500-14
			Total	$5,000.00	
Minnesota Clay					
20260165	10-1130-410-02-71-300-13	Art Supplies HS	07/10/2025	220.29	10-1130-410-02-71-300-13
20260165	10-1130-410-02-71-300-13	Art Supplies HS	07/10/2025	1,651.50	10-1130-410-02-71-300-13
			Total	$1,871.79	
Mulch Center, The					
20253089	20-2542-410-00-79	Supplies B & G	06/12/2025	14,440.00	20-2542-410-00-79
			Total	$14,440.00	
Music Theatre International					
20260156	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	07/10/2025	45.00	10-1120-490-02-72-220-13
20260156	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	07/10/2025	139.00	10-1120-490-02-72-220-13
20260156	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	07/10/2025	556.00	10-1120-490-02-72-220-13
20260156	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	07/10/2025	402.00	10-1120-490-02-72-220-13

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
			Total	$1,142.00	
Neuco					
26070147	20-2542-410-00-79	Supplies B & G	07/01/2025	1,000.00	20-2542-410-00-79
			Total	$1,000.00	
New Connections Academy					
26070397	10-4220-670-00-79-600-14	Sp Ed Private Tuition	07/01/2025	8,000.00	10-4220-670-00-79-600-14
			Total	$8,000.00	
NIIPC					
20260099	10-2560-640-00-74-150-13	Cafe Dues & Fees Conley	07/07/2025	250.00	10-2560-640-00-74-150-13
20260099	10-2560-640-00-74-210-13	Cafe Dues & Fees Heineman	07/07/2025	250.00	10-2560-640-00-74-210-13
20260099	10-2560-640-00-72-110-13	Cafe Dues & Fees Chesak	07/07/2025	250.00	10-2560-640-00-72-110-13
20260099	10-2560-640-00-72-120-13	Cafe Dues & Fees Martin	07/07/2025	250.00	10-2560-640-00-72-120-13
20260099	10-2560-640-00-72-220-13	Cafe Dues & Fees Marlowe	07/07/2025	250.00	10-2560-640-00-72-220-13
20260099	10-2560-640-00-71-100-13	Cafe Dues & Fees Leggee	07/07/2025	250.00	10-2560-640-00-71-100-13
20260099	10-2560-640-00-71-300-13	Cafe Dues & Fees HS	07/07/2025	250.00	10-2560-640-00-71-300-13
20260099	10-2560-640-00-74-140-13	Cafe Dues & Fees Mackeben	07/07/2025	250.00	10-2560-640-00-74-140-13
			Total	$2,000.00	
Nimble Industries Inc					
20260056	10-2660-319-61-79-600-14	Software Maintenance	06/17/2025	1,416.00	10-2660-319-61-79-600-14
			Total	$1,416.00	
North American Corporation					
26070017	20-2542-410-00-79	Supplies B & G	07/01/2025	12,000.00	20-2542-410-00-79
			Total	$12,000.00	
Northern Illinois University					
20253068	10-2190-410-00-71-300-12	Graduation Supplies HHS	06/10/2025	15,600.00	10-2190-410-00-71-300-12
			Total	$15,600.00	

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 6/6/2025 to 7/11/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Northwestern Medicine Huntley					
26070527	10-1200-310-66-71-300-13	STEP Purchased Services	07/01/2025	800.00	10-1200-310-66-71-300-13
			Total	$800.00	
Northwestern Medicine Occupational Health					
20253167			06/25/2025	0.00	
20253164	40-2550-310-00-79	Prof & Tech Service Trans	06/25/2025	1,277.00	40-2550-310-00-79
20253164			06/25/2025	0.00	
20253167	40-2550-310-00-79	Prof & Tech Service Trans	06/25/2025	1,248.00	40-2550-310-00-79
20253165			06/25/2025	0.00	
20253165	40-2550-310-00-79	Prof & Tech Service Trans	06/25/2025	225.00	40-2550-310-00-79
20253166	40-2550-310-00-79	Prof & Tech Service Trans	06/25/2025	988.00	40-2550-310-00-79
20253166			06/25/2025	0.00	
			Total	$3,738.00	
Northwestern Medicine					
26071547	10-2130-220-00-79-600-14	Health Services Insurance	07/01/2025	2,000.00	10-2130-220-00-79-600-14
26071547	10-2642-390-00-74-500-14	Purchased Service Human Res	07/01/2025	250.00	10-2642-390-00-74-500-14
			Total	$2,250.00	
Northwestern Memorial HealthCare					
20253191	10-1500-220-00-79-600-14	Interscholastic Prog Insurance	07/09/2025	15,565.00	10-1500-220-00-79-600-14
			Total	$15,565.00	
Omni Commercial Lighting Service					
26070177	20-2542-323-00-79	Repairs & Maint Buildings	07/01/2025	1,000.00	20-2542-323-00-79
			Total	$1,000.00	
OPG-3 Inc					
20260047	10-2660-319-61-79-600-14	Software Maintenance	06/16/2025	5,850.00	10-2660-319-61-79-600-14
			Total	$5,850.00	

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Ottosen DiNolfo Hasenbalg & Castaldo Ltd					
26070797	10-2310-318-00-74-500-14	Legal Board	07/01/2025	3,000.00	10-2310-318-00-74-500-14
			Total	$3,000.00	
P & M Distributors Inc					
20253186	10-2560-415-00-72-220-13	Cafe Food Marlowe	07/07/2025	270.24	10-2560-415-00-72-220-13
			Total	$270.24	
Parkland Preparatory Academy Inc					
26071960	10-4220-670-00-79-600-14	Sp Ed Private Tuition	07/01/2025	21,000.00	10-4220-670-00-79-600-14
			Total	$21,000.00	
Partnering for Prevention LLC					
26071777	10-3600-390-82-79-605-14	Community Svcs Purchased Svcs	07/01/2025	8,000.00	10-3600-390-82-79-605-14
			Total	$8,000.00	
Pasco Scientific					
20260116	10-1130-410-13-71-300-13	Science Supplies HS	07/08/2025	434.00	10-1130-410-13-71-300-13
20260116	10-1130-410-13-71-300-13	Science Supplies HS	07/08/2025	24.00	10-1130-410-13-71-300-13
20260130	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/09/2025	689.00	10-1130-410-67-71-300-13
20260130	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/09/2025	345.00	10-1130-410-67-71-300-13
20260130	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/09/2025	24.00	10-1130-410-67-71-300-13
			Total	$1,516.00	
Pearson Clinical Assessments					
20260064	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/17/2025	30,750.00	10-2230-312-00-79-600-14
			Total	$30,750.00	
PEARSON Education					
20260117	10-1130-420-00-71-300-13	HS Curriculum Textbooks	07/08/2025	6,002.50	10-1130-420-00-71-300-13
20260117	10-1130-420-00-71-300-13	HS Curriculum Textbooks	07/08/2025	480.20	10-1130-420-00-71-300-13
			Total	$6,482.70	

Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 6/6/2025 to 7/11/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Peerless Fence					
20260118	20-2543-323-00-79	Repairs-Grounds	07/08/2025	10,595.00	20-2543-323-00-79
20260118			07/08/2025	0.00	
			Total	$10,595.00	
Pepsi-Cola Gen Bot Inc					
26071487	10-2560-415-00-71-300-13	Cafe Food HS	07/01/2025	7,500.00	10-2560-415-00-71-300-13
			Total	$7,500.00	
Perspectives Ltd					
26070277	10-2510-220-00-79-600-14	Direction of Business Serv Ins	07/01/2025	1,326.00	10-2510-220-00-79-600-14
			Total	$1,326.00	
Phoenix Tree					
20260119	10-1130-420-00-71-300-13	HS Curriculum Textbooks	07/08/2025	653.01	10-1130-420-00-71-300-13
20260119	10-1130-420-00-71-300-13	HS Curriculum Textbooks	07/08/2025	49.95	10-1130-420-00-71-300-13
			Total	$702.96	
Pioneer Center for Human Services					
20253150	10-1200-310-66-71-300-13	STEP Purchased Services	06/24/2025	1,720.00	10-1200-310-66-71-300-13
			Total	$1,720.00	
Pioneer Manufacturing - Athletics					
20253179	20-2543-410-00-79	Grounds Supplies	06/30/2025	70.99	20-2543-410-00-79
20253179			06/30/2025	0.00	
20253189			07/08/2025	0.00	
20253189	20-2543-410-00-79	Grounds Supplies	07/08/2025	72.45	20-2543-410-00-79
			Total	$143.44	
Polar Electro Inc					
20260086	10-1100-421-00-74-500-14	Materials 6-12	07/02/2025	849.50	10-1100-421-00-74-500-14

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20260086	10-1100-421-00-74-500-14	Materials 6-12	07/02/2025	25.00	10-1100-421-00-74-500-14
20260086			07/02/2025	0.00	
			Total	$874.50	
Pomps Tire Service Inc					
26070837	40-2554-410-00-79	Fleet Supplies	07/01/2025	5,000.00	40-2554-410-00-79
			Total	$5,000.00	
PowerSchool Group LLC					
20260057	10-2660-316-00-79-600-14	Student Information	06/17/2025	1,231.14	10-2660-316-00-79-600-14
20260087	10-2660-316-00-79-600-14	Student Information	07/02/2025	3,945.16	10-2660-316-00-79-600-14
20260087	10-2660-316-00-79-600-14	Student Information	07/02/2025	19,230.47	10-2660-316-00-79-600-14
20260087	10-2660-316-00-79-600-14	Student Information	07/02/2025	29,882.64	10-2660-316-00-79-600-14
20260088	10-2660-316-00-79-600-14	Student Information	07/02/2025	4,961.25	10-2660-316-00-79-600-14
20260087	10-2660-316-00-79-600-14	Student Information	07/02/2025	62,593.29	10-2660-316-00-79-600-14
20260087	10-2660-316-00-79-600-14	Student Information	07/02/2025	1,735.97	10-2660-316-00-79-600-14
			Total	$123,579.92	
Prairie Farms Rockford					
26071377	10-2560-415-00-74-150-13	Cafe Food Conley	07/01/2025	5,000.00	10-2560-415-00-74-150-13
26071367	10-2560-415-00-74-140-13	Cafe Food Mackeben	07/01/2025	5,000.00	10-2560-415-00-74-140-13
26071387	10-2560-415-00-74-210-13	Cafe Food Heineman	07/01/2025	4,000.00	10-2560-415-00-74-210-13
26071374	10-2560-415-00-72-120-13	Cafe Food Martin	07/01/2025	8,000.00	10-2560-415-00-72-120-13
26071317	10-2560-415-00-71-100-13	Cafe Food Leggee	07/01/2025	6,000.00	10-2560-415-00-71-100-13
26071327	10-2560-415-00-71-300-13	Cafe Food HS	07/01/2025	7,000.00	10-2560-415-00-71-300-13
26071373	10-2560-415-00-72-110-13	Cafe Food Chesak	07/01/2025	8,000.00	10-2560-415-00-72-110-13
26071375	10-2560-415-00-72-220-13	Cafe Food Marlowe	07/01/2025	4,000.00	10-2560-415-00-72-220-13
			Total	$47,000.00	
Pro Com Systems Inc					
20260065	10-2546-540-00-79-600-14	Security Officer Equipment	06/17/2025	1,792.70	10-2546-540-00-79-600-14
20260065			06/17/2025	0.00	
			Total	$1,792.70	

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Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 6/6/2025 to 7/11/2025

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Project Lead the Way					
20260095	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/02/2025	1,257.50	10-1130-410-67-71-300-13
20260094	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/02/2025	4,737.15	10-1130-410-67-71-300-13
20260096	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/02/2025	2,730.25	10-1130-410-67-71-300-13
20260097	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/02/2025	5,459.90	10-1130-410-67-71-300-13
			Total	$14,184.80	
Quadient Leasing USA					
20260157	10-2630-341-00-74-500-14	Postage Central Office	07/10/2025	585.00	10-2630-341-00-74-500-14
20253151	10-2630-341-00-74-500-14	Postage Central Office	06/24/2025	585.00	10-2630-341-00-74-500-14
20253151	10-2630-341-00-74-500-14	Postage Central Office	06/24/2025	585.00	10-2630-341-00-74-500-14
20260157	10-2630-341-00-74-500-14	Postage Central Office	07/10/2025	585.00	10-2630-341-00-74-500-14
			Total	$2,340.00	
Quest Food Management					
20253071	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	06/10/2025	3,000.00	10-2560-315-00-74-500-14
20253071	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	06/10/2025	3,877.51	10-2560-310-00-71-300-13
20253071	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	06/10/2025	181.98	10-2560-310-00-71-300-13
20253071	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	06/10/2025	1,473.45	10-2560-310-00-71-300-13
			Total	$8,532.94	
Read Naturally Inc					
20260089	10-1800-390-82-79-605-14	TBE/TPI Instr Pur Svc	07/02/2025	1,275.00	10-1800-390-82-79-605-14
20260089			07/02/2025	0.00	
			Total	$1,275.00	
Realityworks					
20253126	10-1100-421-00-74-500-14	Materials 6-12	06/23/2025	8,799.00	10-1100-421-00-74-500-14
20253126	10-1100-421-00-74-500-14	Materials 6-12	06/23/2025	(791.91)	10-1100-421-00-74-500-14
20253126	10-1100-421-00-74-500-14	Materials 6-12	06/23/2025	417.38	10-1100-421-00-74-500-14
			Total	$8,424.47	

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Revtrak, Inc.					
26070487	10-2523-319-00-79-600-14	Banking Fees	07/01/2025	10,000.00	10-2523-319-00-79-600-14
			Total	$10,000.00	
Riddell/All American					
20260075	10-1500-323-00-71-300-13	Reconditioning	07/01/2025	4,214.95	10-1500-323-00-71-300-13
			Total	$4,214.95	
Riverside Insights LLC					
20260066	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/17/2025	6,994.00	10-2230-312-00-79-600-14
20260066	10-2230-312-00-79-600-14	Testing/Assessment 6-12	06/17/2025	5,280.00	10-2230-312-00-79-600-14
20260066			06/17/2025	0.00	
			Total	$12,274.00	
Rush Truck Center Huntley					
26070747	40-2554-410-00-79	Fleet Supplies	07/01/2025	20,000.00	40-2554-410-00-79
			Total	$20,000.00	
Rydin Decal					
20260166	10-2300-410-97-79-600-14	All Children Gen Admin Sup	07/10/2025	624.50	10-2300-410-97-79-600-14
			Total	$624.50	
Safe Step LLC					
20260120			07/08/2025	0.00	
20260120	20-2543-323-00-79	Repairs-Grounds	07/08/2025	5,544.78	20-2543-323-00-79
			Total	$5,544.78	
Safety Kleen Systems Inc					
20253168	40-2550-310-00-79	Prof & Tech Service Trans	06/25/2025	54.51	40-2550-310-00-79
20253169	40-2550-310-00-79	Prof & Tech Service Trans	06/25/2025	253.90	40-2550-310-00-79
20253169			06/25/2025	0.00	
20253170	40-2550-310-00-79	Prof & Tech Service Trans	06/25/2025	95.00	40-2550-310-00-79

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20253168			06/25/2025	0.00	
20253170			06/25/2025	0.00	
			Total	$403.41	
Savvas Learning Co LLC					
20260121	10-1130-420-00-71-300-13	HS Curriculum Textbooks	07/08/2025	3,900.00	10-1130-420-00-71-300-13
20260121	10-1130-420-00-71-300-13	HS Curriculum Textbooks	07/08/2025	312.00	10-1130-420-00-71-300-13
20260121	10-1130-420-00-71-300-13	HS Curriculum Textbooks	07/08/2025	3,640.00	10-1130-420-00-71-300-13
20260121	10-1130-420-00-71-300-13	HS Curriculum Textbooks	07/08/2025	291.20	10-1130-420-00-71-300-13
			Total	$8,143.20	
School Health Corporation					353
20260149	10-2130-410-00-79-600-14	Supplies Health	07/09/2025	1,000.00	10-2130-410-00-79-600-14
20260147	10-2130-410-00-79-600-14	Supplies Health	07/09/2025	1,000.00	10-2130-410-00-79-600-14
20260146	10-2130-410-00-79-600-14	Supplies Health	07/09/2025	1,000.00	10-2130-410-00-79-600-14
20260144	10-2130-410-00-79-600-14	Supplies Health	07/09/2025	1,000.00	10-2130-410-00-79-600-14
20260145	10-2130-410-00-79-600-14	Supplies Health	07/09/2025	1,000.00	10-2130-410-00-79-600-14
20260148	10-2130-410-00-79-600-14	Supplies Health	07/09/2025	1,000.00	10-2130-410-00-79-600-14
20260142	10-2130-410-00-79-600-14	Supplies Health	07/09/2025	1,000.00	10-2130-410-00-79-600-14
20260141	10-2130-410-00-79-600-14	Supplies Health	07/09/2025	1,000.00	10-2130-410-00-79-600-14
20260143	10-2130-410-00-79-600-14	Supplies Health	07/09/2025	750.00	10-2130-410-00-79-600-14
			Total	$8,750.00	
School Specialty LLC					
20260122	10-1130-410-02-71-300-13	Art Supplies HS	07/08/2025	2,377.53	10-1130-410-02-71-300-13
20260167	10-1130-410-00-71-300-13	Inst Supplies HS	07/10/2025	300.30	10-1130-410-00-71-300-13
			Total	$2,677.83	
Schoolbells Ltd					
26070657	40-2552-331-00-79	Contracted Transportation	07/01/2025	55,000.00	40-2552-331-00-79
			Total	$55,000.00	
Secretary of State 12					

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
26070957	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 10					
26070937	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 11					
26070947	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 13					
26070967	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 1					
26070847	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 14					
26070977	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 15					
26070987	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 16					
26070997	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 17					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
26071007	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 18					
26071017	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 19					
26071027	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 20					
26071037	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 2					
26070857	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 3					
26070867	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 4					
26070877	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 5					
26070887	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 6					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
26070897	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 7					
26070907	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 8					
26070917	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Secretary of State 9					356
26070927	40-2550-310-00-79	Prof & Tech Service Trans	07/01/2025	4.00	40-2550-310-00-79
			Total	$4.00	
Select Savvy LLC					
26070667	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	07/01/2025	6,500.00	10-1101-310-00-79-605-14
			Total	$6,500.00	
Service Printing Corporation					
20260076	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	07/01/2025	82.00	10-3000-410-92-79-600-14
			Total	$82.00	
Service Sanitation Inc					
20253180	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	06/30/2025	626.80	10-1500-320-00-71-300-13
			Total	$626.80	
Sherwin Williams Co					
20253152	20-2542-410-00-79	Supplies B & G	06/24/2025	144.50	20-2542-410-00-79
20253153	10-1130-323-00-71-300-13	Repairs HS	06/24/2025	740.02	10-1130-323-00-71-300-13
20253152			06/24/2025	0.00	
20253152	20-2542-410-00-79	Supplies B & G	06/24/2025	62.98	20-2542-410-00-79

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20253152	10-1110-323-00-74-150-13	Repairs Conley	06/24/2025	164.01	10-1110-323-00-74-150-13
			Total	$1,111.51	
South Campus					
26071961	10-4220-670-00-79-600-14	Sp Ed Private Tuition	07/01/2025	15,000.00	10-4220-670-00-79-600-14
			Total	$15,000.00	
Special Education Services					
20253106	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/17/2025	1,241.46	10-4220-670-00-79-600-14
20253187	10-4220-670-00-79-600-14	Sp Ed Private Tuition	07/07/2025	1,379.40	10-4220-670-00-79-600-14
			Total	$2,620.86	
Stage Partners					
20260123	10-1531-319-00-71-300-13	Theater Royalties	07/08/2025	684.97	10-1531-319-00-71-300-13
			Total	$684.97	
Steiner Electric Company					
26071637	20-2542-410-00-79	Supplies B & G	07/01/2025	1,000.00	20-2542-410-00-79
			Total	$1,000.00	
Summit School Inc					
26071962	10-4220-670-00-79-600-14	Sp Ed Private Tuition	07/01/2025	30,000.00	10-4220-670-00-79-600-14
			Total	$30,000.00	
Sunrise Southwest LLC					
20253172			06/25/2025	0.00	
20253172	40-2552-331-00-79	Contracted Transportation	06/25/2025	2,583.60	40-2552-331-00-79
20253171	40-2552-331-00-79	Contracted Transportation	06/25/2025	4,521.30	40-2552-331-00-79
20253171			06/25/2025	0.00	
			Total	$7,104.90	
Supreme School Supply Co					

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20260168	10-1130-410-00-71-300-13	Inst Supplies HS	07/10/2025	9.21	10-1130-410-00-71-300-13
20260168	10-1130-410-00-71-300-13	Inst Supplies HS	07/10/2025	131.25	10-1130-410-00-71-300-13
			Total	$140.46	
Talerico Martin Corp					
26070377	10-2560-415-00-74-210-13	Cafe Food Heineman	07/01/2025	2,500.00	10-2560-415-00-74-210-13
26070378	10-2560-415-00-71-300-13	Cafe Food HS	07/01/2025	20,000.00	10-2560-415-00-71-300-13
26070387	10-2560-415-00-72-220-13	Cafe Food Marlowe	07/01/2025	1,000.00	10-2560-415-00-72-220-13
			Total	$23,500.00	
Teacher Synergy LLC					
20260135	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	07/09/2025	0.00	10-1100-410-72-79-600-14
20260135	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	07/09/2025	207.50	10-1100-410-72-79-600-14
20260135	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	07/09/2025	2.99	10-1100-410-72-79-600-14
20260135	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	07/09/2025	0.00	10-1100-410-72-79-600-14
			Total	$210.49	
Teaching Strategies LLC					
20260090	10-1100-421-00-74-500-14	Materials 6-12	07/02/2025	65.00	10-1100-421-00-74-500-14
20260090	10-1100-421-00-74-500-14	Materials 6-12	07/02/2025	950.00	10-1100-421-00-74-500-14
			Total	$1,015.00	
Therm Flo Inc					
20260134	20-2542-390-00-79	Other Purchased Service	07/09/2025	2,201.00	20-2542-390-00-79
20260134			07/09/2025	0.00	
			Total	$2,201.00	
Thermosystems Building System					
20260158	20-2542-410-00-79	Supplies B & G	07/10/2025	2,840.69	20-2542-410-00-79
20260158	20-2542-410-00-79	Supplies B & G	07/10/2025	1,198.15	20-2542-410-00-79
			Total	$4,038.84	
Thomson Reuters					

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
26070307	10-2660-319-61-79-600-14	Software Maintenance	07/01/2025	1,066.12	10-2660-319-61-79-600-14
			Total	$1,066.12	
Twocanoes Software Inc					
20260091	10-2660-319-61-79-600-14	Software Maintenance	07/02/2025	500.00	10-2660-319-61-79-600-14
			Total	$500.00	
Tyler Technologies Inc					
20260077	10-1120-360-00-74-210-13	Printing Heineman	07/01/2025	289.25	10-1120-360-00-74-210-13
			Total	$289.25	
Uline					
20253185	20-2542-410-00-79	Supplies B & G	07/02/2025	102.92	20-2542-410-00-79
20253185			07/02/2025	0.00	
			Total	$102.92	
UMB Bank NA					
20253145	10192	Prepaid Expenses	06/24/2025	122,600.00	10-192
20253090	10192	Prepaid Expenses	06/12/2025	183,137.50	10-192
			Total	$305,737.50	
United States Treasury					
20253192	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	07/09/2025	2,682.31	10-2310-220-00-79-600-14
			Total	$2,682.31	
Unity School Bus Parts, Inc					
20253173	40-2554-410-00-79	Fleet Supplies	06/25/2025	358.90	40-2554-410-00-79
20253173			06/25/2025	0.00	
20253174	40-2554-410-00-79	Fleet Supplies	06/25/2025	496.29	40-2554-410-00-79
20253174			06/25/2025	0.00	
			Total	$855.19	
Verizon Wireless					

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number	
26071607	20-2540-340-00-79	Telephone - Districtwide	07/01/2025	5,500.00	20-2540-340-00-79	
			Total	$5,500.00		
Vernier Science Education						
20260131	10-1130-410-13-71-300-13	Science Supplies HS	07/09/2025	22.87	10-1130-410-13-71-300-13	
20260131	10-1130-410-13-71-300-13	Science Supplies HS	07/09/2025	903.00	10-1130-410-13-71-300-13	
20260131	10-1130-410-13-71-300-13	Science Supplies HS	07/09/2025	45.15	10-1130-410-13-71-300-13	
			Total	$971.02		
Veterans Vac Services						
20260127			07/08/2025	0.00		360
20260127	20-2542-323-00-79	Repairs & Maint Buildings	07/08/2025	450.00	20-2542-323-00-79	
20260092	20-2542-323-00-79	Repairs & Maint Buildings	07/02/2025	450.00	20-2542-323-00-79	
20260092			07/02/2025	0.00		
			Total	$900.00		
VEX Robotics Inc						
20260124	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/08/2025	480.27	10-1130-410-67-71-300-13	
20260124	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/08/2025	30.33	10-1130-410-67-71-300-13	
			Total	$510.60		
VILLAGE OF ALGONQUIN						
26070137	20-2546-310-00-71-305	Resource Officer	07/01/2025	9,807.48	20-2546-310-00-71-305	
			Total	$9,807.48		
Village of Huntley						
20253158	20-2546-310-00-71-305	Resource Officer	06/24/2025	227.50	20-2546-310-00-71-305	
26071517	20-2546-310-00-71-305	Resource Officer	07/01/2025	7,228.43	20-2546-310-00-71-305	
20253159			06/24/2025	0.00		
20253159	20-2546-310-00-71-305	Resource Officer	06/24/2025	325.00	20-2546-310-00-71-305	
20253158			06/24/2025	0.00		
20253158	20-2546-310-00-71-305	Resource Officer	06/24/2025	357.50	20-2546-310-00-71-305	

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20253158	20-2546-310-00-71-305	Resource Officer	06/24/2025	438.75	20-2546-310-00-71-305
20253157			06/24/2025	0.00	
20253156			06/24/2025	0.00	
20253157	20-2546-310-00-71-305	Resource Officer	06/24/2025	243.75	20-2546-310-00-71-305
20253156	20-2546-310-00-71-305	Resource Officer	06/24/2025	438.75	20-2546-310-00-71-305
20253155			06/24/2025	0.00	
20253154	20-2546-310-00-71-305	Resource Officer	06/24/2025	243.75	20-2546-310-00-71-305
20253154			06/24/2025	0.00	
20253158	20-2546-310-00-71-305	Resource Officer	06/24/2025	325.00	20-2546-310-00-71-305
20253155	20-2546-310-00-71-305	Resource Officer	06/24/2025	227.50	20-2546-310-00-71-305
			Total	$10,055.93	
Village of Lake in the Hills					361
20253160	20-2546-310-00-71-305	Resource Officer	06/24/2025	320.47	20-2546-310-00-71-305
26070687	20-2546-310-00-71-305	Resource Officer	07/01/2025	6,527.00	20-2546-310-00-71-305
20253160			06/24/2025	0.00	
			Total	$6,847.47	
Visionary Properties LLC					
20260078	10-3000-310-92-79-600-14	IDEA Comm Engage PS	07/01/2025	71,400.00	10-3000-310-92-79-600-14
			Total	$71,400.00	
Visions LLC					
20260079	10-2130-310-92-79-600-14	IDEA Health Services	07/01/2025	1,337.99	10-2130-310-92-79-600-14
20260079	10-2130-310-92-79-600-14	IDEA Health Services	07/01/2025	1,114.99	10-2130-310-92-79-600-14
			Total	$2,452.98	
VSP of Illinois NFP					
26070457	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	07/01/2025	10,000.00	10-2310-220-00-79-600-14
			Total	$10,000.00	
Wallingford Sales Company					
20260093	20-2542-410-00-79	Supplies B & G	07/02/2025	500.00	20-2542-410-00-79

P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20260093			07/02/2025	0.00	
20260093	20-2542-410-00-79	Supplies B & G	07/02/2025	34,067.42	20-2542-410-00-79
			Total	$34,567.42	
Wards Science					
20260132	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/09/2025	53.30	10-1130-410-67-71-300-13
20260067			06/17/2025	0.00	
20260067	10-1130-410-67-71-300-13	PLTW Supplies 6-12	06/17/2025	795.56	10-1130-410-67-71-300-13
20260132	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/09/2025	160.20	10-1130-410-67-71-300-13
20260132	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/09/2025	59.20	10-1130-410-67-71-300-13
20260132	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/09/2025	27.90	10-1130-410-67-71-300-13
20260132	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/09/2025	46.80	10-1130-410-67-71-300-13
20260132	10-1130-410-67-71-300-13	PLTW Supplies 6-12	07/09/2025	46.80	10-1130-410-67-71-300-13
20260067	10-1130-410-67-71-300-13	PLTW Supplies 6-12	06/17/2025	1,959.90	10-1130-410-67-71-300-13
			Total	$3,149.66	
Warehouse Direct Cardunal					
20260150	10-2130-410-00-79-600-14	Supplies Health	07/09/2025	1,000.00	10-2130-410-00-79-600-14
			Total	$1,000.00	
WEX BANK					
26070777	10-1700-464-21-71-300-13	Driver Education Gasoline	07/01/2025	2,000.00	10-1700-464-21-71-300-13
26070777	10-1500-332-00-71-300-13	Athletic Trips HS	07/01/2025	500.00	10-1500-332-00-71-300-13
26070767	40-2552-464-00-79	Diesel/Gasoline	07/01/2025	300.00	40-2552-464-00-79
			Total	$2,800.00	
Woodstock Community Unit School Dist 200					
20253107	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/17/2025	4,344.84	10-4220-670-00-79-600-14
20253107	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/17/2025	4,344.84	10-4220-670-00-79-600-14
20253107	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/17/2025	4,344.84	10-4220-670-00-79-600-14
20253107	10-4220-670-00-79-600-14	Sp Ed Private Tuition	06/17/2025	2,172.42	10-4220-670-00-79-600-14
			Total	$15,206.94	

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
WorldPoint ECC, Inc.					
20260125	10-1130-410-33-71-305-13	Academies Supplies	07/08/2025	196.10	10-1130-410-33-71-305-13
20260125	10-1130-410-33-71-305-13	Academies Supplies	07/08/2025	26.31	10-1130-410-33-71-305-13
			Total	$222.41	
Zero Card					
26070477	10-1100-220-00-79-600-14	Regular Programs Insurance	07/01/2025	2,500.00	10-1100-220-00-79-600-14
			Total	$2,500.00	
Zieglers Ace Hardware					
26070267	20-2542-410-00-79	Supplies B & G	07/01/2025	300.00	20-2542-410-00-79
			Total	$300.00	
			Total	$5,484,122.55	

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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: July 17, 2025

Subject: **Accounts Payable Report**
Board of Education Meeting, July 17, 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	$	21,809.90
Operations & Maintenance Fund		148.06
Debt Service Fund		0.00
Transporation Fund		30.51
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	$	21,988.47

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 July 17, 2025 Regular Board meeting.

Huntley Community School District 158

Accounts Payable Report

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
Altmayer, Mark - 123335471				
10-2520-332-00-74-500-14	Travel Fiscal		41.30	10-2520-332-00-74-500-14
			$41.30	
Amaya, Sylwia - 1233401349				
10-2310-230-00-74-500-14	Tuition Reimb-The Keys to a Connected Google		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Unlocking the Potential of AI in Edu		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Building Classroom Community & Engag		420.00	10-2310-230-00-74-500-14
			$1,260.00	
Angelilli, Maria - 123335351				
10-2310-230-00-74-500-14	Tuition Reimb-Nutrition, Exercise, Wellness & Slee		420.00	10-2310-230-00-74-500-14
			$420.00	
Ani, Liz - 1233401094				
10-1200-332-00-79-600-14	Travel Sp Ed		30.80	10-1200-332-00-79-600-14
			$30.80	
Barnec, Olivia - 1233400077				
10-2310-230-00-74-500-14	Tuition Reimb-Motivating Students Who Don`t Care		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-I`m So Stressed I Could Scream		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Building Classroom Discipline		420.00	10-2310-230-00-74-500-14
			$1,260.00	
Carlson, Dean - 1233397596				
20-2540-332-00-79	Travel		38.36	20-2540-332-00-79
			$38.36	
Cornett, Brenda - 1233400062				
10-1200-332-00-79-600-14	Travel Sp Ed		110.60	10-1200-332-00-79-600-14
			$110.60	
Duble, Molly - 1233401208				
10-1200-332-00-79-600-14	Transportation Reimbursement 5/27-6/27/25		75.60	10-1200-332-00-79-600-14
			$75.60	
Edwards, Elizabeth - 1233399041				
10-2310-230-00-74-500-14	Tuition Reimb-Fosterinng a Growth Miindset		165.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Effective Feedback to Improve Studen		420.00	10-2310-230-00-74-500-14

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Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
			$585.00	
Edwards, Ryan - 1233401102				
10-1200-332-00-79-600-14	Travel Sp Ed		2.80	10-1200-332-00-79-600-14
			$2.80	
Gill, Dede - 1233400425				
10-2210-314-92-79-605-14	Reimb for credit card charge on 5/12/25 BMO Statmt		40.00	10-2210-314-92-79-605-14
10-1200-332-00-79-600-14	Travel Sp Ed		228.20	10-1200-332-00-79-600-14
			$268.20	
Hoeflicker, Lauren - 1233401066				
10-2310-230-00-74-500-14	Tuition Reimb-Foundational Reading Skills		165.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Reading Intervention		110.00	10-2310-230-00-74-500-14
			$275.00	
Kelly, Jill - 123338719				
10-1200-332-00-79-600-14	Travel Sp Ed		20.86	10-1200-332-00-79-600-14
			$20.86	
Koenig, Nicole - 1233397733				
10-2310-230-00-74-500-14	Tuition Reimb-Designing Effective Instruction		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Cultural Awareness		140.00	10-2310-230-00-74-500-14
			$560.00	
Kresal, Nicole - 1233399070				
10-2310-230-00-74-500-14	Tuition Reimb-Priceless & Protective Classroom		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Building Literacy & SEL Through Read		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-SEL & Empathy		420.00	10-2310-230-00-74-500-14
			$1,260.00	
Kumkoski, Jennifer - 1233400877				
10-2310-230-00-74-500-14	Tuition Reimb-Trust, humor, Praise & Connection		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Closer Look at Dyslexia, Dysgraphia		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Learning to Learn Student Skills for		420.00	10-2310-230-00-74-500-14
			$1,260.00	
Landvick, Matthew - 1233396232				
10-1500-335-00-71-300-13	Conference Travel HS		430.50	10-1500-335-00-71-300-13

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Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
			$430.50	
LaTour, Kelly A - 1233398456				
10-1200-332-00-79-600-14	Travel Sp Ed		136.50	10-1200-332-00-79-600-14
			$136.50	
Lewandowski, Kathleen - 1233401352				
10-1200-410-00-79-600-14	TBT Summer School Curriculum		49.99	10-1200-410-00-79-600-14
			$49.99	
Lombard, Jessica - 32232				
10-2321-332-00-74-500-14	Travel Supt		228.86	10-2321-332-00-74-500-14
			$228.86	
Loughlin, Melissa - 1233401211				
10-1200-332-00-79-600-14	Travel Sp Ed		203.84	10-1200-332-00-79-600-14
			$203.84	
Mendez, Melanie - 1233401092				
10-2310-230-00-74-500-14	Tuition Reimb-Elementary Writing Topics		165.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Elementary Math Topics		165.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Youth Mental Health		165.00	10-2310-230-00-74-500-14
			$495.00	
Miguel, Crystal - 1233400602				
10-1200-410-00-79-600-14	Meal reimbursements while in Normal 6/21/25		26.22	10-1200-410-00-79-600-14
			$26.22	
Mueller, Kaitlin - 1233401350				
10-2310-230-00-74-500-14	Tuition Reimb-Differentiated Instruction		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-The Reflective Practitioner		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Learning as a Science		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Designing Curriculum & Instruction		420.00	10-2310-230-00-74-500-14
			$1,680.00	
Natale, Natalie - 1233400876				
10-2310-230-00-74-500-14	Tuition Reimb-Blended Learning		405.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Personalized Learning		405.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Bullying		405.00	10-2310-230-00-74-500-14

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
			$1,215.00	
Overly, Emily - 1233396446				
10-2310-230-00-74-500-14	Tuition Reimb-Principles of Program of Classroom M		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Student Engagement		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Teacher Leadership		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Interventions for students for chall		420.00	10-2310-230-00-74-500-14
			$1,680.00	
Pagnotta, Carolyn - 123336450				
10-2310-230-00-74-500-14	Tuition Reimb-Understanding Childhood Obesity		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-I`m So Stressed I Could Scream		420.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	Tuition Reimb-Fit for Life		420.00	10-2310-230-00-74-500-14
			$1,260.00	
Pauwels, Sheryl - 32640				
10-1125-332-00-79-600-14	Travel Preschool		219.80	10-1125-332-00-79-600-14
			$219.80	
Piemonte, Sharon - 1233400713				
10-2321-332-00-74-500-14	Travel Supt		18.06	10-2321-332-00-74-500-14
			$18.06	
Popocameo, Maria - 1233401354				
40-2552-464-00-79	Diesel/Gasoline-Reimb for Bus H1604		30.51	40-2552-464-00-79
			$30.51	
Proctor, Noah - 1233401353				
10-1130-332-00-71-300-13	METTS Tech Theatre Conf Milikin Univ		190.50	10-1130-332-00-71-300-13
			$190.50	
Redden, Scott - 1233399930				
20-2540-332-00-79	Travel		24.72	20-2540-332-00-79
20-2540-332-00-79	Travel		84.98	20-2540-332-00-79
			$109.70	
Reed, Richard - 1233398410				
10-2520-410-00-74-500-14	Costco D/O employee cookout 6/25/25		135.19	10-2520-410-00-74-500-14
			$135.19	

Huntley Community School District 158

Accounts Payable Report

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
Rodriguez, Jennifer - 1233400121				
10-2310-230-00-74-500-14	Tuition Reimb-Personalized Learning		420.00	10-2310-230-00-74-500-14
			$420.00	
Sanchez, Kirsten - 1233397793				
10-1130-332-00-71-300-13	INT-640-1042-M01 International Market Strategy		1,911.00	10-1130-332-00-71-300-13
10-1130-332-00-71-300-13	Text Books for class		115.69	10-1130-332-00-71-300-13
			$2,026.69	
Saylor, Alexa - 1233400294				
10-1200-332-00-79-600-14	Travel Sp Ed		33.60	10-1200-332-00-79-600-14
10-1200-332-00-79-600-14	Travel Sp Ed		16.80	10-1200-332-00-79-600-14
			$50.40	
Scarso, Gretchen - 1233400087				
10-2310-230-00-74-500-14	Tuition Reimb-Creating Content fro Student Diversi		420.00	10-2310-230-00-74-500-14
			$420.00	
Scholl, Julie - 1233397534				
10-2310-230-00-74-500-14	Tuition Reimb-Intervention Strategies for Student		130.00	10-2310-230-00-74-500-14
			$130.00	
Schwerzler, Therese - 123338008				
10-2410-332-00-71-300-13	Prin Travel HS		12.32	10-2410-332-00-71-300-13
			$12.32	
Severin, Nicole - 1233400441				
10-2310-230-00-74-500-14	Tuition Reimb-The Science & Philo Underpinnings of		420.00	10-2310-230-00-74-500-14
			$420.00	
Smith, Sandra - 123333701				
10-1200-332-00-79-600-14	Travel Sp Ed		53.90	10-1200-332-00-79-600-14
			$53.90	
Susul, Joanna M - 1233400417				
10-1200-332-00-79-600-14	Travel Sp Ed-Mileage 8/24/24-12/31/25		793.55	10-1200-332-00-79-600-14
10-1200-332-00-79-600-14	Travel Sp Ed-Mileage 1/-01-05/25/25		1,013.32	10-1200-332-00-79-600-14
			$1,806.87	
Sutton, Emily - 1233399782				

Huntley Community School District 158

Accounts Payable Report

Vendor Name / Account Number	Description	Check_Date	Amount	State Account Number
10-2310-230-00-74-500-14	Tuition Reimb-Educational Assessment & Planning		420.00	10-2310-230-00-74-500-14
			$420.00	
Vandello, Valerie - 123338152				
10-1200-332-00-79-600-14	Travel to Easterseals RT 4/23 & 4/30/25		126.00	10-1200-332-00-79-600-14
			$126.00	
Vogt, Marlene - 1233397376				
10-2310-230-00-74-500-14	National Board Cert for Occup Therapy		65.00	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	AOTA Course Academikc Bundle		114.80	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	AOTA Course Edu Transitions to Adulthood		149.70	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	AOTA Course Supporting Emotional Wellbeing		174.65	10-2310-230-00-74-500-14
10-2310-230-00-74-500-14	AOTA Course School Based Integration		19.95	10-2310-230-00-74-500-14
			$524.10	
		Report Total	$21,988.47	

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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: July 17, 2025

Subject: **Imprest Checks Issued**
Board of Education Meeting, July 17, 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 July 11, 2025, for which the Board had not previously approved purchase orders. Therefore, Administration is requesting Board Approval acknowledging the issuance of payment:

Education Fund	$	68,700.32
Operations & Maintenance Fund		137,303.17
Debt Service Fund		0.00
Transporation Fund		12,495.55
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	$	218,499.04

RECOMMENDATION
The Finance Committee recommends the Board of Education approve the Imprest Checks Issued Report at the July 17, 2025 Regular Board meeting.

