

# McLean County Unit District No. 5 Board of Education Regular Meeting Agenda

Wednesday, June 16, 2021

Public Session 6:30 PM

Normal West High School

501 N Parkside Rd

Normal, IL 61761

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## **MASKS ARE REQUIRED.**

### **1. CALL TO ORDER AND ROLL CALL**

### **2. ADJOURN TO CLOSED SESSION(5:30p.m.)**

**Recommended motion:** Move to adjourn to closed session to discuss the following matter according to the exceptions provided in the Open Meetings Act and specified as follows:

•2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity and

•2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

### **3. RECESS**

### **4. RETURN TO PUBLIC SESSION**

### **5. PLEDGE OF ALLEGIANCE**

### **6. PUBLIC HEARING**

#### **A Public Hearing on the Amended Budget for 2020-2021**

##### **1 Comments Regarding Public Hearing**

### **7. FOCUS ON STUDENTS AND GOOD NEWS REPORT**

#### **A NCHS Girls Track State Champions**

**3**

#### **B Staff Introductions**

### **8. SUPERINTENDENT COMMENTS**

### **9. PUBLIC COMMENTS**

### **10. REPORTS**

#### **A 1st Reading 2021-2022 Early Learning, Elementary, Junior High, and High School Handbooks**

**4**

### **11. ACTION**

#### **A Adopt the Amended Budget Resolution for McLean County Unit District No. 5, McLean and Woodford Counties for 2020-2021**

**294**

### **12. CONSENT AGENDA**

#### **A Approval of Minutes**

Minutes are not released for public viewing until approved by the Board of Education

##### **1 Special Session Closed Minutes 05.25.21**

##### **2 Special Session Public Minutes 05.25.21**

##### **3 Closed Session 05.26.21**

##### **4 Regular Session 05.26.21**

#### **B Personnel Matters**

**326**

#### **C Payment of Bills and Payroll**

**347**

#### **D Approve 2021-2022 District Insurance Renewals**

**390**

#### **E Approve Resolution of Interest Earned for 2020-2021 School Year**

**391**

#### **F Approve Salaries and Benefits for Specific Classes of Employees for the 2021-2022 School Year**

##### **1 Salaries and benefits for specific classes of employees**

**392**

#### **G Approve Substitute Pay for 2021-2022 School Year**

##### **1 Substitute Pay Rates 2021-2022**

**394**

#### **H Approve Chromebook Case Bid**

**395**

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J Approve Milk Bids for 2021-2022	402
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O Request for Dissolution of Student Activity Fund	413
P Appoint Marty Hickman as Treasurer for the District for the Period July 1, 2021 to June 30, 2022	
Q Appoint Curt Richardson as Expulsion Hearing and Suspension Review Officer for the District for the Period of July 1, 2021 to June 30, 2022	
R Appoint Kim Stewart as Clerk for the Board for the District for the Period July 1, 2021 to June 30, 2022	
13. BOARD REPRESENTATIVE COMMITTEE MEETING REPORTS, ANNOUNCEMENTS AND COMMENTS	
14. ADJOURNMENT	



## NORMAL COMMUNITY HIGH SCHOOL

3900 East Raab Road | Normal, Illinois 61761 | Phone (309) 557-4401 | Website: [www.unit5.org/NCHS](http://www.unit5.org/NCHS)

June 14, 2021

Dear Unit 5 Board of Education:

It is with great pride that I write this Good News Report to recognize several members of our Girls' Track & Field Team. These young ladies competed in the IHSA State Track & Field meet on Saturday, June 12<sup>th</sup> at Eastern Illinois University. In a ridiculously long day filled with unbearable heat and crazy weather delays, these runners showed remarkable perseverance, grit, and sportsmanship to bring home three State Championships.

In the 4x400 Relay, Abigail Ziemer, Carina Engst, Jordynn Griffin, and Ali Ince won the race in 3:57.34, a time which also broke the NCHS school record.

In the 800, Freshman Ali Ince took the championship with a time of 2:07.06, which is only .01 seconds away from the state meet record. Then, in the 1600, Ali broke the IHSA State Meet record to win the championship with a time of 4:40.85.

We would also like to recognize the coaches who helped lead these runners throughout an amazing season capped with a phenomenal ending at the State meet. Thank you to head coach Marcus Mann, along with assistant coaches Austin Peters, Den Patten, Amy Scott, and Tom Patten, for their dedication to NCHS and the Girls' Track & Field Team.

We are in awe of how these Ironmen represented Normal Community High School and Unit 5 while performing at the top of their game to win championship medals in three events!

Sincerely,

Nikki Maurer

Associate Principal

Dr. Trevor Chapman, *Principal* | Mrs. Nikki Maurer, *Associate Principal*

Mr. Jeff Barnard, *Asst. Principal* | Mr. Anthony Clark, *Asst. Principal* | Mrs. Courtney McClure, *Asst. Principal*  
Mrs. Wendy Davis, *Asst. Principal* | Mr. Nic Kearfott, *Athletic Director*

## 2021-2022 Student Handbooks

### *Summary of Changes*

#### **Changes from the Model Handbook**

The below list contains additional handbook procedures and supplements. This update is necessary due to changes recently made by the Illinois General Assembly. All handbook procedures herein comply with updates to PRESS.

<p><u>MSH 2.120</u> <u>Graduation Requirements</u></p>	<p>In July 2020, we amended this procedure to reflect changes in P.A. 101-180, which requires completion of a FAFSA or waiver in order for a student to receive a high school diploma</p>	<p><u>Amended - HS Only</u></p>
<p><u>MSH 6.30</u> <u>Student Behavior</u></p>	<p>In July of 2020, we updated this procedure to (1) specify that the discipline code applies during periods of remote learning, and (2) add language relative to the new time-out and restraint requirements imposed by ISBE.</p>	<p><u>Amended</u> <u>All Levels</u></p>
<p><u>MSH 7.40</u> <u>Annual Notice to Parents About Educational Technology</u></p>	<p>This procedure provides notice to parents/guardians about educational technology vendors pursuant to the Student Online Personal Protection Act. This language is required beginning with the 2021-2022 school year, though many school districts have chosen to require the notice starting with the 2020-21 school year. Please check your school district's policy manual to determine if this procedure needs to be added in 2020-21 or 2021-22.</p>	<p><u>New</u> <u>All Levels</u></p>

**Additional Changes to Unit 5 Handbooks**

<b>Level</b>	<b>Area</b>	<b>Change</b>
All	Health & Safety	Reunification sites changed to reflect new practice of all schools utilizing Eastview.
MS & HS	Clothing	No head covering that obscures the view of the student's face is allowed. Interpretation and enforcement of this rule is up to administration discretion
High School	Academic Information – General Regulations	Changed credits needed to achieve 11 <sup>th</sup> grade status at the start of the year from 13 to 11 which more accurately reflects current & past practice as well as on track placement towards graduation.
High School	Building Security	Added language to clarify that students should not be in the building after school hours without direct supervision from staff and/or coach/sponsor. Students should not be using school equipment or accessing any spaces (indoor and outdoor school property) and such access may result in school discipline and/or law enforcement involvement.
High School	BACC Courses	Added language that students who enroll in BACC will be subject to a quarterly performance review that will take into account student behavior, attendance, and performance, with the possibility of being moved out of BACC coursework due to concerns in these areas.
High School	Physical Education	Clarified PE dress policy to describe appropriate footwear and added language about the ability to borrow clothes to dress for PE.

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**McLEAN COUNTY UNIT DISTRICT No. 5**

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**EARLY LEARNING HANDBOOK**

**EARLY CHILDHOOD EDUCATION**

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### McLean County Unit School District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4439

Phone: 309.557.4400 • Fax: 309.557.4501

Web: [www.unit5.org](http://www.unit5.org)

General Email: [district@unit5.org](mailto:district@unit5.org)

Revised ~~June 2021~~

Deleted: February 2020

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# Unit 5 EL Handbook ~~2021-2022~~

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Letter from Early Learning Coordinator

McLean County Unit District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4339

Dear Parent/Guardian:

Welcome to the McLean County Unit District No. 5 Schools!

Our district is very pleased to present this comprehensive handbook for your use during the coming school year. A significant effort is put forth to provide student transfers between buildings with a minimal degree of change. Although many daily procedures have been standardized, each school still maintains its own unique history, traditions, and school climate.

All handbook and school rules apply to all school-sponsored events, even those activities occurring off-campus. The handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies. **Changes in State and federal laws may indicate amendments to sources identified in this handbook during the school year. Please see the Board's comprehensive policy manual on the District's website <http://unit5.org/board/policies/> or at the Board office, located at 1809 West Hovey Avenue, Normal, Illinois for current information.**

If you have questions regarding any aspect of our early learning program, please feel free to contact your child's teacher or the building principal.

We pledge to make every effort to assure that your child has a meaningful and enjoyable education in our school district.

Sincerely,

Kris Pennington

Early Learning Coordinator

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**McLean County Unit District No. 5 Contact Information**

1809 West Hovey Avenue  
 Normal, IL 61761-4339  
 Phone: 309.557.4400  
 Fax: 309.557.4501  
 Web: www.unit5.org  
 General E-mail: district@unit5.org

**Superintendent’s Office**

Dr. Kristen Kendrick-Weikle, Superintendent	557.4400
<u>Michelle Lamboley, Assistant Superintendent</u>	<u>557.4400</u>
Dayna Brown, Director of Communications/Community Relations	557.4400
Kim Stewart, Assistant to the Superintendent, Clerk of Board	557.4400

**Curriculum Department**

Carrie Chapman, Director of Special Education	557.4400
Maureen Backe, Director of Elementary Education	557.4400
Dan Lamboley, Director of Secondary Education	557.4400
Darrin Cooper, Director of Teaching & Learning	557-4400
Leslie Romagnoli, Director of Multilingual Services	557.4400
Kris Pennington, Early Learning Coordinator	557.4400
<u>Dr. Kristal Shelvin, Director of Diversity, Equity &amp; Inclusion</u>	<u>557.4400</u>

Deleted: Michelle Lamboley, Executive Director of Special Services. 557.4400

**Human Resources**

Roger Baldwin, Director of Human Resources	557-4400
Monica Wilks, Human Resources Coordinator	557-4400

**Legal**

M. Curt Richardson, Attorney for the District	557.4400
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**Finance**

Martin Hickman, Chief Financial Officer	557.4400
Thomas Hoerr, III, Director of Financial Services	557.4400
Jeff Malinowski, Payroll Administrator	557.4400

**Technology**

David Schumer, Director of Technology	557.4400
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**Operations**

Joe Adelman, Director of Operations	557.4437
Doug Johnson, Supervisor – Maintenance/Grounds Services	557.4437
Craig Montgomery, Supervisor – Custodial Services	557.4437
Pat Powers, Director of Food Service	557.4437

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### Early Learning School Information

Brigham Early Learning Center  
~~SAM: Erin O'Grady~~  
201 Brigham School Rd  
Bloomington, IL 61704  
E-Mail: ~~ograde@unit5.org~~  
Phone: 309.557.4411  
Fax: 309.557.4512

Fairview Elementary  
Principal: Gena Tenuta  
416 Fairview St  
Normal, IL 61761  
E-Mail: ~~tenutagj@unit5.org~~  
Phone: 309.557.4415  
Fax: 309.557.4516

Sugar Creek Elementary  
Principal: Kristina Peifer  
200 N Towanda Ave  
Normal, IL 61761  
E-Mail: ~~peiferk@unit5.org~~  
Phone: 309.557.4425  
Fax: 309.557.4526

Deleted: Principal: Julia Knepler

Deleted: ~~kneplej@unit5.org~~



### District and School Web Pages McLean County Unit District No. 5

<http://www.unit5.org>

Visit our McLean County Unit District No. 5 website. The website is an excellent source for learning more about Unit 5's mission, policies, curriculum, administration information, school calendar, lunch menus, policies, and current district events.