Vendor Name / P.O. Number	Description	Amount	State Account Number
A Parts Warehouse			
0020253161	Fleet Supplies	394.05	40-2554-410-00-79
		$394.05	
Alarcon, Herbert			
	Travel Fiscal	59.50	10-2520-332-00-74-500-14
		$59.50	
Altmayer, Mark			
	Travel Fiscal	129.50	10-2520-332-00-74-500-14
		$129.50	
Anderson Pest Solutions			
0020253148	Sanitation/Exterminating	40.00	20-2542-321-00-79
		$40.00	
Anderson, Allison			
	Travel Sp Ed	42.84	10-1200-332-00-79-600-14
		$42.84	
Anderson, Wendy			
	Student Food Svc - HS	25.50	10-1611-305
	Student Food Svc - HS	18.55	10-1611-305
		$44.05	
Antioch Community HS			
	Sports Dues & Fees HS	140.00	10-1500-640-00-71-300-13
		$140.00	
Appleby, Jennifer			
	Student Food Svc - HS	19.70	10-1611-305
		$19.70	
Asemota, Peter			
	Student Food Svc - HS	13.00	10-1611-305
		$13.00	
Avner, Jaclynn			
	Teacher Travel HS	47.60	10-1130-332-00-71-300-13
		$47.60	
Baginski, Monika			
	Student Food Svc - HS	37.75	10-1611-305
		$37.75	
Baialieva, Jill			
	Student Food Svc - HS	15.25	10-1611-305
		$15.25	
Balduf, Jennifer			
	Student Food Svc - HS	46.80	10-1611-305
		$46.80	
Barcenas, Jose			
	Student Food Svc - HS	17.50	10-1611-305
		$17.50	
Barros, Mark			
	Student Food Svc - HS	43.10	10-1611-305
		$43.10	
Bathauer, Michelle			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Student Food Svc - HS	10.10	10-1611-305
		$10.10	
Bauer, Pam			
	Student Food Svc - HS	10.30	10-1611-305
		$10.30	
Bautista, Edgar			
	Student Food Svc - HS	16.85	10-1611-305
		$16.85	
Berens, Nicole			
	Student Food Svc - Mackeben	26.10	10-1611-145
	Student Food Svc - Conley	13.70	10-1611-155
		$39.80	
Bertelsman, Benjamin			
	Teacher Travel HS	47.60	10-1130-332-00-71-300-13
		$47.60	
Birns, Keith			
	Student Food Svc - HS	15.00	10-1611-305
		$15.00	
Bonsu, Samuel			
	Student Food Svc - HS	66.40	10-1611-305
		$66.40	
Boyle, Daria			
	Student Food Svc - HS	31.30	10-1611-305
		$31.30	
Bozek, Teresa			
	Student Food Svc - HS	6.10	10-1611-305
		$6.10	
Breese, Stephanie			
	Student Food Svc - HS	16.25	10-1611-305
		$16.25	
Brodersen, Tiffany			
	Student Food Svc - Leggee	48.65	10-1611-105
	Student Food Svc - Leggee	28.35	10-1611-105
		$77.00	
Burkey, John			
	General Levy	14.25	10-1110
		$14.25	
Burt, Dawn			
	Student Food Svc - HS	13.75	10-1611-305
		$13.75	
Carranza, Erika			
	Student Food Svc - HS	10.05	10-1611-305
		$10.05	
Castans, Rita M			
	Conference Travel HS	224.00	10-1500-335-00-71-300-13
		$224.00	
ComEd			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Electric	15,619.23	20-2540-466-00-79
	Electric	8,439.84	20-2540-466-00-79
	Electric	15,007.77	20-2540-466-00-79
	Electric	15,321.17	20-2540-466-00-79
	Electric	266.36	20-2540-466-00-79
	Electric	216.20	20-2540-466-00-79
	Electric	8,425.25	20-2540-466-00-79
		$63,295.82	
Congdon, Irene			
	Student Food Svc - HS	9.05	10-1611-305
		$9.05	
Cornett, Ralph			
	Student Food Svc - HS	21.50	10-1611-305
		$21.50	
Cortez, Suzie			
	Student Food Svc - HS	37.55	10-1611-305
		$37.55	
Costa, Michelle			
	Student Food Svc - HS	40.20	10-1611-305
		$40.20	
Crisci, Bethany			
	Student Food Svc - HS	0.30	10-1611-305
	Student Food Svc - HS	3.45	10-1611-305
	Student Food Svc - HS	3.25	10-1611-305
		$7.00	
Dabe, Aimee			
	Travel Sp Ed	105.35	10-1200-332-00-79-600-14
		$105.35	
Danekas, Gibson			
	Teacher Travel HS	47.60	10-1130-332-00-71-300-13
		$47.60	
Darnell, Ron			
	Student Food Svc - HS	5.20	10-1611-305
		$5.20	
Dean, Adam			
	Security Officer Travel	172.20	10-2546-332-00-79-600-14
	Security Officer Travel	180.60	10-2546-332-00-79-600-14
	Security Officer Travel	189.00	10-2546-332-00-79-600-14
		$541.80	
Deuerling, William			
	Teacher Travel HS	47.60	10-1130-332-00-71-300-13
		$47.60	
DeVries, Laura			
	Student Food Svc - HS	15.15	10-1611-305
		$15.15	
DeZwarte, Margaret			
	Student Food Svc - HS	18.90	10-1611-305
		$18.90	
Diaz Dixon, Annisa			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Student Food Svc - HS	16.50	10-1611-305
		$16.50	
DiGiovanni, Kerri			
	Student Food Svc - HS	25.85	10-1611-305
		$25.85	
Douglas, Scarlet			
	Student Food Svc - HS	16.00	10-1611-305
		$16.00	
Dour, Robert			
	Student Food Svc - HS	45.95	10-1611-305
		$45.95	
Elliott, Russell			
	Student Food Svc - HS	11.20	10-1611-305
		$11.20	
Eltvedt, Kristen			
	Student Food Svc - HS	20.65	10-1611-305
		$20.65	
Enterprise FM Trust			
0020253065	Driver Education Vehicle	1,548.65	10-1700-540-21-71-305-13
		$1,548.65	
Esch, Jill			
	Student Food Svc - HS	13.70	10-1611-305
		$13.70	
Escudero, Michelle			
	Dir Food Service Travel	98.00	10-2561-332-00-79-605-14
		$98.00	
Feinstein, Kate			
	Travel Sp Ed	7.00	10-1200-332-00-79-600-14
	Teacher Travel HS	4.62	10-1130-332-00-71-300-13
	Travel Sp Ed	4.62	10-1200-332-00-79-600-14
	Travel Sp Ed	7.00	10-1200-332-00-79-600-14
	Travel Sp Ed	7.00	10-1200-332-00-79-600-14
	Travel Sp Ed	7.00	10-1200-332-00-79-600-14
	Travel Sp Ed	4.62	10-1200-332-00-79-600-14
		$41.86	
FFP Fund IV Lessee2 LLC			
	Electric	5,782.70	20-2540-466-00-79
	Electric	5,954.82	20-2540-466-00-79
	Electric	7,309.18	20-2540-466-00-79
	Electric	4,371.18	20-2540-466-00-79
	Electric	5,265.38	20-2540-466-00-79
	Electric	6,330.58	20-2540-466-00-79
		$35,013.84	
Fish, Heidi			
	Student Food Svc - HS	26.75	10-1611-305
		$26.75	
Fishman, Jennifer			
	Student Food Svc - HS	5.45	10-1611-305
		$5.45	

Vendor Name / P.O. Number	Description	Amount	State Account Number
Fitzgerald, Cynthia			
	Teacher Travel Marlowe	70.00	10-1120-332-00-72-220-13
	Teacher Travel Marlowe	105.00	10-1120-332-00-72-220-13
	Teacher Travel Marlowe	105.00	10-1120-332-00-72-220-13
	Teacher Travel Marlowe	105.00	10-1120-332-00-72-220-13
		$385.00	
Follett Content Solutions LLC			
0020253052	New Adoption 6-12	5,237.10	10-1100-423-00-74-500-14
0020253052	New Adoption 6-12	8,681.40	10-1100-423-00-74-500-14
0020253052	New Adoption 6-12	7,394.80	10-1100-423-00-74-500-14
0020253052	New Adoption 6-12	9,100.00	10-1100-423-00-74-500-14
0020253052	New Adoption 6-12	2,062.50	10-1100-423-00-74-500-14
0020253053	New Adoption 6-12	166.40	10-1100-423-00-74-500-14
0020253053	New Adoption 6-12	950.40	10-1100-423-00-74-500-14
0020253053	New Adoption 6-12	389.20	10-1100-423-00-74-500-14
0020253053	New Adoption 6-12	455.40	10-1100-423-00-74-500-14
0020253053	New Adoption 6-12	610.40	10-1100-423-00-74-500-14
0020253053	New Adoption 6-12	372.80	10-1100-423-00-74-500-14
0020253053	New Adoption 6-12	548.80	10-1100-423-00-74-500-14
0020253053	New Adoption 6-12	662.40	10-1100-423-00-74-500-14
0020253053	New Adoption 6-12	5,106.40	10-1100-423-00-74-500-14
0020253053	New Adoption 6-12	633.60	10-1100-423-00-74-500-14
0020253054	New Adoption 6-12	8,244.60	10-1100-423-00-74-500-14
0020253054	New Adoption 6-12	998.40	10-1100-423-00-74-500-14
0020253054	New Adoption 6-12	158.40	10-1100-423-00-74-500-14
		$51,773.00	
Frasor, Carolyn			
	Student Food Svc - HS	10.70	10-1611-305
		$10.70	
Frederick, Ryan			
	Teacher Travel Marlowe	53.20	10-1120-332-00-72-220-13
		$53.20	
Fredrick, Jennifer			
	Student Food Svc - HS	5.55	10-1611-305
		$5.55	
Freeland, Tad			
	Student Food Svc - HS	20.60	10-1611-305
		$20.60	
Friebus, Sarah			
	Student Food Svc - HS	32.65	10-1611-305
		$32.65	
Furman, Tadeusz			
	Student Food Svc - HS	19.85	10-1611-305
		$19.85	
Galloway, Nicole			
	Student Food Svc - HS	21.65	10-1611-305
		$21.65	
Garcia, Ismael			
	Student Food Svc - HS	20.00	10-1611-305
		$20.00	
Garcia, Rolour			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Student Food Svc - HS	27.70	10-1611-305
		$27.70	
Ghouleh, Nadir			
	Student Food Svc - Heineman	44.55	10-1611-215
	Student Food Svc - Mackeben	40.55	10-1611-145
		$85.10	
Giagnacovo, Kimberly			
	Student Food Svc - HS	16.65	10-1611-305
		$16.65	
Giese, Nicole			
	Student Food Svc - HS	17.10	10-1611-305
		$17.10	
Gill, Dede			
	IDEA Impr of Instr-Staff Dev	121.14	10-2210-314-92-79-605-14
		$121.14	
Global Water Technology Inc			
0020253162	Other Purchased Service	966.60	20-2542-390-00-79
		$966.60	
Goldberg, Eric			
	Student Food Svc - HS	16.80	10-1611-305
		$16.80	
Goss, Katharine			
	Teacher Travel HS	47.60	10-1130-332-00-71-300-13
		$47.60	
Halper, Dana			
	Teacher Travel Marlowe	55.37	10-1120-332-00-72-220-13
		$55.37	
Hamburg, Michael			
	Student Food Svc - HS	14.65	10-1611-305
		$14.65	
Hammer, Amy			
	Student Food Svc - HS	26.75	10-1611-305
		$26.75	
Hanczar, Renee			
	Student Food Svc - HS	12.80	10-1611-305
		$12.80	
Helwink, Lisa			
	Student Food Svc - HS	27.25	10-1611-305
		$27.25	
Hernandez, Marisol			
	Student Food Svc - HS	47.15	10-1611-305
		$47.15	
Hernandez, Shelby			
	Teacher Travel Conley	43.40	10-1110-332-00-74-150-13
		$43.40	
Hewitt, Emily			
	Teacher Travel Martin	66.50	10-1110-332-00-72-120-13

Vendor Name / P.O. Number	Description	Amount	State Account Number
		$66.50	
Hochwarter, Genevieve			
	Student Food Svc - HS	43.60	10-1611-305
		$43.60	
Hoffman, Margaret			
	Travel Sp Ed	47.88	10-1200-332-00-79-600-14
		$47.88	
Hoffmann, Michael			
	Student Food Svc - HS	12.50	10-1611-305
		$12.50	
Hot, Cosmin			
	Student Food Svc - Martin	23.75	10-1611-125
		$23.75	
Housam, Melissa			
	Student Food Svc - HS	38.25	10-1611-305
		$38.25	
Huber, Amy			
	Student Food Svc - HS	16.50	10-1611-305
		$16.50	
Huber, Meghan			
	Student Food Svc - HS	12.35	10-1611-305
		$12.35	
Ignaci, Ananth			
	Student Food Svc - HS	17.80	10-1611-305
		$17.80	
James, Dennis			
	Student Food Svc - HS	5.75	10-1611-305
		$5.75	
Jarka, Kalie			
	Teacher Travel HS	47.60	10-1130-332-00-71-300-13
		$47.60	
Johnson, Kate			
	Student Food Svc - HS	23.60	10-1611-305
		$23.60	
Johnson, Yolanda			
	Student Food Svc - HS	35.95	10-1611-305
		$35.95	
Jones, Kaitlin			
	Student Food Svc - Chesak	20.60	10-1611-115
	Student Food Svc - Chesak	61.05	10-1611-115
		$81.65	
Jucaban, Ayna			
	Student Food Svc - HS	10.65	10-1611-305
		$10.65	
Karlshoej, Caroline			
	Student Food Svc - HS	14.20	10-1611-305
		$14.20	

Vendor Name / P.O. Number	Description	Amount	State Account Number
Kelly, Jill			
	Travel Sp Ed	101.08	10-1200-332-00-79-600-14
	Travel Sp Ed	47.74	10-1200-332-00-79-600-14
		$148.82	
Kent, Laura			
	Travel Sp Ed	207.90	10-1200-332-00-79-600-14
		$207.90	
Killen, Jill			
	Student Food Svc - HS	18.10	10-1611-305
		$18.10	
Kipp, Michael			
	Student Food Svc - HS	32.35	10-1611-305
		$32.35	
Krebs, Patricia			
	Travel Sp Ed	4.48	10-1200-332-00-79-600-14
	Travel Sp Ed	4.48	10-1200-332-00-79-600-14
		$8.96	
Krelle, Laura			
	Student Food Svc - HS	6.86	10-1611-305
		$6.86	
Kruk, Kelly			
	Student Food Svc - HS	11.00	10-1611-305
		$11.00	
Kuchta, Jennfer			
	Student Food Svc - HS	16.20	10-1611-305
		$16.20	
Lachel, Erik			
	Teacher Travel HS	47.60	10-1130-332-00-71-300-13
		$47.60	
LaGreca, James			
	Student Food Svc - HS	33.66	10-1611-305
		$33.66	
Lake In The Hills Sanitary District			
	Water/Sewer	360.00	20-2540-370-00-79
	Water/Sewer	432.00	20-2540-370-00-79
	Water/Sewer	432.00	20-2540-370-00-79
		$1,224.00	
Landvick, Matthew			
	Activities Travel	116.62	10-1543-332-00-71-305-13
		$116.62	
Larsen, Eric			
	Student Food Svc - HS	10.75	10-1611-305
		$10.75	
Lawler, Kristine			
	Student Food Svc - HS	9.65	10-1611-305
		$9.65	
Lee, Xavier			
	Teacher Travel HS	47.60	10-1130-332-00-71-300-13

Vendor Name / P.O. Number	Description	Amount	State Account Number
		$47.60	
Leske, Michelle			
	Student Food Svc - HS	26.30	10-1611-305
		$26.30	
LionHeart Critical Power Specialists			
0020253163	Repairs & Maint Buildings	222.56	20-2542-323-00-79
		$222.56	
Lokken Davis, Kristie			
	Student Food Svc - HS	9.30	10-1611-305
		$9.30	
Lombard, Jessica			
	Travel Supt	157.08	10-2321-332-00-74-500-14
		$157.08	
Lussow, Brittney			
	Student Food Svc - HS	21.75	10-1611-305
		$21.75	
Lynch, Jessica			
	Student Food Svc - HS	40.90	10-1611-305
		$40.90	
Lysen, David			
	Student Food Svc - HS	45.65	10-1611-305
		$45.65	
Magnelli, Jennifer			
	Student Food Svc - HS	61.55	10-1611-305
		$61.55	
Mattingly, Jennifer			
	Student Food Svc - HS	14.75	10-1611-305
		$14.75	
Maxedon, Christopher			
	Student Food Svc - HS	13.60	10-1611-305
		$13.60	
Maxwell, Joseph			
	Student Food Svc - HS	15.75	10-1611-305
		$15.75	
McDonald, Ryan			
	Student Food Svc - HS	14.10	10-1611-305
		$14.10	
McDougall, Kimberly			
	Student Food Svc - HS	41.40	10-1611-305
		$41.40	
McFadden, Jennifer			
	Student Food Svc - HS	29.45	10-1611-305
		$29.45	
McQueen, Scot			
	Student Food Svc - HS	7.15	10-1611-305
		$7.15	
Meyer, Anna			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Travel Fiscal	7.14	10-2520-332-00-74-500-14
		$7.14	
Midland Paper			
0020253127	Prepaid Expenses	1,757.60	10-192
		$1,757.60	
Mieczkowski, Evelyn			
	Student Food Svc - HS	10.30	10-1611-305
		$10.30	
Miller, Dawn Zagnoli			
	Student Food Svc - HS	44.30	10-1611-305
		$44.30	
Miller, Laura Beth			
	Student Food Svc - HS	19.55	10-1611-305
		$19.55	
Moran, Tonya			
	Travel Sp Ed	0.00	10-1200-332-00-79-600-14
	Travel Sp Ed	8.40	10-1200-332-00-79-600-14
	Travel Sp Ed	8.40	10-1200-332-00-79-600-14
	Travel Sp Ed	8.40	10-1200-332-00-79-600-14
	Travel Sp Ed	8.40	10-1200-332-00-79-600-14
	Travel Sp Ed	8.40	10-1200-332-00-79-600-14
	Travel Sp Ed	8.40	10-1200-332-00-79-600-14
		$50.40	
Morreal, Donna			
	Student Food Svc - HS	19.90	10-1611-305
		$19.90	
Motz, Ashley			
	Teacher Travel HS	47.60	10-1130-332-00-71-300-13
		$47.60	
Mueller, Sally			
	Travel Sp Ed	259.00	10-1200-332-00-79-600-14
		$259.00	
Munoz, Miguel			
	Student Food Svc - HS	56.45	10-1611-305
		$56.45	
Nacua, Maria Theres			
	Student Food Svc - HS	27.75	10-1611-305
		$27.75	
Nartaeva, Gulmira			
	Student Food Svc - HS	7.75	10-1611-305
		$7.75	
Naseem, Tabassum			
	Student Food Svc - HS	48.05	10-1611-305
	Student Food Svc - HS	32.75	10-1611-305
		$80.80	
Newman, Stephanie			
	AP Payroll Net Checks	208.36	10-475
		$208.36	

Vendor Name / P.O. Number	Description	Amount	State Account Number
Nicor Gas			
	Natural Gas	431.97	20-2540-465-00-79
	Natural Gas	756.78	20-2540-465-00-79
	Natural Gas	722.66	20-2540-465-00-79
	Natural Gas	953.61	20-2540-465-00-79
	Natural Gas	862.75	20-2540-465-00-79
	Natural Gas	758.93	20-2540-465-00-79
	Natural Gas	1,409.05	20-2540-465-00-79
	Natural Gas	836.47	20-2540-465-00-79
	Natural Gas	717.79	20-2540-465-00-79
	Natural Gas	65.09	20-2540-465-00-79
		$7,515.10	
Nicor Gas			
	Natural Gas	65.55	20-2540-465-00-79
		$65.55	
Nugent, Kelly			
	Student Food Svc - HS	21.00	10-1611-305
		$21.00	
Oates, Debra			
	Student Food Svc - HS	7.50	10-1611-305
		$7.50	
Oddo, Russell			
	Student Food Svc - HS	15.55	10-1611-305
		$15.55	
Olszewski, Jessica			
	Student Food Svc - HS	14.55	10-1611-305
		$14.55	
Osadnik, Renata			
	Student Food Svc - HS	30.55	10-1611-305
		$30.55	
PAHCS II Northwestern Med Occ Health			
0020253164	Prof & Tech Service Trans	1,277.00	40-2550-310-00-79
0020253165	Prof & Tech Service Trans	225.00	40-2550-310-00-79
0020253166	Prof & Tech Service Trans	988.00	40-2550-310-00-79
0020253167	Prof & Tech Service Trans	1,248.00	40-2550-310-00-79
		$3,738.00	
Palmer, Jessica			
	Travel Sp Ed	53.55	10-1200-332-00-79-600-14
		$53.55	
Palmer, Siobhan			
	Student Food Svc - Heineman	5.00	10-1611-215
		$5.00	
Pandya, Sneha			
	Student Food Svc - HS	13.05	10-1611-305
		$13.05	
Pecoraro, Amber			
	Student Food Svc - HS	12.40	10-1611-305
		$12.40	
Peterson, David			
	Student Food Svc - HS	11.10	10-1611-305

Vendor Name / P.O. Number	Description	Amount	State Account Number
		$11.10	
Peterson, Kristin			
	Travel Sp Ed	47.46	10-1200-332-00-79-600-14
		$47.46	
Petersson, Andre			
	Travel Sp Ed	107.24	10-1200-332-00-79-600-14
	Travel Sp Ed	28.91	10-1200-332-00-79-600-14
		$136.15	
Petty Cash-LIGHT			
	STEP Supplies	150.00	10-1200-410-66-71-300-13
		$150.00	
Pichon, Flora			
	Student Food Svc - HS	12.05	10-1611-305
		$12.05	
Piemonte, Sharon			
	Travel Supt	37.80	10-2321-332-00-74-500-14
		$37.80	
Pinter, Jeni			
	Student Food Svc - HS	29.95	10-1611-305
		$29.95	
Polka, Jennifer			
	Student Food Svc - HS	16.85	10-1611-305
		$16.85	
Prus, Heather			
	Student Food Svc - HS	11.00	10-1611-305
		$11.00	
Purkeypile, Amanda			
	Travel Fiscal	49.00	10-2520-332-00-74-500-14
		$49.00	
Putty, Brian			
	Student Food Svc - HS	108.45	10-1611-305
		$108.45	
Quadient Leasing USA			
0020253151	Postage Central Office	585.00	10-2630-341-00-74-500-14
0020253151	Postage Central Office	585.00	10-2630-341-00-74-500-14
		$1,170.00	
Rainey, Beth			
	Student Food Svc - HS	29.70	10-1611-305
		$29.70	
Ramirez, Savannah			
	Activities Travel	47.60	10-1543-332-00-71-305-13
		$47.60	
Randazzo, Deborah			
	Travel Sp Ed	21.00	10-1200-332-00-79-600-14
	Travel Sp Ed	26.32	10-1200-332-00-79-600-14
		$47.32	
Raupp, Cheri			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Student Food Svc - HS	8.90	10-1611-305
		$8.90	
Redden, Scott			
	Travel	23.94	20-2540-332-00-79
	Travel	28.84	20-2540-332-00-79
	Travel	24.92	20-2540-332-00-79
		$77.70	
Regalado, Marie			
	Student Food Svc - HS	10.05	10-1611-305
		$10.05	
Regan, Bridget			
	Teacher Travel HS	48.72	10-1130-332-00-71-300-13
		$48.72	
Reincke, Tim			
	Student Food Svc - HS	23.65	10-1611-305
		$23.65	
Reynolds, Jeremy			
	Student Food Svc - HS	8.05	10-1611-305
		$8.05	
Riley, Kimberly			
	Student Food Svc - HS	18.95	10-1611-305
		$18.95	
Rivera, Heather			
	Student Food Svc - HS	14.60	10-1611-305
		$14.60	
Rivera, Miguel			
	Student Food Svc - HS	5.50	10-1611-305
		$5.50	
Rizzo, Natalia			
	Student Food Svc - Leggee	6.95	10-1611-105
		$6.95	
Rocks, Karen			
	Student Food Svc - HS	9.65	10-1611-305
		$9.65	
Rogers, Dawn			
	Student Food Svc - HS	36.80	10-1611-305
		$36.80	
Rojek, Jason			
	Student Food Svc - HS	25.20	10-1611-305
		$25.20	
Rosa, Kari			
	Student Food Svc - HS	20.10	10-1611-305
		$20.10	
Rotenberry, Bethany			
	Student Food Svc - HS	24.70	10-1611-305
		$24.70	
Runyon, Donna			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	AP Payroll Net Checks	230.32	10-475
		$230.32	
Ryan, Debra			
	Teacher Travel Martin	36.82	10-1110-332-00-72-120-13
		$36.82	
Rysavy, Natalie			
	Student Food Svc - HS	37.65	10-1611-305
		$37.65	
Safety Kleen Systems Inc			
0020253168	Prof & Tech Service Trans	54.51	40-2550-310-00-79
0020253169	Prof & Tech Service Trans	253.90	40-2550-310-00-79
0020253170	Prof & Tech Service Trans	95.00	40-2550-310-00-79
		$403.41	
Salazar Associates			
	Teacher Travel Heineman	113.40	10-1120-332-00-74-210-13
		$113.40	
Salazar, Jeanne			
	Teacher Travel Heineman	113.40	10-1120-332-00-74-210-13
		$113.40	
Satalino, Kimberly			
	Student Food Svc - HS	26.20	10-1611-305
		$26.20	
Savillo, Anna Ligaya			
	Student Food Svc - HS	22.25	10-1611-305
		$22.25	
Scerbicke, Tiffany			
	Student Food Svc - HS	43.20	10-1611-305
		$43.20	
Schellhase, Russ			
	Student Food Svc - HS	13.30	10-1611-305
		$13.30	
Schmidt, Vonda			
	Student Food Svc - HS	25.35	10-1611-305
		$25.35	
Schulemann, Robin			
	Student Food Svc - HS	8.21	10-1611-305
		$8.21	
Schwerzler, Therese			
	Prin Travel HS	4.76	10-2410-332-00-71-300-13
		$4.76	
Searle, Cara			
	Teacher Travel Leggee	60.20	10-1110-332-00-71-100-13
		$60.20	
Shah, Farah			
	Student Food Svc - HS	21.25	10-1611-305
		$21.25	
Sherwin Williams Co			

Vendor Name / P.O. Number	Description	Amount	State Account Number
0020253152	Supplies B & G	144.50	20-2542-410-00-79
0020253152	Supplies B & G	62.98	20-2542-410-00-79
0020253152	Repairs Conley	164.01	10-1110-323-00-74-150-13
0020253153	Repairs HS	740.02	10-1130-323-00-71-300-13
		$1,111.51	
Siem, Joe			
	Student Food Svc - HS	16.65	10-1611-305
		$16.65	
Singh, Deepinder			
	Student Food Svc - HS	20.00	10-1611-305
		$20.00	
Skarbonkiewicz, Rachel			
	Student Food Svc - HS	34.60	10-1611-305
		$34.60	
Skiba, Rachel			
	Student Food Svc - HS	8.10	10-1611-305
		$8.10	
Slad, Jennifer			
	Travel Sp Ed	49.00	10-1200-332-00-79-600-14
		$49.00	
Sloan, Stacy			
	Student Food Svc - HS	7.90	10-1611-305
		$7.90	
Solone, Diane			
	Student Food Svc - HS	6.90	10-1611-305
		$6.90	
Sparks, Alyse			
	Travel Sp Ed	10.43	10-1200-332-00-79-600-14
	Travel Sp Ed	1.40	10-1200-332-00-79-600-14
		$11.83	
St Clair, Renae			
	Teacher Travel HS	47.60	10-1130-332-00-71-300-13
		$47.60	
Stasiv, Vsevolod			
	Student Food Svc - HS	6.60	10-1611-305
		$6.60	
Stock, Martha			
	Student Food Svc - HS	74.55	10-1611-305
		$74.55	
Suarez, Eric			
	Student Food Svc - HS	28.35	10-1611-305
		$28.35	
Sulkowski, Tomasz			
	Student Food Svc - HS	9.70	10-1611-305
		$9.70	
Sunrise Southwest LLC			
0020253171	Contracted Transportation	4,521.30	40-2552-331-00-79
0020253172	Contracted Transportation	2,583.60	40-2552-331-00-79

Vendor Name / P.O. Number	Description	Amount	State Account Number
		$7,104.90	
Surmin, Kirsten			
	Student Food Svc - HS	15.45	10-1611-305
		$15.45	
Swierzewski, Slawomir			
	Student Food Svc - HS	22.30	10-1611-305
		$22.30	
Symmetry Energy Solutions			
	Natural Gas	11,327.56	20-2540-465-00-79
		$11,327.56	
Tanke, Amanda			
	Travel Sp Ed	47.60	10-1200-332-00-79-600-14
		$47.60	
Thach, Vuong			
	Student Food Svc - HS	27.20	10-1611-305
		$27.20	
Toman, Jori			
	Student Food Svc - HS	13.60	10-1611-305
		$13.60	
Torsiello, Annette			
	Student Food Svc - HS	43.10	10-1611-305
		$43.10	
Tountas, Nick			
	Student Food Svc - HS	23.10	10-1611-305
		$23.10	
United States Treasury			
0020253192	Support Serv-Gen Adm Insurance	2,682.31	10-2310-220-00-79-600-14
		$2,682.31	
Unity School Bus Parts, Inc			
0020253173	Fleet Supplies	358.90	40-2554-410-00-79
0020253174	Fleet Supplies	496.29	40-2554-410-00-79
		$855.19	
Verdonck, Jennifer			
	Student Food Svc - HS	17.00	10-1611-305
		$17.00	
VILLAGE OF ALGONQUIN			
	Water/Sewer	473.75	20-2540-370-00-79
	Water/Sewer	956.05	20-2540-370-00-79
	Water/Sewer	10.00	20-2540-370-00-79
	Water/Sewer	1,067.35	20-2540-370-00-79
	Water/Sewer	1,660.95	20-2540-370-00-79
		$4,168.10	
Village of Huntley			
	Water/Sewer	46.73	20-2540-370-00-79
	Water/Sewer	1,760.86	20-2540-370-00-79
	Water/Sewer	57.73	20-2540-370-00-79
	Water/Sewer	6,167.56	20-2540-370-00-79
	Water/Sewer	472.57	20-2540-370-00-79
	Water/Sewer	77.56	20-2540-370-00-79

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Water/Sewer	754.72	20-2540-370-00-79
	Water/Sewer	693.16	20-2540-370-00-79
		$10,030.89	
Village of Huntley			
0020253154	Resource Officer	243.75	20-2546-310-00-71-305
0020253155	Resource Officer	227.50	20-2546-310-00-71-305
0020253156	Resource Officer	438.75	20-2546-310-00-71-305
0020253157	Resource Officer	243.75	20-2546-310-00-71-305
0020253158	Resource Officer	357.50	20-2546-310-00-71-305
0020253158	Resource Officer	325.00	20-2546-310-00-71-305
0020253158	Resource Officer	438.75	20-2546-310-00-71-305
0020253158	Resource Officer	227.50	20-2546-310-00-71-305
0020253159	Resource Officer	325.00	20-2546-310-00-71-305
		$2,827.50	
Village of Lake in the Hills			
0020253160	Resource Officer	320.47	20-2546-310-00-71-305
		$320.47	
Villalobos, Rosio			
	Student Food Svc - HS	6.30	10-1611-305
		$6.30	
Werner, Roy			
	Student Food Svc - HS	29.25	10-1611-305
		$29.25	
Willis, Anitra			
	Student Food Svc - HS	49.60	10-1611-305
		$49.60	
Wilson, Jessica			
	Student Food Svc - HS	10.80	10-1611-305
		$10.80	
Winter, Jaime			
	Student Food Svc - HS	6.40	10-1611-305
		$6.40	
Wrobel, Sharon			
	Student Food Svc - Heineman	15.85	10-1611-215
	Student Food Svc - Conley	33.00	10-1611-155
		$48.85	
Zaidi, Syed Ali G			
	Student Food Svc - HS	8.60	10-1611-305
		$8.60	
Zaleski, Angela			
	Teacher Travel HS	47.60	10-1130-332-00-71-300-13
		$47.60	
Zmich, James			
	Student Food Svc - HS	13.20	10-1611-305
		$13.20	
Zonno, Shaylin			
	Student Food Svc - Marlowe	9.35	10-1611-225
		$9.35	
Zutter, Stephanie			

Vendor Name / P.O. Number	Description	Amount	State Account Number
	Student Food Svc - HS	22.50	10-1611-305
		$22.50	
	Report Total	$218,499.04	

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: July 17, 2025

Subject: **Disbursements Issued**
Board of Education Meeting, July 17, 2025
Finance Committee

The following is an executive summary of the attached report titled "Disbursements Issued" which is a listing of disbursements issued from June 6, 2025 to July 11, 2025.

Education Fund	$	9,190,225.57
Operations & Maintenance Fund		525,759.52
Debt Service Fund		0.00
Transporation Fund		205,626.93
Municipal Retirement and Social Security Fund		16.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	$	9,921,628.02

RECOMMENDATION

The Finance Committee recommends the Board of Education approve the Disbursements Issued Report at the July 17, 2025 Regular Board meeting.

Huntley Community School District 158
Disbursements

Check Date: 6/6/2025 to 7/11/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
1ST Ayd Corporation							
	76267	06/13/2025	40-2554-410-00-79	Fleet Supplies	304.79	20253010	40-2554-410-00-79
					$304.79	**Payee Vendor Total**	
247 Security Inc							
	76268	06/13/2025	40-2554-410-00-79	Fleet Supplies	18,500.00	20253011	40-2554-410-00-79
					$18,500.00	**Payee Vendor Total**	
95 Percent Group LLC							
	76515	06/23/2025	10-1100-410-56-79-605-14	Rtl Materials 6-12	99.80	20253050	10-1100-410-56-79-605-14
	76515	06/23/2025	10-1100-410-56-79-605-14	Rtl Materials 6-12	199.00	20253050	10-1100-410-56-79-605-14
	76515	06/23/2025	10-1100-410-56-79-605-14	Rtl Materials 6-12	799.00	20253050	10-1100-410-56-79-605-14
	76572	06/26/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	159.80	20253049	10-2212-310-00-79-505-14
	76572	06/26/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	5,395.50	20253049	10-2212-310-00-79-505-14
	76572	06/26/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	5,395.50	20253049	10-2212-310-00-79-505-14
	76572	06/26/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	169.80	20253049	10-2212-310-00-79-505-14
					$12,218.40	**Payee Vendor Total**	
A Freedom Flag Co							
	76269	06/13/2025	20-2542-410-00-79	Supplies B & G	863.40	20252854	20-2542-410-00-79
					$863.40	**Payee Vendor Total**	
A Parts Warehouse							
	76589	06/26/2025	40-2554-410-00-79	Fleet Supplies	394.05	20253161	40-2554-410-00-79
					$394.05	**Payee Vendor Total**	
Accountable Healthcare St							
	76516	06/23/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	562.50	25060637	10-1101-310-00-79-605-14
	76760	07/08/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,867.50	25060637	10-1101-310-00-79-605-14
					$2,430.00	**Payee Vendor Total**	
Accurate Translation Bure							
	76270	06/13/2025	10-3000-310-92-79-600-14	IDEA Comm Engage PS	946.17	20253002	10-3000-310-92-79-600-14
	76270	06/13/2025	10-3000-310-92-79-600-14	IDEA Comm Engage PS	1,044.24	20253001	10-3000-310-92-79-600-14
					$1,990.41	**Payee Vendor Total**	
ACIA CL LLC (DBA CL Chrys							
	76271	06/13/2025	40-2554-410-00-79	Fleet Supplies	4,201.70	20252906	40-2554-410-00-79
	76271	06/13/2025	40-2554-410-00-79	Fleet Supplies	112.78	20253012	40-2554-410-00-79
					$4,314.48	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Active Internet Technolog							
	76771	07/08/2025	10-2633-360-00-74-500-14	Communications Purch Services	16,800.00	20260014	10-2633-360-00-74-500-14
					$16,800.00	**Payee Vendor Total**	
Acutrans							
	76272	06/13/2025	10-1200-310-92-79-600-14	IDEA General Purchased Service	637.31	20252957	10-1200-310-92-79-600-14
					$637.31	**Payee Vendor Total**	
ADP LLC							
	76517	06/23/2025	10-2520-310-00-74-500-14	Prof & Tech Fiscal	5,472.06	25060437	10-2520-310-00-74-500-14
	76517	06/23/2025	10-2520-310-00-74-500-14	Prof & Tech Fiscal	9,052.79	25060437	10-2520-310-00-74-500-14
	76517	06/23/2025	10-2520-310-00-74-500-14	Prof & Tech Fiscal	2,051.29	25060437	10-2520-310-00-74-500-14
	76517	06/23/2025	10-2520-310-00-74-500-14	Prof & Tech Fiscal	4,390.76	25060437	10-2520-310-00-74-500-14
					$20,966.90	**Payee Vendor Total**	
ADP Net Pay Wires							
	202230110	06/10/2025	10103	Payroll Education Fund	2,497,779.51		10-114
	202312260	06/25/2025	10103	Payroll Education Fund	2,357,124.41		10-114
					$4,854,903.92	**Payee Vendor Total**	
ADP Tax Wires							
	202561001	06/10/2025	10464	Medicare	46,500.10		10-464
	202561001	06/10/2025	10470	Social Security - ER Payable	46,651.24		10-464
	202561001	06/10/2025	10471	Medicare - EE Payable	46,500.00		10-464
	202561001	06/10/2025	10472	Social Security - EE	46,651.17		10-464
	202561001	06/10/2025	10473	State Withholding - WI	1,697.38		10-492
	202561001	06/10/2025	10-2523-319-00-79-600-14	Banking Fees	(0.06)		10-2523-319-00-79-600-14
	202561001	06/10/2025	10475	AP Payroll Net Checks	(887.33)		10-475
	202561001	06/10/2025	10478	HSA Payable	3,923.41		10-481
	202561001	06/10/2025	10403	Garnish	602.82		10-432
	202561001	06/10/2025	10452	FED W/H Taxes Payable	266,338.99		10-481
	202561001	06/10/2025	10453	State W/H Taxes Payable	146,841.24		10-481
	202561001	06/10/2025	10458	Family Services	1,857.86		10-481
	202562501	06/25/2025	10403	Garnish	590.00		10-432
	202562501	06/25/2025	10452	FED W/H Taxes Payable	259,911.57		10-481
	202562501	06/25/2025	10453	State W/H Taxes Payable	138,767.36		10-481
	202562501	06/25/2025	10458	Family Services	1,857.86		10-481
	202562501	06/25/2025	10464	Medicare	43,925.31		10-464

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	202562501	06/25/2025	10470	Social Security - ER Payable	37,838.37		10-464
	202562501	06/25/2025	10471	Medicare - EE Payable	43,925.24		10-464
	202562501	06/25/2025	10472	Social Security - EE	37,784.88		10-464
	202562501	06/25/2025	10473	State Withholding - WI	1,572.58		10-492
	202562501	06/25/2025	10-2523-319-00-79-600-14	Banking Fees	(53.75)		10-2523-319-00-79-600-14
	202562501	06/25/2025	10475	AP Payroll Net Checks	0.00		10-475
	202562501	06/25/2025	10478	HSA Payable	3,923.41		10-481
					$1,176,719.65	**Payee Vendor Total**	
Advantage Mechanical Inc							
	76273	06/13/2025	20-2542-323-00-79	Repairs & Maint Buildings	953.00	25060027	20-2542-323-00-79
	76273	06/13/2025	20-2542-323-00-79	Repairs & Maint Buildings	505.50	25060027	20-2542-323-00-79
	76273	06/13/2025	20-2542-323-00-79	Repairs & Maint Buildings	362.00	25060027	20-2542-323-00-79
	76273	06/13/2025	20-2542-323-00-79	Repairs & Maint Buildings	374.50	25060027	20-2542-323-00-79
	76518	06/23/2025	20-2542-323-00-79	Repairs & Maint Buildings	8,469.00	20252930	20-2542-323-00-79
					$10,664.00	**Payee Vendor Total**	
Advocate Sherman Occ Heal							
	76274	06/13/2025	10-2642-390-00-74-500-14	Purchased Service Human Res	101.00	20252927	10-2642-390-00-74-500-14
					$101.00	**Payee Vendor Total**	
Aequor Healthcare Service							
	76275	06/13/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,575.00	25050547	10-1101-310-00-79-605-14
	76275	06/13/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	514.50	25050547	10-1101-310-00-79-605-14
	76275	06/13/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	236.25	25050547	10-1101-310-00-79-605-14
	76275	06/13/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,759.59	25050547	10-1101-310-00-79-605-14
	76275	06/13/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	3,667.00	25050547	10-1101-310-00-79-605-14
	76519	06/23/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,043.28	25060547	10-1101-310-00-79-605-14
	76519	06/23/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	966.00	25060547	10-1101-310-00-79-605-14
	76519	06/23/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	966.00	25060547	10-1101-310-00-79-605-14
	76519	06/23/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,043.28	25060547	10-1101-310-00-79-605-14
					$11,770.90	**Payee Vendor Total**	
AFLAC Group							
	76520	06/23/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	5,365.12	25050427	10-2310-220-00-79-600-14
	76520	06/23/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	5,316.63	25060427	10-2310-220-00-79-600-14
					$10,681.75	**Payee Vendor Total**	
Air Products Equipment Co							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76276	06/13/2025	20-2542-323-00-79	Repairs & Maint Buildings	970.00	20252941	20-2542-323-00-79
					$970.00	**Payee Vendor Total**	
Airgas USA LLC							
	76277	06/13/2025	20-2542-410-00-79	Supplies B & G	380.94	25050237	20-2542-410-00-79
					$380.94	**Payee Vendor Total**	
Airwall Installation Reco							
	76278	06/13/2025	20-2542-390-00-79	Other Purchased Service	6,224.00	20252295	20-2542-390-00-79
					$6,224.00	**Payee Vendor Total**	
Alarcon, Herbert							
	76484	06/17/2025	10-2520-332-00-74-500-14	Travel Fiscal	59.50		10-2520-332-00-74-500-14
					$59.50	**Payee Vendor Total**	
Alexander Leigh Center fo							
	76521	06/23/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12,180.60	25061617	10-4220-670-00-79-600-14
					$12,180.60	**Payee Vendor Total**	
Allen, Jackelyn							
	76384	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	59.50		10-1200-332-00-79-600-14
	76384	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	250.85	0	10-1200-332-00-79-600-14
					$310.35	**Payee Vendor Total**	
Altmayer, Mark							
	76461	06/12/2025	10-2520-332-00-74-500-14	Travel Fiscal	129.50		10-2520-332-00-74-500-14
					$129.50	**Payee Vendor Total**	
AmeriGas							
	76573	06/26/2025	40-2552-461-00-79	Propane	1,217.46	25060567	40-2552-461-00-79
	76573	06/26/2025	40-2552-461-00-79	Propane	450.76	25060567	40-2552-461-00-79
	76573	06/26/2025	40-2552-461-00-79	Propane	450.16	25060567	40-2552-461-00-79
					$2,118.38	**Payee Vendor Total**	
Amita GlenOaks School							
	76279	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	8,841.02	25050497	10-4220-670-00-79-600-14
	76279	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,316.98	25050497	10-4220-670-00-79-600-14
	76279	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,240.14	25050497	10-4220-670-00-79-600-14
	76279	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	(1,761.34)	25050497	10-4220-670-00-79-600-14
					$12,636.80	**Payee Vendor Total**	
Ancora Publishing							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76280	06/13/2025	10-1100-410-56-79-605-14	Rtl Materials 6-12	1,055.25	20252942	10-1100-410-56-79-605-14
	76280	06/13/2025	10-1100-410-56-79-605-14	Rtl Materials 6-12	3,712.50	20252942	10-1100-410-56-79-605-14
	76280	06/13/2025	10-1100-410-56-79-605-14	Rtl Materials 6-12	1,575.00	20252942	10-1100-410-56-79-605-14
	76280	06/13/2025	10-1100-410-56-79-605-14	Rtl Materials 6-12	7,425.00	20252942	10-1100-410-56-79-605-14
	76280	06/13/2025	10-1100-410-56-79-605-14	Rtl Materials 6-12	2,362.50	20252942	10-1100-410-56-79-605-14
					$16,130.25	**Payee Vendor Total**	
Anderson Lock Co Inc							
	992300770	06/09/2025	20-2542-323-00-79	Repairs & Maint Buildings	3,098.70	20252340	20-2542-323-00-79
	992300773	06/09/2025	20-2542-410-00-79	Supplies B & G	44.85	25010087	20-2542-410-00-79
	992300773	06/09/2025	20-2542-410-00-79	Supplies B & G	750.00	25050087	20-2542-410-00-79
	992300779	06/17/2025	20-2542-410-00-79	Supplies B & G	33.87	25010087	20-2542-410-00-79
					$3,927.42	**Payee Vendor Total**	
Anderson Pest Solutions							
	76281	06/13/2025	20-2542-323-00-79	Repairs & Maint Buildings	49.72	20252855	20-2542-323-00-79
	76281	06/13/2025	20-2542-321-00-79	Sanitation/Exterminating	49.72	20253036	20-2542-321-00-79
	76281	06/13/2025	20-2542-321-00-79	Sanitation/Exterminating	40.00	20253036	20-2542-321-00-79
	76281	06/13/2025	20-2542-321-00-79	Sanitation/Exterminating	582.19	25060037	20-2542-321-00-79
	76590	06/26/2025	20-2542-321-00-79	Sanitation/Exterminating	40.00	20253148	20-2542-321-00-79
					$761.63	**Payee Vendor Total**	
Anderson, Allison							
	76485	06/17/2025	10-1200-332-00-79-600-14	Travel Sp Ed	42.84		10-1200-332-00-79-600-14
					$42.84	**Payee Vendor Total**	
Anderson, Wendy							
	76591	06/26/2025	10-1611-305	Student Food Svc - HS	25.50	0	10-1611-305
	76591	06/26/2025	10-1611-305	Student Food Svc - HS	18.55	0	10-1611-305
					$44.05	**Payee Vendor Total**	
Aney, Bradley							
	76385	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Antioch Community HS							
	76635	06/30/2025	10-1500-640-00-71-300-13	Sports Dues & Fees HS	140.00	0	10-1500-640-00-71-300-13
					$140.00	**Payee Vendor Total**	
Apple Inc							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76522	06/23/2025	10-1130-410-00-71-300-13	Inst Supplies HS	324.00	20252653	10-1130-410-00-71-300-13
	76522	06/23/2025	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	1,224.00	20252653	10-2660-490-00-79-600-14
	76522	06/23/2025	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	2,368.00	20252929	10-2660-490-00-79-600-14
					$3,916.00	**Payee Vendor Total**	
Appleby, Jennifer							
	76592	06/26/2025	10-1611-305	Student Food Svc - HS	19.70	0	10-1611-305
					$19.70	**Payee Vendor Total**	
Applied Maintenance							
	76282	06/13/2025	40-2554-410-00-79	Fleet Supplies	668.79	20252907	40-2554-410-00-79
					$668.79	**Payee Vendor Total**	
Asemota, Peter							
	76593	06/26/2025	10-1611-305	Student Food Svc - HS	13.00	0	10-1611-305
					$13.00	**Payee Vendor Total**	
Associated Electrical Con							
	76283	06/13/2025	10-2560-323-00-71-300-13	Cafe Repairs HS	780.00	20252958	10-2560-323-00-71-300-13
	76574	06/26/2025	40-2552-590-00-79	EV Bus Power Station	29,100.00	20252655	40-2552-590-00-79
					$29,880.00	**Payee Vendor Total**	
AT&T 5080							
	76284	06/13/2025	20-2540-340-00-79	Telephone - Districtwide	169.37	25060347	20-2540-340-00-79
					$169.37	**Payee Vendor Total**	
Auto Tech Centers Inc							
	992300780	06/17/2025	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	72.90	20252944	10-1700-323-21-71-300-13
	992300780	06/17/2025	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	72.90	20252944	10-1700-323-21-71-300-13
					$145.80	**Payee Vendor Total**	
Avner, Jaclynn							
	76486	06/17/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60		10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Baginski, Monika							
	76594	06/26/2025	10-1611-305	Student Food Svc - HS	37.75	0	10-1611-305
					$37.75	**Payee Vendor Total**	
Baialieva, Jill							
	76636	06/30/2025	10-1611-305	Student Food Svc - HS	15.25	0	10-1611-305
					$15.25	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Baird, Brianna							
	76386	06/12/2025	10-3000-410-92-79-600-14	IDEA Comm Engage Supplies	72.29	0	10-3000-410-92-79-600-14
					$72.29	**Payee Vendor Total**	
Balduf, Jennifer							
	76595	06/26/2025	10-1611-305	Student Food Svc - HS	46.80	0	10-1611-305
					$46.80	**Payee Vendor Total**	
Ballard & Tighe Publisher							
	76285	06/13/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	227.00	20252943	10-1800-410-82-79-605-14
					$227.00	**Payee Vendor Total**	
Baran, Kailey							
	76570	06/25/2025	10475	AP Payroll Net Checks	170.48	0	10-475
	76387	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
	76387	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					$1,010.48	**Payee Vendor Total**	
Barcenas, Jose							
	76596	06/26/2025	10-1611-305	Student Food Svc - HS	17.50	0	10-1611-305
					$17.50	**Payee Vendor Total**	
Barr, Denise							
	76388	06/12/2025	10-2633-360-00-74-500-14	Communications Purch Services	38.18	0	10-2633-360-00-74-500-14
	76388	06/12/2025	10-2630-332-00-74-500-14	Communications Travel	175.42		10-2630-332-00-74-500-14
	76388	06/12/2025	10-2630-332-00-74-500-14	Communications Travel	161.56		10-2630-332-00-74-500-14
					$375.16	**Payee Vendor Total**	
Bathauer, Michelle							
	76637	06/30/2025	10-1611-305	Student Food Svc - HS	10.10	0	10-1611-305
					$10.10	**Payee Vendor Total**	
Bauer, Pam							
	76597	06/26/2025	10-1611-305	Student Food Svc - HS	10.30	0	10-1611-305
					$10.30	**Payee Vendor Total**	
Bautista, Edgar							
	76598	06/26/2025	10-1611-305	Student Food Svc - HS	16.85	0	10-1611-305
					$16.85	**Payee Vendor Total**	
Beacon Athletics LLC							
	76523	06/23/2025	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	2,484.98	20252785	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	
					$2,484.98	Payee Vendor Total		
Benchmark Education Compa								
	76286	06/13/2025	10-1800-390-82-79-605-14	TBE/TPI Instr Pur Svc	13,125.00	20252363	10-1800-390-82-79-605-14	
	76524	06/23/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	476.50	20253039	10-1800-410-82-79-605-14	
	76524	06/23/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	(500.00)	20253039	10-1800-410-82-79-605-14	
	76524	06/23/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	195.00	20253039	10-1800-410-82-79-605-14	
	76524	06/23/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	520.00	20253039	10-1800-410-82-79-605-14	
	76524	06/23/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	975.00	20253039	10-1800-410-82-79-605-14	
	76524	06/23/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	1,365.00	20253039	10-1800-410-82-79-605-14	
	76524	06/23/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	2,210.00	20253039	10-1800-410-82-79-605-14	
					$18,366.50	Payee Vendor Total		
Berens, Nicole								
	76555	06/23/2025	10-1611-145	Student Food Svc - Mackeben	26.10	0	10-1611-145	398
	76555	06/23/2025	10-1611-155	Student Food Svc - Conley	13.70	0	10-1611-155	
					$39.80	Payee Vendor Total		
Bertelsman, Benjamin								
	76462	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60		10-1130-332-00-71-300-13	
					$47.60	Payee Vendor Total		
Birns, Keith								
	76599	06/26/2025	10-1611-305	Student Food Svc - HS	15.00	0	10-1611-305	
					$15.00	Payee Vendor Total		
Blu Petroleum								
	76575	06/26/2025	40-2552-464-00-79	Diesel/Gasoline	627.84	25060827	40-2552-464-00-79	
	76575	06/26/2025	40-2552-464-00-79	Diesel/Gasoline	4,552.56	25060827	40-2552-464-00-79	
	76575	06/26/2025	40-2552-464-00-79	Diesel/Gasoline	1,202.48	25061647	40-2552-464-00-79	
	76575	06/26/2025	40-2552-464-00-79	Diesel/Gasoline	1,164.49	25061647	40-2552-464-00-79	
					$7,547.37	Payee Vendor Total		
Blue Cross Blue Shield								
	202506090	06/09/2025	10-1100-220-00-79-600-14	Regular Programs Insurance	661,112.20	25050417	10-1100-220-00-79-600-14	
	202506230	06/23/2025	10-1100-220-00-79-600-14	Regular Programs Insurance	626,675.49	25060417	10-1100-220-00-79-600-14	
	202506280	06/27/2025	10-1100-220-00-79-600-14	Regular Programs Insurance	38,083.54	25050417	10-1100-220-00-79-600-14	
					$1,325,871.23	Payee Vendor Total		
Bonsu, Samuel								