Visit our local websites for more information about each site:

**Sugar Creek Elementary School**  
<http://www.unit5.org/Domain/23>

**Fairview Elementary**  
<https://www.unit5.org/Domain/12>

**Brigham School**  
<http://www.unit5.org/Domain/8>

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## Section 1 - Introductory Information and General Notices

### Overview

This handbook is a summary of the program’s rules and expectations, and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection through the District’s website [www.unit5.org/board/policies/](http://www.unit5.org/board/policies/) or at the Board office, located at **1809 W. Hovey Avenue, Normal, Illinois**.

### McLean County Unit District 5 Mission Statement

Unit 5 will educate each student to achieve personal excellence.

### McLean County Unit District 5 Early Learning Purpose Statement

The purpose of the Unit 5 Early Learning Program is to provide a stimulating and nurturing environment for young children. Students are given the chance to become successful and build self-confidence. The program is designed to increase student opportunities, help prepare for future achievements, and meet individual needs and goals in eight domains of learning, which are guided by the Illinois Early Learning State Standards: Language Arts, Mathematics, Science, Social Studies, Physical Development and Health, Fine Arts, Foreign/Primary Language, Social/Emotional.

### McLean County Unit District 5 Diversity Statement

Dear Unit 5 Community Members,

Unit 5’s commitment to respecting diversity in all of its forms is vital to attaining the District mission of “educating each student to achieve personal excellence.” The district remains dedicated to expanding awareness of diversity issues; engaging in proactive diversity planning; and maintaining a welcoming, effective learning environment. With the assistance of the Unit 5 Diversity and Inclusion Committee, the district will continue to establish and achieve diversity goals that will enrich our educational community. Thank you for your involvement in and contributions to our efforts.

Sincerely,

Dr. Kristen Kendrick-Weikle  
Superintendent

Dayna Brown  
Dir. Of Communications/Community Relations  
Diversity Officer

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## **Admission Requirements**

### **Age Requirements**

To be eligible for admission, a child must be between the ages of three (3) and five (5) years old, but not five (5) or before September 1 of that school term. Children with developmental delays, which affect normal growth and development, or who are at risk of academic failure may be eligible for services and supports. Special education eligibility will be based on the presence of noted delays in one or more of the developmental areas. Eligibility is determined by the Individualized Educational Program (IEP) team.

### **Admission Procedure**

Eligible early learning students enrolling in the District for the first time must present:

- > **Certified** birth certificate or other reliable proof of identity and age
- > Proof of residence, as required by Board Policy 7.60
- > Proof of disease immunization or detection and the required physical examination as required by State law and Board Policy 7.100
- > Enrollment in general education classrooms is contingent upon state funding, as the program is funded by Illinois grant funds.

### **Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a badge identifying themselves as a guest and place the badge to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office, return their badge and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event 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 municipal, local or county ordinance.
7. Smoke or otherwise use tobacco or vaping products.

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8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
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 Illinois’ Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee’s directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Cross Reference:  
Board Policy 8.30, *Visitors to and Conduct on School Property*

**School Volunteers**

All school volunteers must complete the “Volunteer Information Form and Waiver of Liability” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross Reference:  
Board Policy 6.250, *Community Resource Persons and Volunteers*  
Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and Volunteers*  
Exhibit 6.250-E1 *Volunteer Information Form and Waiver of Liability*

**Animals on School Property**

In order to assure 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 principals 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.

Cross Reference:  
Administrative Procedure 6.120-AP3, *Service Animal Access Requests*

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**Invitations & Gifts**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

**Equal Opportunity and Sex Equity**

Equal educational and co-curricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, 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 or parent/guardian with a sex equity or equal opportunity concern should contact the Unit Office, 309.557.4400.

Cross Reference:  
Board Policy 7.10, *Equal Educational Opportunities*  
Board Policy 2.260, *Uniform Grievance Procedure*

**Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be 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.

Cross Reference:  
Board Policy 4.110, *Transportation*

**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.

Cross Reference:  
Board Policy 8.70, *Accommodating Individuals with Disabilities*

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## Section 2 - Attendance and Promotion

### Attendance & Absences

#### Arrival and Dismissal

Morning Session: 7:45-10:15 AM  
Afternoon Session: 11:45-2:15 PM  
Full Day session: 7:45 AM-2:15 PM

*There is no school supervision prior to the start of each session or following the dismissal times.*

#### Leaving While School Is In Session

When a student needs to leave school early, parent(s)/guardian(s) should call the school or send a note indicating what time the child will be leaving. Students must be signed out in the office by a parent/guardian. If the student returns on the same day, he/she must be signed in by a parent/guardian in the office before returning to class.

#### Student Absences

There are two types of absences: excused and unexcused.

The school may require documentation explaining the reason for the student's absence.

#### Excused Absences

Absences for the reasons listed below are considered "valid causes" and will be marked as an excused absence. Documentation or proof of the reason may be required from a professional source in some cases.

1. Illness or injury
2. Serious illness or death in the family
3. Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required.)
4. Unavoidable accident or emergency
5. Observance of a religious holiday or event
6. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
7. Court appearance (beyond student's control)
8. College Visit / Military Visit (with verification)
8. Attending a military honors funeral to sound "Taps" if the child is in grades 6 through 12
9. Military Family Absence \*
10. Other situations beyond the control of the student as determined by the Board of Education in Board Policy 7.70

\*A student will be excused for up to five (5) days in cases where the student's 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-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

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**Unexcused Absences**

All other absences are considered unexcused. Requests for excused absences for reasons other than those listed above should be made to the Board of Education. Unexcused absences include but are not limited to:

1. Truancy
2. Oversleeping
3. Missing the bus
4. Lack of ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. Personal business
8. Participation in non-school sponsored activities
9. Vacation

**Reporting Absences**

Each day that a student is absent, the student’s parent or guardian is required to call the school attendance line at 309.557.4460 (Brigham) or 309.557.4474 (Sugar Creek) or 309-557-4464 (Fairview) before 8:30 AM for AM students and 12:30 for PM students to explain the reason for the absence. If a call has not been made to the school by 9:45 AM/ 1:45 PM on the day of a student’s absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

**Tardiness**

All students are expected to be in their classroom when school begins. Students who are more than 5 minutes late must be signed in at the office.

Cross Reference:  
Board Policy 7.70, *Attendance and Truancy*

**Prearranged Absences**

Any time that parents/guardians know in advance their child will be absent from school due to family vacation or unavoidable circumstances not considered as excused, the parent/guardian must contact the Principal to request a Prearranged Absence. Please note that prearranging an absence does not excuse absences that would otherwise be unexcused.

**Chronic Absenteeism**

“Chronic absence” means absences that total 10% or more of school days of the most recent academic school year, including absences with (excused) and without (unexcused) valid cause, as defined in Section 26-2a of the School Code, and out-of-school suspensions for an enrolled student.

The early years are an extremely important period in a child’s learning and development. Missed learning opportunities in the early years make it difficult for a child to enter kindergarten read for success. Attendance patterns in the early years serve as predictors of chronic absenteeism and reduced educational outcomes in later school years.

The school district will collect and review its chronic absence data and determine what support and resources are

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needed to positively engage chronically absent students and their families to encourage the habit of daily attendance and promote success. The school will make every effort to inform parents of excessive student absences. However, it is the responsibility of the parent to see that their child is in regular attendance.

Students who are at risk of reaching or exceeding chronic absence levels, the school staff will attempt to identify the cause of the student’s absenteeism, including interviews with the student, his or her parent/guardian, and staff members or other people who may have information. For students who are chronically absent, the school will provide supportive services, consistent with Board Policy 7.70, including parent-teacher conferences, student and/or family counseling, or information about community service agencies. The school staff may visit the family and offer the family guidance, help, and resources for avoiding chronic absenteeism and promoting regular attendance. If after conducting outreach and working with the family to get the child to school, if a wait list has been established, students with chronic absenteeism may be dropped from the program. Written notification of drop will be provided to parent/guardian. Regular attendance is essential for successful completion of school.

**Release Time for Religious Instruction/Observance**

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

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:  
Board Policy 7.80, *Release Time for Religious Instruction/Observance*

**Emergency School Closings**

When it is necessary for school to dismiss early or be canceled, verification will be given to the news media, as well as by a school message system, so parents will know when to expect their children home. School may be dismissed early due to weather (such as snow or excessive heat), on Staff Improvement Days or on other special days as determined by the Board of Education.

The decision to dismiss early due to inclement weather is made prior to 11:00 AM and the media will be notified at that time. It is best to tune in one of the following radio stations if you suspect that early dismissal is a possibility – WJBC 1230 AM, WBNQ 101.5 FM. This information will also be available on the District’s website, [www.unit5.org](http://www.unit5.org). Please do not call the school or Unit Office for this information.

Please arrange with your children what they are to do in case of early dismissal. It is difficult for last minute arrangements to be made for students.

All school functions are canceled when school is dismissed early.

Cross Reference:  
Board Policy 4.170, *Safety*

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## **Grading & Promotion**

### **Progress Reporting**

Early Learning Progress reports are issued to students three times per year (November, February, May). For questions regarding progress monitoring, please contact the classroom teacher.

If the student turns five (5) on or before September 1 of the upcoming school year he/she is age eligible for kindergarten and is not eligible for the early learning program.

### **Section 3 – Food Program**

The early learning program participates in the National School Lunch Program and receives Federal funds to provide healthy meals (breakfast and lunch) to all of the enrolled children. The amount of reimbursement the program receives is based on the information you provide on the Household Eligibility Application which is provided during registration. Part of the USDA requirement is to complete the application. The information will be kept confidential and only available to staff directly connected with administering the NSLP.

### **Section 4 - Transportation and Parking**

#### **Bus Transportation**

The district provides bus transportation to and from school for all early learning students living within district boundaries. Early Learning buses also have a bus monitor in addition to the driver.

The early learning program provides free transportation services and vehicle adaptation for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney-Vento Homeless Assistance Act.

For questions regarding school transportation issues, contact the transportation call center at 309.557.4287 (557-4BUS).

#### **Bus Service**

- The driver's primary responsibility is to the road conditions and traffic for the safety of transporting the students. When the driver's attention is distracted by misconduct, everyone is put in jeopardy.
- The driver is not required to wait at any loading point; therefore, be ready to board the bus five (5) minutes ahead of your designated stop time.
- Bus service will be available if inclement weather causes early dismissal. See information under [Section 2 – Attendance and Promotion](#) "Emergency School Closings".

#### **Bus Conduct**

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Building Principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

### Prohibited Bus Conduct

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

1. Prohibited student conduct as defined in Board Policy 7.190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

- Choose a seat and sit in it immediately upon entering the bus.
- Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use emergency door only in an emergency.
- In the event of emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
- Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Do not open windows.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles.
- Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus.
- Parents will be liable for any defacing or damage students do to the bus.

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- Instructions for crossing the road must be followed to the smallest detail at all times.
- Cross at least ten feet in front of the bus and then cross the street when the driver signals.
- While unloading, allow the closest to the front off first.
- Move away from the bus door quickly after unloading. Stay clear of the rear wheels.
- Never walk behind the bus.
- No headphones, food, drink, or candy.
- No talking when the bus comes to a railroad crossing, so the driver can hear any approaching trains.
- Do not talk to the driver unless it is an emergency.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the student may suspended from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

#### Bus Discipline

The driver may report students who refuse to follow the bus behavior rules or maintain appropriate behavior to the school office for disciplinary action.

Generally, the following procedures will be used in disciplining a rider:

- **On the first offense**, the teacher will speak with the student to address the reported incident.
- **On the second offense**, the Principal will meet with the student to address the reported incident. A copy of the bus report will be sent home.
- **On the third offense**, the Principal will meet with the student to address the reported incident and the parents will be telephoned. The result of this telephone conference may be suspension from riding the bus for up to 3 days. A copy of the bus report will be sent home.
- **On the fourth offense**, the Principal will meet with the student to address the reported incident and the parents will be telephoned. The parents may be required to come to the school office for a conference. The student may be suspended from the bus for up to 5 days. A copy of the bus report will be given to the parents.
- **On the fifth offense**, the Principal will meet with the student to address the reported incident, and the parents telephoned. The student may be suspended from the bus for up to ten days. A copy of the bus report will be sent to the parents.

***Any further reports may result in an immediate bus suspension and referral for possible suspension from the bus for the remainder of the school year. Bus riding is a privilege that may be revoked.***

#### Private Transportation

Students may accept private transportation to or from school only as arranged by their custodial parents. Parents may call the office regarding transportation arrangements with anyone other than an appropriate family member or a Unit 5 school bus.

#### Use of Video Cameras on School Buses

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The content of the videotapes are student records and are subject to District policy and

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procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the superintendent, principal, transportation director, bus driver, and sponsor, coach, or other supervisor. If the content of a videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

### Cross Reference:

Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

### Bicycles

When accompanied by an adult, riding bicycles to and from school is permitted. Ride safely by observing the following practices:

- Obey all traffic signs and regulations.
- Stay to the right.
- Ride single file.
- Yield to motor vehicles and pedestrians.
- Signal your intentions.
- Do not ride near vehicles parked in the parking lot.

### Pedestrians

Students are expected to use sidewalks wherever available and to observe safety precautions when crossing streets.

### Field Trips

The children may occasionally take field trips to enrich their language and provide new experiences. All field trips not within walking distance of the school are taken on a bus. Parents will be notified in advance of the trip.

### Parking

The school has many locations available for school visitor parking.

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

### Cross Reference:

Board Policy 4.110, *Transportation*

Administrative Procedure 4.170-AP3, *School Bus Safety Rules*

Board Policy 7.220, *Bus Conduct*

Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

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## Section 5- Health and Safety

### Immunization, Health, Eye and Dental Examinations

#### **School Nurse**

The primary function of the school nurse is to promote student health and safety and maintain student records. All elementary Certified School Nurses are assigned to multiple schools. If a student becomes ill or injured at school when the nurse is not present, another school official will provide care. Please contact the school nurse at your child's school any time you have questions or concerns.

This handbook is not intended to be all inclusive. Students will be excluded from school for any health condition that in the professional, clinical judgment of the Certified School Nurse places that student or others in the school community at a health or safety risk. Certified School Nurses utilize Evidence Based Practice and collaboration with health care professionals and organizations to make decisions best for the students and school community.

#### **Health Information**

Health information gathered through screening registration forms, physical exams, oral/written communication by a health care provider or parent/guardian may be shared by the certified school nurse with those individuals (i.e. teachers or other school personnel) who have an educational interest in enhancing the health and safety of the student. This information may be shared via written or electronic communication or by direct personal contact. If you do not wish this information to be shared, please send a written request to the school office by the end of the first week of attendance.

#### **Emergency Numbers**

Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact your school office if any changes in this emergency information occur during the school year.

#### **Illness or Accidents at School**

All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian's health insurance company should be contacted for coverage.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for children, which includes accident insurance. Information about the All Kids program can be found at [www.illinois.gov/hfs/medicalprograms/allkids](http://www.illinois.gov/hfs/medicalprograms/allkids)

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### Student Concussions and Head Injuries

If a student sustains a physician-diagnosed concussion, either during school hours or outside of school, parents are requested to notify the school. If a student's parent/guardian is requesting academic accommodations after a concussion, the Unit 5 Concussion Staging Form must be completed by the student's physician (elementary, junior high, high school) or athletic trainer (high school only) and submitted to the school nurse.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with the Unit 5 Concussion Staging Document, signed by the student, the student's parent/guardian, and the student's physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### School Insurance

A low cost accident policy is offered to all students. While the schools have no obligation in case of an accident, the District is glad to cooperate with the agency and offer this limited, yet liberal policy for your consideration. Briefly, students may be insured for the school year for the accidents, which occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices.

### Physicals and Immunizations

**ILLINOIS LAW REQUIRES** that all students entering an early child-hood program, kindergarten, sixth or ninth grades, or transferring from out of state have a physical examination within one calendar year **PRIOR** to the date of entry. The examination must be reported on the Illinois DHS-Certificate of Child Health Examination form & include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois school health records.

Section 27-8.1 of the Illinois School Code states: "If a child does not comply..... then the **LOCAL SCHOOL AUTHORITY SHALL EXCLUDE THAT CHILD FROM SCHOOL** until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."

All students entering ECE, Pre-K, Kindergarten, 6<sup>th</sup> grade, and 9<sup>th</sup> grade must submit a current physical exam and complete immunization record by the **FIRST DAY OF SCHOOL**. Children without physicals and immunizations will **NOT** be allowed to start school until the school nurse receives the records. **NO** appointment cards will be accepted.

I understand that if my student will be entering a pre-kindergarten program (for the first time), kindergarten, sixth, or ninth grade, that I must show proof that (s) he has received a new physical exam on the IL-DHS physical exam form **BEFORE THE FIRST DAY OF SCHOOL**. *Sports physicals are NOT accepted for this requirement.* Immunizations are *also* required **BEFORE THE FIRST DAY OF SCHOOL** for several grades; click on

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the link below or check with your healthcare provider for details. [http://www.isbe.net/pdf/school\\_health/immunization-requirements.pdf](http://www.isbe.net/pdf/school_health/immunization-requirements.pdf). It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

Parents or guardians who object to health examination or immunizations on religious grounds must present an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form found at: <http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf>. The form must be signed by the child's parent or legal guardian, **AND** the child's health care provider responsible for performing the child's health examination. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.

The following immunizations are required by the State of Illinois for children in grades Pre-K through 12. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code.

1. DPT/DTap/Tdap
2. OPV/IPV
3. Measles/Mumps/Rubells (MMR)
4. Varicella
5. Hepatitis B (required for early learning programs and 6<sup>th</sup> grades and up)
6. Hib (required for early learning programs)
7. Pneumococcal (required for early learning programs)
8. Meningococcal (required for 6<sup>th</sup>-8<sup>th</sup> grades and 12<sup>th</sup> grade)

### Dental Exams

Public Act 93-946 requires all Illinois children in **kindergarten, second, and sixth grades** to have an oral health exam. Each child shall present proof of exam by a dentist prior to **May 15** of the school year.

### Vision Exams

Illinois law requires all children in **kindergarten** or **enrolling for the first time in an Illinois school** to have an eye examination completed by an eye doctor. Each child shall present proof of exam by an eye doctor prior to the **first day of the school year**.

### Exemptions

A student will be exempted from the above requirements for:

1. Religious grounds if the student's parent/guardian presents to the building principal an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form found at: <http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815->

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040816.pdf. The form must be signed by the child’s parent or legal guardian, **AND** the child’s health care provider responsible for performing the child’s health examination.

2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student’s parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:  
Board Policy 7.100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

#### **Vision and Hearing Screenings**

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening IF a report of an eye examination within the last 12 months by an optometrist is on file at the school. The vision examination report must be completed and signed by the optometrist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

#### **Communicable Diseases**

For everyone’s protection, sick children must be at home, not at school. When reporting the student’s absence, please report the reason for the child’s absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A **fever** within the last 24 hours of 100° F or higher
- **Vomiting or diarrhea within the last 24 hours**
- A frequent or disruptive cough or other signs of an acute **respiratory infection**
- Any **contagious illness** such as “strep throat” that requires antibiotic therapy. Once a student has been **fever free and on antibiotics for at least 24 hours free without the use of fever-reducing medications**, he/she may return to school.
- Any **undiagnosed skin rash**. A student with a rash may attend school upon presenting a **physician’s note** stating the rash is not contagious.
- Pronounced **lethargy or fatigue** that interferes with participation in learning activities.

#### **Care of Students with Chronic Health Conditions**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses like Diabetes 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.

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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 needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. 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 needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

It is the parent/guardian's responsibility to inform the School Nurse or Principal of their child's health concern. The School Nurse will then work with the family, the student, the student's physician and the classroom teacher to develop a Plan of Action. It is the parent's responsibility to ensure that The Plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent before they will be implemented. Please contact your School Nurse for further information.

### Treats and Snacks

Due to health concerns, allergies and scheduling, snacks for any occasion must be arranged in advance with the classroom teacher other than students in the full day preschool program. Full day students will be served a snack in the afternoon. All snacks must be store bought. No homemade snacks are allowed at school. Snacks are not to require refrigeration and must have a clearly printed label. We strongly encourage you to select a snack with nutritional value, such as fresh fruits and vegetables. Birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

#### Cross Reference:

Board Policy 7.285, *Food Allergy Management Program*  
Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*  
Exhibit 7.285-E1, *Food Allergy Awareness*  
Board Policy 6.50, *School Wellness*

### Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the student is checked by the school nurse or building principal and the child is determined to be free an active infestation.