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76600	06/26/2025	10-1611-305	Student Food Svc - HS	66.40	0	10-1611-305
					$66.40	**Payee Vendor Total**	
Boukhari, Adriana							
	76389	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Boyle, Daria							
	76601	06/26/2025	10-1611-305	Student Food Svc - HS	31.30	0	10-1611-305
					$31.30	**Payee Vendor Total**	
Bozek, Teresa							
	76602	06/26/2025	10-1611-305	Student Food Svc - HS	6.10	0	10-1611-305
					$6.10	**Payee Vendor Total**	
Breese, Stephanie							
	76603	06/26/2025	10-1611-305	Student Food Svc - HS	16.25	0	10-1611-305
					$16.25	**Payee Vendor Total**	
Brents Mailing Equipment							
	76287	06/13/2025	10-2630-341-00-74-500-14	Postage Central Office	5.00	20252853	10-2630-341-00-74-500-14
	76287	06/13/2025	10-2630-341-00-74-500-14	Postage Central Office	265.00	20252853	10-2630-341-00-74-500-14
					$270.00	**Payee Vendor Total**	
Brodersen, Tiffany							
	76556	06/23/2025	10-1611-105	Student Food Svc - Leggee	48.65	0	10-1611-105
	76556	06/23/2025	10-1611-105	Student Food Svc - Leggee	28.35	0	10-1611-105
					$77.00	**Payee Vendor Total**	
Broskow, Tami							
	76390	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Brown, Dennis							
	76391	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Brucker Company							
	76288	06/13/2025	20-2542-410-00-79	Supplies B & G	46.90	20250924	20-2542-410-00-79
	76288	06/13/2025	20-2542-410-00-79	Supplies B & G	20.10	20250924	20-2542-410-00-79
					$67.00	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Build Capacity Consulting							
	76289	06/13/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	41,964.73	20252934	10-2212-310-00-79-505-14
	76289	06/13/2025	10-2212-314-83-79-505-14	Title II Prof Development	18,285.27	20252934	10-2212-314-83-79-505-14
					$60,250.00	**Payee Vendor Total**	
Burkey, John							
	76604	06/26/2025	10-1110	General Levy	14.25	0	10-1110
					$14.25	**Payee Vendor Total**	
Burt, Dawn							
	76605	06/26/2025	10-1611-305	Student Food Svc - HS	13.75	0	10-1611-305
					$13.75	**Payee Vendor Total**	
Camelot Therapeutic Schoo							
	76525	06/23/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,201.73	25050517	10-4220-670-00-79-600-14
	76525	06/23/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	14,304.15	25050517	10-4220-670-00-79-600-14
	76761	07/08/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,280.91	25060517	10-4220-670-00-79-600-14
					$21,786.79	**Payee Vendor Total**	
Campus Solutions							
	76290	06/13/2025	10-2190-410-00-71-300-12	Graduation Supplies HHS	861.30	20252945	10-2190-410-00-71-300-12
					$861.30	**Payee Vendor Total**	
Canteen Refreshments							
	76291	06/13/2025	10-2560-415-00-71-300-13	Cafe Food HS	248.98	20252946	10-2560-415-00-71-300-13
					$248.98	**Payee Vendor Total**	
Carolina Biological Suppl							
	76762	07/08/2025	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	144.11	20252591	10-1120-410-13-72-220-08
	76762	07/08/2025	10-1120-410-13-72-220-08	Marlowe Science Supplies 8	516.00	20252591	10-1120-410-13-72-220-08
					$660.11	**Payee Vendor Total**	
Carranza, Erika							
	76638	06/30/2025	10-1611-305	Student Food Svc - HS	10.05	0	10-1611-305
					$10.05	**Payee Vendor Total**	
Castans, Rita M							
	76392	06/12/2025	10-1500-335-00-71-300-13	Conference Travel HS	112.28		10-1500-335-00-71-300-13
	76392	06/12/2025	10-1500-335-00-71-300-13	Conference Travel HS	85.75		10-1500-335-00-71-300-13
	76392	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	100.24		10-1130-332-00-71-300-13
	76463	06/12/2025	10-1500-335-00-71-300-13	Conference Travel HS	224.00		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
					$522.27	Payee Vendor Total	
CDW Government Inc							
	76292	06/13/2025	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	483.00	20252983	10-2660-490-00-79-600-14
	76292	06/13/2025	10-2660-410-00-79-600-14	Supplies Tech	3,626.11	20252984	10-2660-410-00-79-600-14
	76292	06/13/2025	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	2,547.80	20252846	10-2660-490-00-79-600-14
	76292	06/13/2025	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	1,777.00	20252846	10-2660-490-00-79-600-14
	76292	06/13/2025	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	3,554.00	20252846	10-2660-490-00-79-600-14
	76292	06/13/2025	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	5,092.29	20252846	10-2660-490-00-79-600-14
	76292	06/13/2025	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	9,177.00	20252983	10-2660-490-00-79-600-14
	76526	06/23/2025	10-2660-319-61-79-600-14	Software Maintenance	5,375.00	20252985	10-2660-319-61-79-600-14
	76526	06/23/2025	10-2660-410-00-79-600-14	Supplies Tech	3,646.89	20252984	10-2660-410-00-79-600-14
	76292	06/13/2025	10-2660-319-61-79-600-14	Software Maintenance	1,100.00	20252847	10-2660-319-61-79-600-14
					$36,379.09	Payee Vendor Total	
CENGAGE Learning Gale							
	76763	07/08/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	3,103.26	20252956	10-2212-310-00-79-505-14
	76763	07/08/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	3,105.65	20252956	10-2212-310-00-79-505-14
	76763	07/08/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	2,540.53	20252956	10-2212-310-00-79-505-14
					$8,749.44	Payee Vendor Total	
Central DuPage Hospital							
	76293	06/13/2025	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	630.00	20253057	10-4210-670-00-79-600-14
					$630.00	Payee Vendor Total	
Chamberlain, Melinda							
	76393	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	Payee Vendor Total	
Champion Paving Corp							
	76294	06/13/2025	20-2543-323-00-79	Repairs-Grounds	4,000.00	20253037	20-2543-323-00-79
					$4,000.00	Payee Vendor Total	
Chesney, Kendra							
	76394	06/12/2025	10-1125-490-00-79-600-14	Supplies Preschool	71.98	0	10-1125-490-00-79-600-14
					$71.98	Payee Vendor Total	
Cintas Corporation No 2							
	76295	06/13/2025	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	31.67	20253003	10-2560-410-00-74-140-13
	76295	06/13/2025	10-2560-410-00-71-300-13	Cafe Supplies HS	41.50	20253003	10-2560-410-00-71-300-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76295	06/13/2025	10-2560-410-00-71-100-13	Cafe Supplies Leggee	18.59	20253003	10-2560-410-00-71-100-13
	76295	06/13/2025	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	82.95	20253003	10-2560-410-00-72-220-13
	76295	06/13/2025	10-2560-410-00-72-120-13	Cafe Supplies Martin	86.45	20253003	10-2560-410-00-72-120-13
	76295	06/13/2025	10-2560-410-00-72-110-13	Cafe Supplies Chesak	22.64	20253003	10-2560-410-00-72-110-13
	76295	06/13/2025	10-2560-410-00-74-210-13	Cafe Supplies Heineman	22.64	20253003	10-2560-410-00-74-210-13
	76295	06/13/2025	10-2560-410-00-74-150-13	Cafe Supplies Conley	40.36	20253003	10-2560-410-00-74-150-13
					$346.80	**Payee Vendor Total**	
CINTAS							
	992300774	06/09/2025	40-2550-325-00-79	Rental Trans	249.39	25050757	40-2550-325-00-79
	992300783	06/30/2025	40-2550-325-00-79	Rental Trans	249.39	25060757	40-2550-325-00-79
	992300783	06/30/2025	40-2550-325-00-79	Rental Trans	249.39	25060757	40-2550-325-00-79
	992300783	06/30/2025	40-2550-325-00-79	Rental Trans	249.39	25060757	40-2550-325-00-79
	992300783	06/30/2025	40-2550-325-00-79	Rental Trans	249.39	25060757	40-2550-325-00-79
					$1,246.95	**Payee Vendor Total**	
Clare Woods Academy							
	76296	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,246.22	25050607	10-4220-670-00-79-600-14
					$5,246.22	**Payee Vendor Total**	
Clarity Assessments LLC							
	76297	06/13/2025	10-2140-310-92-79-600-14	IDEA Psychological Services	1,800.00	20252908	10-2140-310-92-79-600-14
					$1,800.00	**Payee Vendor Total**	
Colley Elevator Co							
	76298	06/13/2025	20-2542-323-00-79	Repairs & Maint Buildings	1,029.00	20252947	20-2542-323-00-79
					$1,029.00	**Payee Vendor Total**	
Collins, Anne							
	76395	06/12/2025	10-1100-410-98-79-600-14	Rep Instr Supplies	35.75	0	10-1100-410-98-79-600-14
					$35.75	**Payee Vendor Total**	
Comcast Business							
	76528	06/23/2025	20-2540-340-00-79	Telephone - Districtwide	305.40	25060367	20-2540-340-00-79
					$305.40	**Payee Vendor Total**	
Comcast							
	76299	06/13/2025	20-2540-340-00-79	Telephone - Districtwide	597.59	20252856	20-2540-340-00-79
	76527	06/23/2025	20-2540-340-00-79	Telephone - Districtwide	600.00	25061627	20-2540-340-00-79
					$1,197.59	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
ComEd							
	76639	06/30/2025	20-2540-466-00-79	Electric	15,619.23	0	20-2540-466-00-79
	76639	06/30/2025	20-2540-466-00-79	Electric	8,439.84	0	20-2540-466-00-79
	76639	06/30/2025	20-2540-466-00-79	Electric	15,007.77	0	20-2540-466-00-79
	76639	06/30/2025	20-2540-466-00-79	Electric	15,321.17	0	20-2540-466-00-79
	76756	06/30/2025	20-2540-466-00-79	Electric	8,425.25	0	20-2540-466-00-79
					$62,813.26	**Payee Vendor Total**	
Congdon, Irene							
	76640	06/30/2025	10-1611-305	Student Food Svc - HS	9.05	0	10-1611-305
					$9.05	**Payee Vendor Total**	
Cornett, Ralph							
	76606	06/26/2025	10-1611-305	Student Food Svc - HS	21.50	0	10-1611-305
					$21.50	**Payee Vendor Total**	
Cortez, Suzie							
	76607	06/26/2025	10-1611-305	Student Food Svc - HS	37.55	0	10-1611-305
					$37.55	**Payee Vendor Total**	
Costa, Michelle							
	76608	06/26/2025	10-1611-305	Student Food Svc - HS	40.20	0	10-1611-305
					$40.20	**Payee Vendor Total**	
Cove School							
	76300	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	1,232.20	25061959	10-4220-670-00-79-600-14
	76300	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,469.05	25061959	10-4220-670-00-79-600-14
					$7,701.25	**Payee Vendor Total**	
Cox, Cheryl							
	76301	06/13/2025	10-1200-310-66-71-300-13	STEP Purchased Services	375.00	20253013	10-1200-310-66-71-300-13
					$375.00	**Payee Vendor Total**	
Crescent Electric Supply							
	992300775	06/09/2025	20-2542-410-00-79	Supplies B & G	1,000.00	25120047	20-2542-410-00-79
	992300775	06/09/2025	20-2542-410-00-79	Supplies B & G	1,056.29	25010047	20-2542-410-00-79
					$2,056.29	**Payee Vendor Total**	
Crisci, Bethany							
	76557	06/23/2025	10-1611-305	Student Food Svc - HS	0.30	0	10-1611-305
	76557	06/23/2025	10-1611-305	Student Food Svc - HS	3.45	0	10-1611-305

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76557	06/23/2025	10-1611-305	Student Food Svc - HS	3.25	0	10-1611-305
					$7.00	**Payee Vendor Total**	
Crown Trophy							
	76529	06/23/2025	10-2321-410-00-74-500-14	Supplies Supt	508.50	20252538	10-2321-410-00-74-500-14
					$508.50	**Payee Vendor Total**	
CT Veach Inc							
	76530	06/23/2025	20-2543-320-00-79-600-14	Grounds Contract	21,032.78	25060157	20-2543-320-00-79-600-14
					$21,032.78	**Payee Vendor Total**	
Curriculum Associates LLC							
	76302	06/13/2025	10-1800-390-82-79-605-14	TBE/TPI Instr Pur Svc	13,568.75	20253040	10-1800-390-82-79-605-14
	76302	06/13/2025	10-1800-390-82-79-605-14	TBE/TPI Instr Pur Svc	13,568.75	20253040	10-1800-390-82-79-605-14
					$27,137.50	**Payee Vendor Total**	
Dabe, Aimee							
	76487	06/17/2025	10-1200-332-00-79-600-14	Travel Sp Ed	105.35		10-1200-332-00-79-600-14
					$105.35	**Payee Vendor Total**	
Danekas, Gibson							
	76488	06/17/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60		10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Darnell, Ron							
	76609	06/26/2025	10-1611-305	Student Food Svc - HS	5.20	0	10-1611-305
	76797	07/09/2025	10-1611-305	Student Food Svc - HS	5.20	0	10-1611-305
					$10.40	**Payee Vendor Total**	
Deak, Donald							
	76396	06/12/2025	10-2660-332-00-79-600-14	Travel Technology	41.54	0	10-2660-332-00-79-600-14
					$41.54	**Payee Vendor Total**	
Dean, Adam							
	76489	06/17/2025	10-2546-332-00-79-600-14	Security Officer Travel	172.20		10-2546-332-00-79-600-14
	76489	06/17/2025	10-2546-332-00-79-600-14	Security Officer Travel	180.60		10-2546-332-00-79-600-14
	76489	06/17/2025	10-2546-332-00-79-600-14	Security Officer Travel	189.00		10-2546-332-00-79-600-14
					$541.80	**Payee Vendor Total**	
DeFrancesco, Christine							
	76397	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Dekalb Huntley Middle Sch							
	76772	07/08/2025	10-1500-332-00-74-210-13	Athletic Travel Heineman	300.00	20260015	10-1500-332-00-74-210-13
					$300.00	**Payee Vendor Total**	
Delahanty, Eileen							
	76398	06/12/2025	10-2630-332-00-74-500-14	Communications Travel	147.00		10-2630-332-00-74-500-14
					$147.00	**Payee Vendor Total**	
Deuerling, William							
	76490	06/17/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60		10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Devlin, Laura							
	76399	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
DeVries, Laura							
	76610	06/26/2025	10-1611-305	Student Food Svc - HS	15.15	0	10-1611-305
					$15.15	**Payee Vendor Total**	
DeWulf, Kaitlyn							
	76400	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					$420.00	**Payee Vendor Total**	
DeZwarte, Margaret							
	76611	06/26/2025	10-1611-305	Student Food Svc - HS	18.90	0	10-1611-305
					$18.90	**Payee Vendor Total**	
Diaz Dixon, Annisa							
	76612	06/26/2025	10-1611-305	Student Food Svc - HS	16.50	0	10-1611-305
					$16.50	**Payee Vendor Total**	
DiGiovanni, Kerri							
	76641	06/30/2025	10-1611-305	Student Food Svc - HS	25.85	0	10-1611-305
					$25.85	**Payee Vendor Total**	
Douglas, Scarlet							
	76613	06/26/2025	10-1611-305	Student Food Svc - HS	16.00	0	10-1611-305
					$16.00	**Payee Vendor Total**	
Dour, Robert							
	76614	06/26/2025	10-1611-305	Student Food Svc - HS	45.95	0	10-1611-305

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$45.95	Payee Vendor Total	
Duble, Molly							
	76401	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	80.08	0	10-1200-332-00-79-600-14
					$80.08	Payee Vendor Total	
DuPage Federation on Huma							
	76303	06/13/2025	10-1200-310-92-79-600-14	IDEA General Purchased Service	223.85	20252857	10-1200-310-92-79-600-14
	76303	06/13/2025	10-2210-310-84-79-605-14	Title III LIPLEPS Pur Svcs	125.80	20252857	10-2210-310-84-79-605-14
					$349.65	Payee Vendor Total	
Dynamism Inc							
	76304	06/13/2025	10-1120-710-00-74-210-13	Heineman Non-Capitalized Eqpt	2,899.00	20252359	10-1120-710-00-74-210-13
					$2,899.00	Payee Vendor Total	
Easterseals							
	76531	06/23/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	7,414.00	25050597	10-2210-314-92-79-605-14
	76531	06/23/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	54,364.80	25051557	10-4220-670-00-79-600-14
					$61,778.80	Payee Vendor Total	
ECRA Group Inc							
	76305	06/13/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	38,673.00	20253048	10-2212-310-00-79-505-14
					$38,673.00	Payee Vendor Total	
Edge Sports Apparel LLC							
	76306	06/13/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	1,302.75	20252959	10-1200-410-00-79-600-14
					$1,302.75	Payee Vendor Total	
Elliott, Russell							
	76615	06/26/2025	10-1611-305	Student Food Svc - HS	11.20	0	10-1611-305
					$11.20	Payee Vendor Total	
Eltvedt, Kristen							
	76616	06/26/2025	10-1611-305	Student Food Svc - HS	20.65	0	10-1611-305
					$20.65	Payee Vendor Total	
Engler Callaway Baasten &							
	76307	06/13/2025	10-2310-318-00-74-500-14	Legal Board	768.50	20252858	10-2310-318-00-74-500-14
					$768.50	Payee Vendor Total	
Enterprise FM Trust							
	76382	06/12/2025	10-1700-540-21-71-300-13	Driver Education Vehicle	1,548.65	20253065	10-1700-540-21-71-305-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$1,548.65	**Payee Vendor Total**	
Environmental Group Srvs							
	76308	06/13/2025	20-2542-390-00-79	Other Purchased Service	1,850.00	20252859	20-2542-390-00-79
					$1,850.00	**Payee Vendor Total**	
Esch, Jill							
	76617	06/26/2025	10-1611-305	Student Food Svc - HS	13.70	0	10-1611-305
					$13.70	**Payee Vendor Total**	
Escudero, Michelle							
	76491	06/17/2025	10-2561-332-00-79-605-14	Dir Food Service Travel	98.00		10-2561-332-00-79-605-14
					$98.00	**Payee Vendor Total**	
Facilities Management Exp							
	76773	07/08/2025	20-2542-390-00-79	Other Purchased Service	24,172.76	20260005	20-2542-390-00-79
					$24,172.76	**Payee Vendor Total**	
Feinstein, Kate							
	76464	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	7.00		10-1200-332-00-79-600-14
	76464	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	4.62		10-1130-332-00-71-300-13
	76464	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	4.62		10-1200-332-00-79-600-14
	76464	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	7.00		10-1200-332-00-79-600-14
	76464	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	7.00		10-1200-332-00-79-600-14
	76464	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	7.00		10-1200-332-00-79-600-14
	76464	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	4.62		10-1200-332-00-79-600-14
	76402	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$89.46	**Payee Vendor Total**	
FFP Fund IV Lessee2 LLC							
	76383	06/12/2025	20-2540-466-00-79	Electric	4,371.18	0	20-2540-466-00-79
	76383	06/12/2025	20-2540-466-00-79	Electric	5,265.38	0	20-2540-466-00-79
	76383	06/12/2025	20-2540-466-00-79	Electric	6,330.58	0	20-2540-466-00-79
					$15,967.14	**Payee Vendor Total**	
Fish, Heidi							
	76618	06/26/2025	10-1611-305	Student Food Svc - HS	26.75	0	10-1611-305
					$26.75	**Payee Vendor Total**	
Fishman, Jennifer							
	76642	06/30/2025	10-1611-305	Student Food Svc - HS	5.45	0	10-1611-305

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$5.45	Payee Vendor Total	
Fitzgerald, Cynthia							
	76492	06/17/2025	10-1120-332-00-72-220-13	Teacher Travel Marlowe	70.00		10-1120-332-00-72-220-13
	76492	06/17/2025	10-1120-332-00-72-220-13	Teacher Travel Marlowe	105.00		10-1120-332-00-72-220-13
	76492	06/17/2025	10-1120-332-00-72-220-13	Teacher Travel Marlowe	105.00		10-1120-332-00-72-220-13
	76492	06/17/2025	10-1120-332-00-72-220-13	Teacher Travel Marlowe	105.00		10-1120-332-00-72-220-13
	76403	06/12/2025	10-1120-332-00-72-220-13	Teacher Travel Marlowe	105.00	0	10-1120-332-00-72-220-13
					$490.00	Payee Vendor Total	
Follett Content Solutions							
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	166.40	20253053	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	950.40	20253053	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	389.20	20253053	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	455.40	20253053	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	610.40	20253053	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	372.80	20253053	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	548.80	20253053	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	662.40	20253053	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	5,106.40	20253053	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	633.60	20253053	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	5,237.10	20253052	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	8,681.40	20253052	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	7,394.80	20253052	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	9,100.00	20253052	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	2,062.50	20253052	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	8,244.60	20253054	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	998.40	20253054	10-1100-423-00-74-500-14
	76619	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	158.40	20253054	10-1100-423-00-74-500-14
					$51,773.00	Payee Vendor Total	
Fox Valley Activities Dir							
	76774	07/08/2025	10-1130-335-00-71-300-13	Curriculum/FVC Competitions	880.00	20260016	10-1130-335-00-71-300-13
					$880.00	Payee Vendor Total	
Fox Valley Fire Safety							
	992300776	06/09/2025	20-2542-390-00-79	Other Purchased Service	801.00	25060817	20-2542-390-00-79
	992300781	06/17/2025	20-2542-323-00-79	Repairs & Maint Buildings	312.00	25030097	20-2542-323-00-79

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$1,113.00	Payee Vendor Total	
Frasor, Carolyn							
	76643	06/30/2025	10-1611-305	Student Food Svc - HS	10.70	0	10-1611-305
					$10.70	Payee Vendor Total	
Frederick, Ryan							
	76465	06/12/2025	10-1120-332-00-72-220-13	Teacher Travel Marlowe	53.20		10-1120-332-00-72-220-13
	76404	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					$473.20	Payee Vendor Total	
Fredrick, Jennifer							
	76644	06/30/2025	10-1611-305	Student Food Svc - HS	5.55	0	10-1611-305
					$5.55	Payee Vendor Total	
Freeland, Tad							
	76645	06/30/2025	10-1611-305	Student Food Svc - HS	20.60	0	10-1611-305
					$20.60	Payee Vendor Total	
Friebus, Sarah							
	76646	06/30/2025	10-1611-305	Student Food Svc - HS	32.65	0	10-1611-305
					$32.65	Payee Vendor Total	
Frontline Technologies Gr							
	76775	07/08/2025	10-2643-316-00-79-605-14	Sub Calling/Applicant Software	13,558.41	20260017	10-2643-316-00-79-605-14
	76775	07/08/2025	10-2643-316-00-79-605-14	Sub Calling/Applicant Software	3,298.90	20260017	10-2643-316-00-79-605-14
	76775	07/08/2025	10-2520-390-00-74-500-14	Purch Serv Fiscal	11,414.12	20260018	10-2520-390-00-74-500-14
	76775	07/08/2025	10-2520-390-00-74-500-14	Purch Serv Fiscal	10,145.89	20260018	10-2520-390-00-74-500-14
					$38,417.32	Payee Vendor Total	
Fulton, Courtney							
	76405	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
	76405	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$467.60	Payee Vendor Total	
Furman, Tadeusz							
	76647	06/30/2025	10-1611-305	Student Food Svc - HS	19.85	0	10-1611-305
					$19.85	Payee Vendor Total	
Galgay, Kathleen M.							
	76406	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	140.00	0	10-2310-230-00-74-500-14
	76406	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	140.00	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
	76406	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	140.00	0	10-2310-230-00-74-500-14
	76406	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	140.00	0	10-2310-230-00-74-500-14
	76406	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	140.00	0	10-2310-230-00-74-500-14
					$700.00	**Payee Vendor Total**	
Galloway, Nicole							
	76648	06/30/2025	10-1611-305	Student Food Svc - HS	21.65	0	10-1611-305
					$21.65	**Payee Vendor Total**	
Garcia, Ismael							
	76558	06/23/2025	10-1611-305	Student Food Svc - HS	20.00	0	10-1611-305
					$20.00	**Payee Vendor Total**	
Garcia, Rolour							
	76649	06/30/2025	10-1611-305	Student Food Svc - HS	27.70	0	10-1611-305
					$27.70	**Payee Vendor Total**	
Gaudio, Jenna							
	76407	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
General Parts LLC							
	992300777	06/09/2025	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	448.45	25051697	10-2560-323-00-72-220-13
	992300777	06/09/2025	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	390.66	25051697	10-2560-323-00-72-220-13
	992300777	06/09/2025	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	454.60	25051697	10-2560-323-00-72-220-13
	992300777	06/09/2025	10-2560-323-00-72-120-13	Cafe Repairs Martin	264.70	25031687	10-2560-323-00-72-120-13
	992300777	06/09/2025	10-2560-323-00-72-120-13	Cafe Repairs Martin	4,945.86	25021687	10-2560-323-00-72-120-13
	992300777	06/09/2025	10-2560-323-00-72-110-13	Cafe Repairs Chesak	422.20	25031677	10-2560-323-00-72-110-13
	992300777	06/09/2025	10-2560-323-00-71-300-13	Cafe Repairs HS	280.00	25021667	10-2560-323-00-71-300-13
	992300777	06/09/2025	10-2560-323-00-74-210-13	Cafe Repairs Heineman	585.35	25031727	10-2560-323-00-74-210-13
	992300777	06/09/2025	10-2560-323-00-74-210-13	Cafe Repairs Heineman	317.20	25031727	10-2560-323-00-74-210-13
	992300777	06/09/2025	10-2560-323-00-74-150-13	Cafe Repairs Conley	557.08	25031717	10-2560-323-00-74-150-13
	992300777	06/09/2025	10-2560-323-00-74-140-13	Cafe Repairs Mackeben	1,134.34	25031707	10-2560-323-00-74-140-13
	992300777	06/09/2025	10-2560-323-00-74-150-13	Cafe Repairs Conley	1,167.17	25031717	10-2560-323-00-74-150-13
	992300777	06/09/2025	10-2560-323-00-74-140-13	Cafe Repairs Mackeben	4,056.90	25021707	10-2560-323-00-74-140-13
					$15,024.51	**Payee Vendor Total**	
GFC Leasing WI							
	992300771	06/09/2025	10-2900-325-00-79-600-14	Copier Leases	7,711.47	25050617	10-2900-325-00-79-600-14
	992300784	06/30/2025	10-2900-325-00-79-600-14	Copier Leases	7,711.47	25060617	10-2900-325-00-79-600-14

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					$15,422.94	**Payee Vendor Total**	
Ghouleh, Nadir							
	76559	06/23/2025	10-1611-215	Student Food Svc - Heineman	44.55	0	10-1611-215
	76559	06/23/2025	10-1611-145	Student Food Svc - Mackeben	40.55	0	10-1611-145
					$85.10	**Payee Vendor Total**	
Giagnacovo, Kimberly							
	76620	06/26/2025	10-1611-305	Student Food Svc - HS	16.65	0	10-1611-305
					$16.65	**Payee Vendor Total**	
Giese, Nicole							
	76650	06/30/2025	10-1611-305	Student Food Svc - HS	17.10	0	10-1611-305
					$17.10	**Payee Vendor Total**	
Gill, Dede							
	76493	06/17/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	121.14	0	10-2210-314-92-79-605-14
	76408	06/12/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	63.60	0	10-2210-314-92-79-605-14
					$184.74	**Payee Vendor Total**	
Gipper Media Inc							
	76776	07/08/2025	10-1500-640-00-71-300-13	Sports Dues & Fees HS	1,500.00	20260028	10-1500-640-00-71-300-13
					$1,500.00	**Payee Vendor Total**	
Global Water Technology I							
	76621	06/26/2025	20-2542-390-00-79	Other Purchased Service	966.60	20253162	20-2542-390-00-79
					$966.60	**Payee Vendor Total**	
Godek, Michael							
	76409	06/12/2025	10-2210-310-98-79-600-14	Temp Instr Pur Svc	1,463.22	0	10-2210-310-98-79-600-14
	76409	06/12/2025	10-2210-310-98-79-600-14	Temp Instr Pur Svc	42.98	0	10-2210-310-98-79-600-14
					$1,506.20	**Payee Vendor Total**	
Goldberg, Eric							
	76651	06/30/2025	10-1611-305	Student Food Svc - HS	16.80	0	10-1611-305
					$16.80	**Payee Vendor Total**	
Gopher Performance							
	76309	06/13/2025	10-1500-410-00-74-210-13	Training Supplies Heineman	104.45	20252848	10-1500-410-00-74-210-13
	76309	06/13/2025	10-1500-410-00-74-210-13	Training Supplies Heineman	(82.90)	20252848	10-1500-410-00-74-210-13
	76309	06/13/2025	10-1500-410-00-74-210-13	Training Supplies Heineman	829.00	20252848	10-1500-410-00-74-210-13
					$850.55	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Gordon Flesch Co Inc							
	992300782	06/17/2025	10-1200-410-66-71-300-13	STEP Supplies	181.06	20253005	10-1200-410-66-71-300-13
	992300782	06/17/2025	10-2900-390-00-79-600-14	Copier Maintenance	1,025.97	20252948	10-2900-390-00-79-600-14
	992300782	06/17/2025	10-2900-390-00-79-600-14	Copier Maintenance	1,583.99	20252948	10-2900-390-00-79-600-14
	992300782	06/17/2025	10-2900-390-00-79-600-14	Copier Maintenance	251.61	20252948	10-2900-390-00-79-600-14
	992300782	06/17/2025	10-2900-390-00-79-600-14	Copier Maintenance	1,146.65	20252948	10-2900-390-00-79-600-14
	992300782	06/17/2025	10-2900-390-00-79-600-14	Copier Maintenance	103.18	20252948	10-2900-390-00-79-600-14
	992300782	06/17/2025	10-2900-390-00-79-600-14	Copier Maintenance	6,001.33	20252948	10-2900-390-00-79-600-14
	992300782	06/17/2025	10-2900-390-00-79-600-14	Copier Maintenance	1,640.43	20252948	10-2900-390-00-79-600-14
	992300782	06/17/2025	10-2900-390-00-79-600-14	Copier Maintenance	2,109.24	20252948	10-2900-390-00-79-600-14
					$14,043.46	**Payee Vendor Total**	
Goss, Katharine							
	76466	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60		10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
GradeCam LLC							
	76532	06/23/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	14,100.00	20253000	10-2212-310-00-79-505-14
					$14,100.00	**Payee Vendor Total**	
Grainger							
	76576	06/26/2025	20-2542-410-00-79	Supplies B & G	309.64	20253175	20-2542-410-00-79
	76576	06/26/2025	20-2542-410-00-79	Supplies B & G	34.52	20253175	20-2542-410-00-79
					$344.16	**Payee Vendor Total**	
GSF USA Inc							
	76310	06/13/2025	20-2542-310-00-79	Custodial Contract Service	195,170.63	25050207	20-2542-310-00-79
	76310	06/13/2025	40-2550-321-00-79	Bus Sanitation	3,627.06	25050187	40-2550-321-00-79
	76533	06/23/2025	20-2542-319-00-79-605-14	Contractual Cust. Replacement	148.96	25010227	20-2542-319-00-79-605-14
	76533	06/23/2025	20-2542-319-00-79-605-14	Contractual Cust. Replacement	157.17	25020227	20-2542-319-00-79-605-14
	76533	06/23/2025	20-2542-320-00-79-605-14	Contractual Overtime	169.18	25020217	20-2542-320-00-79-605-14
	76533	06/23/2025	20-2542-320-00-79-605-14	Contractual Overtime	2,200.00	25030217	20-2542-320-00-79-605-14
	76533	06/23/2025	20-2542-320-00-79-605-14	Contractual Overtime	1,457.38	25040217	20-2542-320-00-79-605-14
	76577	06/26/2025	20-2542-319-00-79-605-14	Contractual Cust. Replacement	195.92	25030227	20-2542-319-00-79-605-14
	76577	06/26/2025	20-2542-320-00-79-605-14	Contractual Overtime	691.84	25050217	20-2542-320-00-79-605-14
					$203,818.14	**Payee Vendor Total**	
Guthrie, Madison							
	76311	06/13/2025	10-1120-390-02-74-210-13	Heineman Fine Arts Pur Svc	200.00	20252990	10-1120-390-02-74-210-13

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$200.00	Payee Vendor Total	
Hacker, Amanda							
	76410	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	Payee Vendor Total	
Halper, Dana							
	76494	06/17/2025	10-1120-332-00-72-220-13	Teacher Travel Marlowe	55.37		10-1120-332-00-72-220-13
					$55.37	Payee Vendor Total	
Hamburg, Michael							
	76652	06/30/2025	10-1611-305	Student Food Svc - HS	14.65	0	10-1611-305
					$14.65	Payee Vendor Total	
Hammer, Amy							
	76653	06/30/2025	10-1611-305	Student Food Svc - HS	26.75	0	10-1611-305
					$26.75	Payee Vendor Total	
Hanczar, Renee							
	76654	06/30/2025	10-1611-305	Student Food Svc - HS	12.80	0	10-1611-305
					$12.80	Payee Vendor Total	
Hastings Asphalt Services							
	76578	06/26/2025	20-2542-323-00-79	Repairs & Maint Buildings	5,465.14	20251502	20-2542-323-00-79
	76578	06/26/2025	20-2542-323-00-79	Repairs & Maint Buildings	4,933.35	20251502	20-2542-323-00-79
					$10,398.49	Payee Vendor Total	
Helwink, Lisa							
	76655	06/30/2025	10-1611-305	Student Food Svc - HS	27.25	0	10-1611-305
					$27.25	Payee Vendor Total	
Henriksen, Kristy							
	76411	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	47.60	0	10-1200-332-00-79-600-14
					$47.60	Payee Vendor Total	
Hernandez, Marisol							
	76622	06/26/2025	10-1611-305	Student Food Svc - HS	47.15	0	10-1611-305
					$47.15	Payee Vendor Total	
Hernandez, Shelby							
	76467	06/12/2025	10-1110-332-00-74-150-13	Teacher Travel Conley	43.40		10-1110-332-00-74-150-13
					$43.40	Payee Vendor Total	

Huntley Community School District 158
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Check Date: 6/6/2025 to 7/11/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Hewitt, Emily							
	76495	06/17/2025	10-1110-332-00-72-120-13	Teacher Travel Martin	66.50		10-1110-332-00-72-120-13
	76412	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	165.00	0	10-2310-230-00-74-500-14
					$231.50	**Payee Vendor Total**	
Hinckley Springs							
	76312	06/13/2025	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	189.99	20252860	10-2213-415-00-71-300-13
					$189.99	**Payee Vendor Total**	
Hochwarter, Genevieve							
	76656	06/30/2025	10-1611-305	Student Food Svc - HS	43.60	0	10-1611-305
					$43.60	**Payee Vendor Total**	
Hoffman, Margaret							
	76496	06/17/2025	10-1200-332-00-79-600-14	Travel Sp Ed	47.88		10-1200-332-00-79-600-14
					$47.88	**Payee Vendor Total**	
Hoffmann, Darleen							
	76313	06/13/2025	10-2520-310-92-79-605-14	IDEA Fiscal Pur Svcs	700.00	20253058	10-2520-310-92-79-605-14
					$700.00	**Payee Vendor Total**	
Hoffmann, Michael							
	76657	06/30/2025	10-1611-305	Student Food Svc - HS	12.50	0	10-1611-305
					$12.50	**Payee Vendor Total**	
Holterhaus, Jaime							
	76413	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					$420.00	**Payee Vendor Total**	
Home Depot Credit Service							
	76314	06/13/2025	20-2542-410-00-79	Supplies B & G	28.99	25020067	20-2542-410-00-79
					$28.99	**Payee Vendor Total**	
Hopkins Grease Co							
	76764	07/08/2025	20-2542-321-00-79	Sanitation/Exterminating	1,930.00	20253178	20-2542-321-00-79
					$1,930.00	**Payee Vendor Total**	
Hot, Cosmin							
	76560	06/23/2025	10-1611-125	Student Food Svc - Martin	23.75	0	10-1611-125
					$23.75	**Payee Vendor Total**	
Housam, Melissa							