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**Physical Education/-Participation**

Students who have restrictions for participation in physical education due to medical prohibitions beyond three days must present documentation from the physician, signed and dated, stating the restriction and length of time it is to be in effect. A parent note is sufficient for 3 days of exemption from PE. An excuse may also be based on religious prohibitions. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

**Medication at School**

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 and healthcare provider with prescriptive authority must complete a *School Medication Authorization Form* requesting that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Except when the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen®, an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a licensed physician, no District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except nurses, shall not be required to administer medication to students. However, provided a *School Medication Authorization Form* has been completed and signed by the student's parent/guardian and healthcare provider with prescriptive authority, teachers and other non-administrative school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in Board Policy 7.270; and coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board Policy 7.270 and its implementing procedures.

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

**Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a *School Medication Authorization Form*. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan;

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(3) an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication, epinephrine injector, or medication required under a qualifying plan, or the storage of any medication by school personnel. 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 asthma medication, an epinephrine injector, opioid antagonist, and/or medication, or the storage of any medication by school personnel.

**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.

**District Supply of Undesignated Epinephrine Injectors**

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) of the School Code 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.

**District Supply of Undesignated Opioid Antagonists**

The Superintendent or designee shall implement Section 22-30(f) of the School Code and 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 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. 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.

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### 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 parent/guardian of a student who is a minor or any other individual who is at least 21 years of age to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer a medical cannabis infused product to a student.

A designated caregiver 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:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. 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.

State law does not require school personnel to administer medical cannabis to students. Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis infused product to a student who is a registered qualifying patient. Prior to the administration of a medical cannabis infused product under subsection, a school nurse or school administrator must annually complete training curriculum developed by the State Board of Education, in consultation with the Department of Public Health, on the administration of medical cannabis infused products and must submit to the school's administration proof of its completion.

A trained school nurse or administrator is allowed to administer a medical cannabis infused product to a child who is a student while on school premises, at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus if:

1. The student possesses a valid registry identification card issued by IDPH;
2. A copy of the registry identification card is provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

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The written authorization and a copy of the registry identification card(s) must be kept on file in the office of the school nurse. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

Medical cannabis infused 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.

Discipline of a student for being administered a product by a designated caregiver pursuant to this Board Policy 7.270 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 Board Policy 7.270 and this Handbook 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.

This School District Supply of Undesignated Epinephrine Injectors section of Board Policy 7.270 and this Handbook 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 school epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The School District Supply of Undesignated Glucagon section of Board Policy 7.270 and this Handbook 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 Board Policy 7.270 and this Handbook 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) will ensure all notifications required by State law and administrative procedures occur.

### Disclaimers

Upon implementation of Board Policy 7.270, the protections from liability and hold harmless provisions applicable under State law apply.

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No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated medications. Board Policy 7.270 and this Handbook do not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

Cross Reference:  
Board Policy 7.270, *Administering Medicines to Students*  
Administrative Procedure 7.270-AP1, *Dispensing Medication*  
Exhibit 7.270-E1, *School Medication Authorization Form*

**Disability Assistance**

Persons with a disability of either a temporary or permanent nature may receive help by request through the nurse, counselors, or administrators.

**Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, one (1) severe weather (shelter-in-place) drill, one (1) law enforcement drill to address an active shooter incident, and one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross Reference:  
Board Policy 4.170, *Safety*  
Administrative Procedure 4.170-AP1, *Comprehensive Safety and Crisis Program*

**Reunification Site**

In the event a relocation from school and a student-parent reunification is necessary, the following are designated as the reunification sites for the following early learning schools:

<b>School</b>	<b>Reunification Site</b>
Brigham	Eastview Christian Church
Fairview	Redbird Arena
Sugar Creek	Redbird Arena

**Building Security**

For the safety of our students, Unit 5 has adopted a closed-building concept. All exterior doors are locked.

All visitors to the building are required to check into the office to report their purpose for being in the school. Visitors will be given an appropriate ID Badge to wear during their stay. We encourage everyone to cooperate in providing a safe learning environment for the children.

## Section 6-Discipline and Conduct

### General Building Conduct

Students enrolled in the Unit 5 schools shall conduct themselves in a mature manner, acting with due regard for the supervisory authority vested by the Board of Education in district employees. Good self-discipline is positive and encourages the student to exercise his/her individual rights, within established guidelines, and to respect the rights and welfare of others.

Education proceeds effectively with appropriate and consistent discipline. Teachers and other certified employees shall maintain discipline in the schools. In all matters relating to the conduct and discipline of the students, they stand in the relationship of parents and guardians to the students. They shall exercise such control over students as would be exercised by a kind, firm, and judicious parent. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students.

When a certified employee acts to help a student conduct himself properly, emphasis shall be placed upon the growth of the student toward self-discipline. A progressive form of discipline, tempered by the conditions and circumstances of the offense, shall be followed. Unit 5 does not permit the use of corporal punishment as a means of disciplining students. A teacher is granted the right to remove a student from the classroom for disruptive behavior. Physical contact or restraint may be appropriate when a teacher or other supervisor is required to employ it in self-defense, for the safety of students, or to help maintain control. In all instances necessitating disciplinary action, due process will be afforded the student as outlined in the Illinois School Code, 105 ILCS 5/10-22.6.

Any student who is disobedient or insubordinate or who gives evidence of inappropriate behavior may be suspended, not to exceed ten days, by the Principal. Such suspension will be reported immediately to the Superintendent and the student's parents or guardians, along with a full statement of the reasons for such suspension. The parents or guardians of the suspended student shall be informed of the due process procedures and of their right to have a review of the suspension by the Board of Education. The Principal shall inform the Superintendent if the parents or guardians wish to request or waive the review.

A student may be expelled only by the Board of Education on recommendation of the Superintendent for gross disobedience or misconduct. Expulsion shall take place only after the parents or guardians have been requested to appear with a hearing officer to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. If the Board's decision is to expel the student, the reasons for dismissal and the date on which the expulsion is to become effective will be stated.

School personnel may order the removal of a child with a disability (IEP) from the child's current placement for not more than ten consecutive school days for any violation of school rules, and additional removal, of not more than ten consecutive school days in the same school year for separate incidents of misconduct. The parents or guardians of the special education student are afforded all rights and privileges to have a hearing pertaining to either the decision about the relationship of the behavior to the suspension and expulsion itself.

The discipline policy of Unit 5 has been formulated by the Board with input from teachers, parents, and administrators. The policy is subject to an annual review.

### General Expectations

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.

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- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No portable listening devices, electronic devices or cameras are permitted without permission from the principal

### Student Behavior Philosophy

In support of our mission to educate each student to achieve personal excellence, the District will endeavor to create a safe and secure climate, free from the threat of harm to person or property in all school related settings. It is the shared responsibility of schools, families and communities to achieve this by teaching, recognizing and reinforcing appropriate behavior. To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action. Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances. Parents/guardians are encouraged to review District expectations with their student(s) at the beginning of each school year.

### Student Behavior

The goals and objectives of Board Policy 7.190, Student Behavior 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 anytime;
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.
5. During periods of remote learning.

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### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct. Parents/guardians

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should review Board Policy 7.190, Student Behavior, for a complete list of prohibited student conduct, which includes, but is not limited to:

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1. Using, possessing, controlling, or transferring a “weapon”, as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.
2. Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular/smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar electronic device in any manner that disrupts the educational environment or violates the rights of others.

Students are allowed to possess and use electronic mobile devices in school, provided they do not cause a disruption, and are not used, seen or heard during instructional time unless:

- (a) The supervising teacher grants permission;
  - (b) Use of the device is provided in a student’s IEP; or
  - (c) It is needed in an emergency that threatens the safety of students, staff, or other individuals.
3. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
  4. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
  5. 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.
  6. Taking or relocating school or personal property without permission. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
  7. Entering school property or a school facility without proper authorization.
  8. 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, a school bus, or at any school activity.
  9. Engaging in any activity, on or off campus, that: interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions, supports and progressive discipline, 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

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psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose a disciplinary consequence.

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**

Where practicable and reasonable, school officials will consider forms of non-exclusionary discipline before using transitioning. Disciplinary measures may include, without limitation, any of the following:

1. Notifying parent/guardian.
2. Disciplinary conference.
3. Withholding of privileges.
4. Return of property or restitution for lost, stolen, or damaged property.
5. 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.
6. Community service with local public and nonprofit agencies that enhances community efforts to meet human, education, environmental, or public safety needs. The District will not provide transportation. School administration may use this option as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
7. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this handbook or school disciplinary rules.
8. Planned transition to another program.
9. Temporary removal from attendance in a group setting

No early childhood student may be expelled. Planned transitions to settings that are able to better meet a child's needs are not considered an expulsion.

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 transitioning a student to another program because behavioral interventions, other than a suspension or transition to another program 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 transition to another program

### **Transition to Another Program**

When persistent and serious challenging behaviors emerge, the early childhood program shall document steps taken to ensure that the child can participate safely in the program; including observations of initial and ongoing challenging behaviors, strategies for remediation and intervention plans to address the behaviors, and communication with the parent or legal guardian, including participation of the parent or legal guardian in planning and decision-making.

The early childhood program shall, with parental or legal guardian consent as required, utilize a range of community resources, if available and deemed necessary, including, but not limited to, developmental screenings, referrals under the Individual with Disabilities Education Act, and consultation with infant and early childhood mental health consultants and the child's health care provider. The program shall document attempts to engage these resources, including parent or

legal guardian participation and consent attempted and obtained. Communication with the parent or legal guardian shall take place in a culturally and linguistically competent manner.

If there is documented evidence that all available interventions and supports recommended by a qualified professional have been exhausted and the program determines in its professional judgment that transitioning a child to another program is necessary for the well-being of the child or his or her peers and staff, with parent or legal guardian permission, both the current and pending programs shall create a transition plan designed to ensure continuity of services and the comprehensive development of the child. Communication with families shall occur in a culturally and linguistically competent manner.

#### **Temporary Removal from Attendance in a Group Setting**

In the case of the determination of a serious safety threat to a child or others, or if the student is determined to have brought a firearm, 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 alike” of any firearm to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school, the temporary removal of a child from attendance in group settings may be used. Temporary removal of a child from attendance in a group setting shall trigger the process detailed in this section, with the child placed back in a group setting as quickly as possible.

Cross Reference:

7.190, *Student Behavior*

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, and physical restraint as discipline or punishment, convenience for staff, retaliation, 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.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

#### **Weapons**

A student, who uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
2. Ammunition;
3. A knife, billy club, brass knuckles, or other knuckle weapon regardless of its composition;
4. A look-alike firearm;
5. Any other object if used or attempted to be used to cause bodily harm.

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Students should report suspected possession or use of such items to any counselor, teacher, or administrator. Arrangements to bring such items to school for classroom demonstrations must be made in advance with one of the Assistant Principals.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee'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

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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.

**Required Notices**

A school staff member shall immediately notify the office or the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

**Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion, and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

**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 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, Associate Principal and Assistant Principal are 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 days for safety reasons.