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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
	76658	06/30/2025	10-1611-305	Student Food Svc - HS	38.25	0	10-1611-305
					$38.25	**Payee Vendor Total**	
Howle, Courtney							
	76414	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
HR Green							
	76315	06/13/2025	20-2540-310-00-79	Professional & Technical	5,637.99	20250900	20-2540-310-00-79
	76579	06/26/2025	20-2540-310-00-79	Professional & Technical	1,387.74	20250900	20-2540-310-00-79
					$7,025.73	**Payee Vendor Total**	
Huber, Amy							
	76659	06/30/2025	10-1611-305	Student Food Svc - HS	16.50	0	10-1611-305
					$16.50	**Payee Vendor Total**	
Huber, Meghan							
	76660	06/30/2025	10-1611-305	Student Food Svc - HS	12.35	0	10-1611-305
					$12.35	**Payee Vendor Total**	
Huntley Park District							
	76316	06/13/2025	10-1200-310-66-71-300-13	STEP Purchased Services	1,323.00	25051737	10-1200-310-66-71-300-13
					$1,323.00	**Payee Vendor Total**	
IASB							
	76317	06/13/2025	10-2310-390-00-74-500-14	Purchased Service Board	1,055.00	20252861	10-2310-390-00-74-500-14
	76317	06/13/2025	10-2310-390-00-74-500-14	Purchased Service Board	4,000.00	20252861	10-2310-390-00-74-500-14
					$5,055.00	**Payee Vendor Total**	
Ignaci, Ananth							
	76661	06/30/2025	10-1611-305	Student Food Svc - HS	17.80	0	10-1611-305
					$17.80	**Payee Vendor Total**	
Illinois Tollway Violatio							
	76318	06/13/2025	40-2552-640-00-79	Dues & Fees	36.25	20252909	40-2552-640-00-79
	76318	06/13/2025	40-2552-640-00-79	Dues & Fees	46.60	20252910	40-2552-640-00-79
	76318	06/13/2025	40-2552-640-00-79	Dues & Fees	22.30	20253014	40-2552-640-00-79
					$105.15	**Payee Vendor Total**	
Interstate Battery Center							
	76319	06/13/2025	20-2542-410-00-79	Supplies B & G	1,565.40	20252862	20-2542-410-00-79
					$1,565.40	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
IXL Learning Inc							
	76534	06/23/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	2,000.00	20253056	10-2212-310-00-79-505-14
	76534	06/23/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	(28,375.00)	20253056	10-2212-310-00-79-505-14
	76534	06/23/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	26,500.00	20253056	10-2212-310-00-79-505-14
	76534	06/23/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	1,875.00	20253056	10-2212-310-00-79-505-14
					$2,000.00	**Payee Vendor Total**	
Jackson, Valerie							
	76415	06/12/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	48.59	0	10-1110-410-00-71-100-13
					$48.59	**Payee Vendor Total**	
James, Dennis							
	76662	06/30/2025	10-1611-305	Student Food Svc - HS	5.75	0	10-1611-305
					$5.75	**Payee Vendor Total**	
Jarka, Kalie							
	76497	06/17/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60		10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Jensens Plumbing & Heatin							
	76320	06/13/2025	20-2542-323-00-79	Repairs & Maint Buildings	371.25	20252863	20-2542-323-00-79
					$371.25	**Payee Vendor Total**	
JJ Keller & Associates In							
	76321	06/13/2025	40-2552-331-00-79	Contracted Transportation	3,183.09	20252911	40-2552-331-00-79
	76321	06/13/2025	40-2552-331-00-79	Contracted Transportation	694.97	20252912	40-2552-331-00-79
					$3,878.06	**Payee Vendor Total**	
Johnson, Emily							
	76322	06/13/2025	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	299.00	20252991	10-1120-490-02-74-210-13
					$299.00	**Payee Vendor Total**	
Johnson, Kate							
	76663	06/30/2025	10-1611-305	Student Food Svc - HS	23.60	0	10-1611-305
					$23.60	**Payee Vendor Total**	
Johnson, Samantha							
	76416	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Johnson, Yolanda							
	76664	06/30/2025	10-1611-305	Student Food Svc - HS	35.95	0	10-1611-305

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$35.95	Payee Vendor Total	
Jones, Kaitlin							
	76561	06/23/2025	10-1611-115	Student Food Svc - Chesak	20.60	0	10-1611-115
	76561	06/23/2025	10-1611-115	Student Food Svc - Chesak	61.05	0	10-1611-115
					$81.65	Payee Vendor Total	
Jones, Kristin							
	76323	06/13/2025	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	300.00	20252992	10-1120-490-02-74-210-13
					$300.00	Payee Vendor Total	
Jostens							
	76324	06/13/2025	10-1200-410-66-71-300-13	STEP Supplies	130.80	20253059	10-1200-410-66-71-300-13
					$130.80	Payee Vendor Total	
Jucaban, Ayna							
	76665	06/30/2025	10-1611-305	Student Food Svc - HS	10.65	0	10-1611-305
					$10.65	Payee Vendor Total	
Kallas, Dana							
	76417	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	Payee Vendor Total	
Karlshoej, Caroline							
	76666	06/30/2025	10-1611-305	Student Food Svc - HS	14.20	0	10-1611-305
					$14.20	Payee Vendor Total	
Kelly, Jill							
	76498	06/17/2025	10-1200-332-00-79-600-14	Travel Sp Ed	101.08		10-1200-332-00-79-600-14
	76562	06/23/2025	10-1200-332-00-79-600-14	Travel Sp Ed	47.74	0	10-1200-332-00-79-600-14
					$148.82	Payee Vendor Total	
Kent, Laura							
	76468	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	207.90		10-1200-332-00-79-600-14
					$207.90	Payee Vendor Total	
Killen, Jill							
	76667	06/30/2025	10-1611-305	Student Food Svc - HS	18.10	0	10-1611-305
					$18.10	Payee Vendor Total	
Kingston Lanes							
	76325	06/13/2025	10-3000-310-92-79-600-14	IDEA Comm Engage PS	50.00	20252913	10-3000-310-92-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$50.00	Payee Vendor Total	
Kipp, Michael							
	76668	06/30/2025	10-1611-305	Student Food Svc - HS	32.35	0	10-1611-305
					$32.35	Payee Vendor Total	
Kowalski, Kimberly							
	76418	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	Payee Vendor Total	
Krebs, Patricia							
	76469	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	4.48		10-1200-332-00-79-600-14
	76499	06/17/2025	10-1200-332-00-79-600-14	Travel Sp Ed	4.48		10-1200-332-00-79-600-14
					$8.96	Payee Vendor Total	
Krelle, Laura							
	76669	06/30/2025	10-1611-305	Student Food Svc - HS	6.86	0	10-1611-305
					$6.86	Payee Vendor Total	
Kruk, Kelly							
	76670	06/30/2025	10-1611-305	Student Food Svc - HS	11.00	0	10-1611-305
					$11.00	Payee Vendor Total	
Kuchta, Jennfer							
	76671	06/30/2025	10-1611-305	Student Food Svc - HS	16.20	0	10-1611-305
					$16.20	Payee Vendor Total	
Kurek, Richard							
	76419	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	30.80		10-1130-332-00-71-300-13
	76419	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	44.80		10-1130-332-00-71-300-13
					$75.60	Payee Vendor Total	
Labas, Hunter							
	76420	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	Payee Vendor Total	
Lachel, Erik							
	76500	06/17/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60		10-1130-332-00-71-300-13
					$47.60	Payee Vendor Total	
LaGreca, James							
	76672	06/30/2025	10-1611-305	Student Food Svc - HS	33.66	0	10-1611-305

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$33.66	Payee Vendor Total	
Lake In The Hills Sanitar							
	76673	06/30/2025	20-2540-370-00-79	Water/Sewer	360.00	0	20-2540-370-00-79
	76673	06/30/2025	20-2540-370-00-79	Water/Sewer	432.00	0	20-2540-370-00-79
	76673	06/30/2025	20-2540-370-00-79	Water/Sewer	432.00	0	20-2540-370-00-79
					$1,224.00	Payee Vendor Total	
Landmark Contractors Inc							
	76535	06/23/2025	20-2542-323-00-79	Repairs & Maint Buildings	3,850.00	20252996	20-2542-323-00-79
					$3,850.00	Payee Vendor Total	
Landvick, Matthew							
	76501	06/17/2025	10-1543-332-00-71-305-13	Activities Travel	116.62		10-1543-332-00-71-305-13
					$116.62	Payee Vendor Total	
Language Testing Internat							
	76326	06/13/2025	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	3,385.00	20252949	10-2210-390-82-79-605-14
	76326	06/13/2025	10-2210-390-82-79-605-14	T Bilingual Impr Inst Services	10.00	20252949	10-2210-390-82-79-605-14
					$3,395.00	Payee Vendor Total	
Larsen, Eric							
	76674	06/30/2025	10-1611-305	Student Food Svc - HS	10.75	0	10-1611-305
					$10.75	Payee Vendor Total	
LaTour, Kelly A							
	76421	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	60.06		10-1200-332-00-79-600-14
	76421	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	3.57		10-1200-332-00-79-600-14
	76421	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	8.26		10-1200-332-00-79-600-14
	76421	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	7.00		10-1200-332-00-79-600-14
	76421	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	7.56		10-1200-332-00-79-600-14
	76421	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	6.72		10-1200-332-00-79-600-14
	76421	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	4.48		10-1200-332-00-79-600-14
	76421	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	46.69		10-1200-332-00-79-600-14
	76421	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	6.30		10-1200-332-00-79-600-14
	76421	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	12.11		10-1200-332-00-79-600-14
	76421	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	5.53		10-1200-332-00-79-600-14
	76421	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	1.82		10-1200-332-00-79-600-14
					$170.10	Payee Vendor Total	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Lawler, Kristine							
	76675	06/30/2025	10-1611-305	Student Food Svc - HS	9.65	0	10-1611-305
					$9.65	**Payee Vendor Total**	
Leach Enterprises Inc							
	992300778	06/09/2025	40-2554-410-00-79	Fleet Supplies	(300.00)	25050787	40-2554-410-00-79
	992300778	06/09/2025	40-2554-410-00-79	Fleet Supplies	730.59	25050787	40-2554-410-00-79
	992300785	06/30/2025	40-2554-410-00-79	Fleet Supplies	66.58	25060787	40-2554-410-00-79
	992300785	06/30/2025	40-2554-410-00-79	Fleet Supplies	773.94	25060787	40-2554-410-00-79
	992300785	06/30/2025	40-2554-410-00-79	Fleet Supplies	2,901.25	25060787	40-2554-410-00-79
	992300772	06/09/2025	40-2552-464-00-79	Diesel/Gasoline	92.51	25020787	40-2552-464-00-79
	992300785	06/30/2025	40-2550-325-00-79	Rental Trans	87.10	25060787	40-2550-325-00-79
					$4,351.97	**Payee Vendor Total**	
Lee, Xavier							
	76502	06/17/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60		10-1130-332-00-71-300-13
	76422	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					$467.60	**Payee Vendor Total**	
Leske, Michelle							
	76676	06/30/2025	10-1611-305	Student Food Svc - HS	26.30	0	10-1611-305
					$26.30	**Payee Vendor Total**	
LionHeart Critical Power							
	76623	06/26/2025	20-2542-323-00-79	Repairs & Maint Buildings	222.56	20253163	20-2542-323-00-79
					$222.56	**Payee Vendor Total**	
Lokken Davis, Kristie							
	76624	06/26/2025	10-1611-305	Student Food Svc - HS	9.30	0	10-1611-305
					$9.30	**Payee Vendor Total**	
Lombard, Jessica							
	76503	06/17/2025	10-2321-332-00-74-500-14	Travel Supt	157.08		10-2321-332-00-74-500-14
					$157.08	**Payee Vendor Total**	
Loughlin, Melissa							
	76423	06/12/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	142.72	0	10-1200-410-92-79-600-14
	76423	06/12/2025	10-1200-410-92-79-600-14	IDEA Instructional Supplies	89.09	0	10-1200-410-92-79-600-14
					$231.81	**Payee Vendor Total**	
Lowes Pro Supply							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76327	06/13/2025	20-2542-410-00-79	Supplies B & G	85.42	25010107	20-2542-410-00-79
	76580	06/26/2025	20-2542-410-00-79	Supplies B & G	91.53	25060107	20-2542-410-00-79
					$176.95	**Payee Vendor Total**	
Lulo Libros Inc							
	76536	06/23/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	74.98	20253041	10-1800-410-82-79-605-14
	76536	06/23/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	749.75	20253041	10-1800-410-82-79-605-14
					$824.73	**Payee Vendor Total**	
Lussow, Brittney							
	76677	06/30/2025	10-1611-305	Student Food Svc - HS	21.75	0	10-1611-305
					$21.75	**Payee Vendor Total**	
Lynch, Jessica							
	76678	06/30/2025	10-1611-305	Student Food Svc - HS	40.90	0	10-1611-305
					$40.90	**Payee Vendor Total**	
Lysen, David							
	76679	06/30/2025	10-1611-305	Student Food Svc - HS	45.65	0	10-1611-305
					$45.65	**Payee Vendor Total**	
MacGill & Co							
	76581	06/26/2025	10-2130-410-00-79-600-14	Supplies Health	114.43	20250029	10-2130-410-00-79-600-14
					$114.43	**Payee Vendor Total**	
Magnelli, Jennifer							
	76680	06/30/2025	10-1611-305	Student Food Svc - HS	61.55	0	10-1611-305
					$61.55	**Payee Vendor Total**	
Mangan, Michelle							
	76424	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Marklund Children`s Home							
	76328	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	19,682.10	25050507	10-4220-670-00-79-600-14
	76328	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	9,841.05	25050507	10-4220-670-00-79-600-14
					$29,523.15	**Payee Vendor Total**	
Martens, Laura							
	76425	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Matco Tools Corp							
	76582	06/26/2025	10-1400-410-10-71-300-13	Ind Arts Supplies	82.80	20251572	10-1400-410-10-71-300-13
					$82.80	**Payee Vendor Total**	
Mathematics Institute of							
	76329	06/13/2025	10-2212-314-83-79-505-14	Title II Prof Development	12,000.00	20252935	10-2212-314-83-79-505-14
	76537	06/23/2025	10-2212-314-83-79-505-14	Title II Prof Development	12,000.00	20252936	10-2212-314-83-79-505-14
					$24,000.00	**Payee Vendor Total**	
Mattingly, Jennifer							
	76681	06/30/2025	10-1611-305	Student Food Svc - HS	14.75	0	10-1611-305
					$14.75	**Payee Vendor Total**	
Maxedon, Christopher							
	76682	06/30/2025	10-1611-305	Student Food Svc - HS	13.60	0	10-1611-305
					$13.60	**Payee Vendor Total**	
Maxwell, Joseph							
	76683	06/30/2025	10-1611-305	Student Food Svc - HS	15.75	0	10-1611-305
					$15.75	**Payee Vendor Total**	
McDonald, Ryan							
	76684	06/30/2025	10-1611-305	Student Food Svc - HS	14.10	0	10-1611-305
					$14.10	**Payee Vendor Total**	
McDougall, Kimberly							
	76685	06/30/2025	10-1611-305	Student Food Svc - HS	41.40	0	10-1611-305
					$41.40	**Payee Vendor Total**	
McFadden, Jennifer							
	76686	06/30/2025	10-1611-305	Student Food Svc - HS	29.45	0	10-1611-305
					$29.45	**Payee Vendor Total**	
McGraw Hill School Educat							
	76538	06/23/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	(3,532.80)	20253042	10-2212-310-00-79-505-14
	76538	06/23/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	1,783.20	20253042	10-2212-310-00-79-505-14
	76538	06/23/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	17,684.10	20253042	10-2212-310-00-79-505-14
	76538	06/23/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	1,749.60	20253042	10-2212-310-00-79-505-14
	76538	06/23/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	19,843.20	20253042	10-2212-310-00-79-505-14
	76583	06/26/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	261.61	20253043	10-1800-410-82-79-605-14
	76583	06/26/2025	10-1800-410-82-79-605-14	TBE/TPI Instructional Supplies	3,705.60	20253043	10-1800-410-82-79-605-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number	
					$41,494.51	**Payee Vendor Total**		
McHenry High School West								
	76330	06/13/2025	10-1543-640-00-71-305-13	Activities Fees	93.00	20252950	10-1543-640-00-71-305-13	
					$93.00	**Payee Vendor Total**		
McHenry Specialties								
	76331	06/13/2025	10-2410-490-00-71-300-13	HS Staff Recognition	70.00	20252866	10-2410-490-00-71-300-13	
	76331	06/13/2025	10-1130-410-33-71-305-13	Academies Supplies	20.00	20252867	10-1130-410-33-71-305-13	
	76331	06/13/2025	10-2190-410-00-71-300-12	Graduation Supplies HHS	945.00	20252864	10-2190-410-00-71-300-12	
	76331	06/13/2025	10-1400-410-03-71-300-13	Business Supplies	75.00	20252865	10-1400-410-03-71-300-13	
	76331	06/13/2025	10-2410-490-00-71-300-13	HS Staff Recognition	10.00	20252866	10-2410-490-00-71-300-13	
					$1,120.00	**Payee Vendor Total**		
McQueen, Scot								
	76687	06/30/2025	10-1611-305	Student Food Svc - HS	7.15	0	10-1611-305	423
					$7.15	**Payee Vendor Total**		
MDC Environmental Serv								
	76332	06/13/2025	20-2542-321-00-79	Sanitation/Exterminating	3,472.51	25060117	20-2542-321-00-79	
					$3,472.51	**Payee Vendor Total**		
Medco Supply Company								
	76333	06/13/2025	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	30.70	20252914	10-1500-410-00-71-300-13	
					$30.70	**Payee Vendor Total**		
Meindl, Jamie								
	76426	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13	
					$47.60	**Payee Vendor Total**		
Menards Inc								
	76539	06/23/2025	20-2542-410-00-79	Supplies B & G	10.70	25060127	20-2542-410-00-79	
	76539	06/23/2025	20-2542-410-00-79	Supplies B & G	700.02	25060127	20-2542-410-00-79	
					$710.72	**Payee Vendor Total**		
Mendoza, Tina								
	76427	06/12/2025	40-2552-640-00-79	Dues & Fees	17.11	0	40-2552-640-00-79	
					$17.11	**Payee Vendor Total**		
Mennenoh, Kate								
	76428	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13	
					$47.60	**Payee Vendor Total**		

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Messina, Megan							
	76429	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Metlife							
	76540	06/23/2025	10-1100-220-00-79-600-14	Regular Programs Insurance	78,641.47	25061597	10-1100-220-00-79-600-14
	76540	06/23/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	21,948.96	25060447	10-2310-220-00-79-600-14
					$100,590.43	**Payee Vendor Total**	
Meyer, Anna							
	76470	06/12/2025	10-2520-332-00-74-500-14	Travel Fiscal	7.14		10-2520-332-00-74-500-14
					$7.14	**Payee Vendor Total**	
Midland Paper							
	76563	06/23/2025	10192	Prepaid Expenses	1,757.60	20253127	10-192
					$1,757.60	**Payee Vendor Total**	
Midwest Computer Products							
	76334	06/13/2025	10-1200-310-92-79-600-14	IDEA General Purchased Service	605.00	20253060	10-1200-310-92-79-600-14
	76584	06/26/2025	10-2660-390-00-79-600-14	Purchased Service Technology	295.00	20253176	10-2660-390-00-79-600-14
					$900.00	**Payee Vendor Total**	
Mieczkowski, Evelyn							
	76688	06/30/2025	10-1611-305	Student Food Svc - HS	10.30	0	10-1611-305
					$10.30	**Payee Vendor Total**	
Miller Hall & Triggs LLC							
	76541	06/23/2025	10-2310-318-00-74-500-14	Legal Board	899.00	25051527	10-2310-318-00-74-500-14
					$899.00	**Payee Vendor Total**	
Miller, Dawn Zagnoli							
	76689	06/30/2025	10-1611-305	Student Food Svc - HS	44.30	0	10-1611-305
					$44.30	**Payee Vendor Total**	
Miller, Laura Beth							
	76690	06/30/2025	10-1611-305	Student Food Svc - HS	19.55	0	10-1611-305
					$19.55	**Payee Vendor Total**	
Mitchell, Stephanie							
	76430	06/12/2025	10-1110-410-00-71-100-13	Inst Supplies Leggee	34.99	0	10-1110-410-00-71-100-13
					$34.99	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Moore, Kimberly							
	76431	06/12/2025	10-2630-332-00-74-500-14	Communications Travel	144.62		10-2630-332-00-74-500-14
					$144.62	**Payee Vendor Total**	
Moran, Tonya							
	76471	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	0.00		10-1200-332-00-79-600-14
	76471	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	8.40		10-1200-332-00-79-600-14
	76471	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	8.40		10-1200-332-00-79-600-14
	76471	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	8.40		10-1200-332-00-79-600-14
	76471	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	8.40		10-1200-332-00-79-600-14
	76471	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	8.40		10-1200-332-00-79-600-14
	76471	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	8.40		10-1200-332-00-79-600-14
					$50.40	**Payee Vendor Total**	
Morreal, Donna							
	76691	06/30/2025	10-1611-305	Student Food Svc - HS	19.90	0	10-1611-305
					$19.90	**Payee Vendor Total**	
Motz, Ashley							
	76472	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60		10-1130-332-00-71-300-13
	76432	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$95.20	**Payee Vendor Total**	
MPS Macmillan Holdings LL							
	76542	06/23/2025	10-1100-423-00-74-500-14	New Adoption 6-12	17,872.50	20252999	10-1100-423-00-74-500-14
	76542	06/23/2025	10-1100-423-00-74-500-14	New Adoption 6-12	187.72	20252999	10-1100-423-00-74-500-14
	76542	06/23/2025	10-1100-423-00-74-500-14	New Adoption 6-12	4,875.00	20252999	10-1100-423-00-74-500-14
	76585	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	5,265.00	20252998	10-1100-423-00-74-500-14
	76585	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	22,542.30	20252998	10-1100-423-00-74-500-14
	76585	06/26/2025	10-1100-423-00-74-500-14	New Adoption 6-12	297.27	20252998	10-1100-423-00-74-500-14
					$51,039.79	**Payee Vendor Total**	
Mueller, Sally							
	76504	06/17/2025	10-1200-332-00-79-600-14	Travel Sp Ed	259.00		10-1200-332-00-79-600-14
					$259.00	**Payee Vendor Total**	
Munoz, Miguel							
	76692	06/30/2025	10-1611-305	Student Food Svc - HS	56.45	0	10-1611-305
					$56.45	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Music Theatre Internation							
	76335	06/13/2025	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	1,945.00	20252993	10-1120-490-02-74-210-13
					$1,945.00	**Payee Vendor Total**	
N2Y Inc							
	76336	06/13/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	7,863.01	20252986	10-2212-310-00-79-505-14
					$7,863.01	**Payee Vendor Total**	
Nacua, Maria Theres							
	76693	06/30/2025	10-1611-305	Student Food Svc - HS	27.75	0	10-1611-305
					$27.75	**Payee Vendor Total**	
Nartaeva, Gulmira							
	76694	06/30/2025	10-1611-305	Student Food Svc - HS	7.75	0	10-1611-305
					$7.75	**Payee Vendor Total**	
Naseem, Tabassum							
	76695	06/30/2025	10-1611-305	Student Food Svc - HS	48.05	0	10-1611-305
	76695	06/30/2025	10-1611-305	Student Food Svc - HS	32.75	0	10-1611-305
					$80.80	**Payee Vendor Total**	
NCPERS Group Life Ins							
	76543	06/23/2025	50454	IMRF & SS (Board)	16.00	0	50-481
					$16.00	**Payee Vendor Total**	
NCS Pearson Inc.							
	76337	06/13/2025	10-1100-310-65-79-600-14	AMP-IT Purchased Services	1,788.00	20252852	10-1100-310-65-79-600-14
					$1,788.00	**Payee Vendor Total**	
New Connections Academy							
	76338	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	7,271.40	25050397	10-4220-670-00-79-600-14
					$7,271.40	**Payee Vendor Total**	
Newman, Stephanie							
	76696	06/30/2025	10475	AP Payroll Net Checks	208.36	0	10-475
					$208.36	**Payee Vendor Total**	
Nicor Gas							
	76697	06/30/2025	20-2540-465-00-79	Natural Gas	862.75	0	20-2540-465-00-79
	76697	06/30/2025	20-2540-465-00-79	Natural Gas	758.93	0	20-2540-465-00-79
	76697	06/30/2025	20-2540-465-00-79	Natural Gas	1,409.05	0	20-2540-465-00-79
	76697	06/30/2025	20-2540-465-00-79	Natural Gas	836.47	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
	76697	06/30/2025	20-2540-465-00-79	Natural Gas	65.09	0	20-2540-465-00-79
	76697	06/30/2025	20-2540-465-00-79	Natural Gas	431.97	0	20-2540-465-00-79
	76697	06/30/2025	20-2540-465-00-79	Natural Gas	756.78	0	20-2540-465-00-79
	76697	06/30/2025	20-2540-465-00-79	Natural Gas	722.66	0	20-2540-465-00-79
	76697	06/30/2025	20-2540-465-00-79	Natural Gas	953.61	0	20-2540-465-00-79
	76697	06/30/2025	20-2540-465-00-79	Natural Gas	717.79	0	20-2540-465-00-79
					$7,515.10	**Payee Vendor Total**	
Nicor Gas							
	76757	06/30/2025	20-2540-465-00-79	Natural Gas	65.55	0	20-2540-465-00-79
					$65.55	**Payee Vendor Total**	
Nolan Fire Pump Testing							
	76544	06/23/2025	20-2542-323-00-79	Repairs & Maint Buildings	830.00	20252076	20-2542-323-00-79
					$830.00	**Payee Vendor Total**	
North American Corporatio							
	76545	06/23/2025	20-2542-410-00-79	Supplies B & G	8,529.05	25030017	20-2542-410-00-79
	76545	06/23/2025	20-2542-410-00-79	Supplies B & G	1,131.36	25030017	20-2542-410-00-79
	76545	06/23/2025	20-2542-410-00-79	Supplies B & G	7,807.53	25040017	20-2542-410-00-79
	76586	06/26/2025	20-2542-410-00-79	Supplies B & G	4,192.47	25040017	20-2542-410-00-79
	76586	06/26/2025	20-2542-410-00-79	Supplies B & G	12,000.00	25050017	20-2542-410-00-79
	76586	06/26/2025	20-2542-410-00-79	Supplies B & G	7,003.79	25060017	20-2542-410-00-79
					$40,664.20	**Payee Vendor Total**	
North Shore Transit Inc							
	76339	06/13/2025	40-2552-331-00-79	Contracted Transportation	1,267.96	20252915	40-2552-331-00-79
	76339	06/13/2025	40-2552-331-00-79	Contracted Transportation	1,773.31	20253015	40-2552-331-00-79
					$3,041.27	**Payee Vendor Total**	
Northwestern Medicine Hun							
	76340	06/13/2025	10-1200-310-66-71-300-13	STEP Purchased Services	600.00	25050527	10-1200-310-66-71-300-13
					$600.00	**Payee Vendor Total**	
Norton, Gina							
	76433	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	84.70	0	10-1200-332-00-79-600-14
					$84.70	**Payee Vendor Total**	
Nugent, Kelly							
	76698	06/30/2025	10-1611-305	Student Food Svc - HS	21.00	0	10-1611-305

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					$21.00	**Payee Vendor Total**	
Oates, Debra							
	76699	06/30/2025	10-1611-305	Student Food Svc - HS	7.50	0	10-1611-305
					$7.50	**Payee Vendor Total**	
Oddo, Russell							
	76700	06/30/2025	10-1611-305	Student Food Svc - HS	15.55	0	10-1611-305
					$15.55	**Payee Vendor Total**	
Olivet Nazerene Universit							
	76341	06/13/2025	10-2210-670-98-79-600-14	Teacher Vacancy Tuit	840.00	20252951	10-2210-670-98-79-600-14
					$840.00	**Payee Vendor Total**	
Olszewski, Jessica							
	76701	06/30/2025	10-1611-305	Student Food Svc - HS	14.55	0	10-1611-305
					$14.55	**Payee Vendor Total**	
Omni Commercial Lighting							
	76342	06/13/2025	20-2542-323-00-79	Repairs & Maint Buildings	116.89	25010177	20-2542-323-00-79
	76342	06/13/2025	20-2542-323-00-79	Repairs & Maint Buildings	239.36	25060177	20-2542-323-00-79
					$356.25	**Payee Vendor Total**	
Osadnik, Renata							
	76702	06/30/2025	10-1611-305	Student Food Svc - HS	30.55	0	10-1611-305
					$30.55	**Payee Vendor Total**	
P & M Distributors Inc							
	76343	06/13/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	270.24	20252868	10-2560-415-00-72-220-13
					$270.24	**Payee Vendor Total**	
Paddock Publications Inc							
	76344	06/13/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	52.90	20253004	10-1200-410-00-79-600-14
					$52.90	**Payee Vendor Total**	
PAHCS II Northwestern Med							
	76345	06/13/2025	40-2550-310-00-79	Prof & Tech Service Trans	35.00	20252916	40-2550-310-00-79
	76345	06/13/2025	40-2550-310-00-79	Prof & Tech Service Trans	205.00	20252917	40-2550-310-00-79
	76345	06/13/2025	40-2550-310-00-79	Prof & Tech Service Trans	1,745.00	20252918	40-2550-310-00-79
	76546	06/23/2025	10-2642-390-00-74-500-14	Purchased Service Human Res	97.00	25051547	10-2642-390-00-74-500-14
	76546	06/23/2025	10-2130-220-00-79-600-14	Health Services Insurance	168.00	25061547	10-2130-220-00-79-600-14
	76546	06/23/2025	10-2130-220-00-79-600-14	Health Services Insurance	84.00	25061547	10-2130-220-00-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76546	06/23/2025	10-2642-390-00-74-500-14	Purchased Service Human Res	42.00	25061547	10-2642-390-00-74-500-14
	76546	06/23/2025	10-2130-220-00-79-600-14	Health Services Insurance	126.00	25061547	10-2130-220-00-79-600-14
	76625	06/26/2025	40-2550-310-00-79	Prof & Tech Service Trans	1,277.00	20253164	40-2550-310-00-79
	76625	06/26/2025	40-2550-310-00-79	Prof & Tech Service Trans	225.00	20253165	40-2550-310-00-79
	76625	06/26/2025	40-2550-310-00-79	Prof & Tech Service Trans	988.00	20253166	40-2550-310-00-79
	76625	06/26/2025	40-2550-310-00-79	Prof & Tech Service Trans	1,248.00	20253167	40-2550-310-00-79
					$6,240.00	**Payee Vendor Total**	
Palmer, Jessica							
	76505	06/17/2025	10-1200-332-00-79-600-14	Travel Sp Ed	53.55		10-1200-332-00-79-600-14
					$53.55	**Payee Vendor Total**	
Palmer, Siobhan							
	76564	06/23/2025	10-1611-215	Student Food Svc - Heineman	5.00	0	10-1611-215
					$5.00	**Payee Vendor Total**	
Pandya, Sneha							
	76565	06/23/2025	10-1611-305	Student Food Svc - HS	13.05	0	10-1611-305
					$13.05	**Payee Vendor Total**	
Panke, Keith							
	76434	06/12/2025	10-1200-410-00-79-600-14	Supplies Sp Ed	10.00	0	10-1200-410-00-79-600-14
					$10.00	**Payee Vendor Total**	
Parkland Preparatory Acad							
	76346	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	4,675.50	25051960	10-4220-670-00-79-600-14
	76346	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	13,834.26	25051960	10-4220-670-00-79-600-14
					$18,509.76	**Payee Vendor Total**	
Partida, William							
	76571	06/25/2025	10475	AP Payroll Net Checks	120.48	0	10-475
					$120.48	**Payee Vendor Total**	
Partnering for Prevention							
	76777	07/08/2025	10-3600-390-82-79-605-14	Community Svcs Purchased Svcs	7,105.00	26071777	10-3600-390-82-79-605-14
					$7,105.00	**Payee Vendor Total**	
Patlin Inc							
	76347	06/13/2025	40-2554-410-00-79	Fleet Supplies	101.54	20252919	40-2554-410-00-79
	76347	06/13/2025	40-2554-410-00-79	Fleet Supplies	95.53	20252920	40-2554-410-00-79
					$197.07	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Pecoraro, Amber							
	76703	06/30/2025	10-1611-305	Student Food Svc - HS	12.40	0	10-1611-305
					$12.40	**Payee Vendor Total**	
Perry, Jessica							
	76435	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					$420.00	**Payee Vendor Total**	
Peterson, David							
	76704	06/30/2025	10-1611-305	Student Food Svc - HS	11.10	0	10-1611-305
					$11.10	**Payee Vendor Total**	
Peterson, Kristin							
	76506	06/17/2025	10-1200-332-00-79-600-14	Travel Sp Ed	47.46		10-1200-332-00-79-600-14
					$47.46	**Payee Vendor Total**	
Petersson, Andre							
	76473	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	107.24		10-1200-332-00-79-600-14
	76473	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	28.91		10-1200-332-00-79-600-14
					$136.15	**Payee Vendor Total**	
Petty Cash-LIGHT							
	76566	06/23/2025	10-1200-410-66-71-300-13	STEP Supplies	150.00	0	10-1200-410-66-71-300-13
					$150.00	**Payee Vendor Total**	
Pichon, Flora							
	76626	06/26/2025	10-1611-305	Student Food Svc - HS	12.05	0	10-1611-305
					$12.05	**Payee Vendor Total**	
Piemonte, Sharon							
	76474	06/12/2025	10-2321-332-00-74-500-14	Travel Supt	37.80		10-2321-332-00-74-500-14
					$37.80	**Payee Vendor Total**	
Pinter, Jeni							
	76705	06/30/2025	10-1611-305	Student Food Svc - HS	29.95	0	10-1611-305
					$29.95	**Payee Vendor Total**	
Pioneer Center for Human							
	76765	07/08/2025	10-1200-310-66-71-300-13	STEP Purchased Services	1,720.00	20253150	10-1200-310-66-71-300-13
					$1,720.00	**Payee Vendor Total**	
Pioneer Manufacturing - A							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76766	07/08/2025	20-2543-410-00-79	Grounds Supplies	70.99	20253179	20-2543-410-00-79
					$70.99	**Payee Vendor Total**	
Polar Electro Inc							
	76778	07/08/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	150.00	20260029	10-2212-310-00-79-505-14
	76778	07/08/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	350.00	20260029	10-2212-310-00-79-505-14
					$500.00	**Payee Vendor Total**	
Polka, Jennifer							
	76706	06/30/2025	10-1611-305	Student Food Svc - HS	16.85	0	10-1611-305
					$16.85	**Payee Vendor Total**	
Popenhagen, Cole							
	76436	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Porter Pipe & Supply							
	76348	06/13/2025	20-2542-410-00-79	Supplies B & G	692.60	20252869	20-2542-410-00-79
					$692.60	**Payee Vendor Total**	
PowerSchool Group LLC							
	76779	07/08/2025	10-2633-360-00-74-500-14	Communications Purch Services	10,372.23	20260019	10-2633-360-00-74-500-14
	76767	07/08/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	42,575.85	20252987	10-2212-310-00-79-505-14
	76767	07/08/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	20,317.50	20252988	10-2212-310-00-79-505-14
	76767	07/08/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	7,675.50	20252988	10-2212-310-00-79-505-14
	76767	07/08/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	33,862.50	20252988	10-2212-310-00-79-505-14
	76767	07/08/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	18,060.00	20252988	10-2212-310-00-79-505-14
	76767	07/08/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	4,961.25	20252989	10-2212-310-00-79-505-14
					$137,824.83	**Payee Vendor Total**	
Price, Anne							
	76437	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Prus, Heather							
	76707	06/30/2025	10-1611-305	Student Food Svc - HS	11.00	0	10-1611-305
					$11.00	**Payee Vendor Total**	
Purkeypile, Amanda							
	76507	06/17/2025	10-2520-332-00-74-500-14	Travel Fiscal	49.00		10-2520-332-00-74-500-14
					$49.00	**Payee Vendor Total**	

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Putty, Brian							
	76708	06/30/2025	10-1611-305	Student Food Svc - HS	108.45	0	10-1611-305
					$108.45	**Payee Vendor Total**	
Quadient Leasing USA							
	76627	06/26/2025	10-2630-341-00-74-500-14	Postage Central Office	585.00	20253151	10-2630-341-00-74-500-14
	76627	06/26/2025	10-2630-341-00-74-500-14	Postage Central Office	585.00	20253151	10-2630-341-00-74-500-14
					$1,170.00	**Payee Vendor Total**	
Quest Food Management							
	76349	06/13/2025	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	180.19	20252871	10-2560-310-00-71-300-13
	76349	06/13/2025	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	2,340.61	20252871	10-2560-310-00-71-300-13
	76349	06/13/2025	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	6,159.50	20252871	10-2560-310-00-71-300-13
	76349	06/13/2025	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	3,000.00	20252871	10-2560-315-00-74-500-14
					$11,680.30	**Payee Vendor Total**	
Rainey, Beth							
	76709	06/30/2025	10-1611-305	Student Food Svc - HS	29.70	0	10-1611-305
					$29.70	**Payee Vendor Total**	
Ramirez, Savannah							
	76475	06/12/2025	10-1543-332-00-71-305-13	Activities Travel	47.60		10-1543-332-00-71-305-13
					$47.60	**Payee Vendor Total**	
Randazzo, Deborah							
	76476	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	21.00		10-1200-332-00-79-600-14
	76508	06/17/2025	10-1200-332-00-79-600-14	Travel Sp Ed	26.32		10-1200-332-00-79-600-14
	76438	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	26.32	0	10-1200-332-00-79-600-14
					$73.64	**Payee Vendor Total**	
Randee's Music Center							
	76350	06/12/2025	10-1100-421-00-74-500-14	Materials 6-12	590.00	20252851	10-1100-421-00-74-500-14
	76350	06/12/2025	10-1100-421-00-74-500-14	Materials 6-12	3,920.00	20252851	10-1100-421-00-74-500-14
					$4,510.00	**Payee Vendor Total**	
Raupp, Cheri							
	76710	06/30/2025	10-1611-305	Student Food Svc - HS	8.90	0	10-1611-305
					$8.90	**Payee Vendor Total**	
Read Naturally Inc							
	76547	06/23/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	1,275.00	20253055	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
					$1,275.00	Payee Vendor Total	
Redden, Scott							
	76439	06/12/2025	20-2540-332-00-79	Travel	24.92		20-2540-332-00-79
	76477	06/12/2025	20-2540-332-00-79	Travel	23.94		20-2540-332-00-79
	76477	06/12/2025	20-2540-332-00-79	Travel	28.84		20-2540-332-00-79
	76509	06/17/2025	20-2540-332-00-79	Travel	24.92		20-2540-332-00-79
					$102.62	Payee Vendor Total	
Reed, Richard							
	76440	06/12/2025	10-2561-332-00-79-605-14	Dir Food Service Travel	69.30		10-2561-332-00-79-605-14
	76440	06/12/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	87.74	0	10-2560-415-00-72-220-13
					$157.04	Payee Vendor Total	
Regalado, Marie							
	76711	06/30/2025	10-1611-305	Student Food Svc - HS	10.05	0	10-1611-305
					$10.05	Payee Vendor Total	
Regan, Bridget							
	76478	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	48.72		10-1130-332-00-71-300-13
	76441	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					$468.72	Payee Vendor Total	
Regional Office of Educat							
	76351	06/13/2025	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	900.00	20253006	10-4210-670-00-79-600-14
	76351	06/13/2025	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	900.00	20253006	10-4210-670-00-79-600-14
					$1,800.00	Payee Vendor Total	
Reincke, Tim							
	76712	06/30/2025	10-1611-305	Student Food Svc - HS	23.65	0	10-1611-305
					$23.65	Payee Vendor Total	
Renaissance Learning Inc							
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	9,996.00	20253007	10-2230-312-00-79-600-14
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	8,874.00	20253007	10-2230-312-00-79-600-14
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	750.00	20253007	10-2230-312-00-79-600-14
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	11,220.00	20253007	10-2230-312-00-79-600-14
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	750.00	20253007	10-2230-312-00-79-600-14
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	9,562.50	20253007	10-2230-312-00-79-600-14
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	750.00	20253007	10-2230-312-00-79-600-14

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	750.00	20253007	10-2230-312-00-79-600-14
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	750.00	20253007	10-2230-312-00-79-600-14
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	3,125.00	20253007	10-2230-312-00-79-600-14
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	750.00	20253007	10-2230-312-00-79-600-14
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	15,261.75	20253007	10-2230-312-00-79-600-14
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	750.00	20253007	10-2230-312-00-79-600-14
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	6,757.50	20253007	10-2230-312-00-79-600-14
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	750.00	20253007	10-2230-312-00-79-600-14
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	27,922.50	20253007	10-2230-312-00-79-600-14
	76352	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	6,961.50	20253007	10-2230-312-00-79-600-14
					$105,680.75	**Payee Vendor Total**	
Rewiako, Danielle							
	76442	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Reynolds, Jeremy							
	76713	06/30/2025	10-1611-305	Student Food Svc - HS	8.05	0	10-1611-305
					$8.05	**Payee Vendor Total**	
Riley, Kimberly							
	76714	06/30/2025	10-1611-305	Student Food Svc - HS	18.95	0	10-1611-305
					$18.95	**Payee Vendor Total**	
Rivera, Heather							
	76715	06/30/2025	10-1611-305	Student Food Svc - HS	14.60	0	10-1611-305
					$14.60	**Payee Vendor Total**	
Rivera, Miguel							
	76716	06/30/2025	10-1611-305	Student Food Svc - HS	5.50	0	10-1611-305
					$5.50	**Payee Vendor Total**	
Riverside Insights LLC							
	76353	06/13/2025	10-2230-312-00-79-600-14	Testing/Assessment 6-12	1,707.20	20253008	10-2230-312-00-79-600-14
					$1,707.20	**Payee Vendor Total**	
Rizzo, Natalia							
	76567	06/23/2025	10-1611-105	Student Food Svc - Leggee	6.95	0	10-1611-105
					$6.95	**Payee Vendor Total**	
Rocks, Karen							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76717	06/30/2025	10-1611-305	Student Food Svc - HS	9.65	0	10-1611-305
					$9.65	**Payee Vendor Total**	
Rodriguez, Jennifer							
	76443	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	420.00	0	10-2310-230-00-74-500-14
					$420.00	**Payee Vendor Total**	
Rogers, Dawn							
	76718	06/30/2025	10-1611-305	Student Food Svc - HS	36.80	0	10-1611-305
					$36.80	**Payee Vendor Total**	
Rojek, Jason							
	76719	06/30/2025	10-1611-305	Student Food Svc - HS	25.20	0	10-1611-305
					$25.20	**Payee Vendor Total**	
Rosa, Kari							
	76720	06/30/2025	10-1611-305	Student Food Svc - HS	20.10	0	10-1611-305
					$20.10	**Payee Vendor Total**	
Rotenberry, Bethany							
	76721	06/30/2025	10-1611-305	Student Food Svc - HS	24.70	0	10-1611-305
					$24.70	**Payee Vendor Total**	
Row, Jesse							
	76444	06/12/2025	10-2210-670-98-79-600-14	Teacher Vacancy Tuit	3,726.00	0	10-2210-670-98-79-600-14
					$3,726.00	**Payee Vendor Total**	
Runyon, Donna							
	76266	06/10/2025	10475	AP Payroll Net Checks	230.32	0	10-475
					$230.32	**Payee Vendor Total**	
Rush Truck Center Huntley							
	76587	06/26/2025	40-2554-410-00-79	Fleet Supplies	75.29	25060747	40-2554-410-00-79
	76587	06/26/2025	40-2554-410-00-79	Fleet Supplies	134.90	25060747	40-2554-410-00-79
	76587	06/26/2025	40-2554-410-00-79	Fleet Supplies	(63.84)	25060747	40-2554-410-00-79
	76587	06/26/2025	40-2554-410-00-79	Fleet Supplies	78.08	25060747	40-2554-410-00-79
	76587	06/26/2025	40-2554-410-00-79	Fleet Supplies	141.36	25060747	40-2554-410-00-79
	76587	06/26/2025	40-2554-410-00-79	Fleet Supplies	78.08	25060747	40-2554-410-00-79
	76587	06/26/2025	40-2554-410-00-79	Fleet Supplies	197.19	25060747	40-2554-410-00-79
	76587	06/26/2025	40-2554-410-00-79	Fleet Supplies	84.23	25060747	40-2554-410-00-79
	76587	06/26/2025	40-2554-410-00-79	Fleet Supplies	61.78	25060747	40-2554-410-00-79

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76587	06/26/2025	40-2554-410-00-79	Fleet Supplies	640.51	25060747	40-2554-410-00-79
	76587	06/26/2025	40-2554-410-00-79	Fleet Supplies	449.01	25060747	40-2554-410-00-79
	76587	06/26/2025	40-2554-410-00-79	Fleet Supplies	309.02	25060747	40-2554-410-00-79
					$2,185.61	**Payee Vendor Total**	
Ryan, Debra							
	76510	06/17/2025	10-1110-332-00-72-120-13	Teacher Travel Martin	36.82		10-1110-332-00-72-120-13
					$36.82	**Payee Vendor Total**	
Rysavy, Natalie							
	76722	06/30/2025	10-1611-305	Student Food Svc - HS	37.65	0	10-1611-305
					$37.65	**Payee Vendor Total**	
Safety Kleen Systems Inc							
	76628	06/26/2025	40-2550-310-00-79	Prof & Tech Service Trans	54.51	20253168	40-2550-310-00-79
	76628	06/26/2025	40-2550-310-00-79	Prof & Tech Service Trans	253.90	20253169	40-2550-310-00-79
	76628	06/26/2025	40-2550-310-00-79	Prof & Tech Service Trans	95.00	20253170	40-2550-310-00-79
					$403.41	**Payee Vendor Total**	
Salazar Associates							
	76479	06/12/2025	10-1120-332-00-74-210-13	Teacher Travel Heineman	113.40		10-1120-332-00-74-210-13
					$113.40	**Payee Vendor Total**	
Salazar, Jeanne							
	76511	06/17/2025	10-1120-332-00-74-210-13	Teacher Travel Heineman	113.40		10-1120-332-00-74-210-13
					$113.40	**Payee Vendor Total**	
Sandner Group Alternative							
	76780	07/08/2025	10-2313-640-00-79-605-14	Treasurers Bond	6,855.00	20260020	10-2313-640-00-79-605-14
					$6,855.00	**Payee Vendor Total**	
Satalino, Kimberly							
	76723	06/30/2025	10-1611-305	Student Food Svc - HS	26.20	0	10-1611-305
					$26.20	**Payee Vendor Total**	
Savillo, Anna Ligaya							
	76724	06/30/2025	10-1611-305	Student Food Svc - HS	22.25	0	10-1611-305
					$22.25	**Payee Vendor Total**	
Saylor, Alexa							
	76445	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	50.40	0	10-1200-332-00-79-600-14
	76445	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	58.80	0	10-1200-332-00-79-600-14

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$109.20	Payee Vendor Total	
Scarso, Gretchen							
	76446	06/12/2025	10-2310-230-00-74-500-14	Tuition Reimbursement	560.00	0	10-2310-230-00-74-500-14
					$560.00	Payee Vendor Total	
Scerbicke, Tiffany							
	76725	06/30/2025	10-1611-305	Student Food Svc - HS	43.20	0	10-1611-305
					$43.20	Payee Vendor Total	
Schaefer, Samantha							
	76447	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	Payee Vendor Total	
Schellhase, Russ							
	76726	06/30/2025	10-1611-305	Student Food Svc - HS	13.30	0	10-1611-305
					$13.30	Payee Vendor Total	
Schlosser, Andrea							
	76448	06/12/2025	40-2552-640-00-79	Dues & Fees	17.00	0	40-2552-640-00-79
					$17.00	Payee Vendor Total	
Schmidt, Vonda							
	76727	06/30/2025	10-1611-305	Student Food Svc - HS	25.35	0	10-1611-305
					$25.35	Payee Vendor Total	
Schocks Towing							
	76354	06/13/2025	40-2550-323-00-79	Repairs and Maintenance	500.00	20252921	40-2550-323-00-79
	76354	06/13/2025	40-2550-323-00-79	Repairs and Maintenance	660.00	20252922	40-2550-323-00-79
	76354	06/13/2025	40-2550-323-00-79	Repairs and Maintenance	450.00	20252923	40-2550-323-00-79
					$1,610.00	Payee Vendor Total	
School Health Corporation							
	76355	06/13/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	900.00	20252461	10-2212-310-00-79-505-14
	76355	06/13/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	300.00	20252461	10-2212-310-00-79-505-14
	76355	06/13/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	300.00	20252461	10-2212-310-00-79-505-14
	76355	06/13/2025	10-2130-410-00-79-600-14	Supplies Health	13.63	20250036	10-2130-410-00-79-600-14
	76355	06/13/2025	10-2130-410-00-79-600-14	Supplies Health	147.78	20250031	10-2130-410-00-79-600-14
	76355	06/13/2025	10-2130-410-00-79-600-14	Supplies Health	(178.27)	20250031	10-2130-410-00-79-600-14
	76355	06/13/2025	10-2130-410-00-79-600-14	Supplies Health	6.84	20250031	10-2130-410-00-79-600-14
	76355	06/13/2025	10-2130-410-00-79-600-14	Supplies Health	116.33	20250033	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
	76355	06/13/2025	10-2130-410-00-79-600-14	Supplies Health	42.17	20250034	10-2130-410-00-79-600-14
	76355	06/13/2025	10-2130-410-00-79-600-14	Supplies Health	377.34	20250031	10-2130-410-00-79-600-14
	76355	06/13/2025	10-2130-410-00-79-600-14	Supplies Health	357.66	20250033	10-2130-410-00-79-600-14
	76355	06/13/2025	10-2130-410-00-79-600-14	Supplies Health	27.37	20250033	10-2130-410-00-79-600-14
					$2,410.85	**Payee Vendor Total**	
School Specialty LLC							
	992300786	06/30/2025	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	1,828.59	20252746	10-1120-710-00-72-220-13
	992300786	06/30/2025	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	352.46	20252746	10-1120-710-00-72-220-13
	992300786	06/30/2025	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	2,260.42	20252746	10-1120-710-00-72-220-13
	992300786	06/30/2025	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	882.71	20252746	10-1120-710-00-72-220-13
	992300786	06/30/2025	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	3,623.92	20252746	10-1120-710-00-72-220-13
	992300786	06/30/2025	10-1120-710-00-72-220-13	Marlowe Non-Capitalized Eqpt	2,023.46	20252746	10-1120-710-00-72-220-13
					$10,971.56	**Payee Vendor Total**	
Schoolbells Ltd							
	76356	06/13/2025	40-2552-331-00-79	Contracted Transportation	43,522.00	25050657	40-2552-331-00-79
					$43,522.00	**Payee Vendor Total**	
Schulemann, Robin							
	76728	06/30/2025	10-1611-305	Student Food Svc - HS	8.21	0	10-1611-305
					$8.21	**Payee Vendor Total**	
Schwerzler, Therese							
	76512	06/17/2025	10-2410-332-00-71-300-13	Prin Travel HS	4.76		10-2410-332-00-71-300-13
					$4.76	**Payee Vendor Total**	
Searle, Cara							
	76480	06/12/2025	10-1110-332-00-71-100-13	Teacher Travel Leggee	60.20		10-1110-332-00-71-100-13
					$60.20	**Payee Vendor Total**	
Secretary of State 12							
	76781	07/08/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	26070957	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State 10							
	76783	07/08/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	26070937	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State 11							
	76784	07/08/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	26070947	40-2550-310-00-79

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$4.00	**Payee Vendor Total**	
Secretary of State 13							
	76785	07/08/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	26070967	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State 1							
	76782	07/08/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	26070847	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State 2							
	76786	07/08/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	26070857	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State 3							
	76787	07/08/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	26070867	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State 4							
	76788	07/08/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	26070877	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State 5							
	76789	07/08/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	26070887	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State 6							
	76790	07/08/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	26070897	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State 7							
	76791	07/08/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	26070907	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State 8							
	76792	07/08/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	26070917	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Secretary of State 9							
	76793	07/08/2025	40-2550-310-00-79	Prof & Tech Service Trans	4.00	26070927	40-2550-310-00-79
					$4.00	**Payee Vendor Total**	
Seesaw Learning Inc							

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Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76357	06/13/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	20,459.20	20252939	10-2212-310-00-79-505-14
					$20,459.20	**Payee Vendor Total**	
Seibert, Shannon							
	76449	06/12/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	48.76	0	10-2210-314-92-79-605-14
	76449	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	252.00	0	10-1200-332-00-79-600-14
					$300.76	**Payee Vendor Total**	
Select Savvy LLC							
	76358	06/13/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,054.00	25050667	10-1101-310-00-79-605-14
	76358	06/13/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,054.00	25050667	10-1101-310-00-79-605-14
	76358	06/13/2025	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	1,326.00	25050667	10-1101-310-00-79-605-14
					$3,434.00	**Payee Vendor Total**	
Service Sanitation Inc							
	76359	06/13/2025	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	766.94	20253009	10-1500-320-00-71-300-13
	76768	07/08/2025	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	(137.85)	20253180	10-1500-320-00-71-300-13
	76768	07/08/2025	10-1500-320-00-71-300-13	HHS Athletics Grounds Svcs	764.65	20253180	10-1500-320-00-71-300-13
					$1,393.74	**Payee Vendor Total**	
Severin, Nicole							
	76450	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	37.10		10-1200-332-00-79-600-14
					$37.10	**Payee Vendor Total**	
Shadel, Jill							
	76451	06/12/2025	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	449.74	0	10-2210-314-92-79-605-14
					$449.74	**Payee Vendor Total**	
Shah, Farah							
	76729	06/30/2025	10-1611-305	Student Food Svc - HS	21.25	0	10-1611-305
					$21.25	**Payee Vendor Total**	
Shaw Media							
	76360	06/13/2025	20-2540-350-00-79	Newspaper bids	195.06	20253038	20-2540-350-00-79
					$195.06	**Payee Vendor Total**	
Sherwin Williams Co							
	76361	06/13/2025	10-1110-323-00-74-150-13	Repairs Conley	257.21	20252952	10-1110-323-00-74-150-13
	76629	06/26/2025	10-1110-323-00-74-150-13	Repairs Conley	164.01	20253152	10-1110-323-00-74-150-13
	76629	06/26/2025	10-1130-323-00-71-300-13	Repairs HS	740.02	20253153	10-1130-323-00-71-300-13
	76629	06/26/2025	20-2542-410-00-79	Supplies B & G	144.50	20253152	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
	76629	06/26/2025	20-2542-410-00-79	Supplies B & G	62.98	20253152	20-2542-410-00-79
					$1,368.72	**Payee Vendor Total**	
Siem, Joe							
	76730	06/30/2025	10-1611-305	Student Food Svc - HS	16.65	0	10-1611-305
					$16.65	**Payee Vendor Total**	
Simmons, Kimberly							
	76452	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Singh, Deepinder							
	76731	06/30/2025	10-1611-305	Student Food Svc - HS	20.00	0	10-1611-305
					$20.00	**Payee Vendor Total**	
Skarbonkiewicz, Rachel							
	76732	06/30/2025	10-1611-305	Student Food Svc - HS	34.60	0	10-1611-305
					$34.60	**Payee Vendor Total**	
Skiba, Rachel							
	76733	06/30/2025	10-1611-305	Student Food Svc - HS	8.10	0	10-1611-305
					$8.10	**Payee Vendor Total**	
Skyward Inc							
	76794	07/08/2025	10-2520-310-00-74-500-14	Prof & Tech Fiscal	216,304.50	20260021	10-2520-310-00-74-500-14
					$216,304.50	**Payee Vendor Total**	
Slad, Jennifer							
	76481	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	49.00		10-1200-332-00-79-600-14
					$49.00	**Payee Vendor Total**	
Sloan, Stacy							
	76734	06/30/2025	10-1611-305	Student Food Svc - HS	7.90	0	10-1611-305
					$7.90	**Payee Vendor Total**	
Solone, Diane							
	76735	06/30/2025	10-1611-305	Student Food Svc - HS	6.90	0	10-1611-305
					$6.90	**Payee Vendor Total**	
South Campus							
	76362	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	3,966.60	25051961	10-4220-670-00-79-600-14
	76362	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,204.80	25051961	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
					$10,171.40	Payee Vendor Total	
Sparks, Alyse							
	76513	06/17/2025	10-1200-332-00-79-600-14	Travel Sp Ed	10.43		10-1200-332-00-79-600-14
	76513	06/17/2025	10-1200-332-00-79-600-14	Travel Sp Ed	1.40		10-1200-332-00-79-600-14
					$11.83	Payee Vendor Total	
Special Education Service							
	76363	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	2,896.74	20253061	10-4220-670-00-79-600-14
					$2,896.74	Payee Vendor Total	
Spoeth, Holly							
	76453	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	103.25	0	10-1200-332-00-79-600-14
					$103.25	Payee Vendor Total	
SpyGlass Group Inc							
	76364	06/13/2025	10-2660-390-00-79-600-14	Purchased Service Technology	1,421.28	20252953	10-2660-390-00-79-600-14
					$1,421.28	Payee Vendor Total	
St Clair, Renae							
	76514	06/17/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60		10-1130-332-00-71-300-13
					$47.60	Payee Vendor Total	
Stark & Son Trenching Inc							
	76548	06/23/2025	20-2543-323-00-79	Repairs-Grounds	6,108.00	20252814	20-2543-323-00-79
					$6,108.00	Payee Vendor Total	
Starnes, Suzanne							
	76454	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	Payee Vendor Total	
Stasiv, Vsevolod							
	76736	06/30/2025	10-1611-305	Student Food Svc - HS	6.60	0	10-1611-305
					$6.60	Payee Vendor Total	
Stock, Martha							
	76737	06/30/2025	10-1611-305	Student Food Svc - HS	74.55	0	10-1611-305
					$74.55	Payee Vendor Total	
Strohm, Gracie							
	76455	06/12/2025	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	

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Check Date: 6/6/2025 to 7/11/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Suarez, Eric							
	76738	06/30/2025	10-1611-305	Student Food Svc - HS	28.35	0	10-1611-305
					$28.35	**Payee Vendor Total**	
Sulkowski, Tomasz							
	76739	06/30/2025	10-1611-305	Student Food Svc - HS	9.70	0	10-1611-305
					$9.70	**Payee Vendor Total**	
Summit School Inc							
	76365	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	19,322.40	25051962	10-4220-670-00-79-600-14
					$19,322.40	**Payee Vendor Total**	
Sunrise Southwest LLC							
	76630	06/26/2025	40-2552-331-00-79	Contracted Transportation	4,521.30	20253171	40-2552-331-00-79
	76630	06/26/2025	40-2552-331-00-79	Contracted Transportation	2,583.60	20253172	40-2552-331-00-79
					$7,104.90	**Payee Vendor Total**	
Surmin, Kirsten							
	76740	06/30/2025	10-1611-305	Student Food Svc - HS	15.45	0	10-1611-305
					$15.45	**Payee Vendor Total**	
Sweetwater Sound Inc							
	76549	06/23/2025	10-1110-410-12-72-100-13	Music Supplies Leggee	659.00	20252849	10-1110-410-12-72-100-13
	76549	06/23/2025	10-1110-410-12-72-100-13	Music Supplies Leggee	109.00	20252849	10-1110-410-12-72-100-13
	76549	06/23/2025	10-1110-410-12-72-100-13	Music Supplies Leggee	203.98	20252849	10-1110-410-12-72-100-13
	76549	06/23/2025	10-1110-410-12-72-100-13	Music Supplies Leggee	17.90	20252849	10-1110-410-12-72-100-13
					$989.88	**Payee Vendor Total**	
Swierzewski, Slawomir							
	76741	06/30/2025	10-1611-305	Student Food Svc - HS	22.30	0	10-1611-305
					$22.30	**Payee Vendor Total**	
Symmetry Energy Solutions							
	76742	06/30/2025	20-2540-465-00-79	Natural Gas	11,327.56	0	20-2540-465-00-79
					$11,327.56	**Payee Vendor Total**	
Tanke, Amanda							
	76482	06/12/2025	10-1200-332-00-79-600-14	Travel Sp Ed	47.60		10-1200-332-00-79-600-14
					$47.60	**Payee Vendor Total**	
Taxon, Grey							
	76366	06/13/2025	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	400.00	20252994	10-1120-490-02-74-210-13

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$400.00	Payee Vendor Total	
Teeter, Lauren							
	76456	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	Payee Vendor Total	
Tennant Sales and Service							
	76367	06/13/2025	20-2542-410-00-79	Supplies B & G	373.20	20252872	20-2542-410-00-79
					$373.20	Payee Vendor Total	
Thach, Vuong							
	76631	06/26/2025	10-1611-305	Student Food Svc - HS	27.20	0	10-1611-305
					$27.20	Payee Vendor Total	
Toman, Jori							
	76743	06/30/2025	10-1611-305	Student Food Svc - HS	13.60	0	10-1611-305
					$13.60	Payee Vendor Total	
Torsiello, Annette							
	76744	06/30/2025	10-1611-305	Student Food Svc - HS	43.10	0	10-1611-305
					$43.10	Payee Vendor Total	
Tountas, Nick							
	76745	06/30/2025	10-1611-305	Student Food Svc - HS	23.10	0	10-1611-305
					$23.10	Payee Vendor Total	
TPI Tyler Press Inc							
	76368	06/13/2025	40-2552-490-00-79	Inventoriable Supplies	318.65	20253016	40-2552-490-00-79
					$318.65	Payee Vendor Total	
Tremco/Weatherproofing Te							
	76369	06/13/2025	20-2542-323-00-79	Repairs & Maint Buildings	4,361.00	20250922	20-2542-323-00-79
					$4,361.00	Payee Vendor Total	
Tribe Country Farms Inc							
	76370	06/13/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	60.75	20252873	10-2560-415-00-74-210-13
	76370	06/13/2025	10-2560-415-00-74-210-13	Cafe Food Heineman	60.75	20252874	10-2560-415-00-74-210-13
	76370	06/13/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	60.75	20252954	10-2560-415-00-72-220-13
	76370	06/13/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	74.25	20252873	10-2560-415-00-72-220-13
	76370	06/13/2025	10-2560-415-00-71-300-13	Cafe Food HS	72.00	20252874	10-2560-415-00-71-300-13
	76370	06/13/2025	10-2560-415-00-72-220-13	Cafe Food Marlowe	74.25	20252874	10-2560-415-00-72-220-13
					$402.75	Payee Vendor Total	

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Huntley Community School District 158
Disbursements

Check Date: 6/6/2025 to 7/11/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Tuleo, Allison							
	76457	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Turfix LLC							
	76371	06/13/2025	20-2542-390-00-79	Other Purchased Service	(250.00)	20252293	20-2542-390-00-79
	76371	06/13/2025	20-2542-390-00-79	Other Purchased Service	3,100.00	20252293	20-2542-390-00-79
					$2,850.00	**Payee Vendor Total**	
Tyler Technologies Inc							
	76372	06/13/2025	40-2552-331-00-79	Contracted Transportation	63,658.54	20253017	40-2552-331-00-79
					$63,658.54	**Payee Vendor Total**	
Uline							
	76373	06/13/2025	20-2542-410-00-79	Supplies B & G	1,189.71	20252955	20-2542-410-00-79
	76373	06/13/2025	20-2542-410-00-79	Supplies B & G	1,188.96	20252955	20-2542-410-00-79
					$2,378.67	**Payee Vendor Total**	
UMB Bank NA							
	202506260	06/26/2025	10192	Prepaid Expenses	122,600.00	20253145	10-192
	202506300	06/30/2025	10192	Prepaid Expenses	183,137.50	20253090	10-192
					$305,737.50	**Payee Vendor Total**	
United Way of McHenry Co							
	76759	06/30/2025	10461	United Way Payable	4.00	0	10-498
	76759	06/30/2025	10461	United Way Payable	4.00	0	10-498
	76759	06/30/2025	10461	United Way Payable	4.00	0	10-498
	76759	06/30/2025	10461	United Way Payable	4.00	0	10-498
	76759	06/30/2025	10461	United Way Payable	4.00	0	10-498
	76759	06/30/2025	10461	United Way Payable	7.43	0	10-498
	76759	06/30/2025	10461	United Way Payable	7.43	0	10-498
	76759	06/30/2025	10461	United Way Payable	7.43	0	10-498
	76759	06/30/2025	10461	United Way Payable	7.43	0	10-498
	76759	06/30/2025	10461	United Way Payable	7.43	0	10-498
	76759	06/30/2025	10461	United Way Payable	4.00	0	10-498
					$68.58	**Payee Vendor Total**	
Unity School Bus Parts, I							
	76374	06/13/2025	40-2554-410-00-79	Fleet Supplies	296.40	20252924	40-2554-410-00-79

Huntley Community School District 158
Disbursements

Check Date: 6/6/2025 to 7/11/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76632	06/26/2025	40-2554-410-00-79	Fleet Supplies	358.90	20253173	40-2554-410-00-79
	76632	06/26/2025	40-2554-410-00-79	Fleet Supplies	496.29	20253174	40-2554-410-00-79
					$1,151.59	**Payee Vendor Total**	
Verdonck, Jennifer							
	76746	06/30/2025	10-1611-305	Student Food Svc - HS	17.00	0	10-1611-305
					$17.00	**Payee Vendor Total**	
Verizon Wireless							
	76550	06/23/2025	20-2540-340-00-79	Telephone - Districtwide	465.62	25061607	20-2540-340-00-79
					$465.62	**Payee Vendor Total**	
Vernier Science Education							
	76795	07/08/2025	10-2212-310-00-79-505-14	Curriclum Gen Pur Svc 6-12	375.00	20260040	10-2212-310-00-79-505-14
					$375.00	**Payee Vendor Total**	
VILLAGE OF ALGONQUIN							
	76551	06/23/2025	20-2546-310-00-71-305	Resource Officer	8,633.58	25060137	20-2546-310-00-71-305
	76747	06/30/2025	20-2540-370-00-79	Water/Sewer	956.05	0	20-2540-370-00-79
	76747	06/30/2025	20-2540-370-00-79	Water/Sewer	10.00	0	20-2540-370-00-79
	76747	06/30/2025	20-2540-370-00-79	Water/Sewer	1,067.35	0	20-2540-370-00-79
	76747	06/30/2025	20-2540-370-00-79	Water/Sewer	1,660.95	0	20-2540-370-00-79
	76747	06/30/2025	20-2540-370-00-79	Water/Sewer	473.75	0	20-2540-370-00-79
					$12,801.68	**Payee Vendor Total**	
Village of Huntley							
	76748	06/30/2025	20-2540-370-00-79	Water/Sewer	46.73	0	20-2540-370-00-79
	76748	06/30/2025	20-2540-370-00-79	Water/Sewer	1,760.86	0	20-2540-370-00-79
	76748	06/30/2025	20-2540-370-00-79	Water/Sewer	57.73	0	20-2540-370-00-79
	76748	06/30/2025	20-2540-370-00-79	Water/Sewer	6,167.56	0	20-2540-370-00-79
	76748	06/30/2025	20-2540-370-00-79	Water/Sewer	77.56	0	20-2540-370-00-79
	76748	06/30/2025	20-2540-370-00-79	Water/Sewer	754.72	0	20-2540-370-00-79
	76758	06/30/2025	20-2540-370-00-79	Water/Sewer	693.16	0	20-2540-370-00-79
	76748	06/30/2025	20-2540-370-00-79	Water/Sewer	472.57	0	20-2540-370-00-79
					$10,030.89	**Payee Vendor Total**	
Village of Huntley							
	76375	06/13/2025	20-2546-310-00-71-305	Resource Officer	585.00	20252875	20-2546-310-00-71-305
	76375	06/13/2025	20-2546-310-00-71-305	Resource Officer	308.75	20252876	20-2546-310-00-71-305
	76375	06/13/2025	20-2546-310-00-71-305	Resource Officer	520.00	20252877	20-2546-310-00-71-305

Huntley Community School District 158
Disbursements

Check Date: 6/6/2025 to 7/11/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
	76588	06/26/2025	20-2546-310-00-71-305	Resource Officer	7,024.67	25061517	20-2546-310-00-71-305
	76633	06/26/2025	20-2546-310-00-71-305	Resource Officer	243.75	20253154	20-2546-310-00-71-305
	76633	06/26/2025	20-2546-310-00-71-305	Resource Officer	227.50	20253155	20-2546-310-00-71-305
	76633	06/26/2025	20-2546-310-00-71-305	Resource Officer	438.75	20253156	20-2546-310-00-71-305
	76633	06/26/2025	20-2546-310-00-71-305	Resource Officer	243.75	20253157	20-2546-310-00-71-305
	76633	06/26/2025	20-2546-310-00-71-305	Resource Officer	357.50	20253158	20-2546-310-00-71-305
	76633	06/26/2025	20-2546-310-00-71-305	Resource Officer	325.00	20253158	20-2546-310-00-71-305
	76633	06/26/2025	20-2546-310-00-71-305	Resource Officer	438.75	20253158	20-2546-310-00-71-305
	76633	06/26/2025	20-2546-310-00-71-305	Resource Officer	227.50	20253158	20-2546-310-00-71-305
	76633	06/26/2025	20-2546-310-00-71-305	Resource Officer	325.00	20253159	20-2546-310-00-71-305
					$11,265.92	**Payee Vendor Total**	
Village of Lake in the Hi							
	76552	06/23/2025	20-2546-310-00-71-305	Resource Officer	5,255.00	25060687	20-2546-310-00-71-305
	76634	06/26/2025	20-2546-310-00-71-305	Resource Officer	320.47	20253160	20-2546-310-00-71-305
					$5,575.47	**Payee Vendor Total**	
Villalobos, Rosio							
	76749	06/30/2025	10-1611-305	Student Food Svc - HS	6.30	0	10-1611-305
					$6.30	**Payee Vendor Total**	
Virtual Connections Acade							
	76376	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,760.00	25051757	10-4220-670-00-79-600-14
	76376	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	6,760.00	25051757	10-4220-670-00-79-600-14
					$13,520.00	**Payee Vendor Total**	
Visions LLC							
	76377	06/13/2025	10-2130-310-92-79-600-14	IDEA Health Services	1,337.99	20252925	10-2130-310-92-79-600-14
	76377	06/13/2025	10-2130-310-92-79-600-14	IDEA Health Services	1,585.76	20252926	10-2130-310-92-79-600-14
					$2,923.75	**Payee Vendor Total**	
Vitellaro, Emily							
	76458	06/12/2025	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**	
VSP of Illinois NFP							
	76553	06/23/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	9,642.32	25060457	10-2310-220-00-79-600-14
	76796	07/08/2025	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	35.34	26070457	10-2310-220-00-79-600-14
					$9,677.66	**Payee Vendor Total**	

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Huntley Community School District 158
Disbursements

Check Date: 6/6/2025 to 7/11/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
Wallingford Sales Company							
	76378	06/13/2025	20-2542-323-00-79	Repairs & Maint Buildings	3,782.99	20252940	20-2542-323-00-79
					$3,782.99	**Payee Vendor Total**	
Warehouse Direct Cardunal							
	76379	06/13/2025	40-2550-410-00-79	Office Supplies	324.84	20250082	40-2550-410-00-79
	76379	06/13/2025	40-2550-410-00-79	Office Supplies	142.89	20250082	40-2550-410-00-79
					$467.73	**Payee Vendor Total**	
Werner, Roy							
	76750	06/30/2025	10-1611-305	Student Food Svc - HS	29.25	0	10-1611-305
					$29.25	**Payee Vendor Total**	
Wheeler, Megan E							
	76459	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	**Payee Vendor Total**	
Willis, Anitra							
	76751	06/30/2025	10-1611-305	Student Food Svc - HS	49.60	0	10-1611-305
					$49.60	**Payee Vendor Total**	
Wilson, Jessica							
	76752	06/30/2025	10-1611-305	Student Food Svc - HS	10.80	0	10-1611-305
					$10.80	**Payee Vendor Total**	
Winter, Jaime							
	76753	06/30/2025	10-1611-305	Student Food Svc - HS	6.40	0	10-1611-305
					$6.40	**Payee Vendor Total**	
Witt, Molly							
	76380	06/13/2025	10-1120-490-02-74-210-13	Heineman Fine Arts Supplies	200.00	20252995	10-1120-490-02-74-210-13
					$200.00	**Payee Vendor Total**	
Wold Architects and Engin							
	76769	07/08/2025	20-2542-390-00-79	Other Purchased Service	11,666.55	20251648	20-2542-390-00-79
					$11,666.55	**Payee Vendor Total**	
Woodstock Community Unit							
	76381	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,068.98	20253062	10-4220-670-00-79-600-14
	76381	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	2,534.49	20253062	10-4220-670-00-79-600-14
	76381	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,068.98	20253062	10-4220-670-00-79-600-14
	76381	06/13/2025	10-4220-670-00-79-600-14	Sp Ed Private Tuition	5,068.98	20253062	10-4220-670-00-79-600-14

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Huntley Community School District 158
Disbursements

Check Date: 6/6/2025 to 7/11/2025

Vendor Name	Check #	Check Date	A.S.N.	Account# Description	Amount	P.O. #	State Account Number
					$17,741.43	Payee Vendor Total	
Wrobel, Sharon							
	76568	06/23/2025	10-1611-215	Student Food Svc - Heineman	15.85	0	10-1611-215
	76568	06/23/2025	10-1611-155	Student Food Svc - Conley	33.00	0	10-1611-155
					$48.85	Payee Vendor Total	
Zaidi, Syed Ali G							
	76569	06/23/2025	10-1611-305	Student Food Svc - HS	8.60	0	10-1611-305
					$8.60	Payee Vendor Total	
Zaleski, Angela							
	76483	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60		10-1130-332-00-71-300-13
					$47.60	Payee Vendor Total	
Zieglers Ace Hardware							
	76554	06/23/2025	20-2542-410-00-79	Supplies B & G	23.96	25030267	20-2542-410-00-79
	76770	07/08/2025	20-2542-410-00-79	Supplies B & G	4.74	25030267	20-2542-410-00-79
					$28.70	Payee Vendor Total	
Zmich, James							
	76754	06/30/2025	10-1611-305	Student Food Svc - HS	13.20	0	10-1611-305
					$13.20	Payee Vendor Total	
Zurek, Hillary							
	76460	06/12/2025	10-1130-332-00-71-300-13	Teacher Travel HS	47.60	0	10-1130-332-00-71-300-13
					$47.60	Payee Vendor Total	
Zutter, Stephanie							
	76755	06/30/2025	10-1611-305	Student Food Svc - HS	22.50	0	10-1611-305
					$22.50	Payee Vendor Total	
				Report Total	$9,921,628.02		

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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: July 17, 2025

Subject: Little City Accounts Payable Report
Board of Education Meeting, July 17, 2025
Finance Committee

Little City provides residential, therapeutic day, community, employment and clinical services to children and adults with intellectual and developmental disabilities.

The following is a summary of the payables and disbursements associated with Little City for the month.

Purchase order	$13,000	7/1/25 PO#26070587
Prior month's disbursement	$0	

RECOMMENDATION
The Finance Committee recommends the Board of Education approve the Little City Accounts Payable Report at the July 17, 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 and Administration

From: Mark Altmayer, Chief Financial Officer

Date: July 17, 2025

Subject: **Revenue Contract Approval**
Board of Education Meeting – July 17, 2025
Finance Committee

Presented are Fundraising/Crowdfunding Authorization forms for the organizations listed below.

Organization Benefited	Vendor	Net Revenue
HHS Boys Soccer	Fundraising University	$8,000
Chesak Elementary	Art to Remember	$3,000
Marlowe Middle School Cheer	Snap! Raise	$2,000
HHS Football	Fundraising U	$75,000
HHS Boys Basketball	Adrenaline Fundraising	$10,000
Marlowe 6th Grade Atwood	Premier Fundraising	$15,000
HHS Boys Golf	Adrenaline Fundraising	$3,500
Mackeben Elementary	Read-A-Thon	$12,000
HHS Girls Golf	Double Good Popcorn	$1,500
Heineman Middle School 6th Grade	Premier Fundraising	$10,000

RECOMMENDATION
The Finance Committee recommend the Board of Education approve the Fundraising/Crowdfunding Authorization forms at the July 17, 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: 5/30/2025 School: High School

Name of School Organization: HHS Boys SOccer

Sponsor / Coach's Name: Matt Lewandowski Phone: 224-402-0576

Starting Date of Event: 8/11/2025 Ending Date of Event: 8/25/2025

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ 8000 ✓

Type of Sale / Event: Crowd Share ✓

Will a Vendor Be Used: ☒ Yes* ☐ No **** Attach all contracts and agreements to this form.***

Name of Vendor (if applicable): Fundraising University

Type of Product or Service Provided by Vendor: Website

Purpose of Fundraiser: Raise funds for equipment, uniforms, and program upgrades

Name of Activity Account: HHS Soccer Activity Account #: 536

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: 5/30/2025

Athletic / Activities Director Signature — Date: 5/30/25

Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event* — Date: 6.2.25

Chief Financial Officer Signature — Date: 6-2-25

* 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: _____

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: 8/11/2025 **END DATE:** 8/25/2025

ITEM	SELLING PRICE	PROFIT BREAKDOWN	
		UNITS SOLD	GROUP EARNING PERCENTAGE
FundUNOW	$35.00	0+	70%

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

THOUSAND FIVE HUNDRED DOLLARS) AS COMPENSATION SHOULD IT CHOOSE TO USE ANY OF THE SAME MERCHANTS UTILIZED IN THE MOST RECENT PROVIDER DISCOUNT PRODUCT ON A NON-PROVIDER DISCOUNT PRODUCT DURING THE TWELVE (12) MONTHS FOLLOWING AGREEMENT TERMINATION.
ORGANIZATION ACKNOWLEDGES THAT FROZEN PRODUCTS ARE SOLD IN CASES OF EIGHT (8) BOXES PER FLAVOR, MUST BE PURCHASED IN FULL CASES WITH A MINIMUM ORDER OF TWENTY (20) CASES REQUIRED.

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IN THE EVENT OF A CANCELLATION OF A CONSUMABLE PRODUCT THAT DOES NOT PROVIDE SIXTY (60) DAYS WRITTEN NOTICE, THE SCHOOL/GROUP IS SUBJECT TO A $250 (TWO HUNDRED FIFTY DOLLAR) FEE, WHICH IS A GOOD FAITH ESTIMATE OF COGS FOR SHIPPING AND STORAGE OF THE PRODUCT.

IN THE EVENT THAT A SCHOOL OR GROUP SIGNS A FUNDRAISER AGREEMENT FOR A DISCOUNT PRODUCT AND, FOR WHATEVER REASON, BACKS OUT, THE SCHOOL/GROUP WILL INCUR AN EXPENSE OF $50 (FIFTY DOLLARS) PER MERCHANT SIGNED AS A GOOD FAITH ESTIMATE OF COGS TO SECURE MERCHANTS. SCHOOL/GROUP MUST ALSO PROVIDE A WRITTEN LETTER THAT CAN BE SHARED WITH THE MERCHANTS TO ENSURE GOOD STANDING FOR BOTH PARTIES.

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PROVIDER RETAINS ALL INTELLECTUAL PROPERTY RIGHTS ASSOCIATED WITH THE PRODUCTS BUT AGREES TO LICENSE THESE RIGHTS FOR THE LIMITED PURPOSE OF PRODUCT DISTRIBUTION PURSUANT TO THE PROGRAM. ORGANIZATION AGREES NOT TO USE OR DISCLOSE ANY PRODUCT, FORMS, MATERIALS, TECHNICAL INFORMATION OR METHODS EMPLOYED BY PROVIDER OR INTELLECTUAL PROPERTY RIGHTS OWNED BY PROVIDER FOR ANY PURPOSE EXCEPT IN ASSOCIATION WITH THE PROGRAM ABSENT PROVIDER'S EXPRESS WRITTEN CONSENT.
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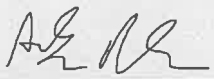
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ORGANIZATION HOLDS PROVIDER HARMLESS OF ANY LIABILITY REGARDING THE ACTIONS AND/OR INJURIES TO PROGRAM PARTICIPANTS.

7. MARKETING OPT-IN.

PROVIDER GRANTS ORGANIZATION PERMISSION TO SEND PERIODIC EMAILS AND NEWSLETTERS FEATURING THE COACHING MATTERS FOUNDATION, NEW PRODUCTS AND

OTHER ORGANIZATION ANNOUNCEMENTS. PROVIDER CAN UNSUBSCRIBE AT ANY TIME AND PROVIDER INFORMATION IS NEVER SHARED EXTERNALLY.

AUTHORIZED ORGANIZATION REPRESENTATION [SIGNATURE]	NAME / TITLE	DATE
	Matt	5/22/2025

SCHOOL / ORGANIZATION	GROUP	# OF STUDENTS SELLING
Huntley High School	Men's soccer	0

ADDRESS / DELIVERY LOCATIONS	CITY	STATE	ZIP CODE
13719 Harmony Rd	Huntley	Illinois	60142

CONTACT NAME	BEST TIME TO CALL	CONTACT CELL #	CONTACT EMAIL ADDRESS
Matt	Am	2244020576	mlewandowski@district158.org

Fund Raising Authorization Form

Fiscal Services

All fund raising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your building principal a minimum of **45 days prior** to the desired starting date of the event. The Principal will then forward all documents to the Chief Financial Officer.

Today's Date: April 21, 2025 School: Chesak

Name of School Organization: Art Activity

Sponsor / Coach's Name: Beth Sund Phone: x 5842

Starting Date of Event: 8/31/2025 Ending Date of Event: 11/30/2025

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ 3,000-

Type of Sale / Event: Fundraiser, product order sale

Will a Vendor Be Used: ☒ Yes* ☐ No ** Attach all contracts and agreements to this form.*

Name of Vendor (if applicable): Art to Remember

Type of Product or Service Provided by Vendor: Products made with student art

How will non-monetary items/compensation be distributed? N/A

Name of Activity Account: Art Activity Activity Account #: 204

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: 4/21/25

Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event* — Date: 4.21.25

Chief Financial Officer Signature — Date: 4-22-25

* 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 school board.

☐ Superintendent's Copy ☐ Fiscal Services Copy Date of Board Approval: _____

FUNDRAISER CONFIRMATION Fall 2025

SCHOOL INFORMATION

SCHOOL NAME: Chesak Elementary (240)

STREET ADDRESS: 10910 Reed Rd COORDINATOR: Lori Dahlby CITY/STATE: Lake in the Hills, IL

NUMBER OF STUDENTS: 700 PHONE: 847-659-5700 PROFIT CHECK TO: Chesak Elementary

ALLOW FREE SHIPPING TO SCHOOL: Yes

ORDER FORM INFORMATION

FUNDRAISER CONTACT: Beth Sund, BSund@district158.org,

ORDER DEADLINE: 10/24/25

FUNDRAISING MESSAGE:

FUNDRAISER SCHEDULE & CHECKLIST

Want to increase your profit potential? Check back of sheet for incentive dates DATE TASK

08/08/25 STARTER KIT ARRIVES AT SCHOOL

- Includes art paper, sample products, poster, promotional materials, and fundraising guide • Hang posters, create a display, and begin artwork with students

08/29/25 EMAIL CLASS LISTS TO ART TO REMEMBER

- Email your coordinator an Excel, Google Sheet, or PDF with your student's first and last names, homeroom teacher names, and grades.

09/30/25 SHIP ARTWORK TO ART TO REMEMBER

- Make sure your student labels are on the back of the art
- Sort artwork by teacher and place in the corresponding folders
- Use the pre-paid UPS shipping label that was in your starter kit

10/09/25 ORDER FORMS ARRIVE AT SCHOOL

- Pass out order forms - don't forget they are customized to each child, so do not pass them out randomly
- Promote your program! It's time to send out notices and reminders to parents. Use email, social media, school apps, and any other methods available to contacts, parents, and families.

10/24/25 MAIN ORDER DEADLINE

- Send out last minute reminders to parents.
- Also encourage late orders. Families can ship directly to their home.

11/18/25 MAIN ORDERS ARRIVE AT SCHOOL

- Orders are organized by student and grouped by teacher. Larger items will be in the same box.
- Don't forget that families had the option to ship directly to home, so those orders will not be on your packing slip.

12/31/25 LATE ORDER DEADLINE

- Continue to promote your program through this date.
- You'll receive full profit on these orders too!

COMPLETED

INCREASE YOUR PROFIT BY HITTING THESE BONUSES & DATES

Every school receives a guaranteed minimum profit of 25% of gross sales. Schools can increase their school profit as follows:

Participation Profit Percent Order Date Addtl Percent Order Date Addtl Percent Participation

20% 27% January +5% August +5%

Participation 25% 29% February +3% September +3%

Participation 30% 30% March +2% October +1%

Participation 35% 31% April +1%

Participation 40% 32% May +1%

Participation 45% 33% June +5%

July +5%

Please let us know if you want any changes to your schedule. Profit bonus dates may not be the same as your requested schedule.

WHEN WILL YOUR PROFIT CHECK ARRIVE? Profit checks go out approximately two weeks after the main and late orders have shipped.

- Schools may qualify for one participation bonus
- Minimum of 150 students with art required to qualify for the participation bonus
- 20% participation required to qualify for the order date bonus
- If your school reaches $7,500 in sales, you will receive 33% profit and can also qualify for the order date bonus
- If your school reaches $10,000 in sales, you will receive 38% profit
- Maximum profit possible is 38%
- Participation % = Number of school orders / # of students submitting artwork
- Valid for 2025 - 2026 school year

ART TO REMEMBER ("AtR") TERMS & CONDITIONS

1. **Sales Tax / School Commission**. AtR will collect and remit all required sales taxes for online orders. Your school will earn a commission (*i.e.*, profit) as set forth on page 1 of this Order Confirmation. AtR will send the commission check as soon as practicable (normally within 30 days) following your school's program end date.

2. **Purchase Orders**. If a P.O. is required, please inform your AtR Program Coordinator, or contact our accounting department at accounting@arttoremember.com.

3. **Stay on Schedule.** Timely delivery of your products depends on the accuracy of the information on page one of this Program Confirmation Form and your adherence to the program schedule. We have reserved production time for your school based on this schedule. Changes to your school's schedule must be promptly communicated to your AtR Program Coordinator. The order delivery date on your schedule is approximate, however, adhering to your schedule guarantees delivery of your main order before your school's winter/summer break. If your artwork or orders arrive after your scheduled date, production of your products may be delayed and AtR cannot guarantee delivery before semester break.

4. **Late Orders**. Families wishing to purchase products after your main order deadline can place orders online at arttoremember.com and pay to have them shipped to their home.

5. **Out-of-Program Orders**. Families can purchase keepsake products on AtR's website after your school's program has closed. If your school signs up for an AtR fundraiser during the next school year, it will receive 25% of all out-of-program orders associated with your school.

6. **Free Shipping**. AtR offers free shipping to the school within the 48 contiguous states. Orders shipped outside the 48 contiguous states are subject to shipping charges. Please consult with your AtR Program Coordinator for additional information.

Fund Raising Authorization Form

Fiscal Services

All fund raising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your building principal a minimum of **45 days prior** to the desired starting date of the event. The Principal will then forward all documents to the Chief Financial Officer.

Today's Date: April 30, 2025 School: Marlowe M.S.

Name of School Organization: Cheer

Sponsor / Coach's Name: Archambeau/Burley Phone: ext 4861

Starting Date of Event: Sept. 2025 Ending Date of Event

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ 2000.00

Type of Sale / Event: Snap! Raise (online fundraiser)

Will a Vendor Be Used: ☒ Yes* ☐ No ** Attach all contracts and agreements to this form.*

Name of Vendor (if applicable): Snap! Raise

Type of Product or Service Provided by Vendor: No product sold; Vendor provides online platform

How will compensation be used/distributed? Cheer equipment, choreography, etc.

Name of Activity Account: Marlowe Cheer Activity Account #: 408

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).

K. Archambeau K. Burley — 4/30/25
Sponsor Signature — Date

Dana Draper — 4/30/2025
Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event* — Date

[signature] — 5-2-25
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 school board.

☐ Superintendent's Copy ☐ Fiscal Services Copy Date of Board Approval: _____

What is Snap! Raise?

At Snap! Raise, we create webpages that are designed to tell a program's story and why they want to fundraise. Each program has their own unique page created to include text, logos, photos, and videos to support their story.

The process is simple. We get all of the participants signed in to the site, so that they may share it out with their biggest supporters (aunts, uncles, grandparents, etc.) via email, text and social media. Participants are simply adding email addresses and numbers of their supporters and Snap! will take care of the outreach and messaging. Supporters are able to donate via debit/credit card and other various methods. Group leaders are able to track their roster and encourage participation through our simple reminder features.