**Student Handbook**

The Superintendent or designee, 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’s student disciplinary philosophy, disciplinary policies and rules, shall be distributed to the students’ parent/guardian within 15 days of the beginning of the school year or a student’s enrollment.

Cross Reference:  
Board Policy 7.190, *Student Behavior*  
Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

**Fighting**

Fighting presents a substantial threat to both personal safety and reasonable order within the school and will not be tolerated. A fight will be defined as "two or more individuals involved in aggressive physical contact with one another."

Students need to avoid a physical confrontation at all costs. If this situation is present, students must walk away and report to an adult immediately. Students involved in a first incident of fighting will be subject to suspension from school. Fights may be reported to appropriate law enforcement agencies. Subsequent incidents will result in a suspension of up to ten days and a possible recommendation for expulsion from school.

#### **Vandalism/Damage to Property**

Students will be held responsible for damaging or defacing school property or the property of others in any way. Students will pay appropriate restitution for the repair, clean up, or replacement of affected property and will be subject to other disciplinary action as deemed appropriate by the school administration. The offender may be reported to appropriate law enforcement agencies.

#### **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, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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 District or school if the bullying causes a substantial disruption to the education process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

#### **Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)**

*Bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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**Bullying Prevention and Response Plan**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the district’s goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-2.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager, building Principal or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

**Complaint Manager:** Name: M. Curt Richardson  
Address: 1809 West Hovey Ave; Normal, IL 61761  
Email: [richardmc@unit5.org](mailto:richardmc@unit5.org)  
Telephone: (309) 557-4082

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parents/guardians of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs

7. A reprisal or retaliation against any person who reports an act of bullying is **prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the *Board policies*, including without limitation, the following:
  - a. 2.260 ~ A student may use this policy to complain about bullying.
  - b. 6.60 ~ Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6.65 ~ Student social and emotional development is incorporated in the District's educational program as required by State law.
  - d. 6.235 ~ This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7.20 ~ This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic (the list of characteristics in 7.20 is the same as the list in this policy).
  - f. 7.185 ~ This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - g. 7.190 ~ This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

- h. 7.310~ This policy prohibits students from, and provides consequences for: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

**Cross-References:**

Board Policy 2.260, *Uniform Grievance Procedure*  
Board Policy 7.20, *Harassment of Students Prohibited*  
Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*  
Board Policy 7.190, *Student Behavior*

**Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. Any person, including a District employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, 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.

**Making a Complaint, Enforcement**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Associate Principal, Assistant Principal, or a Complaint Manager, or anonymously via the District's *Bullying Hotline* (phone number is located on the District's website and in the *Parent/Student Handbook*). A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Associate Principal, or Assistant Principal, for appropriate action.

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Contact the District Office for the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

**Complaint Manager:** Name: M. Curt Richardson  
and Address: 1809 West Hovey Ave; Normal IL 61761  
**Nondiscrimination Coordinator:** Email: [richardmc@unit5.org](mailto:richardmc@unit5.org)  
Telephone: (309) 557-4082

**Complaint Manager:** Name: Dayna Brown  
Address: 1809 West Hovey Ave; Normal IL 61761  
Email: [brownda@unit5.org](mailto:brownda@unit5.org)  
Telephone: (309) 557-4032

The Superintendent or designee shall use reasonable measures to inform staff members and students of this policy, such as, by including this policy in appropriate handbooks.

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 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 up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Cross Reference:  
Board Policy 2.260, *Uniform Grievance Procedure*  
Board Policy 7.20, *Harassment of Students Prohibited*  
Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*  
Board Policy 7.190, *Student Behavior*

## Section 7-Internet, Technology, Publications

### Internet Acceptable Use

#### Introduction

Electronic information resources which include, but are not limited to student email, the Internet, desktop computers, laptops, and other network files or accounts are available to students of the District. It is the goal of the District to provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and an innovative environment.

#### Scope

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, users' responsibilities necessitate efficient, ethical, and legal utilization of the network, computer resources, student email, and other technology resources. Internet access is coordinated through a complex association

of government agencies as well as regional and State networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no professional or educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials and protect its users. Users who access, transmit, or store inappropriate material or who take action that violates the Student Acceptable Use of Electronic Networks procedure are subject to disciplinary or legal action.

### Terms and Conditions of this Agreement

The reading and acknowledgement of this procedure is legally binding and indicates that the student and parent/ guardian have carefully read, understand, and agree to the terms and conditions given within this procedure.

- 1. *Privileges:*** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site teacher/administrator or system administrators as well as District administrators may limit, suspend, or revoke access to electronic resources at any time.
- 2. *Acceptable Use: Inappropriate material or communications defined:*** Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. Material or information considered to be in violation of the Student Acceptable Use of Electronic Networks procedures includes, but is not limited to the following:
  - Copyrighted material
  - Criminal activities or terrorist acts
  - Illegal solicitation
  - Threatening or obscene material
  - Sexism or sexual harassment
  - Racism
  - Material protected by trade secrets
  - Pornography
  - Inappropriate language
  - Disrupting the educational experience of others
  - Gambling
  - Explosive devices
  - Political lobbying
- 3. *Etiquette:*** Students have the responsibility to assure all shared information meets the standards set forth in this procedure. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette prohibit, but are not limited to the following:
  - Using obscene language
  - Harassing, insulting or attacking others
  - Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
  - Violating copyright laws
  - Using others' passwords
  - Trespassing in others' folders, documents, or files
  - Intentionally wasting limited resources
  - Employing the network for commercial purposes
  - Sharing confidential information on students or employees

- Sending or displaying offensive messages or pictures
- Promoting, supporting or celebrating religion or religious institutions
- Accessing personal computer devices (Peer to Peer) outside the District's electronic network.

4. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to disciplinary or legal action as deemed appropriate by the administration.
5. **Service Disclaimer:** 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 student may suffer while on this system. These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the student's own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.
6. **Filtering, Monitoring, and Review:** The District, in order to comply with local, State, and federal laws and standards, filters Internet content on systems to which students may have access. This filtering removes access to websites and Internet servers that have been deemed to have inappropriate content not of an educational value. Report any errors found regarding what sites being, or not being filtered, immediately to an administrator or the Instructional Technology Department. The District retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on District equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion. The District retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered.
7. **Network:** The use of an assigned account must be in support of education, business, research and/or within the educational and learning objectives of the District. Each user is responsible for this provision when using the District electronic information resources. Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log on to the system as the systems administrator. Any security concern must be reported to the teacher/principal or systems administrator at once, as well as changes to user account information. Information stored on the network is not to be considered permanent or private. As such, the District retains the right to review and remove as needed data or files found on the network that violates this procedure or that are not in direct support of education or business. In addition, regular maintenance activities can result in the deletion of information deemed not compliant with this procedure. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on the network during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.
8. **Internet:** Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the District are forbidden. It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations. Additionally, it is understood that students who publish personal web pages outside the district that may be accessed by District computers must also abide the same standards of appropriate content that all District hosted web pages must maintain. Sites found to be in violation of this will be blocked

administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and appropriate action in situations where student personal web pages and or/sites exist that violate the spirit of this procedure.

9. **Computers Use:** The District provides desktop and laptop computers for student use while in the curricular setting. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Information Technology Department or an administrator. District provided computers may not be removed from District property without prior approval from the systems administrator. Removal of District owned equipment is in violation of this procedure and disciplinary or legal action may result. District provided computers are not to be used for personal financial gain at any time. Use of District provided computers, or systems, to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval from the systems administrator. This activity is considered a violation of this procedure and is subject to disciplinary or legal action as deemed appropriate by district administrators. Information stored on computers maintained by the District is not to be considered private. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on District provided computers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure exist.
10. **Student Email:** Email provided to students of the District is primarily for internal educational communications. Student email addresses should not be available to the public unless deemed appropriate by the administration. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in section 3 of this procedure. In addition, student email will not violate the Board of Education's policies and will not:
- Promote, or support political functions or agenda's in any way, both internally and externally.
  - Promote, or support private business or industry, especially the originators own private concern or business.
  - Promote illegal activities or activities prohibited by District policy, or procedures, as found in this procedure or in the Board of Education Policy Manual.
  - Engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by District administrators.

Spam is defined as email that is sent to multiple individuals in an uninvited manner for purposes of furthering a private and/or political agenda, the transmission of questionable material, or as a means of solicitation. It must be the student's understanding that District provided email is not private or protected. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, either through discovery as part of regular maintenance or by staff, student, or parental complaint, the District reserves the right to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

**Receipt and Acknowledgement of the Student Acceptable Use of Electronic Networks procedure is required before access to Electronic Networks is granted. Elementary students and their parents/guardians must initial next to the**

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Acceptable Use statement as well as sign the receipt and acknowledgement section of the Early Learning Handbook before students will be granted access.

Cross Reference:

- Board Policy 6.235, *Access to Electronic Networks*
- Administrative Procedures 6.235-AP1 *Student Acceptable Use of Electronic Networks*
- Exhibit 6.235-E2 *Student Authorization of Acceptable Use of Electronic Networks*

### Annual Notice to Parents about Educational Technology

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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.

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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 Ill. 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/guardian name and student or parent/guardian contact information, username/password, 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

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- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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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/guardians
- Other activities that are for the use and benefit of the school district

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## Section 8-Search and Seizure

### Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school resource officers.

#### Access to Student Social Networking Passwords & Websites

School officials may 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 rules or school district 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. School authorities officials may not request or require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

#### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, **weapons**, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### Students

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

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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.

### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

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Cross Reference:  
Board Policy 7.140, *Search and Seizure*

## Section 9- Special Education

### Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Improvement Act are identified, evaluated and provided with appropriate educational services.

The district provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the district to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school or district special education office.

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 (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

\_\_\_\_\_ (name)

\_\_\_\_\_ (phone number)

\_\_\_\_\_ (office location)

Cross Reference:  
Board Policy 6.120, *Education of Children with Disabilities*

### Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining a child with a disability as defined under IDEA. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No child with a disability shall be expelled if the child’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Cross Reference:  
Board Policy 7.230, *Misconduct by Students with Disabilities*

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**Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

The parent/guardian 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 Principal.

Cross Reference:  
Board Policy 6.120, *Education of Children with Disabilities*  
Exhibit 6.120-AP2, E1 *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*

**Related Service Logs**

For a child with an individualized education program (“IEP”), the school district must create related service logs that record the type of related services administered under the child’s IEP and the minutes of each type of related service that has been administered. The school will provide a child’s parent/guardian a copy of the related service log at the annual review of the child’s IEP upon request and at any other time upon request.

Cross Reference:  
PRESS 7:340-AP1, *School Student Records*

**Section 10 - Student Records, Privacy**

**Student Privacy Protections**

**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/guardian 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 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 parent/guardian.
2. Mental or psychological problems of the student or the student’s family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

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7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### Cross References:

Board Policy 7.15, *Student and Family Privacy Rights*  
Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

### Instructional Material

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

### Cross Reference:

Board Policy 7.15, *Student and Family Privacy Rights*  
Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

## Student Records

### Definition

A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

A school record does not include any of the following:

1. Writings or other recorded information maintained by an employee for his or her exclusive use, provided they are destroyed not later than the student's graduations or permanent withdrawal, and are not released or disclosed to any other person except a substitute teacher ILCS 105 ILCS 10/2(d)
2. Information maintained by law enforcement professionals working in the school 105 ILCS 10/2(d)

### Categories of School Student Records

The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after the a student has transferred, graduated or otherwise permanently withdrawn.