All donations are secured through Stripe (our 3rd party payment processor). The fundraiser stays live for 28 days. At the end of the fundraiser, a check (made out to the school or organization) will be sent or direct deposit is available. Programs receive 80% of the total funds raised. Snap! Raise is SOPPA & COPPA compliant.

click to see --> example pages

Huntley Dance Team - $7,566

Cary-Grove Cheerleading 2024 (live)

Central High School Cheerleading 2023 - $10,540

Video Testimonial - Jeff Vlk - Buffalo Grove Football

More examples? Click Here or Scan QR Code

Click Here to view our Privacy Policy

PROUD SPONSOR OF IADA & IDSA

FOR ADDITIONAL QUESTIONS

EMAIL: MATT.ECKSTEIN@SNAPRAISE.COM

CALL/TEXT: 317-696-3867

8300 7TH AVE S, SEATTLE, WA 98108

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: School: 5/1/25

Name of School Organization: Huntley Football

Sponsor / Coach's Name: Phone: 847-361-1734

Starting Date of Event: Ending Date of Event: 8/11/25-8/31/5

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: 75K

Type of Sale / Event: card sales

Will a Vendor Be Used: Yes* No ***Attach all contracts and agreements to this form.*** Name of Vendor (if applicable): Fundraising U

Type of Product or Service Provided by Vendor: Cards/check points/prizes

Purpose of Fundraiser: Raise money to help pay for the high cost of a football season. Ex: Food, jerseys, apparel, equipment

Name of Activity Account: Activity Account #: 538

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).

M. Nay 5/1/25

Sponsor Signature Date

5/1/25

Athletic / Activities Director Signature Date

5.2.25

Principal Signature – *I certify that it is a minimum of 45 days prior to the* Date *desired starting date of the event*

5-2-25

Chief Financial Officer Signature Date

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FUNDRAISING PERIOD

START DATE: 8/11/2025 **END DATE:** 8/31/2025

ITEM	SELLING PRICE	PROFIT BREAKDOWN	
		UNITS SOLD	GROUP EARNING PERCENTAGE
$25 Discount Card	$25.00	0+	50%
		500+	60%
		1,000+	65%
		1,500+	70%

TERMS & CONDITIONS

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AUTHORIZED ORGANIZATION REPRESENTATION [SIGNATURE]	NAME / TITLE	DATE
	Mike	5/1/2025

SCHOOL / ORGANIZATION	GROUP	# OF STUDENTS SELLING
Huntley High School	Football	200

ADDRESS / DELIVERY LOCATIONS	CITY	STATE	ZIP CODE
13719 Harmony Rd	Huntley	Illinois	60142

CONTACT NAME	BEST TIME TO CALL	CONTACT CELL #	CONTACT EMAIL ADDRESS
Mike	AM	8473611734	mnaymola@district158.org

Fundraising Authorization Form

Fiscal Services

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Today's Date: 5/1/2025 School: Huntley High School

Name of School Organization: HHS Boys Basketball

Sponsor / Coach's Name: Collin Kalamatas Phone: 847-915-1573

Starting Date of Event: 11/14/2025 Ending Date of Event: 11/28/2025

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ 10,000

Type of Sale / Event: Cookie Dough Sales

Will a Vendor Be Used: ☒ Yes* ☐ No **** Attach all contracts and agreements to this form.***

Name of Vendor (if applicable): Adrenaline Fundraising

Type of Product or Service Provided by Vendor: Cookie Dough

Purpose of Fundraiser: Travel Gear, practice jerseys, equipment

Name of Activity Account: HHS Boys Basketball Activity Account #: 527

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: 5/7/25

Athletic / Activities Director Signature — Date: 5/7/25

Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event* — Date: 5.9.25

Chief Financial Officer Signature — Date: 5-9-25

* 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: _____

Adrenaline Fundraiser Agreement
(Hour-A-Thon)

_____ d/b/a Adrenaline Fundraising ("Adrenaline" herein) and Organization identified below enter into the following Fundraiser Agreement ("Agreement") for the purpose of providing an Adrenaline Fundraising Program ("Program") designed to facilitate Organization's fundraising efforts:

1. **Program terms.** Adrenaline and Organization agree to the Hour-A-Thon Fundraiser Date and Profit % stated below. In this agreement, "Profit %" means the percentage of the total funds raised that is payable to Organization.

2. **Adrenaline Obligations.**
   - Adrenaline agrees to use its best efforts to assist Organization with its fundraising efforts.
   - Adrenaline agrees, at its discretion, to provide training and incentives to individuals involved in the fundraising process along with program materials appropriate to facilitate Organization's fundraising efforts.
   - Adrenaline Representative will deliver payment to Organization within one week of the close of the Hour-A-Thon donation link.

3. **Organization Obligations.**
   - Organization confirms that it is not under a contractual obligation to participate in a competing non-Adrenaline fundraising program.
   - Organization agrees to allow Adrenaline reasonable access to Organization's facilities at mutually agreed upon times in order to conduct the Program.

4. **Intellectual Property Ownership and Product Distribution.** Adrenaline retains all intellectual property rights associated with the products but agrees to license these rights for the limited purpose of conducting the Program. Organization agrees not to disclose any forms, materials, technical information or methods employed by Adrenaline or intellectual property rights owned by Adrenaline for any purpose except in association with the Program absent Adrenaline's express written consent.

5. **Authorization and implementation.** Organization's representative hereby asserts that he/she understands the terms and conditions of the Agreement, agrees to be bound by them, and has the authority to bind Organization. Organization holds Adrenaline harmless of any liability regarding the actions of, and/or injuries to Program participants.

Hour-A-Thon Fundraiser				
Month	Day	Year	Time	~~Lemon~~
11	13	25	5pm	Cookie Dough

Profit Structure	
Total Raised	Profit % 50
Total Raised	Profit %

Authorized Organization Representative (Signature)	Print Name & Title	Date
[signature]	Pete Ittersagen (President)	5-1-25
Authorized Adrenaline Representative (Signature)	**Print Name & Title**	**Date**

Information below is to be completed by Adrenaline sales representative			
School / Organization: Huntley HS	Group: Boys BBALL	Number of Students:	Adrenaline record number:
Address: 13719 Harmony Rd	City: Huntley	State: IL	Zip: 60142
Contact Name: Collin K	Best time to contact:	Contact Phone Number:	Contact email address:

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: 5/5/25 School: Marlowe

Name of School Organization: 6th grade Atwood

Sponsor / Coach's Name: Elder Phone:

Starting Date of Event: Aug 15, 2025 Ending Date of Event: Aug 29, 2025

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ 15,000

Type of Sale / Event: Discount Card

Will a Vendor Be Used: ☒ Yes* ☐ No ** Attach all contracts and agreements to this form.*

Name of Vendor (if applicable): Premier Fundraising

Type of Product or Service Provided by Vendor: Discount Card

Purpose of Fundraiser: Atwood Trip

Name of Activity Account: 6th Grade/ Atwood Activity Account #:

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).

Matt Elder — Sponsor Signature — Date 5/5/25

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 5/5/25

Chief Financial Officer Signature — Date 5-10-25

* 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:

Savings Products
Division of Great American

PREMIER FUNDRAISING

PROGRAM AGREEMENT

Representative Derek Garza Cell Phone (630) 247-4798 GA Rep#

GROUP INFORMATION

Organization: Marlowe Middle School 6th grade
Group: Marlowe/Heineman 6th grade Attwood
Sponsor Name: Matt Elder
Total Members: 400+ # of Classes 4
Address: 9625 Haligus Rd.
City: Lake in the Hills ST: IL Zip: 60156
Work#: (___) Home#: (___)
Cell#: (___) Fax#: (___)
Email:

IMPORTANT DATES

Need by: August 8th 2025
Kick Off: August 15th 2025
Sale End (Invoice Date):

SHIPPING INFORMATION

Ship To:
- ☒ Representative
- ☒ Sponsor
- ☐ Other
- ☐ GIVEN OUT by Sales Rep

Ship To Other:
Name:
Address:

NOTES

Keep Program the Same as last year

SAVINGS PASS

- ☐ New Account
- ☒ Repeat
- ☒ Custom $20
- ☐ Total Order Qty:
- ☐

3000 cards

SAVINGS PASS FLYERS

☒ Order Taker Flyers Total Order Qty: 400 Price: ☐ Yes $ 20.00 ☐ No

SPECIALTY ITEMS

☐ National Savings Card (1072872) Total Order Qty: online

CITY SAVER BOOKS

NAME OF BOOK

Order Qty.

Profit%: ○40 ○45 ○50

☐ Order Taker (1073165) ☐ Clear Bag Small (1062141) ☐ Clear Bag Large (1064609)
Total Order Qty: Total Order Qty: Total Order Qty:

APPROVALS

Front Proofs: ☒ Representative ☒ Sponsor
Back Proofs: ☒ Representative ☒ Sponsor
Proof Email/Fax #:

SCRATCH CARDS

STYLE: ☐ 30 Dot
COUPONS: ☐ National ☐ Custom ☐ Custom Full

AGREEMENT GUARANTEES & POLICIES

GUIDELINES: Premier Savings Products agrees to contact merchants to secure discounts, design and print cards at no initial cost to organization. Group agrees to sell the product for face value printed on product and begin selling the product based on the kickoff date stated above.
DELIVERY: Premier agrees to deliver the product on the stated "Need By" date, PROVIDED ALL MATERIALS ARE RECEIVED AS FOLLOWS: Program Agreement, Merchant Wish List, and Artwork Form. We reserve the right to move back the "Need By" date if all materials are not received on time or are incomplete. Any approval requests not responded to in 24 hours could delay delivery dates.
REORDERS: Minimum 300 cards. Any initial order of 600+ cards minimum reorder is 100 cards
PAYMENT: Group agrees to make payment to Premier Fundraising within 45 days after the kickoff date.

PROGRAM AUTHORIZATION

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS.

Authorized Signature: (PERSON RESPONSIBLE FOR PAYMENT)
Print Name: Matt Elder
Date: PO#:

OFFICE USE ONLY

ARL# SPR#
GRP# CONT#
MAT# SCH#
ORDER# REORDER#

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: 5/9/25 School: Huntley H.S.

Name of School Organization: HHS Boys Golf Team

Sponsor / Coach's Name: Brian O'Neill Phone: 847-337-3693

Starting Date of Event: August 15, 2025 Ending Date of Event: August 29, 2025 ✓

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ 3,500.00

Type of Sale / Event: Team Fundraiser

Will a Vendor Be Used: ☑ Yes* ☐ No **** Attach all contracts and agreements to this form.***

Name of Vendor (if applicable): Adrenaline Fundraising

Type of Product or Service Provided by Vendor: Online coupons

Purpose of Fundraiser: Boys golf annual fundraiser for jerseys, hats, balls, etc.

Name of Activity Account: Boys Golf Activity Account #: 523

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).

Brian O'Neill — Sponsor Signature — Date: 5/9/25

Athletic / Activities Director Signature — Date: 5/8/25

Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event* — Date: 5.9.25

Chief Financial Officer Signature — Date: 5-9-25

* 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: _____

Adrenaline Fundraiser Agreement
(Hour-A-Thon)

Pete Ittersagen d/b/a Adrenaline Fundraising ("Adrenaline" herein) and Organization identified below enter into the following Fundraiser Agreement ("Agreement") for the purpose of providing an Adrenaline Fundraising Program ("Program") designed to facilitate Organization's fundraising efforts:

1. **Program terms.** Adrenaline and Organization agree to the Hour-A-Thon Fundraiser Date and Profit % stated below. In this agreement, "Profit %" means the percentage of the total funds raised that is payable to Organization.

2. **Adrenaline Obligations.**
   - Adrenaline agrees to use its best efforts to assist Organization with its fundraising efforts.
   - Adrenaline agrees, at its discretion, to provide training and incentives to individuals involved in the fundraising process along with program materials appropriate to facilitate Organization's fundraising efforts.
   - Adrenaline Representative will deliver payment to Organization within one week of the close of the Hour-A-Thon donation link.

3. **Organization Obligations.**
   - Organization confirms that it is not under a contractual obligation to participate in a competing non-Adrenaline fundraising program.
   - Organization agrees to allow Adrenaline reasonable access to Organization's facilities at mutually agreed upon times in order to conduct the Program.

4. **Intellectual Property Ownership and Product Distribution.** Adrenaline retains all intellectual property rights associated with the products but agrees to license these rights for the limited purpose of conducting the Program. Organization agrees not to disclose any forms, materials, technical information or methods employed by Adrenaline or intellectual property rights owned by Adrenaline for any purpose except in association with the Program absent Adrenaline's express written consent.

5. **Authorization and implementation.** Organization's representative hereby asserts that he/she understands the terms and conditions of the Agreement, agrees to be bound by them, and has the authority to bind Organization. Organization holds Adrenaline harmless of any liability regarding the actions of, and/or injuries to Program participants.

Hour-A-Thon Fundraiser				
Month	Day	Year	Time	~~Location~~
8	15	25	5pm	Digital Event

Profit Structure	
Total Raised	Profit % 50
Total Raised	Profit %

Brian O'Neill — Brian O'Neill / Boy Golf — 5/8/25
Authorized Organization Representative (Signature) | Print Name & Title | Date

Pete Ittersagen — Pete Ittersagen (President) — 5-8-25
Authorized Adrenaline Representative (Signature) | Print Name & Title | Date

Information below is to be completed by Adrenaline sales representative			
School / Organization: Huntley HS	Group: Boys Golf	Number of Students: 24	Adrenaline record number:
Address: 13719 Harmony Rd	City: Huntley	State: IL	Zip: 60142
Contact Name: Brian O'Neill	Best time to contact: Amy	Contact Phone Number: 847-337-3693	Contact email address: boneill@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: 5/12/2025 School: Mackeben Elementary

Name of School Organization: Mackeben Elementary

Sponsor / Coach's Name: Marcie Marzullo Phone: 847-359-3401

Starting Date of Event: 9/22/2025 Ending Date of Event: 10/10/2025

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ 12,000.00

Type of Sale / Event: Read-A-Thon & Literacy Night

Will a Vendor Be Used: ☒ Yes* ☐ No ** Attach all contracts and agreements to this form.*

Name of Vendor (if applicable): Read - A - Thon

Type of Product or Service Provided by Vendor: https://www.read-a-thon.com/ - Website, online donation collection

Purpose of Fundraiser: To raise funds for field trips, assemblies, library furniture & school mural

Name of Activity Account: Fundraiser Activity Account #: 1205 - Read-A-Thon

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: 5/12/25

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: 5/12/25

Chief Financial Officer Signature — Date: 5-12-25

* 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: _____

You are viewing this event as an Event Hub User

Read-A-Thon

Welcome: Mackeben Elementary School

Logout

Readers Teachers Edit Info Rewards Resources View All Dashboard Home

Hello, Marcie Marzullo

Start Date: Monday Sep. 22nd | End Date: Monday Oct. 6th edit

Reward Model:

Total Readers: 0 | Pages Created: 0



My name is Adria

and I am your customer service team member. Have Questions?

CONTACT ME

Total Donations:

$0.00

You will receive: $0.00

VIEW DONATIONS

Total Minutes Read:

0

Readers with minutes: 0

VIEW MINUTES

Top Readers:

Top Raised: $0.00
None

Top Minutes: 0
None

VIEW READER REPORTS

Top Classes:

Top Raised: $0
None

Top Minutes: 0
None

VIEW CLASS REPORTS

Read

Activat
Posted
10+ En
10+ Te
Compl

12 SEP

Daily Event Calendar

VIEW ALL

Follow these steps to ensure maximum success:

Add a profile image
Add a photo that displays on your group page.

Add a reason for raising money
Add a description of what you are raising funds for.

15 Sep — **Get your families to register**
Today is a great day to tell all of your families to register for your Read-A-Thon by activating their personal Read-A-Thon page.

15 Sep — **1st Take Home Sheet**
Send home your first take home sheet a week before your Read-A-Thon begins.

18 Sep — **"Do You Like Reading Books?" Video**
Play the "Do You Like Reading Books?" video to your readers.

22 Sep — **Remind your families to signup**
Today is a great day to remind all of your families to activate their personal Read-A-Thon page if they have not already done so.

25 Sep — **Get your families to share with Grandparents**
Remind all your families that grandparents love to support their grandkids.

Helpful Resources

View All Tools

Get Business Sponsors

View Reports

Manage Readers

Manage Teachers

Video Library

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: 5/5/2025 School: Huntley High School

Name of School Organization: HHS Girls Golf Team

Sponsor / Coach's Name: Lindsey Allen Phone: 8476594700

Starting Date of Event: 8/15/25 Ending Date of Event: 8/19/25

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: $ 1,500.00

Type of Sale / Event: Popcorn sales

Will a Vendor Be Used: ☒ Yes* ☐ No **** Attach all contracts and agreements to this form.***

Name of Vendor (if applicable): Double Good Popcorn

Type of Product or Service Provided by Vendor: Popcorn and snacks

Purpose of Fundraiser: acquire golf aids, golf balls, team uniforms, fund team building events

Name of Activity Account: HHS Girls Golf Activity Account #: 510

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).

LAllen 5/5/25
Sponsor Signature Date

5/5/25
Athletic / Activities Director Signature Date

5.7.25
Principal Signature – *I certify that it is a minimum of 45 days prior to the desired starting date of the event* Date

5/9/25
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:

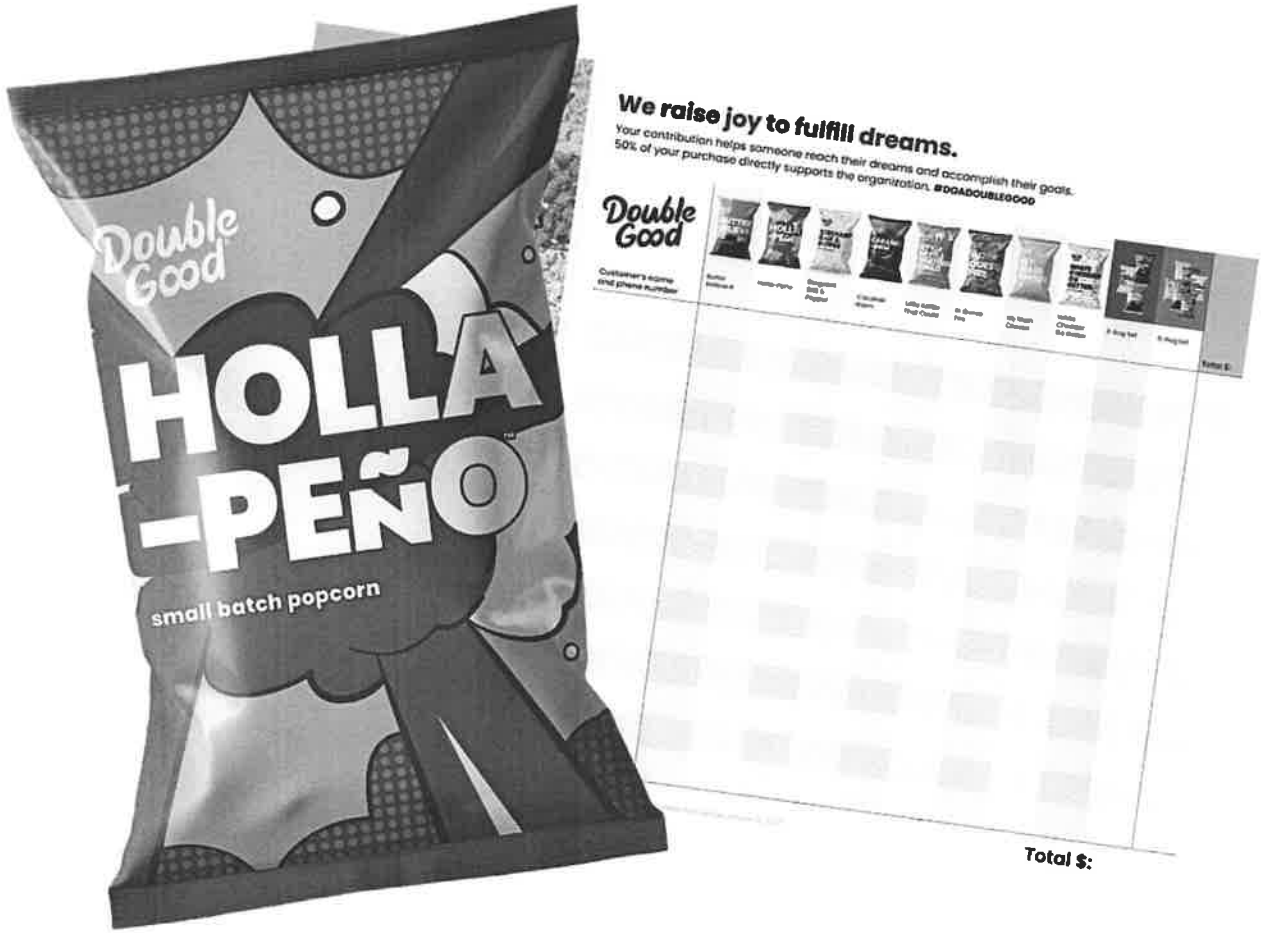
BROCHURE FUNDRAISING

Classic, in-person fundraising for those who prefer old-school

Use brochures to take popcorn orders at school, work, church or around the neighborhood. Spread delicious joy wherever you go.

Submit Order Request Brochures

474


Double Good
HOLLA -PEÑO
small batch popcorn
We raise joy to fulfill dreams.
Your contribution helps someone reach their dreams and accomplish their goals.
50% of your purchase directly supports the organization. #DOADOUBLEGOOD
Double Good
Total $:

475

50% of everything you sell goes to your team or cause

Unlike what you'll find with other fundraising options, you keep 50% of what you sell. And there are no set-up fees or product handling fees. No extra fees ever. No kidding.

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 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 2nd, 2025 School: Heineman Middle School

Name of School Organization: 6th Grade

Sponsor / Coach's Name: Conlon/Busam Phone: 847659-4428

Starting Date of Event: August 14th 2025 Ending Date of Event: September 2nd 2025

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: ~~$ Varies~~ 10,000

Type of Sale / Event: Fundraiser cards

Will a Vendor Be Used: x Yes* ☐ No ** Attach all contracts and agreements to this form.*

Rec'd by Fiscal Svcs
MAY 28 2025

Name of Vendor (if applicable): Derek Garza @ Premier Fundraising

Activity A/P

Type of Product or Service Provided by Vendor: Fundraiser Cards ✓

How will compensation be used/distributed? Individual fundraiser used to help pay for Atwood. Student gets $10 off trip for each card sold.

Name of Activity Account: Atwood Outdoor Ed Activity Account #: 1418

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).

Denise Conlon & Nicole Busam
Sponsor Signature

May 2nd, 2025
Date

Principal Signature: *I certify that it is a minimum of 45 days prior to the desired starting date of the event*

5-25-25
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: _____

✓ Edit PDF

Savings Products
Division of Great American

PREMIER FUNDRAISING PROGRAM AGREEMENT

Representative: Derek Garza Cell Phone: (630) 247-4798 GA Rep#:

GROUP INFORMATION

Organization: Heineman middle School 6th
Group: Heineman/Marlowe 6th grade Award
Sponsor Name: Denise Conlon
Total Members: 250-300 # of Classes: 2
Address: 725 John Burkey Dr.
City: Algonquin St: IL Zip: 60102
Work#: (847) 659-4300 Home#: ( )
Cell#: ( ) Fax#: ( )
Email:

IMPORTANT DATES

Need by: August 8th 2025
Kick Off: August 15th 2025
Sale End (Invoice Date):

SHIPPING INFORMATION

Ship To: ☒ Representative ☒ Sponsor ☐ Other ☐ GIVEN OUT by Sales Rep
Ship To Other: Name: Address:

NOTES

Keep program the same as last year.

SAVINGS PASS

☐ New Account
☒ Repeat
☐ Custom $30
☒ Total Order Qty:
☐
2000 cards

SAVINGS PASS FLYERS

☒ Order Taker Flyers Total Order Qty: 250-300 Price: ☒ You $2.00 ☐ Me

SPECIALTY ITEMS

☒ National Savings Card (1072572) Total Order Qty: online

CITY SAVER BOOKS

NAME OF BOOK
Order Qty.
Profit%: 040 045 050
☐ Order Taker (1073186) ☐ Clear Bag Small (1082141) ☐ Clear Bag Large (1054602)
Total Order Qty: Total Order Qty: Total Order Qty:

APPROVALS

Front Proofs: ☒ Representative ☒ Sponsor
Back Proofs: ☒ Representative ☒ Sponsor
Proof Email/Fax #:

SCRATCH CARDS

STYLE: ☐ 30 Dot COUPONS: ☐ National ☐ Custom ☐ Custom Pull

AGREEMENT GUARANTEES & POLICIES

GUIDELINES: Premier Savings Products agrees to contact merchants to secure discounts, design and print cards at no initial cost to organization. Group agrees to sell the product for face value printed on product and begin selling the product based on the kickoff date stated above.
DELIVERY: Premier agrees to deliver the product on the stated "Need By" date, PROVIDED ALL MATERIALS ARE RECEIVED AS FOLLOWS: Program Agreement, Merchant Wish List, and Artwork Form. We reserve the right to move back the "Need By" date if all materials are not received on time or are incomplete. Any approval requests not responded to in 24 hours could delay delivery dates.
REORDERS: Minimum 300 cards. Any initial order of 800+ cards minimum reorder is 100 cards
PAYMENT: Group agrees to make payment to Premier Fundraising within 45 days after the kickoff date.

PROGRAM AUTHORIZATION

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS.
Authorized Signature: POSITION REPRESENTED FOR INTENT:
Print Name: Denise Conlon
Date: POS:

OFFICE USE ONLY

ARL#: SPN#:
GRP#: CONT#:
MAT#: SCH#:
ORDER#: REORDER#:

PROGRAM AGREEMENT V. 070518

Rec'd by Fiscal Svcs
MAY 28 2025
Activity A/P

Organize pages | Add text | Add image

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: July 17, 2025

Subject: **Proposed FY 2026 Tentative Budget and Hearing**
Board of Education Meeting, July 17, 2025
Finance Committee

RECOMMENDATION
It is requested that the FY26 Tentative Budget Hearing take place on September 18th at 7:00 p.m. at 650 Dr. John Burkey Drive, Algonquin, Illinois in the Board Room. Therefore, the tentative budget shall be on display accordingly to 105ILCS 5/17-1 Annual Budget, conveniently available to public inspection for at least 30 days prior to final action thereon, starting on August 18th, available at the Reception Desk in the Administrative Building.

Background and Requirements

Such budget shall be prepared in tentative form by some person or persons designated by the board, and in such tentative form shall be made conveniently available to public inspection for at least 30 days prior to final action thereon. At least 1 public hearing shall be held as to such budget prior to final action thereon. **Notice of availability for public inspection and of such public hearing shall be given by publication in a newspaper published in such district, at least 30 days prior to the time of such hearing.**

September 30th is the last day to adopt the annual budget (105 ILCS 5/17-1). Within 30 days of adoption, the annual budget must be filed with the county clerk (35 ILCS 200/18-50). If a school district has an Internet web site, the current annual budget must be posted on the web site.

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • huntley158.org

Notice of Public Hearing

Notice is hereby given by the Board of Education of Huntley Community School District 158, in the Counties of McHenry and Kane, State of Illinois, as per 105ILCS that tentative budget for said School District for the fiscal year beginning July 1, 2025, accordingly to 105ILCS 5/17-1 will be on file and conveniently available to public inspection at 650 Dr. John Burkey Drive, Algonquin, Illinois in this School District from and after 7:30 a.m. to 4:00 p.m., on the 18th day of August, 2025.

Notice is further hereby given that a public hearing on said budget will be held at 7:00 o'clock p.m., on the 18th day of September, 2025 at the Administrative Building – Board Room in this Huntley Community School District 158, 650 Dr. John Burkey Drive, Algonquin, Illinois.

Dated this July 17th, 2025
Board of Education
Huntley Community School District 158
McHenry and Kane Counties, State of Illinois

Melissa Maiorino
Secretary

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 / Treasurer

Date: July 17, 2025

Subject: **National School Lunch Rate Increase**
Board of Education Meeting, July 17, 2025

Federal regulations as part of the Healthy, Hunger-Free Kids Act of 2010, requires that pricing for full price student meals must begin to match the Federal Reimbursement Rate for free meals, minus the Full Price Rate. The current Federal Net Reimbursement Free Lunch Rate of $3.77. As such, on an annual basis, with the exception of the pandemic years whereby the Summer Food Service Program provided free meals to our students, we have adjusted our Type A lunch rate to remain compliant. Our current Type A lunch rate is $3.35.

The Regulation Re-summarized

- ✓ Beginning July 1, 2011, schools were required to charge students a price paid for meals that is equal to the difference between the free meal reimbursement and the paid meal reimbursement (as noted above).
- ✓ Schools that were charging less than this amount were required to gradually increase their prices over time until they met the requirement. The minimum increase to meet this requirement is a 10-cent increase.

This year, to continue to meet this federal requirement and have pricing more in line with increasing food costs over the past few years, Administration is recommending an additional 25 cent increase on the Type A lunch (from $3.35 to $3.60), still short of the current Federal Net Reimbursement Free Lunch Rate of $3.77.

RECOMMENDATIONS
Administration recommends the Board of Education approve the Type A lunch rate increase from $3.35 to $3.60 as recommended and required by federal regulations.

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: July 17, 2025

To: Board of Education

From: Mark Altmayer, CFO

Subject: **Alternative School Program Lease Extension**
Board of Education Meeting, July 17, 2025

Executive Summary and Background

Huntley District 158 operates an alternative school under the umbrella of the Alternative Learning Opportunities Program (ALOP), as outlined by the Illinois State Board of Education. The purpose of an ALOP is to serve students who are severely credit deficient and need to recover credits in an alternative environment in order to be successful and graduate. The Huntley ALOP has been in place since 2016, successfully serving students. Up through the 2021-22 school year, Huntley District 158 contracted with Ombudsman Educational Services to provide the full range of administrative, curriculum, and instructional services for the program. The program operated offsite, with Ombudsman Educational Services overseeing all operations and logistics for the program.

At the beginning of the 2022-2023 school year, after evaluating all of the educational, logistical, operational, and financial factors, the District determined that oversight and operation of the ALOP was no longer needed. This step allowed the District to have more control over the decision-making in the best interest of students, as well as provide additional flexibility in meeting the students' learning and social-emotional needs. Furthermore, the District saved approximately $100,000 a year as a result.

The program currently operates at 11922-11924 Oak Creek Parkway, a location that has served our students well during the years of operation.

Attached is a 3-year extension of the lease agreement which reflects a 1% increase for year one of the lease, from $3,564 per month to $3,599 per month. Years two and three of the lease have an escalation of 2.2% and 2.7%, respectively.

Administration is requesting that the Board approve the extension of the lease agreement with Oak Creek Parkway LLC,

Recommendation

Administration recommends that the Board of Education approve a three-year extension of the lease agreement with Oak Creek Parkway LLC for the purpose of the Huntley Alternative Learning Opportunities Program.

Commercial Lease

This lease is made between **OakCreek Parkway, LLC of 11904 Oak Parkway, Huntley, IL 60142**, herein called Lessor, and **Huntley Community School District 158, 650 Dr. John Burley Drive, Algonquin, IL 60102**, herein called lessee. Lessee hereby offers to lease from Lessor the premises situated in the City of Huntley, County of Kane State of Illinois, described as general office at 11922-11924 Oak Creek Parkway (Unit L and M) Huntley, IL 60142. Office use under this lease is only permitted for their staff.

Upon the following Terms and Conditions:

1.Term and Rent. Lessor demises the above premises for a term of three years, commencing August 1, 2025 and terminating on July 31, 2028, or sooner as provided herein at the monthly rental of $3599.00 per month, for the first 12 months, $3680.00 starting August 1, 2026, and $3780.00 per month starting August 1, 2027; payable in advance on the first day of each month for that month's rental, during the term of this lease. All rental payments shall be made to Lessor, at the address specified above.

2. Use. Lessee shall use and occupy the premised for educational and general office use. The premises shall be used for no other purpose. Lessor represents that the premises may lawfully be used for such purpose. Lessee shall not use the premises for the purposes of storing, manufacturing or selling any explosives, flammables, or other inherently dangerous substance, chemical, thing, or device.

3. Care and Maintenance of premises. Lessee acknowledges that the premises are in good order and repair, unless otherwise indicated herein. Lessee shall, at his own expense and at all times, maintain the premised in good and safe condition, including fire extinguishers and emergence exit signs, plate glass, electrical wiring, plumbing, water softener, dishwasher, and air and heating condition as received, normal wear and tear expected. Lessee shall be responsible for all repairs required, excepting the roof, exterior walls, and structural foundations.

Janitorial services are not provided for under this lease. Utilities including gas, electric, sewer and water are not included for the monthly rent. Telephone and internet are not services are not included in this lease.

4. Alterations. Lessee shall not, without first obtaining the written consent of Lessor, make any alterations, additions, or improvements, in, to or about the premises. There will be a $100 dollar charge for non returned keys at the termination of the lease.

5. Ordinances and Statutes. Lessee shall comply with all statutes, ordinance and requirements of all municipal , (Fire Department),state and federal authorities now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by Lessee. Lessee shall comply with all covenants & bylaws of the Building owners Association.

6. Assignments and Subletting. Lessee shall not assign this lease or sublet any portion of the premises without prior written consent of the Lessor. Any such assignment or subletting without consent shall be void and, at the option of the Lessor, may terminate this lease.

7. Utilities. Lessee acknowledges that the leased premises are designed to provide standard office use electrical facilities and standard office lighting. Lessee shall not use any equipment or devices that utilize excessive electrical energy or that may, in Lessor's reasonable opinion, overload the wiring or interfere with electrical services to other tenants.

8. Entry and Inspections. Lessee shall permit Lessor or Lessor's agents to enter upon the premises at reasonable times and upon reasonable notice, for the purpose of inspecting the same, and will permit Lessor at any time to place upon the premises any usual "to Let" or "For Lease" sings, and permit persons desiring to lease the same to inspect the premises thereafter.

9. Parking. During the term of this lease, Lessee shall have the nonexclusive use in common with Lessor , other tenants of the building, their guests and invitees, of the nonreserved common automobile parking areas, driveways, and foot ways, subject to rules and regulations for the use thereof as prescribed from time to time by Lessor. Lessor reserves the right to designated parking areas within the building or in a reasonable proximity thereto, for Lessee and Lessee's agents and employees.

10. Possession. If Lessor is unable to deliver possessions of the premises at the commencement hereof, Lessor shall not be liable for any damage caused thereby, nor shall this lease be void or voidable, but Lessee shall not be liable for any rent until possessions is delivered. Lessee may terminate this lease if possession is not delivered within fifteen days of the commencement of the term hereof.

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11. Indemnification of Lessor. To the extent of the law, Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the demised premises or any part thereof. Lessee agrees to indemnify and hold Lessor harmless from any claims for damages which arise in connection with any such occurrence. Said indemnification shall include indemnity from any costs or fee which Lessor may incur in defending said claim.

12. Insurance. To the maximum extent permitted by insurance policies which may be owned by Lessor or Lessee, Lessee and Lessor, for the benefit of each other, waive any and all rights of sub rogation which might otherwise exist, provided, however, that this waiver shall be applicable and in force and effect only with respect t o loss or damage fully covered by insurance. Lessor and Lesse each agree that they shall use best efforts to cause their insurance carriers to include in their policies a clause or endorsement to this effect.

By Lessor.

During the Term of this Lease, Lessor shall maintain the following insurance policies on the Building and the Demised Premises:

(i) Fire and lighting, wind, extended coverage with vandalism and malicious mischief and flood (if required by any mortgage, or governmental authority) insurance in an amount equal to the full replacement costs of the value of the Building, Demised Premises, and in such amount as shall prevent Lessor or Lessee from becoming a co-insurer of any partial loss under the applicable policy.

(ii) Comprehensive general liability insurance, with contractual liability endorsements, relating to the Building and the Demised Premises and their respective appurtenances, and all common areas, including but not limited to the parking lot(s). Lessor shall give thirty (30) days' prior written notice to Lesse of any proposed cancellation of any of its insurance policies. Lessor shall deliver to Lessee upon request, a certificate of insurance on all policies secured by Lessor in compliance with its obligations hereunder. It is agree that Lessor's insurance shall not cover any damage or injury to Lessee's property.

By Lessee.

Lessee shall be responsible for all insurance covering it own property and Lessee improvements, if any, against loss from fire or other casualty. Lessee shall give thirty (30) days' prior written notice to Lessor of any proposed cancellation of any of its insurance policies. Lessee shall be solely responsible for the payment of any insurance premiums, and Lessor (or Lessor's designee) shall not be required to pay any premium for such insurance. Lessee shall deliver to Lessor, upon request, a certificate of insurance on all policies secured by Lessee in compliance with its obligations hereunder. If the leased premises or any other part of the building is damaged by fire or other casualty resulting from any act of negligence of Lessee or any of Lessee's agents, employees or invitees, rent shall not be diminished or abated while such damages are under repair, and Lessee shall be responsible for the costs of repair not covered by insurance.

13. Eminent Domain. If the premises or any part thereof or any estate therein, or any other part of the building materially affecting Lessee's use of the premises, shall be taken by eminent domain, this lease shall terminate on the date when title vests pursuant to such taking. The rent, and any additional rent, shall be apportioned as of the termination date, and any rent paid for any period beyond that date shall be repaid to Lessee. Lessee shall not be entitled to any part of the award for such taking or any payment in lieu thereof.

14. Destruction of Premises. In the event of a partial destruction of the premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under existing governmental laws and regulations, but such partial destruction shall not terminate this lease, except that Lessee shall be entitled to a proportionate reduction of rent while such repairs are being made, based upon the extent to which the making of such repairs shall interfere with the business of Lessee on the premises. If such repairs cannot be made within said sixty (60) days, Lessor, at his option, may make the same within a reasonable time, this lease continuing in effect with the rent proportionately abated as aforesaid, and in the event that Lessor shall not elect to make such repairs which cannot be made within sixty (60) days, this lease may be terminated at the option of either party. In the event that the building in which the demised premises may be situated is destroyed to an extent of not less than one-third of the replacement costs thereof, Lessor may elect to terminate this lease whether the demised premises be injured or not. A total destruction of the building in which the premises may be situated shall terminate this lease.

15. Lessor's Remedies on Default. If Lessee defaults in the payment of rent, or any additional rent, or defaults in the performance of any of the other covenants or conditions hereof, Lessor may give Lessee notice of such default and if Lessee does not cure any such default within five days, after the giving of such notice (or if such other default is of such nature that it cannot be completely cured within such period, if Lessee does not commence such curing within such five days and thereafter proceed with reasonable diligence and in good faith

to cure such default), then Lessor may terminate this lease on not less than five days' notice to Lessee. On the date specified in such notice the term of this lease shall terminate, and Lessee shall then quit and surrender the premises to Lessor, without extinguishing Lessee's liability. If this lease shall have been so terminated by Lessor, Lessor may at any time thereafter resume possession of the premises by any lawful means and remove Lessee or other occupants and their effects. No failure to enforce any term shall be deemed a waiver.

16. Security Deposit. Lessee shall deposit with Lessor on the signing of this lease the sum of Three thousand five hundred ninety-nine dollars ($3599.00) as security for the performance of Lessee's obligations under this lease, including without limitation the surrender of possessions of the premises to Lessor as herein provided. If Lessor applies any part of the deposit to cure any default of Lessee, Lessee shall on demand deposit with Lessor the amount so applied so that Lessor shall have the full deposit on hand at all times during the term of this lease. If Landlord withholds some or all of Tenant's Security Deposit, Landlord will notify Tenant within fifteen (15) days after the end of the lease Term, and Landlord will include an itemized list of damages and the actual or estimated cost of repairs. Otherwise, if no part of the security deposit is withheld, Landlord will return Tenant's security deposit to Tenant within thirty (30) days after the end of Tenant's lease Term.

17. Attorney's Fees. In case suit should be brought for recovery of the premises or for any sum due hereunder, or because of any act which may arise out of the possession of the premises, landlord shall be entitled to all costs incurred in connection with such action, including reasonable attorney's fee.

18. Waiver. No failure of Lessor to enforce any term hereof shall be deemed to be a waiver.

19. Notices. Any notice which either party may or is required to give, shall be given by mailing the same, US mail certified, return receipt requested, to Lessee at the premises, or Lessor at the address specified above, or at such other places as may be designated by the parties from time to time.

20. Heirs, Assigns, Successors. This lease is binding upon and inures to the benefit of the heirs, assigns and successors in interest to the parties.

21. Subordination. This lease is and shall be subordinated to all existing and future liens and encumbrances against the property.

22. Radon Gas Disclosure. As required by law, (Landlord) (Seller) makes the following disclosure: "Radon Gas" is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Additional information regarding radon and radon testing may be obtained from your county public health unit.

23. Holdover. If tenant remains in possession of the premises with or without the consent of landlord after the natural expiration of this agreement or if the tenant remains on the premises while being in default for non-payment of the rent a new tenancy from month-to-month shall be created between landlord and tenant which shall be subject to all terms and conditions herein except that the rent shall be due and owing at $6000.00 (six thousand) per month.

24. Entire Agreement. The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by both parties.

Signed this 4th day of July 2025

Lessor: _____

OakCreek Parkway, LLC

Lessee: _____

Huntley Community School District

HUNTLEY
COMMUNITY SCHOOL DISTRICT 158

Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

TO: Board of Education
Jessica Lombard, Superintendent

FROM: Mark Altmayer, Chief Financial Officer/Treasurer
Lorie Woods, Director of Administrative Services

DATE: July 17, 2025

RE: Proposed Changes to Building and Grounds Application, Rental Fee Structure, and Approval of Facility Rental Procedures Manual

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Background

Board policy 8:20, *Community Use of School Facilities*, allows community organizations the use of school facilities during non-school hours. The Superintendent or designee will develop and manage procedures to oversee the use of school facilities, including updates to the fee schedule and terms of use. All procedures and fee structures are subject to approval by the Board.

In alignment with policy 8:20, the following updates are proposed to ensure equitable access, clarify usage terms, and adjust fee structures to reflect operational considerations.

Group Classification and Terminology Changes

- **Renaming Priority Levels**: The existing "Priority" categories will be renamed to "Group" classifications to better reflect the nature of the organizations and their relationship to the District.
- **Elimination of Individual Rentals**: The term "Individuals" will be removed from the classification system to clarify that District facilities and grounds are not available for personal or social events such as birthday parties, baby showers, or graduation parties.

Revised Fee Structure and Required Personnel

The fee structure is designed to offset costs related to utilities, facility wear and tear, equipment maintenance or replacement, and associated labor costs. Using Group 4 as the standard base rates:

- **Group 3**: Organizations that are not-for-profit and operate within the District 158 attendance boundaries will receive a 50% discount off the base rental rates, aligning with neighboring districts that extend discounted rental rates to similar organizations. Most are feeder-type programs with the majority of participants being District students. Several of these organizations collaborate with District coaches to teach fundamentals, offer camps, clinics, and training. These partnerships enhance skill development, promote teamwork, and strengthen bonds between students and District programs—a great benefit that also promotes community.

- **Group 4**: This group will maintain the current base rental rates, which have been in place since the 2017-2018 school year, except for the following adjustments:
    - **Field House Single Court**: The rental rate will decrease from $108 to $75 per single court, aligning it more closely with current gymnasium rental rates.
    - **Minimum Rental Requirement**: The 2-hour minimum rental requirement for the Field House and Stadium Field will be removed to provide flexibility and reduce overall costs to renters.
    - **Fee for Stadium Lights**: The hourly fee for Stadium Lights will be removed, as the current Stadium Field rental rates are sufficient to cover associated utility costs.
    - **Stadium Field Scoreboard**: Per the Athletic Director's request, use of the Stadium Field scoreboard is no longer permitted due to damage caused by misuse. However, renters may request a trained District Event Supervisor, if available, to operate the scoreboard. This service will be provided at the standard District Event Supervisor fee.
- **Group 5**: Organizations operating outside of District 158 attendance boundaries will be charged an additional 40% of the base rental rates, an increase from the previous 20% surcharge. This adjustment aligns Group 5 rental fees closer to market rates in neighboring districts for non-taxpayer users.
- **Required District Event Supervisor:** To support the District's commitment to safe use of facilities and adherence to rules and procedures, a District Event Supervisor will be required for all events open to the public. A fee of $28.00 per person, per hour will be charged to the renter. Personnel fees are established for cost neutrality.