A student's permanent record contains the following information:

1. Basic identifying information;
2. Academic transcript;
3. Attendance record;
4. Accident reports and health record;
5. Record of release of permanent record information; and
6. High school State assessment test scores;

And may also consist of:

7. Honors and awards received; and
8. Participation in extracurricular activities or athletics.

A student's temporary record contains the following information:

1. A record of release of temporary record information;
2. Elementary State assessment test scores;
3. Completed home language survey form;
4. Information regarding serious infractions that resulted in discipline; and any biometric information that is collected;
5. Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act; and  
And may also consist of:
  6. Family background information;
  7. Intelligence test scores, group and individual;
  8. Aptitude test scores;
  9. Reports of psychological evaluations;
  10. Elementary and secondary achievement level test results;
  11. Participation in extracurricular activities or athletics;
  12. Honors and awards received;
  13. Teacher anecdotal records;
  14. Other disciplinary information;
  15. Special education files;
  16. Any verified reports or information from non-educational persons, agencies or organizations; and
  17. Other verified information of clear relevance to the education of the student.

### Inspection and Access

A parent or any person specifically designated as a representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his or her school student permanent record. Costs for copies of school student records or any portion thereof shall be \$.15 per page, provided, however, no parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The district may prohibit a parent's or student's access to confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition.

A parent or student request to inspect and copy records must be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of such request.

### Confidentiality

School student records are confidential and information contained therein will not be released other than as provided by law. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

1. To a parent, student, or authorized representative;
2. To an employee of the district with current demonstrable educational or administrative interest in the student, in furtherance of such interest;

3. To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
4. To any person for the purpose of research, statistical reporting, or planning;
5. Pursuant to a court order;
6. To any person as specifically required by State or federal law;
  - 6.5 To juvenile authorities when necessary for the discharge of their official duties;
7. To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
8. To any person, with the prior specific dated written consent of the parent;
9. To a governmental agency in furtherance of an investigation of a student's school attendance;
10. To committee members who fall within the meaning of "state and local officials and authorities" for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; or
11. To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
12. To the Illinois State Board of Education or another State government agency in order to audit federal and State programs or perform research and planning.

Information may not be released pursuant to subparagraphs (3) or (6) above unless the parent receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

### Challenging Student Records

Parents may challenge any entry in their child's school student records except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Challenges can be made on the basis of:

1. Accuracy;
2. Relevance; or
3. Propriety.

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parents will be scheduled within 10 business days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer will notify parents and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

1. The right to present evidence and to call witnesses;
2. The right to cross-examine witnesses;
3. The right to counsel;
4. The right to a written statement of any decision and the reasons therefore;

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parents and the school district no later than 10 business days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall

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so inform the school and within 10 business days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

**Directory Information**

The district routinely discloses “directory” type information without consent. Directory information is limited to: student’s name, address, gender, grade level, birth date and place, parents’ names and address; parent’s electronic address; information in relation to school-sponsored activities, organizations,; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal within 30 days of the date of this notice.

**Destruction of School Student Records**

The district destroys school student records when it is no longer required to maintain them. Before any school student records are destroyed or information deleted, the parent of the child to whom those records pertain will be given reasonable prior notice at his or her last known address and an opportunity to copy the records and information proposed to be destroyed or deleted.

**Adverse Action**

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 that the individual may obtain through the exercise of any right secured under the School Student Records Act.

Cross Reference:  
Board Policy 7.340, *Student Records*  
Administrative Procedures 7.340-AP1, *School Student Records*

**Student Records and Privacy**

Medical records will only be released to the student’s parent/guardian or their designee (with written consent from the parent). Identification will be required.

Cross Reference:  
Board Policy 7.340, *Student Records*

**Section 11-Parental Rights and Notifications**

**Teacher Qualifications**

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, McLean County Unit 5 is notifying every parent that you have the right and may request information regarding the professional qualifications of your child’s classroom teacher. Whether the teacher has met State certification requirements;

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- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher’s college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Cross Reference:  
Board Policy 5.190, *Teacher Qualifications*

#### Erin’s Law- Child Protection

“Erin’s Law” (Public Act 96-1524) requires that all public schools in the state to implement a prevention-oriented child sexual abuse program. Students in kindergarten through fifth grade will participate in the Second Step Child Protection program. Parents or guardians may see an overview of the program at <http://www.cfchildren.org/child-protection> or examine the instructional materials to be used for the lesson by contacting the school. Lessons are provided annually to all students in kindergarten through fifth grade.

Cross Reference:  
Board Policy 6.60-AP1 *Comprehensive Health Education*

#### Homeless Child’s Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian 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.

Cross Reference:  
Administrative Procedure, 6.140-AP1, *Education of Homeless Children*

#### English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child’s placement in, and information about, the District’s English Learners programs.

For questions related to this program or to express input in the school’s English Learners program, contact the Director of Multilingual Services, Leslie Romagnoli at the unit office, 309.557.4039.

## Unit 5 EL Handbook ~~2021-2022~~

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Cross Reference:  
Board Policy 6.160, *English Learners*

### **Pesticide Application Notice**

The district maintains a registry of parents/guardians 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 Operations at the Unit Office 309.557.4400.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property in which case the Structural Pest Control Act shall control.

Cross Reference:  
Administrative Procedure 4.160-AP1, *Environmental Quality of Buildings and Grounds*

### **School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, 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.

### **Mandated Reporters**

All school personnel, including teachers and administrators, 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.

Cross Reference:  
Board Policy 5.90, *Abused and Neglected Child Reporting*

### **Asbestos Abatement Statement**

Unit 5 has submitted its Management Plan prepared pursuant to the requirements of the *Asbestos Hazard Emergency Response Act* for each Unit 5 elementary school. Copies of the Management Plan are available in the administrative office of the school district and in each elementary school office. These plans are available for you inspection during the normal business hours Monday through Friday, and during other times by special arrangement.

The above statement is required under the rule of the *Asbestos Hazard Emergency Response Act*. It signifies that asbestos has been identified in the buildings. The asbestos was removed from the buildings. We would like to emphasize that to our knowledge, the above conditions do not pose a health hazard for those using our facilities. The above notice is required due to the law, which makes it necessary to conduct a survey, prepare and plan, notify the public and remove the designated asbestos in a timely fashion.

### **Transfer to Another School**

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Cross References:  
Board Policy 4.170, *Safety*

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**Student Handbook**

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District’s disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students’ parents/guardians within 15 days of the beginning of the school year or a student’s enrollment.

**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 for in the following circumstances as they relate to the individual’s child (ren):

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 school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the Principal’s office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Cross References:  
Administrative Procedure 4.170-AP2, *Criminal Offender Notification Laws*

**Sex Offender & Violent Offender Community Notification Laws**

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State’s Police website. The Illinois State Police website contains the following:

- Illinois Sex Offender Registry on the Illinois State Police’s website, <http://www.isp.state.il.us/sor/>.
- Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police’s website, <http://www.isp.state.il.us/cmvo/>
- Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

Cross Reference:  
Exhibit 4.170-AP2,E1, *Informing Parents About Offender Community Notification Laws*

**Title IX – Civil Rights**

In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX, “No person in the United States shall on the

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*basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..”*

**Title IX Grievance Procedure**

1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student’s file or an employee’s personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

“McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil Rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law in any of its educational programs, admissions, or employment policies.”

**Concerns regarding this policy should be referred to:**

Board of Education Office  
1809 W. Hovey  
Normal, IL 61761  
309.557.4400

**Parent/Guardian Involvement**

**Parent-Teacher Conferences**

Periodically during the school year, scheduled Parent-Teacher Conferences may be held. We believe these conferences are one of the best methods of sharing information about your child. Parent(s)/Guardian(s) will be notified as to the date and time of these scheduled conferences. In addition to these conferences, parents or teachers are encouraged to request additional conference times whenever the need arises. Please call ahead or send a note indicating the desire for a conference. Catching the teacher in the hall or after school without prior notification or during Open House activities does not provide for the best parent-teacher communication.

**Parent Groups**

Parent groups help build a bridge between home and school. All parents are encouraged to become active members. A good working relationship between parents and school personnel is essential to a child’s growth and educational progress. Unit 5 Early Learning Program offers a wide variety of family involvement opportunities throughout the year.

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### Volunteers and Visitors

In order to ensure the safety of all students, Unit 5 requires a background check for the following volunteer groups: tutors, mentors, classroom assistants, office/clerical assistants, media center/library assistant, chaperones, and extracurricular assistants/workers. Please check with the office staff at your child's school for additional details.

Volunteers help increase the effectiveness of our educational program. They assist in a wide variety of ways including help in the IMC, office, and classrooms.

All parents, guardians, and other visitors are required by law to report to the principal's office upon arrival at any school. They need to sign-in in the office and wear an ID Badge indicating they are visitors. When visitors leave, they should stop in the office to sign-out and return the ID Badge.

Parents and guardians are invited to visit classrooms during the school year, but to avoid testing days, and the weeks prior to and following vacation periods. Small children with parents frequently disturb the classroom process. Students who have school age guests visiting in their homes from out of town must obtain permission from the principal to bring those guests to school.

Cross Reference:

Board Policy 6.250, Community Resource Persons and School Volunteers

*Administrative Procedure 6.250-AP1, Securing and Screening Resource Persons and School Volunteers*

*Exhibit 6.250-E1, Volunteer Information Form and Waiver of Liability*

### Protective Orders and Divorce Decrees

It is the policy of Unit 5 that each school cooperates as much as is reasonably possible with all parents/guardians of students in Unit 5. It is also important that teachers and administrators not become involved or embroiled in custody matters and enforcement of protective orders. If a situation arises in which a parent defies a protective order or custody agreement at school, every effort will be made to contact the other parent and/or the local police. The police agency should have information about the orders of protection and enforcement of those orders.

### Enforcement of Visitation Rights

The Unit 5 school district is not to become involved in the enforcement of visitation rights. Administrators and teachers cannot become involved in determining who is to have what week and/or daily custody or visitation rights even when the schools have a copy of a divorce decree that states visitation and custody rights.

## Appendix

### Exhibit - Online Privacy Statement

**Online Privacy Statement** ~ The District respects the privacy of all website visitors to the extent permitted by law. This *Online Privacy Statement* is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us. There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

- 1) Network Traffic Logs** ~ In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.
- 2) Website Visit Logs** ~ District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.
- 3) Cookies** ~ Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.
- 4) Information Voluntarily Provided by You** ~ In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the system administrator, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

## Unit 5 EL Handbook ~~2021-2022~~

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**Web Links to Non-District Websites** ~ District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this *Online Privacy Statement*; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator.

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**District 87/Unit 5  
Medication Authorization Form**



Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Last, First, Middle Initial)

As the parent/guardian, I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, under exceptional circumstances, medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, administrative designee, or self-administered by a student. I further release my child's school district, its Board of Education, and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of said medication.

Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

I request that my child be assisted in taking the medications(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me and my physician (see below). I further consent to the sharing of relevant medical information between the school and the physician's office.

Date Parent/Guardian Signature Home Phone Emergency Phone

*For parent(s)/guardian(s) of students who need to carry asthma medication or an EpiPen:*  
I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector while in school, at a school-sponsored activity, under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication (105 ILCS 5/22-30).  
*If you agree please initial:* \_\_\_\_\_

PRINTED PHYSICIAN'S NAME:	
PHYSICIAN'S ADDRESS:	PHONE:
Medication:	
Purpose of Medication/Diagnosis:	
Form: (i.e. tab, injection, etc.)	
Dose:	
Time of Administration:	
If medicine to be given "when needed." Describe indications:	
How soon can it be repeated?	
Is child authorized to medicate herself/himself?	
List significant side effects:	
Length of time this treatment is recommended:	
Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition that may arise at school?	Yes No

Date Physician's Signature Only Physician's Telephone

Nurse's Initials \_\_\_\_\_

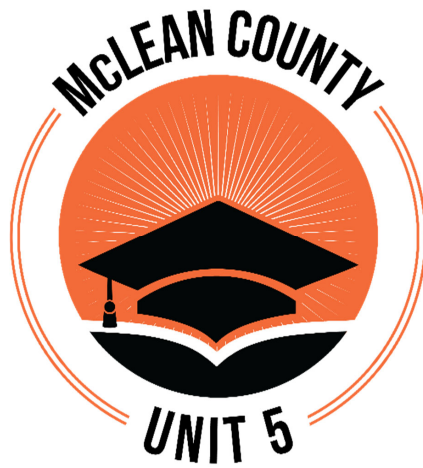
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McLEAN COUNTY UNIT DISTRICT No. 5

ELEMENTARY HANDBOOK



Kindergarten – 5<sup>th</sup> Grade

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## McLean County Unit School District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4439

Phone: 309.557.4400 • Fax: 309.557.4501

Web: [www.unit5.org](http://www.unit5.org)

General Email: [district@unit5.org](mailto:district@unit5.org)

Revised ~~June 2021~~

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McLean County Unit District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4339

Dear Parent/Guardian:

Welcome to the McLean County Unit District No. 5 Elementary Schools!

Our district is very pleased to present this comprehensive handbook for your use during the coming school year. All of our elementary principals have made a significant effort to provide for student transfers between buildings with a minimal degree of change. Although many daily procedures have been standardized, each school still maintains its own unique history, traditions, and school climate.

All handbook and school rules apply to all school-sponsored events, even those activities occurring off-campus. The handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies. **Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see the Board’s comprehensive policy manual on the District website <http://www.unit5.org/board/policies/> or at the Board office, located at 1809 West Hovey Avenue, Normal, Illinois for current information.**

If you have questions regarding any aspect of our elementary program, please feel free to contact your child’s teacher or the building principal.

We pledge to make every effort to assure that your child has a meaningful and enjoyable education in our school district.

Sincerely,

Dr. Kristen Kendrick-Weikle  
Superintendent

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McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue ~ Normal, IL 61761-4339
Phone: 309.557.4400 ~ Fax: 309.557.4501
Web: WWW.UNIT5.ORG ~ General E-mail: DISTRICT@UNIT5.ORG

Superintendent Office

Dr. Kristen Kendrick-Weikle, Superintendent 557.4400

Michelle Lamboley, Assistant Superintendent 557.4400

Dayna Brown, Director of Communications/Community Relations 557.4400

Kim Stewart, Assistant to the Superintendent, Clerk of Board 557.4400

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Curriculum Department

Carrie Chapman, Director of Special Education 557.4400

Maureen Backe, Director of Elementary Education 557.4400

Dan Lamboley, Director of Secondary Education 557.4400

Darrin Cooper, Director of Teaching & Learning 557-4400

Leslie Romagnoli, Director of Multilingual Services 557.4400

Kris Pennington, Early Learning Coordinator 557.4400

Dr. Kristal Shelvin, Director of Diversity, Equity & Inclusion 557.4400

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Human Resources

Roger Baldwin, Director of Human Resources 557-4400

Monica Wilks, Human Resources Coordinator 557-4400

Legal

M. Curt Richardson, Attorney for the District 557.4400

Finance

Martin Hickman, Chief Financial Officer 557.4400

Thomas Hoerr III, Director of Financial Services 557.4400

Jeff Malinowski, Payroll Administrator 557-4400

Technology

David Schumer, Director of Technology 557.4400

Operations

Joe Adelman, Director of Operations 557.4437

Doug Johnson, Supervisor – Maintenance/Grounds Services 557.4437

Craig Montgomery, Supervisor – Custodial Services 557.4437

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JoAnna Rewerts, Director of Food Service

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### Elementary School Information

**Benjamin Elementary School**

**Marlys Bennington, Principal**  
6006 Ireland Grove Rd.  
Bloomington, IL 61704  
E-mail: [benningmm@unit5.org](mailto:benningmm@unit5.org)  
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**Grove Elementary School**

**Sarah Edwards, Principal**  
1101 N. Airport Rd.  
Normal, IL 61761  
E-mail: [fogalt@unit5.org](mailto:fogalt@unit5.org)  
Phone: 309.557.4417  
Fax: 309.557.4518

**Pepper Ridge Elementary School**

**Tina Fogal, Principal**  
2602 Danbury Dr.  
Bloomington, IL 61704  
Email: [edwardsl@unit5.org](mailto:edwardsl@unit5.org)  
Phone: 309.557.4423  
Fax: 309.557.4523

**Carlock Elementary School**

**Megan Bozarth, Principal**

301 W. Washington St.  
Carlock, IL 61725  
E-mail: [bozartm@unit5.org](mailto:bozartm@unit5.org)  
Phone: 309.557.4412  
Fax: 309.557.4513

**Hoose Elementary School**

**Adam Zbrozek, Principal**  
600 Grandview Dr.  
Normal, IL 61761  
E-mail: [zbrozekaw@unit5.org](mailto:zbrozekaw@unit5.org)  
Phone: 309.557.4414  
Fax: 309.557.4515

**PrairieLand Elementary**

**Scott Peters, Principal**  
1300 E. Raab Rd.  
Normal, IL 61761  
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Phone: 309.557.4424  
Fax: 309.557.4525

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**Cedar Ridge Elementary School**

**Heather Rogers, Principal**

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Bloomington, IL 61704  
E-mail: [rogersh@unit5.org](mailto:rogersh@unit5.org)  
Phone: 309.557.4413  
Fax: 309.557.4515

**Hudson Elementary School**

**Julia Knepler, Principal**  
205 S. McLean St.  
Hudson, IL 61748  
E-mail: [kneplej@unit5.org](mailto:kneplej@unit5.org)  
Phone: 309.557.4419  
Fax: 309.557.4520

**Sugar Creek Elementary School**

**Kristina Peifer, Principal**  
200 N. Towanda Ave.  
Normal, IL 61761  
E-mail: [@unit5.org](mailto:@unit5.org)  
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**Fairview Elementary School**

**Gina Tenuta, Principal**

416 Fairview St.  
Normal, IL 61761  
E-mail: [tenutagj@unit5.org](mailto:tenutagj@unit5.org)  
Phone: 309.557.4415  
Fax: 309.557.4516

**Northpoint Elementary School**

**Matt Harr, Principal**  
2602 E. College Ave.  
Bloomington, IL 61704  
E-mail: [harm@unit5.org](mailto:harm@unit5.org)  
Phone: 309.557.4420  
Fax: 309.557.4521

**Towanda Elementary School**

**Scott Vogel, Principal**  
304 S. East St.  
Towanda, IL 61776  
E-mail: [vogels@unit5.org](mailto:vogels@unit5.org)  
Phone: 309.557.4426  
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**Fox Creek Elementary School**

**Leslie Davenport, Principal**

3910 Fox Creek Rd.  
Bloomington, IL 61704  
E-mail: [davenportla@unit5.org](mailto:davenportla@unit5.org)  
Phone: 309.557.4416  
Fax: 309.557.4517

**Oakdale Elementary School**

**Elizabeth Holtz, Principal**  
601 S. Adelaide St.  
Normal, IL 61761  
E-mail: [holtzem@unit5.org](mailto:holtzem@unit5.org)  
Phone: 309.557.4421  
Fax: 309.557.4522

**Brigham Elementary School**

**Early Learning Center**  
**Erin O'Grady, SAM**  
201 Brigham School Road  
Bloomington, IL 61704  
Email: [ogradye@unit5.org](mailto:ogradye@unit5.org)  
Phone: 309.557.4411  
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**Glenn Elementary School**

**Cari Roop, Principal**

306 Glenn Ave.  
Normal, IL 61761  
E-mail: [roopc@unit5.org](mailto:roopc@unit5.org)  
Phone: 309.557.4418  
Fax: 309.557.4519

**Parkside Elementary School**

**Christine Ellis, Principal**  
1900 W. College Ave.  
Normal, IL 61761  
E-mail:  
Phone: 309.557.4422  
Fax: 309.557.4523

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### District and School Web Pages



## McLean County Unit District No. 5

<http://www.unit5.org>

Visit our McLean County Unit District No. 5 website. The website is an excellent source for learning more about Unit 5’s mission, policies, curriculum, administration information, school calendar, lunch menus, and current district events.

Visit our local elementary schools’ websites for more information about each school.

**Benjamin Elementary School**

<http://www.unit5.org/benjamin/index.html>

**Carlock Elementary School**

<http://www.unit5.org/carlock/index.html>

**Fairview Elementary School**

<http://www.unit5.org/fairview/index.html>

**Glenn Elementary School**

<http://www.unit5.org/glenn/index.html>

**Colene Hoose Elementary School**

<http://www.unit5.org/hoose/index.html>

**Northpoint Elementary School**

<http://www.unit5.org/northpoint/index.html>

**Parkside Elementary School**

<http://www.unit5.org/parkside//index.html>

**Prairieland Elementary School**

<http://www.unit5.org/prairieland/index.html>

**Brigham Elementary School**

<http://www.unit5.org/brigham/index.html>

**Cedar Ridge Elementary School**

<http://www.unit5.org/cedarridge/home.htm>

**Fox Creek Elementary School**

<http://www.unit5.org/foxcreek/index.html>

**Grove Elementary School**

<http://www.unit5.org/grove/index.html>

**Hudson Elementary School**

<http://www.unit5.org/hudson/index.html>

**Oakdale Elementary School**

<http://www.unit5.org/oakdale/index.html>

**Pepper Ridge Elementary School**

<http://www.unit5.org/pepper/index.html>

**Sugar Creek Elementary School**

<http://www.unit5.org/sugarcreek/index.html>

**Towanda Elementary School** <http://www.unit5.org/towanda/index.html>

## Section 1 - Introductory Information and General Notices

### Overview

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. **Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see <http://www.unit5.org/board/policies/> for current information.**

### McLean County Unit District 5 Mission Statement

*Unit 5 will educate each student to achieve personal excellence.*

### McLean County Unit District 5 Diversity Statement

Dear Unit 5 Community Members,

Unit 5's commitment to respecting diversity in all of its forms is vital to attaining the District mission of "educating each student to achieve personal excellence." The district remains dedicated to expanding awareness of diversity issues; engaging in proactive diversity planning; and maintaining a welcoming, effective learning environment. With the assistance of the Unit 5 Diversity and Inclusion Committee, the district will continue to establish and achieve diversity goals that will enrich our educational community. Thank you for your involvement in and contributions to our efforts.