CURRENT			**PROPOSED**		
Priority 1	**School / District Activities** PTA/PTO, Boosters, Education Foundation	No Rental Fee	Group 1	**School / District Groups** PTA/PTO, Booster Organizations, Education Foundation, approved Student Organizations, approved Parent Groups, etc.	No Rental Fee
Priority 2	**Student-Related Not-For-Profit Group** Scouts, Park Districts, Villages, Local Taxing Bodies, etc.	No Rental Fee Custodial Time Charge (if required)	Group 2	**Taxing Organizations, Municipalities, Youth Mentor Programs** Park Districts, Villages, Police Depts., Fire Depts., and Colleges; Youth Mentor Programs (Scouts, Big Brothers Big Sisters, etc.)	No Rental Fee Custodial Time Charge (if required)
Priority 3	**Community Not-For-Profit Groups** Churches, Chamber of Commerce, Lions Club, Jaycees, Youth Athletic Leagues, etc.	Current Rates	Group 3	**In-District Youth and Community Groups (Not-For-Profit)** Youth Athletic Leagues, Enrichment Programs, Lions Club, Rotary Club, Prairie Singers, etc.	Current Rates Less 50%
Priority 4	**In-District Organizations, Groups, or Individuals** Organizations and Individuals residing within District 158 Boundaries	Current Rates	Group 4	**Other In-District Youth and Community Groups** Youth Athletic Leagues, Enrichment Programs, HOAs, etc.	Current Rates
Priority 5	**Non-District Organizations, Groups, or Individuals** Organizations, Groups, and Individuals residing outside District 158 Boundaries	Current Rates Plus 20%	Group 5	**All Out-of-District Groups and Organizations** Groups and Organizations outside of District 158 attendance boundaries	Current Rates Plus 40%

Revised Use of Buildings or Grounds Application Form

The application form has been updated to enhance clarity. Key updates include: use of vendors, First Aid, CPR, and AED requirements, equipment needs, updated facility rental rates for Groups 3 and 5, and the addition of District Event Supervisor personnel fees to assist users in budgeting for their rental needs.

Facility Rental Procedures Manual

A comprehensive Facility Rental Procedures Manual has been developed detailing policies, procedures, rules, fee structures, and insurance requirements. Notable inclusions:

- **Safety and Security Protocols:** Updated procedures to ensure the well-being of all facility users.
- **CPR/AED Certification Requirements**: Mandatory for users of athletic (physical fitness) facilities.
- **Cancellations of Scheduled Rental Events by Renter**: Updated to clarify cancellation process and associated fees for no-show/no cancellation.
- **Vendor Insurance Requirement:** Mandatory for renter's use of services of any vendor (e.g., DJs, food trucks, performers, merchandise sales, craft fair vendors).

By signing and submitting the updated application form, renters acknowledge and agree to all policies and procedures outlined in the manual.

Summary

These proposed updates aim to ensure the use of District facilities by community organizations is managed effectively, equitably, and in a manner that supports the District's operational needs and community engagement goals.

Recommendation

The Administration requests that the Finance Committee recommend to the Board of Education the approval of the updated Use of Buildings or Grounds Application Form, Fee Structure, and Facility Rental Procedures Manual as presented.

Please do not hesitate to contact Mrs. Woods with any questions or concerns you may have.

Attachments

Application for Use of School Buildings or Grounds

General Use Form

Renter Information

Name of Organization or Individual Making Request: _____

Fee Charged for Players/Participants? ☐ Yes ☐ No Non-Profit Organization: ☐ Yes* ☐ No * If yes, proof of Non-Profit status required

Spectator/Admission Fee Charged? ☐ Yes ☐ No

Person(s) who agree(s) to be responsible for good order and payment as representing the above organization:

Name of Contact Person (please print) | Name of ***Alternate*** Contact Person (please print)

Mobile Number for Contact Person | Mobile Number for ***Alternate*** Contact Person

E-Mail Address for Contact Person | E-Mail Address for ***Alternate*** Contact Person

Billing Information

Street Address | City, State and Zip Code

Event / Rental Information

Building Requested to be Used: _____

Portion of Building or Grounds Requested: _____

Day(s) of Week Requested: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Start Date: _____ End Date: _____ Start Time: _____ ☐ AM ☐ PM End Time: _____ ☐ AM ☐ PM

If Multiple Dates, Please Attach or List: _____

Purpose of Use: _____

Please indicate below (or attach) physical arrangement and number of chairs, tables, etc.*

_____

** A charge will be assessed for custodial services for set-up and clean-up time.*

Site Amenities for Stadium Field at HHS: ☐ Scoreboard ☐ Lights Times for Lights ON: _____ OFF: _____

Number of People Expected: _____ Will food or beverages be served? ☐ Yes ☐ No

If approved, your rental is subject to the guidelines contained within this application. Please sign acknowledging that you have read this application in its entirety and agree to all guidelines as indicated. No reservations will be accepted without this acknowledgement. Upon completion, please forward the application to: **Lorie Woods, Director of Administrative Services by mail to 650 Dr. John Burkey Drive, Algonquin, IL 60102 or by email to lwoods@district158.org.**

Renter's Name (please print) | Signature of Renter **or** Initials if submitting by e-mail | Date

FOR OFFICE USE ONLY

Priority: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Non-Profit Status: ☐ N/A ☐ Received _____ Date

Insurance Verification _____

Customer ID # _____

FMX Request # _____

_____ 489

Director of Administrative Services Date Entered

CURRENT

Application for Use of School Buildings or Grounds

General Use Form

ALLOCATION FOR USE OF SCHOOL FACILITIES WILL BE MADE ON THE FOLLOWING PRIORITY BASIS:

Requests must be made at least one (1) week prior to the requested date of use and will be recorded in the following priority order:

First Priority	**School / District Activities** (PTA/PTO, Boosters, Education Foundation)	No Room Rental Charge Damage Repair Charge (if required)
Second Priority	**Student Related Not-For-Profit Group Activities*** (Scouts, Park Districts, Villages, Local Taxing Bodies, etc.)	Rental Charge (revenue generating events only)+ Custodian Time Charge Damage Repair Charge (if required)
Third Priority	**Community Not-For-Profit Groups*** (Churches, Chamber of Commerce, Lions Club, Jaycees, Youth Athletic Leagues, etc.)	Rental Charge Custodian Time Charge Damage Repair Charge (if required)
Fourth Priority	**In-District Organizations, Groups or Individuals** (Organizations and Individuals residing within District 158 Boundaries)	Rental Charge Custodian Time Charge Damage Repair Charge (if required)
Fifth Priority	**Non-District Organizations, Groups, or Individuals** (Organizations, Groups, and Individuals residing outside of District 158 attendance boundaries)	Rental Charge + 20% Custodian Time Charge Damage Repair Charge (if required)

* Proof of Not-For-Profit status required

\+ Beginning July 1, 2019, all Second Priority renters will be charged 50% of the facility rental fee for all **revenue generating events**. These fees will be applied in addition to Custodian Time Charge for all time devoted to the rental including opening, setup, and clean-up during or after the event.

Revenue Generating Events: Programs, activities, or events that generate revenue for the renter (i.e. a fee is charged to participants or attendees for which the rental is intended – basketball, volleyball, summer camp, extended time care, etc.), or if coaches, instructors or staff receive a salary, stipend or other type of compensation. The District, working with the renter, shall make the determination.

FACILITY / PERSONNEL RATES	**PER HOUR**
• Spectator Gym (East Gym at Huntley High School)	$140.00
• Gymnasium (Elementary Schools, Middle Schools, and Central Gym at Huntley High School)	$83.00
• Auditorium (Middle Schools)	$55.00
• Multi-Purpose Room (Elementary Schools)	$34.00
• Cafeteria (All Schools) / Commons Area Across from Cafeteria (Huntley High School)	$34.00
• Classroom (Middle Schools & High School Only)	$17.00
• Field House (Huntley High School) – Single Court	$108.00*
• Field House – Track	$75.00*
• Outdoor Athletics (Huntley High School)	
○ Tennis Courts, Soccer / Football Fields, Softball/Baseball Fields**	$28.00
• Fields (Elementary Schools) / Outdoor Athletics (Middle Schools)	
○ Soccer / Football Fields, Track	$28.00
• Stadium Field (Huntley High School)	$225.00***
○ Stadium Lights	$75.00***
○ Stadium Scoreboard	$50.00***
○ Stadium Track	$150.00***
• Custodian – Opening, Set Up, Clean-up	$28.00/person
• Additional Required District Event Supervisors (Field House & Stadium Field)	$28.00/person

FACILITY RATES	**PER RENTAL DATE**
• Outdoor Common Areas Designated by District 158 -- maximum 10 hours per day	$28.00
• Toilets at Concessions (at Huntley High School) -- maximum 10 hours per day	$28.00

All of the above **indoor rentals** include use of rest rooms. All rentals include use of parking lots.

* Field House at Huntley High School – 2 hour minimum rental; Rental fee includes one required District Event Supervisor. Additional supervisors may be required as determined by District 158 and will be charged to the renter at the rate of $28.00 per hour per person.

** District 158 will provide appropriate field maintenance materials for renter use. Renter will be charged $20.00 per bag used (regardless of the amount used - if you break it open, you will be charged). Only District provided materials may be used on the fields and the appropriate material for the field will be placed in the dugout. Fields must be restored to *the same condition as when provided* or renter will be charged a maintenance fee of $28 per person per hour. Ongoing occurrences or failure to restore fields to the same condition will result in the suspension of future rentals.

*** Stadium Field at Huntley High School – 2 hour minimum rental; Rental fee includes one required District Event Supervisor. Additional supervisors may be required as determined by District 158 and will be charged to the renter at the rate of $28.00 per hour per person.

CURRENT

Renter's initials acknowledging compliance with terms and conditions as stated above: _____

Application for Use of School Buildings or Grounds

General Use Form

CHARGE FOR CUSTODIAN TIME

All time devoted to the rental by District 158 custodians including opening, setup, and clean-up during or after the event must be paid by the user. The rate charged for custodian time has been determined at levels established to recover actual cost. An appropriate District employee MUST be in attendance during all activities. The number of service personnel needed shall be determined by District 158.

STADIUM AND FIELD HOUSE AT HUNTLEY HIGH SCHOOL

1. NO food, soda, Gatorade, gum, sunflower seeds, glass, fireworks, pets, cigarettes, or any sharp objects that will risk damage to the facility and/or possibly injure players is allowed. The facility must also be kept free from debris. ***WATER IS THE ONLY BEVERAGE PERMITTED ON THE STADIUM FIELD AND IN THE FIELD HOUSE***.
2. Lights must be turned off by 9:00 p.m., Sunday through Thursday, and by 10:00 p.m. on Friday and Saturday. **(Stadium Only)**
3. Only authorized adults shall be allowed in the press box or on photography platforms. **(Stadium Only)**
4. Rental activities must conclude no later than 9:00 p.m. **(Field House Only)**
5. Additional District Event Supervisors shall be charged to the renter at the rate of $28.00 per hour per person. The number of service personnel needed shall be determined by District 158.
6. District 158 reserves the right to cancel the rental of the facilities at any time due to unforeseen circumstances, including but not limited to Athletic Department scheduling, unplayable conditions, rescheduled or newly scheduled District events, etc.

BILLING

1. Invoices will be prepared and sent within 20 days following the end of the month in which the rental occurred. For example, a rental that occurred on September 15 will be billed on or before October 20. Invoices will be sent ***via email*** to the responsible party or organization.
2. Payment is due in full 30 days after the invoice is sent. A Second Notice will be sent 60 days after the original invoice was issued. The Second Notice will include a $25 late fee per invoice. If payment has not been received within 90 days after the original invoice was issued, the debt will be referred to Collections.
3. Failure to make payment of the invoice and the $25 late fee within 60 days of the original invoice being sent will result in the *immediate cancellation* of all future approved/scheduled rental activities until payment in full has been received.

GUIDELINES FOR USE OF SCHOOL BUILDINGS OR GROUNDS

1. ALL rentals must be preapproved by the Director of Administrative Services. In addition, **ALL** communications regarding your rental is to be directed to the Director of Administrative Services. Do not contact the school office, Principal, Athletic Director, or individual coaches.
2. **ALL** requests for changes to a scheduled rental including, but not limited to, dates, times, location, etc. must be preapproved by the Director of Administrative Services.
3. A Certificate of Insurance must be provided a minimum of two weeks prior to the first rental date.
4. All activities are to be confined to the portion of the building or grounds as stated on the approved permit. Groups will be permitted to enter the building ten (10) minutes prior to their scheduled start time and must exit the building within fifteen (15) minutes of their scheduled ending time. ALL groups must be properly supervised at all times by a person 21 years of age or over. ***Scheduled time includes setup, decorating, tear down, and clean-up by renter.***
5. **Safety/Emergency**:
   a. A **Fire & Severe Weather Safety Plan** indicating the fire evacuation route and shelter in place (tornado) location is posted in all rooms in all District 158 buildings. *Renters should familiarize themselves with these posted plans and be prepared to carry out such plans in the event of an emergency.*
   b. In the event the fire alarm is activated, everyone **MUST** exit the building, re-entering only after being given clearance by the local Fire Department or other authorized individual.
   c. In the event the tornado siren is activated, everyone **MUST** report to the designated shelter in place location and remain in the shelter location until clearance has been provided by an authorized individual.
   d. In the event of a **life-threatening emergency** other than fire or tornado, renter should *immediately* call 911 and notify the custodian on duty when time permits.
   e. In the event of an emergency other than fire or tornado (i.e. burst pipe, gas leak, hazardous chemical spill, weapon, etc.), renter should *immediately* evacuate the area and contact the custodian on duty.
   f. In the event schools are closed due to inclement weather, all afternoon and evening rental activities in the buildings will be cancelled. In the event of an EMERGENCY SCHOOL CLOSING **during** the school day, all afternoon and evening rental activities in the building will be cancelled. Depending on the nature of the emergency, an exception may be made for the Extended Time program only.
   g. No portion of sidewalks, entries, aisles, fire exit doors, fire lanes, fire extinguishers, fire pull stations, AED units, etc., may be obstructed/blocked, or cause to be used for any purpose other than its intended purpose.
   h. Parking at the facility must be in designated parking lots/areas only. No unauthorized parking will be allowed (i.e. in front of fire hydrants, on sidewalks, in loading zones, on the grass, in handicapped spaces, in driveways, etc.).
6. No alcoholic drinks or controlled substances shall be brought to, served, dispensed, or consumed on school property. Smoking is **NOT** permitted on school property at any time.
7. No individual or entity may post advertisements, signs, fliers, etc. on District property without prior approval of the Superintendent or designee.
8. Use of District buildings or grounds that threatens the proper care of the facility or the safety of individuals present is prohibited. All users of District buildings or grounds shall abide by Board Policy 8:30, *Visitors to and Conduct On School Property*.

Renter's initials acknowledging compliance with terms and conditions as stated above: _____

CURRENT

Application for Use of School Buildings or Grounds

General Use Form

9. Renters will be responsible for repair or replacement of all damaged District property/equipment resulting from use or misuse. In the event of breakage or damage to District property/equipment of any kind, the renter should report the breakage or damage to the custodian. An invoice for the repair or replacement will be sent to the organization/responsible party.
10. Renters may bring their own personal property for use. ALL personal property must be removed from the premises immediately after rental unless prior arrangements have been made. The District shall not be responsible for the renter's personal property in any way.
11. Signs, displays, or materials may not be permanently attached or otherwise affixed to school facilities, and must be removed promptly at the conclusion of the event. Signs, displays, etc., may **not** be affixed to athletic fencing without District approval. Contact the Director of Administrative Services for approval procedure.
12. District 158 reserves the right to enter into a separate agreement notwithstanding the Application for Use of School Buildings or Grounds.
13. Cancellations for indoor use must be called or emailed to the Director of Administrative Services a minimum of 48 hours in advance of the scheduled rental in order to avoid being charged a No Show/No Cancellation Fee of $25 per scheduled room.
14. Cancellations for outdoor use, *including cancellations due to weather*, must be called or emailed to the Director of Administrative Services within 48 hours of the decision to cancel in order to avoid being charged the full rental fee per scheduled field.
15. Ongoing occurrences of cancellations or failure to show for scheduled rentals will result in the suspension of future rentals.
16. The Superintendent or designee may cancel this permit in the event the District property is used contrary to the purpose of which permission is granted. Additionally, a permit is subject to cancellation should the permit granted conflict with any Priority I activities which may arise subsequent to the issuance of the permit.

INSURANCE REQUIREMENTS FOR ALL PRIORITY 2, 3, 4, AND 5 RENTERS

1. Provide a Certificate of Insurance that meets the following requirements as their use fits into the categories listed below, naming ***Huntley Community School District 158, 650 Dr. John Burkey Drive, Algonquin, IL 60102*** as the designated Certificate Holder/Additional Insured. It is understood and agreed that the following shall be Additional Insureds: Huntley Community School District 158 including all elected and appointed officials, all employees, volunteers, and others working on behalf of Huntley Community School District 158, and all boards and their board members. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether said other available coverage be primary, contributing, or excess. **There will be no "Waivers of Subrogation" permitted on the Certificate of Insurance between Huntley Community School District 158 and the renter.**
   a. **INDIVIDUALS** shall provide evidence of "personal liability" coverage in force in a minimum amount of $100,000. This insurance shall take the form of a "Homeowners Policy, Condo or Tenants Policy," where the liability coverage is included along with other coverages for the individual. A photocopy of the policy shall be submitted along with the Application for Use of Buildings or Grounds as evidence of coverage.
   b. **NONPROFIT/CHARITABLE GROUPS** (including civic groups such as Chamber of Commerce, Service Clubs, Churches and similar groups) shall provide:
      i. Evidence of General Liability Coverage with a minimum Limit of Liability of $500,000 per occurrence and/or aggregate for Personal Injury, Bodily Injury and Property Damage, including Products and Completed Operations and Contractual Liability.
      ii. Certificate of Insurance should be submitted along with the Application for Use of Buildings or Grounds.
      iii. The Certificates of Insurance provided shall include Workers' Compensation with statutory limits.
   c. **COMMERCIAL FOR-PROFIT GROUPS** (including concerts, business displays, business seminars, parties and receptions) shall provide a Certificate of Insurance along with their Application for Use of Building or Grounds with evidence of:
      i. Workers' Compensation and Employers Liability
      ii. General Liability (Occurrence Basis only) with the following coverage inclusions:
         1. Limits of Liability shall not be less than $1,000,000 per occurrence and $3,000,000 aggregate for Personal Injury, Bodily Injury and Property Damage.
         2. Broad Form General Liability Endorsement, including Personal Injury or Equivalent, if not included in the policy proper. The Broad Form General Liability Endorsement shall upgrade the standard Comprehensive General Liability Form issued by the Insurance Service Office, a statistical and policy making organization subscribed to by most insurers. The Broad Form General Liability Endorsement shall provide:
            a. Blanket Contractual Liability
            b. Personal Injury and Advertising Liability (libel, slander, false arrest, wrongful eviction, etc.)
            c. Premises Medical Payments
            d. Host Liquor Liability
            e. Fire Legal Liability (Real Property) – damage to property in policyholder's care, custody and control
            f. Broad Form Property Damage
            g. Incidental Medical Malpractice
            h. Non-owned Watercraft Coverage
            i. Limited Worldwide Coverage
            j. Additional Persons Insured
            k. Extended Bodily Injury (intentional acts to protect life or property)
            l. Automatic Coverage – New locations

(2) Provide a "hold harmless clause beneficially to District 158" with their insurance. By the individual's or the organization's representative signing and initialing the pages of the Application, they agree and are responsible for remaining in compliance with the terms outlined here-in to follow: "To the fullest extent permitted by law, the organization and/or individual(s) using the District 158 buildings and/or grounds agree to defend, pay on behalf of, and hold harmless District 158, its elected and appointed officials, employees and volunteers and others working on behalf of District 158 against any and all claims, demands, suits, loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from District 158, its elected and appointed officials, employees, volunteers and others working on behalf of District 158, by reason of personal injury, including bodily injury and death, and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract."

Renter's initials acknowledging compliance with terms and conditions as stated above: ____

CURRENT

Application for Use of School Buildings or Grounds

Renter Information

Name of Organization: _____

Fee Charged for Players/Participants? ☐ Yes ☐ No Non-Profit Organization? ☐ Yes* ☐ No *If yes, proof of Non-Profit status required

Spectator/Admission Fee Charged? ☐ Yes ☐ No Event Open to the Public? ☐ Yes ☐ No # of People Expected: _____

Person(s) who agree(s) to be responsible for good order and payment as representing the above organization:

_____ Name of Contact Person (please print)

_____ Name of ***Alternate*** Contact Person (please print)

_____ Mobile Number for Contact Person

_____ Mobile Number for ***Alternate*** Contact Person

_____ E-Mail Address for Contact Person

_____ E-Mail Address for ***Alternate*** Contact Person

Billing Information

_____ Street Address

_____ City, State and Zip Code

Rental Information

Purpose of Use: _____

Will any Vendors be utilized, attending, or participating? ☐ Yes ☐ No Will food or beverages be served or sold? ☐ Yes ☐ No

Will you be using Athletic (Physical Fitness) Facilities? ☐ Yes* ☐ No First Aid, CPR, AED Certification attached? ☐ Yes ☐ No

* If yes, renter must submit a list of certified individuals designated for First Aid, CPR, or AED response, and copies of certification documents for each person no later than five (5) business days prior to the first scheduled rental date. Updated certification lists and documentation is required annually or whenever individuals are added or removed. See *District 158 Facility Rental Procedures Manual* at huntley158.org/community/building-facility-rentals for additional information.

Building Requested

☐ Chesak Elementary ☐ Conley Elementary ☐ Heineman Middle ☐ Huntley High
☐ Leggee Elementary ☐ Mackeben Elementary ☐ Marlowe Middle ☐ Martin Elementary

Portion of Building or Grounds Requested: _____

Equipment Requested

☐ Tables - # Needed _____ ☐ Chairs - # Needed _____ ☐ Bleachers Open (Gyms only)
☐ Main Basketball Hoops at _____ feet ☐ All Basketball Hoops at _____ feet ☐ Volleyball Standards
☐ Gym Scoreboard (where available) ☐ Lights on Stadium Field

Please indicate below (or attach) physical arrangement and number of chairs, tables, etc.*

_____

** A charge will be assessed for custodial time of special set-up and tear down.*

Days, Dates, and Times Requested

Specify each date separately below or attach a complete list. Start and end times must include set-up, preparation, breakdown, and clean-up performed by the renter.

Day of Week	*Date*	*Start Time*	*End Time*

Day of Week	*Date*	*Start Time*	*End Time*

By signing (or initialing) below, I acknowledge that I have read the *District 158 Facility Rental Procedures Manual* and agree to all policies, guidelines, and rules. Upon completion of application, forward form and required documents to: **Lorie Woods via email at lwoods@district158.org.**

_____ Renter's Name (please print)

_____ Signature of Renter **or** Initials if Submitting by E-Mail Date

FOR OFFICE USE ONLY

Group: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 Certification Provided? ☐ Yes ☐ No

_____ Director of Administrative Services

_____ Date Entered

Insurance Verification _____
Customer ID # _____
FMX Request # _____

DRAFT

Application for Use of School Buildings or Grounds

Rental Group Classifications

Users of District facilities are divided into the following group classifications.

Group 1	**School / District Groups** PTA, PTO, Booster Organizations, Education Foundation, approved Student Organizations, approved Parent Groups, etc.	No Rental Charge No Custodian Time Charge
Group 2	**Taxing Organizations, Municipalities, Youth Mentor Programs*** Park Districts, Villages, Police Depts., Fire Depts., and Colleges; Youth Mentor Programs (Scouts, Big Brothers Big Sisters, etc.)	No Rental Charge Custodian Time Charge (if required) District Event Supervisor (if required)
Group 3	**In-District Youth and Community Groups (Not-For-Profit**)** Youth Athletic Leagues, Enrichment Programs, Lions Club, Rotary Club, Prairie Singers, etc.	Rental Charge Custodian Time Charge District Event Supervisor
Group 4	**Other In-District Youth and Community Groups** Youth Athletic Leagues, Enrichment Programs, HOAs, etc.	Rental Charge Custodian Time Charge District Event Supervisor
Group 5	**All Out-of-District Groups and Organizations** Groups and Organizations outside of District 158 attendance boundaries	Rental Charge Custodian Time Charge District Event Supervisor

* Room use for Youth Mentor Programs is available on school attendance days only.
** Proof of Not-For-Profit / Tax Exempt status required – Examples of acceptable forms to show non-profit status: IRS Letter of Determination, Certificate of Incorporation
Status may also be verified with the IRS at https://apps.irs.gov/app/eos/

Facility Rental Rates Per Hour

Facilities / Amenities (Location)	Rental Rate Per Hour				
	Group 1	**Group 2**	**Group 3**	**Group 4**	**Group 5**
Cafeteria* (All Schools) / Commons Area (High School)	None	None	17.00	34.00	44.20
Classroom (Middle & High School Only)	None	None	8.50	17.00	22.10
Field House (Huntley High School)	None	None	37.50	75.00	97.50
Gymnasium (Elementary, Middle Schools, and Central Gym at High School)	None	None	41.50	83.00	109.90
Spectator Gymnasium (East Gym at High School)	None	None	70.00	140.00	182.00
Multi-Purpose Room (Elementary Schools)	None	None	17.00	34.00	44.20
Outdoor Athletics (High School) Tennis Courts, Soccer / Football Fields	None	None	14.00	28.00	36.40
Stadium Field (High School) Stadium Track (High School)	None None	None None	100.00 37.50	200.00 75.00	260.00 97.50

* Cafeteria rental does not include use of the kitchen, equipment, or service areas.

Facility Rental Rates Per Day

Facilities / Amenities (Location)	Rental Rate Per Day – *Maximum 8 hours per day*				
	Group 1	**Group 2**	**Group 3**	**Group 4**	**Group 5**
Outdoor Common Areas (Elementary, Middle Schools)	None	None	14.00	28.00	36.40
Outdoor Athletics (Middle Schools) Soccer / Football Field, Track	None	None	14.00	28.00	36.40
Outdoor Athletics (High School) Softball / Baseball Fields*	None	None	14.00	28.00	36.40
Stadium Restrooms (High School)	None	None	14.00	28.00	36.40

* District 158 will provide the appropriate softball/baseball field maintenance materials for use by renters. A charge of $35.00 will apply for each bag of material opened—regardless of the amount used. Only District-provided materials may be used on the fields. The appropriate material will be placed in the dugout prior to use. Renters are required to restore the fields and surrounding area to the same condition in which they were provided. If additional field maintenance or trash pickup is needed following your rental, a fee of $28.00 per hour, per maintenance staff member will be assessed.

Personnel Fees

Personnel Fees*	Personnel Fees Per Hour, Per Person				
	Group 1	**Group 2**	**Group 3**	**Group 4**	**Group 5**
Custodial	None	28.00	28.00	28.00	28.00
District Event Supervisor	None	28.00	28.00	28.00	28.00
Police Officials	None	80.00	80.00	80.00	80.00

* See *District 158 Facility Rental Procedures Manual* for details regarding Personnel Fees.

DRAFT

Huntley Community School District 158

Facility Rental Procedures Manual

Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Prepared: April 28, 2025

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Overview and Facility Use Policy

Huntley Community School District 158 is proud to offer the use of its school facilities to community organizations for educational, civic, cultural, and recreational purposes, as well as other non-commercial activities that benefit the community. All use of facilities must be in accordance with Board Policy 8:20, *Community Use of School Facilities*.

All users must comply with applicable federal, state, and municipal laws and codes. In addition, all renters and their guests must adhere to Board policies, especially: Policy 4:170, *Safety*, Policy 8:30, *Visitors to and Conduct on School Property*, and the *Facility Rental Procedures Manual*. Approval of a facility use request does not imply that the District endorses or supports any specific group or the views expressed during the event.

The Superintendent or designee shall develop and maintain procedures, a fee schedule, and terms of use to manage community use of school facilities. These procedures shall be reviewed and approved by the Board of Education, and must include verification that the renting organization carries adequate insurance coverage for personal injury and/or property damage. Use of school facilities requires approval from the Superintendent or designee and is subject to compliance with all established procedures.

The Superintendent or designee reserves the right to deny any facility use request or to cancel an approved rental without liability if: (1) the use interferes with the safety of students or staff, (2) impacts the property or legal liability of the District, (3) the facility is used in a manner contrary to the approved purpose, or (4) the renter fails to comply with the guidelines outlined in the *Facility Rental Procedures Manual*. Additionally, even after approval, a facility use request may be cancelled at any time if a conflict with a school function arises.

Communications and Requests for Facility Rentals

The Office of Administrative Services serves as the operations and service center for all community use of District facilities. This office is responsible for scheduling, billing, and assignment of District Event Supervisors related to facility rentals.

This document outlines the procedures for obtaining a rental permit, defines rental classification groups, details applicable fees, and sets for the expectations for facility use.

Please do not contact the school office, Principal, Athletic Director, Assistant Athletic Director, or District coaches regarding rental matters. All communications regarding your rental should be directed to:

Lorie Woods, Director of Administrative Services
(847) 659-6107 / lwoods@district158.org
650 Dr. John Burkey Drive
Algonquin, IL 60102

Terms of Use

Compliance with Board Policy: Use of District buildings or grounds in any manner that endangers the facility or jeopardizes the safety of individuals is strictly prohibited. All users are required to comply with Policy 8:30, *Visitors to and Conduct on School Property*.

Private Parties Not Permitted: Personal or private parties are not permitted, including but not limited to: birthday parties, promotion or graduation parties, baby showers, and other celebrations or receptions.

Non-Transferability / No Subcontracting: Rental agreements are non-transferable. The approved renter may not assign, transfer, or subcontract the use of facilities to another organization. Only the organization named on the approved permit is authorized to use the space.

Insurance Requirement: All renters must provide a Certificate of Insurance a minimum of five (5) business days prior to the first rental date. See Insurance Requirements section for specific information.

Use of Vendors: No products, services, or concessions–including food truck vendors–may be sold on school property without prior approval from the District. If you plan to utilize the services of any vendors (e.g., DJs, food trucks, performers, merchandise sales, craft fair vendors, t-shirt vendors, photographers, etc.), you must submit a complete Vendor List to the Director of Administrative Services no later than two weeks (10 business days) before the scheduled event.

All vendors are subject to Vendor Insurance Requirements and food vendors must comply with applicable McHenry County Department of Health regulations available here.

Use of Athletic (Physical Fitness) Facilities: Renters of athletic (physical fitness) facilities must have a designated adult present who is certified in First Aid, CPR (Cardiopulmonary Resuscitation), and AED (Automated External Defibrillator) use. See Specific Requirements, Restrictions, and Rules for Athletic (Physical Fitness) Facilities.

Supervision and Liability: Renters are fully responsible for the safety, supervision, and appropriate use of the rented space(s), and assume full liability for any damage that may occur during their rental period. A responsible adult (age 21 or older), provided by the rental group, must be present at all times to supervise children participating in or attending the event. District Event Supervisors are not responsible for supervising children.

Renters are also liable for all damage to buildings, equipment, grounds, and fixed assets, and will be charged the current replacement cost for materials and labor for any damage arising from their use of school facilities.

Separate Agreement: District 158 reserves the right to enter into a separate agreement notwithstanding the Application for Use of School Buildings or Grounds.

Service Animals and Pets: Only certified service animals are permitted on District 158 property. Domestic pets are not allowed on fields, grass areas, inside the Stadium Field, or within any school building.

Conduct: Use of profane or abusive language; acts of violence or threats; disrespectful, disruptive, or unsafe behavior; theft or destruction of property are strictly prohibited on District 158 property and will result in termination of the rental. Illegal activity will be referred to the appropriate law enforcement authorities.

Drug-Free / No Smoking: The possession, use, serving, dispensing, or consumption of alcoholic beverages, controlled substances, as well as smoking, vaping, and the use of tobacco products is strictly prohibited on all District 158 property. This applies to all indoor facilities, parking lots, and outdoor spaces, without exception.

Weapons and Firearms: The possession of any weapon or firearm is strictly prohibited on District 158 property–including buildings, grounds, and parking areas–regardless of intent or permit status.

Rental Group Classifications

Users of District facilities are divided into the following group classifications.

Group 1	**School / District Groups** PTA / PTO, Boosters, D158 Education Foundation, approved Student Organizations, approved Parent Groups, etc.	No Rental Charge No Custodian Time Charge
Group 2	**Taxing Organizations, Municipalities, Youth Mentor Programs*** Park Districts, Villages, Police Depts., Fire Depts., and Colleges; Youth Mentoring Programs (Scouts, Big Brothers Big Sisters, etc.)	No Rental Charge Custodian Time Charge (if required) District Event Supervisor (if required)
Group 3	**In-District Youth and Community Groups (Not-for-Profit**)** Youth Athletic Leagues, Enrichment Programs, Lion's Club, Rotary Club, Prairie Singers, etc.	Rental Charge Custodian Time Charge District Event Supervisor
Group 4	**Other In-District Youth and Community Groups** Youth Athletic Leagues, Enrichment Programs, HOAs, etc.	Rental Charge Custodian Time Charge District Event Supervisor
Group 5	**All Out of District Groups and Organizations** Groups and Organizations outside of District 158 attendance boundaries.	Rental Charge Custodian Time Charge District Event Supervisor

* Room use for Youth Mentor Programs is available on school attendance days only.

** **Proof of Not-for-Profit / Tax Exempt status required**
Examples of acceptable forms to show non-profit status: IRS Letter of Determination, Certificate of Incorporation
Status may also be verified with the IRS at https://apps.irs.gov/app/eos/

District 158 Facility Locations

Harmony Road Campus	*Reed Road Campus*	*Square Barn Road Campus*
Huntley High School 13719 Harmony Road Huntley, IL 60142	**Chesak Elementary School** 10910 Reed Road Lake in the Hills, IL 60156	**Conley Elementary School** 750 Dr. John Burkey Drive Algonquin, IL 60102
Leggee Elementary School 13723 Harmony Road Huntley, IL 60142	**Marlowe Middle School** 9625 Haligus Road Lake in the Hills, IL 60156	**Heineman Middle School** 725 Dr. John Burkey Drive Algonquin, IL 60102
	Martin Elementary School 10920 Reed Road Lake in the Hills, IL 60156	**Mackeben Elementary School** 800 Dr. John Burkey Drive Algonquin, IL 60102

➔ *Due to the high volume of athletic, academic, and school-sponsored events, availability at Huntley High School may be limited.*

Facility Rental Fees Per Hour

Facilities / Amenities (Location)	RENTAL RATE PER HOUR				
	Group 1	Group 2	Group 3	Group 4	Group 5
Cafeteria (All Schools) / Commons Area Across from Cafeteria (Huntley High School)*	None	None	17.00	34.00	47.60
Classroom (Middle & High School Only)	None	None	8.50	17.00	23.80
Field House - Single Court or Track (Huntley High School)	None	None	37.50	75.00	105.00
Gymnasium (Elementary, Middle Schools, and Central Gym at Huntley High School)	None	None	41.50	83.00	116.20
Spectator Gymnasium (East Gym at Huntley High School)	None	None	70.00	140.00	196.00
Multi-Purpose Room (Elementary Schools)	None	None	17.00	34.00	47.60
Outdoor Athletics (Huntley High School) ● Tennis Courts, Soccer / Football Fields	None	None	14.00	28.00	39.20
Stadium Field (Huntley High School) ● Stadium Track	None None	None None	100.00 37.50	200.00 75.00	280.00 105.00

* Cafeteria rental does not include use of the kitchen, equipment, or service areas.

Facility Rental Fees Per Day

Facilities (Location)	RENTAL RATE PER DATE - *Maximum 8 hours per day*				
	Group 1	Group 2	Group 3	Group 4	Group 5
Outdoor Common Areas as Designated by District 158 (Elementary, Middle Schools)	None	None	14.00	28.00	39.20
Outdoor Athletics (Middle Schools) ● Soccer / Football Field, Track	None	None	14.00	28.00	39.20
Outdoor Athletics (Huntley High School) ● Softball / Baseball Fields**	None	None	14.00	28.00	39.20
Stadium Restrooms (Huntley High School) Only available with Stadium Rental	None	None	14.00	28.00	39.20

** District 158 will provide the appropriate softball/baseball field maintenance materials for use by renters. A charge of $35.00 will apply for each bag of material opened–regardless of the amount used. Only District-provided materials may be used on the fields. The appropriate material will be placed in the dugout prior to use. Renters are required to restore the fields and surrounding area to the same condition in which they were provided. If additional field maintenance or trash pickup is needed following your rental, a fee of $28.00 per hour, per maintenance staff member will be assessed.

NOTE: The District reserves the right to cancel field rentals due to unsatisfactory field conditions.

Personnel Fees Per Hour

Personnel Fees	PERSONNEL FEES PER HOUR, PER PERSON				
	Group 1	Group 2	Group 3	Group 4	Group 5
Custodial All time devoted to the rental such as opening, setup, and clean-up during or after the rental event.	None	28.00	28.00	28.00	28.00
District Event Supervisor Required for all rental events open to the public, HHS Field House rentals, and HHS Stadium Field/Track rentals. The number of supervisors needed will be determined by District 158.	None	28.00	28.00	28.00	28.00
Police Officials Large events open to the public may require police security or traffic and parking supervision. The need for and number of police officials will be determined and scheduled by District 158.	None	80.00	80.00	80.00	80.00

Personnel

An authorized District employee must be present during all indoor rental activities and use of the Huntley High School Stadium Field. Most events will require a custodian, while others may also necessitate the presence of District Event Supervisors or police officials, depending on the nature and scope of the event. The number and type of required personnel will be determined solely by District 158. Renters will be charged according to the Personnel Fees Table, and all personnel-related fees will be included in the final rental invoice.

All District employees must be treated with respect. No employee shall be subjected to discrimination, harassment, or verbal/physical abuse. Any reported incidents will be investigated. If just cause is found, the renting organization may forfeit future rental privileges.

Custodial Staff

The custodian on duty is responsible for the overall operation of the facilities during rental events. This includes opening the building and preparing spaces, cleaning restrooms and rented areas after the event, and performing a security check before closing. The building is not accessible to renters during these times. The number of custodians will be determined and scheduled at the sole discretion of District 158 based on the nature and scope of the event.

Renters will be charged $28.00 per hour, per custodian. All personnel-related fees will be included in the final rental invoice and are the sole responsibility of the renter.

District Event Supervisors

Huntley 158 is committed to providing a safe and secure environment in and around our school facilities. To support this commitment, District Event Supervisors will be assigned to all rental events open to the public to ensure the safe use of facilities and enforce adherence to District policies, rules, and procedures. The number of Supervisors will be determined at the sole discretion of District 158 based on the nature and scope of the event.

Renters will be charged $28.00 per hour, per District Event Supervisor. All personnel-related fees will be included in the final rental invoice and are the responsibility of the renter.

Police Officials

For rentals involving competitions, tournaments, or other large events open to the public, police security or traffic and parking supervision may be required. The need for and number of police officials will be determined and scheduled at the sole discretion of District 158.

Renters will be charged $80.00 per hour, per officer. All personnel-related fees will be included in the final rental invoice and are the responsibility of the renter.

Availability

Use of school facilities for District purposes takes precedence over all other uses. School facilities are available to community organizations during non-school hours, provided that such use:

1. Does not interfere with any school function or compromise the safety of students or staff, and
2. Does not impact the property or legal liability of the School District.

Youth Mentoring Programs

Room use for Youth Mentoring Programs (e.g., Scouts, Big Brothers Big Sisters) is available on school attendance days only. Please refer to Youth Mentor Program Meeting Space Guidelines for specific details.

Huntley High School Rentals

Due to the high volume of athletic, academic, and school-sponsored events, rental availability at Huntley High School may be limited.

Use of athletic facilities at Huntley High School requires additional approval. The Director of Administrative Services will coordinate with the Athletic Director regarding availability and approval. Renters should not contact the Athletic Director, Assistant Athletic Director, or District coaches about rental matters.

Holiday & Break Closures

All District facilities are closed on holidays and during Winter Break and Spring Break. See Facility Closure Dates for specific dates.

Summer & Fall Restrictions

Facility use is limited during June and July to accommodate summer school, athletic camps, building maintenance, cleaning, and repairs.

To allow for the start of the school year, indoor facilities are not available to Group 2 through Group 5 Rental Classifications until the last full week of September. This restriction does not apply to the Park District Beyond the Bell program.

Time Limits

Indoor facility rentals must conclude by 10:00 pm Sunday through Thursday, and by 11:00 pm on Friday and Saturday.

Outdoor rentals, with the exception of the Stadium Field, should conclude by dusk.* The use of lights and the PA system at the Stadium Field must end by 9:00 pm, Sunday through Thursday, and by 10:00 pm on Friday and Saturday.

* With prior approval of the District, renters may extend field use times by providing portable lighting at the renter's expense. In such cases, field use must end by 9:00 pm.

Youth Mentor Program Meeting Space Guidelines

District 158 is proud to support youth mentor programs (such as Boy Scouts, Girl Scouts, Big Brothers Big Sisters, and similar organizations) serving students within District school boundaries by providing free meeting space under the following conditions:

Meeting space is provided free of charge Monday through Friday on student attendance days only. Room use immediately after school hours is not available on Early Release dates. For the 2025-2026 school year, Early Release dates are: Thursday, September 25; Friday, October 10; Friday, December 19; Thursday, February 12; Tuesday, March 3, and Thursday, May 21.

Room assignment is based on availability. Groups may be placed in a Multi-Purpose Room where tables and chairs may not be pre-set. In such cases, the renter is responsible for setting up and breaking down any needed tables and chairs. Custodians will unlock access to furniture but will not assist with setup or breakdown. These procedures allow District 158 to continue offering free meeting space without adding custodial costs.

For safety purposes, students may not set up or break down tables or chairs.

Multiple failures to show for scheduled rentals may result in the suspension of rental privileges. Please see Cancellations of Scheduled Rental Events for additional information.

Facility Closure Dates

The following dates reflect scheduled closures for the 2025-2026 school year which no rentals will be permitted:

- Thursday, July 3 - Floating Holiday (In Lieu of Pulaski Day)
- Friday, July 4 - Independence Day
- Monday, September 1 - Labor Day
- Monday, October 13 - Columbus Day
- Wednesday, November 26 - Floating Holiday (In Lieu of Veterans Day)
- Thursday, November 27 - Thanksgiving Day
- Friday, November 28 - Thanksgiving Holiday Break
- Wednesday, December 24 - Christmas Eve
- Thursday, December 25 - Christmas Day
- Wednesday, December 31 - New Year's Eve
- Thursday, January 1 - New Year's Day
- Monday, January 19 - Dr. Martin Luther King Jr. Day
- Monday, February 16 - Presidents Day
- Friday, April 3 - Non Attendance Day
- Monday, May 25 - Memorial Day
- Friday, June 19 - Juneteenth

Additionally:

- Facilities are closed for the full duration of Winter Break (Monday, December 22, 2025 through Monday, January 5, 2026) and Spring Break (Monday, March 23, 2026 through Friday, March 27, 2026).
- ***Indoor facilities*** will not be available for Group 2 through Group 5 until **Monday, September 22, 2025**. This restriction does not apply to the Huntley Park District Beyond the Bell program.
- Occasional exceptions for holiday rentals may be approved at District discretion. In such cases, renters will be charged $42.00 per hour, per person for custodial and/or District Event Supervisor staffing.

Specific Requirements, Restrictions, and Rules For Athletic (Physical Fitness) Facilities

Certification in First Aid, CPR, and AED Requirement

As a condition for using the District's indoor and/or outdoor athletic facilities, and to comply with the requirements of the Physical Fitness Facility Medical Emergency Preparedness Act (210 ILCS 74/15b), renters must have a designated adult present at all times who is certified in First Aid, Cardiopulmonary Resuscitation (CPR), and the use of an Automated External Defibrillator (AED). The designated certified individual must be present for the full duration of the rental activity or event.

Prior to use of athletic facilities, renters must submit a list of certified individuals designated for First Aid, CPR, or AED response, and copies of valid certification documents (First Aid, CPR, AED) for each person.

This information must be submitted along with the Application for Use of Buildings or Grounds form or no later than five (5) business days prior to the first scheduled rental date. Updated certification lists are required annually and whenever individuals are added or removed.

No exceptions will be made to this requirement. Failure to comply will result in the immediate termination of all scheduled rental events.

Baseball and Softball Fields at Huntley High School

1. Field use is limited to a maximum of 8 hours per day.
2. District 158 will provide appropriate field maintenance materials for renter use. A charge of $35.00 will apply for each bag of material opened–regardless of the amount used. Only District-provided materials may be used on the fields. The appropriate material will be placed in the dugout prior to use.
3. If field prep (raking, pitcher's mound, home plate, etc.) by District 158 maintenance staff is requested, a fee of $28.00 per hour, per maintenance staff member will be assessed.
4. No cameras, banners, or equipment may be attached to backstop netting or fencing at any time.
5. Loud music is not permitted.
6. Only participating athletes, coaches, and officials are allowed on the field. Parents, spectators and fans should observe from the stands or outside the fence.
7. No dogs or pets are permitted on District 158 property. Only certified service animals are allowed, and they must remain in the stands or with the handler.
8. Renters are required to restore the fields and surrounding area to the same condition in which they were provided. If additional field maintenance or trash pickup is needed following the rental, a fee of $28.00 per hour, per maintenance staff member will be assessed.

Field House at Huntley High School

1. No food or beverages are permitted in the Field House. WATER IS THE ONLY BEVERAGE PERMITTED.
2. Only participating athletes, coaches, and officials are allowed on the track or courts in the Field House. Parents, spectators and fans should observe from the stands or sidelines.
3. District equipment may not be used at any time without prior approval. This includes floor mats, hurdles, pitching machines, batting cages, etc. Applicable rental fees apply.
4. Adhesive tapes which may cause damage to or leave a residue on the floor or track are prohibited.

Field Use Rules at All District Facilities

1. The availability of fields is based on field conditions, school athletic schedules, District maintenance schedules, and anticipated weather. The District reserves the right to cancel field rentals due to unsatisfactory field conditions, rescheduled athletic events, or necessary field maintenance.
2. *Athletic* fields are lined to meet District 158 programming needs and must comply with IESA or IHSA regulations, as applicable. Renters may not line, mark, or otherwise alter *athletic* fields under any circumstances. Common Area fields are not lined by the District. No alterations to Common Area fields are permitted without written authorization from the District.
3. The District is solely responsible for the maintenance of fields including: mowing, seeding, raking, soil replacement, and lining of athletic fields. Additionally, goal posts and track equipment are maintained and managed by the District.
4. No vehicles of any type may be driven on fields, tracks, or common areas. The only exception is for emergency vehicles, including fire, ambulance, and police.
5. No renter may leave or store equipment on District property without prior written authorization. This includes, but is not limited to: goals/nets, portable lighting, lock boxes, and athletic equipment.
6. With the exception of portable lighting as approved by the District, renters may not store or operate any engine, motor, or machinery on District property. Additionally, the use of oils, burning fluids, kerosene, gasoline, or other flammable materials for mechanical or other purposes is strictly prohibited.
7. Renters will be charged for any field repairs required due to extraordinary wear and tear determined by the District to have been caused by their use. This includes, but is not limited to, the use of stationary equipment that places undue stress on specific areas of the field.
8. No dogs or pets are permitted on District 158 property. Only certified service animals are allowed, and they must remain with the handler.
9. If trash pickup is needed following the rental, a fee of $28.00 per hour, per maintenance staff member will be assessed.

Stadium Turf Field and Track at Huntley High School

1. Food, soda, Gatorade, gum, sunflower seeds, glass, fireworks, pets, cigarettes, or any sharp objects such as metal cleats, tent stakes, corner flags, and poles that will risk damage to the turf and/or possibly injure players are prohibited. WATER IS THE ONLY BEVERAGE PERMITTED ON THE STADIUM FIELD.
2. Only participating athletes, coaches, and officials are allowed on the stadium field. Parents, spectators and fans should observe from the stands.
3. Only *authorized* adults are permitted in the press box. NO CHILDREN.
4. Access to the scoreboard room, press box rooftop, and/or use of photography platforms is prohibited.
5. Lights and use of the PA system must end by 9:00 pm, Sunday through Thursday, and by 10:00 pm on Friday and Saturday.
6. No portable heaters or open flame permitted.
7. No vehicles of any type may be driven on the field or track. The only exception is for emergency vehicles, including fire, ambulance, and police.
8. Bicycles, skateboards, rollerblades, and motorized vehicles are not permitted inside the Stadium Field.
9. No dogs or pets are permitted on District 158 property. Only certified service animals are allowed, and they must remain in the viewing stands.
10. If trash pickup is needed following the rental, a fee of $28.00 per hour, per maintenance staff member will be assessed.

Facility Access

All activities are to be confined to the specific areas of the building or grounds indicated on the approved permit. Custodians and District Event Supervisors will not open or allow access to any facilities not indicated on the approved permit unless prior authorization has been provided by the District.

Groups will be permitted to enter the facility no more than ten (10) minutes prior to their scheduled entry time and must exit within fifteen (15) minutes of the scheduled end time. The scheduled time must include all setup, preparation, breakdown, and clean-up performed by the renter. If facility use extends beyond the allotted time, additional charges will apply.

Renters may **not** contact District coaches, Athletic Directors, Assistant Athletic Directors, or other staff to gain early access to any facility.

Cancellations of Scheduled Rental Events

Cancellations by District 158

District 158 reserves the right to cancel rentals due to unforeseen circumstances, including but not limited to athletic department scheduling, unplayable field conditions, or rescheduling or addition of Group 1 events.

Occasionally, school or District events may be scheduled or rescheduled after a facility use permit has been issued. If this occurs, advance notice will be provided when possible, and every effort will be made to accommodate renters by offering an alternative appropriate location.

The Superintendent or designee reserves the right to cancel a permit if District property is used in a manner inconsistent with the purpose for which permission was granted.

Inclement Weather: In the event District facilities must close due to inclement weather, all rental activities will be cancelled. Renters with scheduled activities on those days will be notified via email or phone by the Director of Administrative Services as soon as the cancellation decision is made.

Building Emergency: In the case of a building emergency (e.g., burst pipe, loss of electricity, gas leak, loss of heat), which requires closure of a building or campus, the Director of Administrative Services will promptly contact affected renters via email or phone once the decision to close the building or campus has been made.

Cancellations by Renter

Indoor Facilities: Cancellations for indoor facility use must be submitted via phone or email to the Director of Administrative Services at least 24 hours in advance of the scheduled rental to avoid a No Show/No Cancellation Fee of $50 per scheduled room. This fee is in addition to Custodial Fees and District Event Supervisor Fees incurred for the event.

Outdoor Facilities: Cancellations for outdoor facility use, including those due to inclement weather, must be submitted via phone or email to the Director of Administrative Services within 48 hours of the decision to cancel in order to avoid being charged the full rental fee per scheduled field. If the field use requires Custodial and/or District Event Supervisor personnel, a minimum two-hour personnel charge will apply.

Multiple failures to show for indoor or outdoor rentals may result in the suspension of rental privileges.

Safety and Security

Use of District facilities shall be conducted in a manner that promotes the safety and security of all individuals. Renters are responsible for ensuring that all participants and guests comply with policies, rules, and procedures.

Bloodborne Pathogens: Renter agrees to adhere to federal and State OSHA standards pertaining to bloodborne pathogens and any necessary clean up of blood or other bodily fluids.

Building Emergency: In the event of a building emergency (e.g, burst pipe, gas leak, chemical spill, etc.), renter should *immediately* evacuate the building and contact the or custodian on duty or District Event Supervisor.

Certification of First Aid, CPR and AED Requirement: Renters of indoor and/or outdoor athletic (physical fitness) facilities are required to have a designated adult present at all times who is certified in First Aid, Cardiopulmonary Resuscitation (CPR), and the use of an Automated External Defibrillator (AED). The certified individual must be present on-site for the duration of the rental activity or event.

No exceptions will be made to this requirement. Failure to comply will result in the immediate termination of all scheduled rental events.

Door Security: Doors may not be propped open under any circumstances. This includes both exterior and interior doors. Propping doors open poses a security risk and is strictly prohibited.

Fire & Severe Weather Safety Plan: Fire evacuation routes and shelter in place (tornado) locations are posted in all rooms in all District buildings. *Renters should familiarize themselves with these posted plans and be prepared to carry out such plans in the event of an emergency.*

- **Fire Alarm** - In the event the fire alarm is activated, everyone **MUST** exit the building, re-entering only after being given clearance by the local Fire Department or other authorized individual.
- **Tornado Siren** - In the event the tornado siren is activated, everyone **MUST** report to the designated shelter in place location and remain in the shelter location until clearance has been provided.
    - **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.***
- **Extreme Heat and Humidity or Cold Temperatures** - Renters are advised to use caution for all outdoor rentals in regard to extreme heat and humidity or cold temperatures. When temperature or wind chill is below 15° F, it is recommended participants stay indoors. For hot weather, the following National Weather Service (NWS) guidelines outline heat index categories and associated health risks:

Category	Heat Index	Possible Heat Disorders
Extreme Danger	130° F or higher	Heat stroke or sunstroke likely
Danger	105° - 129° F	Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity
Extreme Caution	90° - 105° F	Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity
Caution	80° - 90° F	Fatigue possible with prolonged exposure and/or physical activity

➢ **Perry Weather Alert System** - The District has partnered with Perry Weather, a severe weather detection system that provides real-time updates and notifications of lightning strikes and dangerous weather conditions. All users of outdoor facilities are expected to familiarize themselves with the Perry Weather System and be prepared to follow all safety procedures in the event of an alert, lightning strike in the area, or approaching severe weather conditions.

Weather information for each campus, including temperature, wind speed and direction can be found below by selecting the appropriate campus link:

Harmony Road Campus	Reed Road Campus	Square Barn Road Campus
Huntley High School	Chesak Elementary School	Conley Elementary
Leggee Elementary School	Marlowe Middle School	Heineman Middle School
	Martin Elementary School	Mackeben Elementary School

Additional information on how the Perry Weather Alert System works is available here.

* *Any time lightning and severe weather is believed to be a threat, everyone should immediately seek shelter.*

Any organization or group that fails to follow safety procedures may lose field privileges.

First Aid Supplies: Renters shall provide all first aid supplies—including adhesive bandages, antiseptic wipes, gloves, instant cold packs, and similar items—as well as an individual trained in first aid. The District does not provide emergency personnel or Athletic Trainers for rental activities or events.

Medical Emergency: In the event of a medical emergency, renter should *immediately* call 9-1-1 and notify the District Event Supervisor or custodian on duty as soon as time permits.

➢ **Automated External Defibrillator (AED)** - All District 158 buildings and athletic facilities are equipped with portable AED devices. These devices are to be used only in emergency situations and only by individuals certified in AED use. If an AED is used during a rental activity:

- Call 9-1-1 *immediately*.
- The organization leader or AED user must complete the AED Incident Report form (located inside the AED box).
- The completed form must be submitted to the Chief Safety and Security Officer at adean@district158.org or the Director of Administrative Services at lwoods@district158.org within 24 hours of the incident, either by email or personal delivery. If there is a District Event Supervisor at your event or activity, you may give the form to them and they will forward it to the Chief Safety and Security Officer at adean@district158.org.
- Timely reporting is essential for insurance documentation and to assist the District in maintaining the AED equipment.

➢ **Ambulance** - If an ambulance is called for a sick or injured participant during a rental activity, District 158 is not responsible for any associated costs, even if the call is placed by a District employee.

Open Flame, Pyrotechnics: The use of pyrotechnics or open flames—including barbecue grills (charcoal, gas, propane), flat top grills, wood fires, candles, and similar items—is prohibited on school grounds, in parking lots, or within school buildings.

Tailgating: For safety reasons, tailgating on school property is prohibited.

Other Terms and Conditions

Advertising or Signage for Events: Any advertising or signage used to indicate the location of an event held at a District facility must comply with Board Policy 8:25, Advertising Materials in Schools Provided by Non-School Related Entities.

Materials must be family-friendly and may not disrupt the educational process; violate the rights or invade the privacy of others; infringe on trademarks or copyrights; contain defamatory, obscene, vulgar, or indecent content; or promote the use of alcohol, tobacco, drugs or similar products.

The sponsoring organization's name and contact information must be clearly and prominently displayed. School names may be listed only as the event site. Use of school or District logos or images is strictly prohibited.

No signage, advertisements, fliers, or displays may be posted on District property without prior approval. Contact the Director of Administrative Services to initiate the approval process. Approved materials may not be permanently affixed to any part of the school facility and must be removed at the conclusion of the event.

Operation of District Equipment: Only District personnel are authorized to operate basketball hoops, bleachers, gymnasium divider curtains, and opening/closing cafeteria tables.

Use of District Equipment and Supplies: Equipment available for use is generally limited to tables and chairs located at each specific facility and is provided at no additional charge. With the exception of volleyball standards, Physical Education and other curriculum-related equipment is not available for use. In addition, the use of photocopiers, refrigerators, freezers, stoves, ovens, microwaves, and ice machines is not permitted.

District 158 does not provide extension cords, laptops, adapters, power cords, or other equipment and general supplies such as tape, scissors, pens, paper, or first aid supplies for renter use. If such items are needed, they are the sole responsibility of the renter.

Extension cords may not be daisy-chained and must be secured to the floor using Gaffer tape or electrical tape to prevent tripping hazards. Duct tape is prohibited. All tape must be removed at the conclusion of the event.

Use of audio-visual equipment may be available if a qualified District employee is present to set up and operate the equipment. A fee of $28.00 per hour will be charged for all time the employee devotes to the rental.

Personal Property or Organizational Equipment: Renters may bring personal property or organizational equipment for use during their rental. Items must be removed after the event, unless prior arrangements have been approved. The District is not responsible for lost, stolen, or damaged personal property or equipment. All equipment must be in good working condition and free of defects.

Prohibited Items: The following items are not permitted on District property: glitter, silly string, confetti, and shredded paper materials. Duct tape may not be used on floors, walls, windows, or doors. These items can cause significant cleanup or damage and may result in additional custodial fees if used.

Obstructing Passageways or Equipment: No portion of sidewalks, entryways, aisles, interior doors, fire exit doors, fire lanes, fire extinguishers, fire pull stations, AED units, or similar emergency equipment may be blocked, obstructed, or used for any purpose other than its intended function. Additionally, items may not be taped or otherwise secured to windows or interior or exterior doors.

Parking: Vehicles must be parked in designated parking areas while on District property. Unauthorized parking is strictly prohibited in areas such as: in front of fire hydrants, on sidewalks or grass, in fire lanes or loading zones, in handicapped spaces (without proper permit), in driveways or any restricted areas. *Violators may be ticketed by local authorities and/or towed at the vehicle owner's expense.*

Application Process

The applicant must be an authorized representative of the organization with the authority to financially bind the organization, if applicable.

All requests to use District facilities must be submitted at least one (1) week in advance of the requested date of use. Requests must be made using the Application for Use of Buildings or Grounds form.

For events spanning multiple dates, please include a list of each specific date requested. General statements like "the third Tuesday of each month" will not be accepted. To avoid scheduling conflicts, refer to the 2025-2026 Yearly Calendar when selecting your dates. Avoid submitting requests for No School Days, Institute Days, Holidays, Winter Break, Spring Break, and other non-rental dates. Rooms are not available for use immediately after school on Early Release Days.

All time requested on the rental application must include time for setup, breakdown, and clean-up by the renter. Facility access will begin and end according to the times specified on the approved permit. If facility use extends beyond the allotted time, additional charges will apply.

Once received, the application will be reviewed for: event permissibility, Group Classification, and space availability. Please allow up to 5 business days for processing.

Important: A rental is not considered confirmed until the Rental Application has been approved, all required insurance and documentation have been submitted, and any applicable deposit or full rental payment has been received.

Once approved, the Main Contact Person will receive a Rental Permit via email, indicating the date(s), times, building, and approved space(s) for use.

All changes to an approved permit must be requested in writing. No refunds or credits will be issued if the rental ends earlier than the approved time.

Please direct all rental-related communications to Lorie Woods, Director of Administrative Services at (847) 659-6107 or by email at lwoods@district158.org.

Insurance Requirements

Prior to approval for use of District facilities, PTA, PTO, Booster Organizations, District 158 Education Foundation, and all Group 2-5 renters are required to provide proof of insurance in the amount of $1,000,000 property damage liability for each occurrence and $500,000 bodily injury liability for each occurrence.

The proof of insurance must name: ***Huntley Community School District 158, 650 Dr. John Burkey Drive, Algonquin, IL 60102*** as the designated certificate holder and additional insured.

It is understood and agreed the following shall be Additional Insureds: Huntley Community School District 158 including all elected and appointed officials, all employees, volunteers, and others working on behalf of Huntley Community School District 158, and all boards and their board members. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether said other available coverage be primary, contributing, or excess.

A Certificate of Insurance must be provided a minimum of five (5) business days prior to the first date of use. Upon receipt of the required proof of insurance, the rental application will be fully processed and a permit (confirmation) will be sent to the Main Contact Person via email.

*** VENDOR INSURANCE REQUIREMENT ***

If a PTA, PTO, Booster Organizations, District 158 Education Foundation, authorized Parent Group, or Group 2-5 renter plans to use the services of any vendor (e.g., DJs, food trucks, performers, merchandise sales, craft fair vendors, photographers, etc.), a complete Vendor List must be submitted to the Director of Administrative Services **no later than two weeks (10 business days)** before the scheduled event. The list must include: Business/Vendor Name, Contact Person's Name, Phone Number, and Email Address. The Director of Administrative Services will contact each vendor to obtain the required Certificate of Insurance (COI). The COI must:

- Name Huntley Community School District 158, 650 Dr. John Burkey Drive, Algonquin, IL 60142 as the certificate holder and additional insured
- Remain valid for all District 158 facilities throughout the policy coverage period

Note: A COI submitted in this format covers all District facilities and eliminates the need for multiple submissions for different locations.

All renters and vendors who provide the required insurance documentation will be entered into a centralized District Insurance Database. The database is accessible to District staff, PTA/PTO, and Booster Groups to allow compliance and maintain efficient communication regarding insurance status and requirements.

* *In certain cases, a Waiver of Liability and Hold Harmless Agreement may be accepted in lieu of a Certificate of Liability Insurance (COI). The approval and applicability of a waiver will be determined solely at the discretion of District 158.*

Billing

1. Final billing will be based on usage including: facility time, custodial services, District Event Supervisor hours, and police official presence (if required). All applicable personnel and service fees will be included in the final rental invoice.
2. Invoices will be issued via email within 20 days following the end of the month in which the rental occurred. Example: *A rental on April 15 will be invoiced by May 20.*
3. Payment is due in full within 30 days of the invoice date.
4. If payment is not received by the initial due date, a reminder notice will be sent 60 days after the original invoice is issued. Payment is due immediately upon receipt of the reminder.
5. Non-payment within 10 days of the reminder will result in the *immediate cancellation* of all rental activities until payment in full has been received.
6. Failure to make payment on any invoice will result in the permanent suspension of rental privileges.

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: July 17, 2025

Subject: **Equipment Declared as Surplus**
Board of Education Meeting, July 17, 2025
Finance Committee

Please consider the attached list of equipment for surplus. The equipment listed is either non-functional or it has exceeded its useful life for the District.

RECOMMENDATION
The Finance Committee recommends the Board of Education approve the surplus list attached at the July 17, 2025 Board of Education Meeting.

Resource Name	Barcode
Apple 32 GB gold iPad Air 2	047900
Apple 32 GB space gray iPad Air 2	038731
Apple iPad 16GB	017536
Apple iPad 16GB	017544
Apple iPad 16GB	017545
Apple iPad 16GB	022013
Apple IPAD Air WiFI 16 GB Silver A1474	029339
Apple iPad Wi-Fi 32GB Space Gray MP2F2LL/A	047972
Apple MacBook Pro 13"	069359
Apple MacBook Pro 13"	069535
Dell Laptop 5300 Latitude	059200
Dell Laptop 5420	069544
Dell Laptop 5500 Latitude	059256
Dell Laptop 5500 Latitude	061670
Dell Laptop 5500 Latitude	067336
Dell Laptop 5500 Latitude	067382
Dell Laptop 5500 Latitude	067419
Dell Laptop 5500 Latitude	067482
Dell Laptop 5500 Latitude	067483
Dell Laptop 7390	057876
Dell Laptop Latitude 5400	058459
Dell Laptop Latitude 5400	058465
Dell Laptop Latitude 5400	059299
Dell Laptop Latitude 5400	059313
Dell Laptop Latitude 5400	062827
Dell Laptop Latitude 5400	062831
Dell Laptop Latitude 5400	067234
Dell Laptop Latitude 5400	067236
Dell Laptop Latitude 5400	067243
Dell Laptop Latitude 5400	067248
Dell Laptop Latitude 5400	067265
Dell Laptop Latitude 5400	067293
Dell Laptop Latitude 5400	067306
Dell Laptop Latitude 5400	067309
Dell Laptop Latitude 5400	067314
Dell Laptop Latitude 5400	067319
Dell Laptop Latitude 5490	057738
Dell Laptop Latitude 5590	057914
Dell Laptop Latitude 5590	057941
Dell Laptop Latitude E6440	029468
Dell Latitude 5410	068869
Dell Latitude 5410	068873
Dell Latitude 5410	068874
Dell Latitude 5410	068875
Dell Latitude 5410	068878
Dell Latitude 5410	068884
Dell Latitude 5480	050877
Dell Latitude 5480	051941
Dell Latitude 5480	051947
Dell Latitude 5480	051961
Dell Latitude 5480	051968
Dell Latitude 5480	051972
Dell Latitude 5480 Laptop Computer 5480	039052
Dell Latitude 5580	051195
Dell Latitude 5580	051243
Dell Latitude 5580	051247
Dell Latitude 5580	051976
Dell Latitude 7370	042950

Dell Latitude 7370	046917
Dell Latitude Laptop 5490 (Special Services)	053258
Dell Latitude Laptop 5490 (Special Services)	053260
Dell Latitude Laptop 5490 (Special Services)	053262
Dell OptiPlex 3040	043676
Dell OptiPlex 3040	043677
Dell OptiPlex 3050 Micro	053465
Dell Optiplex GX3020	032009
enabling device Therapeutic Device On-The-Go 7 Level 7075G	047902
Enabling Switch - CYMBAL - music Cymbal music switch 2023	070042
Epson LCD Projector PowerLite 83+	016532
HP Chromebook 11 G6	059764
HP Chromebook 11 G6	060539
HP Chromebook G8	028658
HP Chromebook G8	028661
HP Chromebook G8	028670
HP Chromebook G8	028673
HP Chromebook G8	029553
HP Chromebook G8	029554
HP Chromebook G8	029555
HP Chromebook G8	029558
HP Chromebook G8	029561
HP Chromebook G8	029564
HP Chromebook G8	029565
HP Chromebook G8	029569
HP Chromebook G8	029575
HP Chromebook G8	029614
HP Chromebook G8	048132
HP Chromebook G8	052938
HP Chromebook G8	053316
HP Chromebook G8	053325
HP Chromebook G8	053338
HP Chromebook G8	058240
HP Chromebook G8	058241
HP Chromebook G8	062510
HP Chromebook G8	062511
HP Chromebook G8	062925
HP Chromebook G8	062933
HP Chromebook G8	062947
HP Chromebook G8	062958
HP Chromebook G8	062972
HP Chromebook G8	062976
HP Chromebook G8	062982
HP Chromebook G8	062984
HP Chromebook G8	062987
HP Chromebook G8	062988
HP Chromebook G8	062998
HP Chromebook G8	063017
HP Chromebook G8	063019
HP Chromebook G8	063026
HP Chromebook G8	063036
HP Chromebook G8	063043
HP Chromebook G8	063048
HP Chromebook G8	063055
HP Chromebook G8	063061
HP Chromebook G8	063065
HP Chromebook G8	063073
HP Chromebook G8	063078
HP Chromebook G8	063092

HP Chromebook G8	063097
HP Chromebook G8	063102
HP Chromebook G8	063147
HP Chromebook G8	063149
HP Chromebook G8	063160
HP Chromebook G8	063165
HP Chromebook G8	063168
HP Chromebook G8	063175
HP Chromebook G8	063181
HP Chromebook G8	063199
HP Chromebook G8	063203
HP Chromebook G8	063207
HP Chromebook G8	063209
HP Chromebook G8	063219
HP Chromebook G8	063227
HP Chromebook G8	063245
HP Chromebook G8	063247
HP Chromebook G8	063262
HP Chromebook G8	063282
HP Chromebook G8	063286
HP Chromebook G8	063290
HP Chromebook G8	063309
HP Chromebook G8	063310
HP Chromebook G8	063312
HP Chromebook G8	063321
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HP Chromebook G8	075190
HP Chromebook G8	075212
HP Chromebook G8	075213
HP Chromebook G8	075246
HP Chromebook G8	075255
HP Chromebook G8	075288
HP Chromebook G8	075290
HP Chromebook G8	075292
HP Chromebook G8	075300
HP Chromebook G8	075326
HP Chromebook G8	075356
HP Chromebook G8	075386
HP Chromebook G8	075400
HP Chromebook G8	075425
HP Chromebook G8	075464
HP Chromebook G8	075472
HP Chromebook G8	075478
HP Chromebook G8	075507
HP Chromebook G8	075533
HP Chromebook G8	075534
HP Chromebook G8	075644
HP Chromebook G8	075663
HP Chromebook G8	075700
HP Chromebook G8	075710
HP Chromebook G8	075727
HP Chromebook G8	075738
HP Chromebook G8	075749
HP Chromebook G8	075751
HP Chromebook G8	075752
HP Chromebook G8	075753
HP Chromebook G8	075754
HP Chromebook G8	075769
HP Chromebook G8	075813
HP Chromebook G8	075815
HP Chromebook G8	075816
HP Chromebook G8	075824

HP Chromebook G8	075841
HP Chromebook G8	075842
HP Chromebook G8	075846
HP Chromebook G8	075847
HP Chromebook G8	075859
HP Chromebook G8	075866
HP Chromebook G8	075867
HP Chromebook G8	075873
HP Chromebook G8	075874
HP Chromebook G8	075879
HP Chromebook G8	075881
HP Chromebook G8	075902
HP Chromebook G8	075906
HP Chromebook G8	075919
HP Chromebook G8	075921
HP Chromebook G8	075924
HP Chromebook G8	075934
HP Chromebook G8	075937
HP Chromebook G8	075970
HP Chromebook G8	075980
HP Chromebook G8	075981
HP Chromebook G8	076001
HP Chromebook G8	076030
HP Chromebook G8	076044
HP Chromebook G8	076233
HP Chromebook G8	076242
HP Chromebook G8	076307
HP Chromebook G8	076314
HP Chromebook G8	076367
HP Chromebook G8	076386
HP Chromebook G8	076470
HP Chromebook G8	076509
HP Chromebook G8	076521
HP Chromebook G8	076556
HP Chromebook G8	076572
HP Chromebook G8	076605
HP Chromebook G8	076606
HP Chromebook G8	076631
HP Chromebook G8	076644
HP Chromebook G8	076660
HP Chromebook G8	076669
HP Chromebook G8	076707
HP Chromebook G8	076767
HP Chromebook G8	076776
HP Chromebook G8	076816
HP Chromebook G8	076931
HP Chromebook G8	077014
HP Chromebook G8	077026
HP Chromebook G8	077048
HP Chromebook G8	077103
HP Chromebook G8	077140
HP Chromebook G8	077150
HP Chromebook G8	077195
HP Chromebook G8	077218
HP Chromebook G8	077225
HP Chromebook G8	077298
HP Chromebook G8	077359
HP Chromebook G8	077396
HP Chromebook G8	077402

HP Chromebook G8	077408
HP Chromebook G8	077418
HP Chromebook G8	077440
HP Chromebook G8	077447
HP Chromebook G8	077452
HP Chromebook G8	077466
HP Chromebook G8	077467
HP Chromebook G8	077481
HP Chromebook G8	077499
HP Chromebook G8	077526
HP Chromebook G8	077543
HP Chromebook G8	077545
HP Chromebook G8	077561
HP Chromebook G8	077589
HP Chromebook G8	077649
HP Chromebook G8	077795
HP Chromebook G8	077842
HP Chromebook G8	077859
HP Chromebook G8	077885
HP Chromebook G8	077890
HP Chromebook G8	077904
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HP Chromebook G8	077941
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HP Chromebook G8	077959
HP Chromebook G8	077961
HP Chromebook G8	077974
HP Chromebook G8	077983
HP Chromebook G8	077988
HP Chromebook G8	078036
HP Chromebook G8	078056
HP Chromebook G8	078092
HP Chromebook G8	078131
HP Chromebook G8	078138
HP Chromebook G8	078183
HP Chromebook G8	078207
HP Chromebook G8	078240
HP Chromebook G8	078242
HP Chromebook G8	078249
HP Chromebook G8	078250
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HP Chromebook G8	078320
HP Chromebook G8	078321
HP Chromebook G8	078337
HP Chromebook G8	078340
HP Chromebook G8	078357
HP Chromebook G8	078362
HP Chromebook G8	078386
HP Chromebook G8	078399
HP Chromebook G8	078424
HP Chromebook G8	078477
HP Chromebook G8	078560
HP Chromebook G8	078711
HP Chromebook G8	080838
HP Chromebook G8	080850
HP Chromebook G8	080855
HP Chromebook G8	083845

HP Chromebook G9	078886
HP Chromebook G9	078916
HP Chromebook G9	078923
HP Chromebook G9	082190
HP Chromebook G9	082280
HP Chromebook G9	082314
HP Chromebook G9	082336
HP Chromebook G9	082388
HP Chromebook G9	082394
HP Chromebook G9	082490
HP Chromebook G9	082543
HP Chromebook G9	082595
HP Chromebook G9	082665
HP Chromebook G9	082720
HP Chromebook G9	082745
HP Chromebook G9	082748
HP Chromebook G9	083050
HP Chromebook G9	083063
HP Chromebook G9	083147
HP Chromebook G9	083404
HP Chromebook G9	085207
HP Chromebook G9	085208
HP Chromebook G9	086359
HP Chromebook G9	086369
HP Chromebook G9	086901
HP Chromebook G9	086934
HP Color Laserjet M451dw	034847
IPEVO IW2 Wireless Interactive Whiteboard System 5-870-1-08-00	045170
Ipevo V4K Ultra High Definition USB Document Camera 5-880-4-01-00	014134
Kindle by Amazon	007474
Verizon Hot Spot MiFi 8800L	067771
Verizon Hot Spot MiFi 8800L	067773
Verizon Hot Spot MiFi 8800L	071002
Apple iPad 5th Generation	047988
Apple iPad 5th Generation	047993
Apple iPad 8th generation 32 gb	068535
Apple iPad 10.2 inch 64GB Space Gray MYLU2LL/A	080638
Apple iPad 64 GB 9th generation 10.2 inch 64 GB	070047
Apple iPad 64 GB 9th generation 10.2 inch 64 GB	070049
Apple iPad 64 GB 9th generation 10.2 inch 64 GB	070053
Apple iPad 64 GB 9th generation 10.2 inch 64 GB	070107
Apple iPad 64 GB 9th generation 10.2 inch 64 GB	070833
Apple iPad 64 GB 9th generation 10.2 inch 64 GB	070846
Apple iPad Wi-Fi 32GB Space Gray MRBA2LL/A	053217
Apple iPad Wi-Fi 32GB Space Gray MRBA2LL/A	053236
Freedom Scientific ONYX Maginifier ONYX Desket XL	018812
ipad (7th Generation) 32 GB Space Grey	062770
Magic Touch TAGPad Selection Screen 3.2	018816
smart/talk communication device version 2	014055
HP Chromebook G9	079655
Acer Chromebox CWI2 4GKM	053376
Acer Chromebox CWI2 4GKM	053380
Dell Laptop Latitude 5400	059247
Logitech Conference Cam Connect	067834
Novel. Brown Girl Dreaming - 7th Grade	40158001943727
Apple MacBook Pro 13"	059234
Dell Laptops 5520	069640
HP Chromebook 11 G6	055221
HP Chromebook 11 G6	057400

HP Chromebook G8	029576
HP Chromebook G8	062953
HP Chromebook G8	062961
HP Chromebook G8	063689
HP Chromebook G8	064269
HP Chromebook G8	065272
HP Chromebook G8	065864
HP Chromebook G8	071014
HP Chromebook G8	071036
HP Chromebook G8	071058
HP Chromebook G8	071111
HP Chromebook G8	071134
HP Chromebook G8	071156
HP Chromebook G8	071232
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HP Chromebook G8	071478
HP Chromebook G8	071605
HP Chromebook G8	071614
HP Chromebook G8	071683
HP Chromebook G8	071807
HP Chromebook G8	072009
HP Chromebook G8	072064
HP Chromebook G8	072077
HP Chromebook G8	072120
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HP Chromebook G8	072258
HP Chromebook G8	072287
HP Chromebook G8	072530
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HP Chromebook G8	073593
HP Chromebook G8	073763
HP Chromebook G8	073780
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HP Chromebook G8	074527
HP Chromebook G8	074573
HP Chromebook G8	078035
HP Chromebook G8	078086
HP Chromebook G8	078166
HP Chromebook G9	082191
HP Chromebook G9	082291
HP Chromebook G9	083332
HP Chromebook G9	083364
Vivetek LCD remote	014800
HP Chromebook G8	076447
HP Chromebook G8	073613
HP Chromebook G9	078851
HP Chromebook G9	078881
HP Chromebook G9	078946
Logitech Wireless Mouse M325	035271
QOMO Scanner Document Camera QPC20 F1	058204
HP Chromebook G8	064923
HP Chromebook G8	071319
HP Chromebook G8	072776
HP Chromebook G8	072843
HP Chromebook G8	072931

HP Chromebook G8	073220
HP Chromebook G8	073291
HP Chromebook G8	073334
HP Chromebook G8	073663
HP Chromebook G8	075226
HP Chromebook G8	076097
HP Chromebook G8	076139
HP Chromebook G8	076187
HP Chromebook G8	076315
HP Chromebook G9	081435
Novel. Anne Frank: The Diary of a Young Girl - 8th Grade	40158000643625
Novel. Freak the Mighty - 7th Grade	40158000839728
Novel. Freak the Mighty - 7th Grade	40158000889772
Novel. Freak the Mighty - 7th Grade	40158002279238
Novel. Hatchet - 6th Grade	40158001105483
Novel. March Graphic Novel - 8th Grade	40158001902707
Novel. Out of My Mind - 6th Grade	40158001832938
Novel. Stargirl - 6th Grade	40158000986479
Novel. Tangerine - 6th Grade (U)	40158001193919
Novel. The Watsons Go to Birmingham -1963 - 6th Grade	40158001754850
Eiki CD / Cassette Player 7070A	1391

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: July 17, 2025

To: Board of Education

From: Jessica Lombard, Superintendent

Subject: Student Handbooks Revisions for 2025-26

At the June 12, 2025 Board Meeting the Board approved to move the Student Handbook Revisions for 2025-26 to the July 17, 2025 Board meeting for approval. There was one recommended addition at the June 12th meeting to add in language around the importance of student voice. The following language has been added to the student handbooks:

Student Voice
At Huntley 158, we believe that student voice matters. Students offer valuable insights that help shape the learning environment. Your ideas, experiences, and perspectives will help guide decisions that impact your education.

We are committed to listening and will provide opportunities through surveys, focus groups, the Principal's Student Leadership Council (PSLC), the 5th grade ambassador program, the Student Athlete Leadership Team (SALT), one-on-one conversations with staff, the Superintendent Student Advisory Committee, the 5 Essentials or through other means throughout the year. Your voice can help drive real change, from improving daily experiences to shaping long-term goals. Your voice is not only heard in Huntley 158- it is VALUED!

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.

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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
	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

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 caree**r.	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.

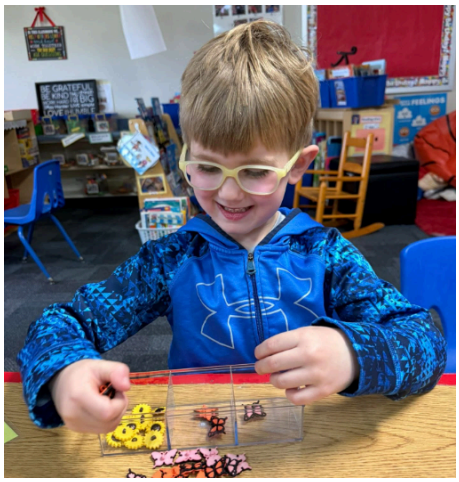
Student Handbooks enclosed

Recommendation

Seeking approval as presented.

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

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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

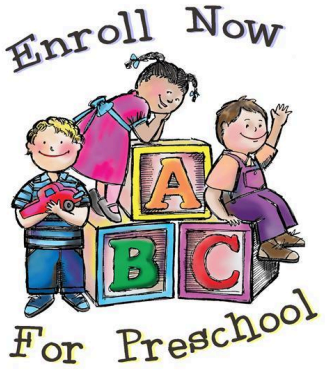
Emergency Notifications

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.

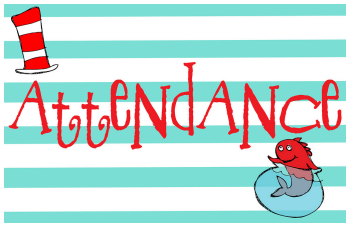
Treats for Classroom Celebrations

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.

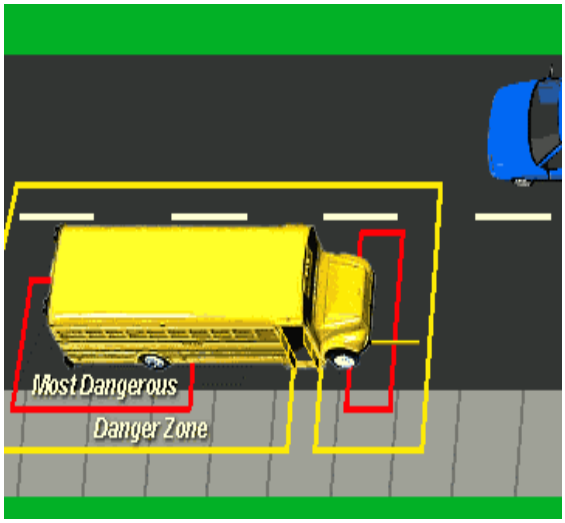
When students need to cross a road before boarding or after exiting the bus, they must wait on the curb or edge of the roadway until the driver signals the student giving them permission to cross the road. Students should cross the road far enough in front of the bus (approximately 10 feet) so the driver 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 3148, 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 (61~~59~~

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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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
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
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, 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

Student Voice

At Huntley 158, we believe that student voice matters. Students offer valuable insights that help shape the learning environment. Your ideas, experiences, and perspectives will help guide decisions that impact your education.

We are committed to listening and will provide opportunities through surveys, focus groups, the Principal's Student Leadership Council (PSLC), the 5th grade ambassador program, the Student Athlete Leadership Team (SALT), one-on-one conversations with staff, the Superintendent Student Advisory Committee, the 5 Essentials or through other means throughout the year. Your voice can help drive real change, from improving daily experiences to shaping long-term goals. Your voice is not only heard in Huntley 158–it is VALUED!

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

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
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 self 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
	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

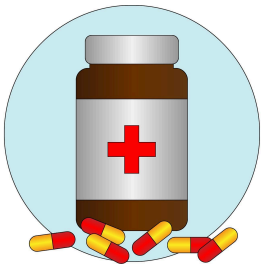
The health program is designed primarily to maintain health and prevent serious injury or illness. A Registered Nurse is employed by the District in each school to be on duty when children are present during school hours. Except in emergencies, students need a pass from their teacher to visit the Health 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.

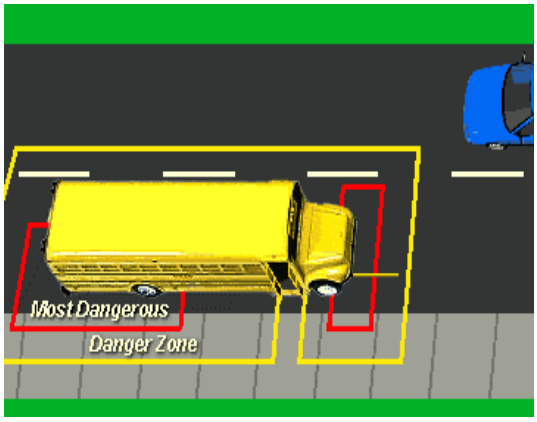
Not following these guidelines is a serious safety offense and drivers have been directed to submit bus conduct reports of students who do not follow these guidelines.

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.

Student Voice

At Huntley 158, we believe that student voice matters. Students offer valuable insights that help shape the learning environment. Your ideas, experiences, and perspectives will help guide decisions that impact your education.

We are committed to listening and will provide opportunities through surveys, focus groups, the Principal's Student Leadership Council (PSLC), the 5th grade ambassador program, the Student Athlete Leadership Team (SALT), one-on-one conversations with staff, the Superintendent Student Advisory Committee, the 5 Essentials or through other means throughout the year. Your voice can help drive real change, from improving daily experiences to shaping long-term goals. Your voice is not only heard in Huntley 158–it is VALUED!

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	Spring~~March~~

	reading/language arts, mathematics, and science.	~~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

BEHAVIOR CODES	INCIDENT TYPE (SUB-CODES)	LEVEL	INCIDENT DEFINITIONS	POTENTIAL RESPONSES
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
	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.

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- 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	688 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	(847) 659-6602
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~~, Melinda Chamberlain, English Department	(847) 659-3000
~~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

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
(847) 659-6536	Transportation

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 3148, 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
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 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

Student Voice

At Huntley 158, we believe that student voice matters. Students offer valuable insights that help shape the learning environment. Your ideas, experiences, and perspectives will help guide decisions that impact your education.

We are committed to listening and will provide opportunities through surveys, focus groups, the Principal's Student Leadership Council (PSLC), the 5th grade ambassador program, the Student Athlete Leadership Team (SALT), one-on-one conversations with staff, the Superintendent Student Advisory Committee, the 5 Essentials or through other means throughout the year. Your voice can help drive real change, from improving daily experiences to shaping long-term goals. Your voice is not only heard in Huntley 158–it is VALUED!

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. 725

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	750	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	757	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
rcastans@district158.org
(847) 659-6516

Mr. Matt Landvick
Asst. Athletic Director & Activities Director
mlandvick@district158.org
(847) 659-6517~~791~~

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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

784

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: July 17, 2025

TO: Board of Education and Administration

FROM: Kevin Lindquist, Director of Operations & Maintenance

RE: Refuse and Recycled Materials Hauling and Disposal Bid #2025-13 **(A)**
Board of Education Meeting, July 17, 2025
Action Item

Background:

The present service contract for Refuse and Recycle Hauling and Disposal Services expires on August 5, 2025.

A bid was released and an advertisement for proposals was published on May 30, 2025. The bid opening was June 9, 2025.

The tabulation of the bids is:

Huntley Community School District 158
Refuse and Recycled Materials Hauling and Disposal Bid # 2025-13
Bid Opening June 16, 2025 @ 9:00 a.m.

Bidder's Name			LRS	MDC	Waste Connections
Bid Bond			10%	10%	No Bid
Certificate of Elgibility			X	X	No Bid
Certificate of IDHR			X	X	No Bid
Certificate of Illinois Prevailing Wage Law			X	X	No Bid
Hold Harmless Agreement			X	X	No Bid
Equipment List			X	X	No Bid
Reference List			X	X	No Bid
BASE BID specified schedule	12 Mo. Contract	Total Cost	$54,420.00	$53,479.44	No Bid
	annual renewal increase rate	can renew up to 10 years	CPI:Urban and clerical workers Chicago/Naperville/Elgin area Lower of 5% or CPI(3.0%)	CPI:Urban Consumer- garbage & trash collection CPI(6.1%)	No Bid
	Optional Add #1	Locking containers	NA	NA	No Bid
ALTERNATE BID specified schedule	36 Mo. Contract	Total Cost	$187,447.65	No bid	No Bid
	Optional Add #1	Locking containers	included in 3 yr bid	NA	No Bid
	Unit Cost	Addtl Refuse	4 yd $30/ 6yd $35/ 8 yd $40	No bid	No Bid

Recommendation:
The Administration requests that the Board of Education award the Bid to LRS in the contracted sum of $54,420 for 1 year at the July 17, 2025, Regular Board Meeting.

KL/jk

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 7:00 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 Holzkopf 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