Sincerely,

Dr. Kristen Kendrick-Weikle  
Superintendent

Dayna Brown  
Diversity Officer

### Admission Requirements

#### Age Requirements

To be eligible for admission, a child must be five (5) years old on or before September 1 of that school term. Children ages three (3) to twenty-one (21) years with exceptional needs who qualify for special education are also eligible for admission.

Children reaching the age of six (6) on or before September 1 of a school year shall be eligible for first grade enrollment. Children reaching the age of six after September 1 shall enter first grade the following year.

For a student entering the District for the first time after having completed a full year of kindergarten, but who will not be six (6) on or before September 1, the Building Principal will determine whether the child is placed in kindergarten or first grade.

#### Admission Procedure

Students enrolling in the District for the first time must present:

- **Certified** birth certificate or other reliable proof of identity and age
- Proof of residence, as required by Board Policy 7.60
- Proof of disease immunization or detection and the required physical examination as required by State law and Board Policy 7.100

### Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a badge identifying themselves as a guest and place the badge to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office, return their badge and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event 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 municipal, local or county ordinance.
7. Smoke or otherwise use tobacco or vaping 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 detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Cross Reference:  
Board Policy 8.30, *Visitors to and Conduct on School Property*

### School Volunteers

All school volunteers must complete the “Volunteer Information Form and Waiver of Liability” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross Reference:

Board Policy 6.250, *Community Resource Persons and Volunteers*

Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and Volunteers*

Exhibit 6.250-E1 *Volunteer Information Form and Waiver of Liability*

### Animals on School Property

In order to assure 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 principals 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.

### Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

### Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, 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 co-curricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Unit Office, 309.557.4400.

Cross Reference:

Board Policy 7.10, *Equal Educational Opportunities*

Board Policy 2.260, *Uniform Grievance Procedure*

### Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be 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.

Cross Reference:  
Board Policy 4.110, *Transportation*

### 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.

Cross Reference:  
Board Policy 8.70, *Accommodating Individuals with Disabilities*

### Birthday Treats

Unit 5 believes that birthdays are special for children. As a school district, in order to promote a healthy school environment, birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

## Section 2 - Attendance and Promotion

### Attendance & Absences

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Cross Reference:  
Board Policy 7.70, *Attendance and Truancy*

### Arrival and Dismissal Procedures

Students should plan to arrive at school **AFTER** 7:30 AM unless other arrangements have been made with the principal or students are participating in supervised activities. **There is no school supervision prior to 7:30 AM.** The opening bell rings at 7:40 and students are expected to be seated and ready to begin at 7:45. School is dismissed daily at 2:30 PM.

**Leaving While School Is In Session**

When a student needs to leave school early, parents/guardians should call the school or send a note indicating what time the child will be leaving. Students must be signed out in the office by a parent/guardian. If the student returns on the same day, he/she must be signed in by a parent/guardian in the office before returning to class.

**Student Absences**

There are two types of absences: excused and unexcused as defined below.

**Excused Absences**

Absences for the reasons listed below are considered “valid causes” and will be marked as an excused absence. Documentation or proof of the reason may be required from a professional source in some cases.

1. Illness or injury
2. Serious illness or death in the family
3. Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required.)
4. Unavoidable accident or emergency
5. Observance of a religious holiday or event
6. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
7. Court (subpoenaed as witness)
8. College Visit / Military Visit (with verification)
8. Attending a military honors funeral to sound “Taps” if the child is in grades 6 through 12
9. Military Family Absence \*
10. Other situations beyond the control of the student as determined by the Board of Education in Board Policy 7.70

\*A student will be excused for up to five (5) days in cases where the student's 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-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

**Unexcused Absences**

All other absences are considered unexcused. Requests for excused absences for reasons other than those listed above should be made to the Board of Education. Unexcused absences include but are not limited to:

1. Truancy
2. Oversleeping
3. Missing the bus
4. Lack of ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. Personal business
8. Participation in non-school sponsored activities
9. Vacation
10. Court (personal reasons)

**Reporting Absences**

Each day that a student is absent, his/her parent or guardian must call the school’s Attendance Line before 7:45 a.m. to explain the reason for the absence. The attendance phone line is available 24 hours per day. If a call has not been made to the school by 9:45 a.m. on the day of a student’s absence, a school official will call the home to inquire why the student is not at school. 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.

Cross Reference:  
Board Policy 7.70, *Attendance and Truancy*

**Tardiness**

All students are expected to be in their classroom seats when school begins and again after their lunch/recess. Please do not inconvenience others or waste class time by arriving late. Students who are more than 5 minutes late must sign in at the office.

**Truancy**

A “truant” is a child who is subject to compulsory school attendance and who is absent without “valid cause” (see Excused Absences above) from such attendance for more than 1% but less than 5% of the past 180 school days. A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without “valid cause” from such attendance for 5% or more of the previous 180 regular attendance days. A “truant minor” is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

Truants will be offered support services and resources aimed at correcting the truancy issue. If truancy persists after support services and other resources are made available, the school will make a referral to a Truancy Outreach Specialist with the Regional Office of Education #17 using the ROE’s online Request for Truancy Service form.

If truancy persists after a referral has been made to a Truancy Outreach Specialist with the Regional Office of Education #17 and the Truancy Outreach Specialist has provided all appropriate and available supportive services and other school resources to the student, then the school and district may take the following actions:

- Assign disciplinary consequences, provided the student is a chronic or habitual truant, and provided further that a student shall not be recommended for expulsion unless he or she has at least 15 unexcused absences;
- Refer the truancy issue to officials under the Juvenile Court Act;
- Refer the truancy issue to the School Resource Officer or municipality where the school is located to issue the person having custody or control of the truant, chronic truant, or truant minor a citation, provided the school certifies at the time of the referral it has met its obligations with respect to meetings regarding homeless students and students with or believed to have a disability.

The required procedure of notifying the Regional Office of Education with an initial truancy petition will take place on the sixth offense and a chronic truancy petition will be filed when the student has been truant 5% of the last 180 consecutive school days.

Chronic or habitual truants will be deemed to have withdrawn from enrollment after 15 consecutive unexcused absences, absent notice of exigent circumstances. In addition, students who have notified the main office of an anticipated absence

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of 15 consecutive school days or longer without valid cause (e.g. traveling or visiting family out-of-town for an extended period of time), will be deemed to have voluntarily withdrawn from enrollment. Students withdrawn from enrollment may re-enroll following the District’s normal registration process at any time.

Cross Reference:  
Board Policy 7.70, *Attendance and Truancy*

**Prearranged Absences**

Any time that students know in advance that they will be absent from school due to family vacation, required court appearance, or unavoidable circumstances not considered as excused, the parent or guardian must contact the school office to request a Prearranged Absence. Please note that prearranging an absence does not excuse absences that would otherwise be unexcused.

**Parent/Guardian Role**

According to the Illinois School Code, it is the parent's responsibility to see that his/her child is in regular school attendance. This includes arriving to school on time. Article 26 of the School Code recognizes the following reasons as valid cause for missing school: (a) illness; (b) death in the immediate family; (c) other absences determined by the Board of Education; (d) circumstances which cause reasonable concern to the parent for the safety or health of the student. Absences other than those stated above will be considered unexcused. Those include (a) keeping a child home to baby-sit; (b) helping a parent at home (especially the day before a holiday); (c) going shopping; (d) vacation, visiting friends or relatives; and/or (e) participating in a community sponsored activity such as gymnastics, a play, or church related programs. This is not all-inclusive. Any exceptions to the list will be considered by the administration.

Commented [RMC1]: This is covered above.

**Falsification of Attendance Information**

Accurate attendance information is required by the State of Illinois and is important to ensuring student safety. Students may not falsify, or contribute to falsification of, attendance information through either written or telephone means. Violators of this provision will be subject to a detention or suspension from school.

**Chronic Absenteeism**

Therefore, during the school year, the school will be requesting medical documentation once a student has missed over 5% of the current school year (unless doctor notes have already been received) and a parent will be required to come in during school hours for a conference. The conference will be held with the school nurse and the student's counselor. The purpose will be to discuss the reasons for those absences.

Student attendance at school is a large factor in the success students experience at school. The early years are a critical period in children's learning and development. Every child should be counted present every day. Every day of school matters. Being absent too many days from school can make it difficult for students to stay on-track academically and maintain the momentum to graduate from high school in order to be college-or career-ready. Every day of school attendance matters for all students and their families. It is crucial, therefore, that the implications of chronic absence be understood and reviewed regularly.

“Chronic absence” means absences that total 10% or more of school days of the most recent academic school year, including absences with (excused) and without (unexcused) a “valid cause” and out-of-school suspensions for an enrolled student.

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“Student” means any enrolled student that is subject to compulsory attendance but does not mean a student for whom a documented homebound or hospital record is on file during the student’s absence from school.

The District will follow its diagnostic procedures in Board Policy 7.70 for identifying the cause(s) of a student’s chronic absenteeism, including requesting documentation for absences and 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. .

**Withdrawal from School**

Parents must notify the principal of their student’s intent to withdraw. On the student’s last day of attendance he/she must report to the office before school. After all financial obligations have been met, he/she will be eligible for a refund of the unused portion of Book Rental charges. The student’s records will be forwarded as soon as the office receives written authorization for the records to be released.

Commented [RMC2]: This is not correct for K and 1<sup>st</sup> grade students. According to 105 ILCS 5/10-19.05(f), “A session of at least 4 clock hours may be counted as a day of attendance for first grade pupils and pupils in full-day kindergartens, and a session of 2 or more hours may be counted as a half day of attendance by pupils in kindergartens that provide only half days of attendance.”

**Release Time for Religious Instruction/Observance**

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

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:  
Board Policy 7.80, *Release Time for Religious Instruction/Observation*

**Emergency School Closings**

When it is necessary for school to dismiss early or be canceled, verification will be given to the news media, as well as by a school message system, so parents will know when to expect their children home. School may be dismissed early due to weather (such as snow or excessive heat), on Staff Development Days or on other special days as determined by the Board of Education.

The decision to dismiss early due to inclement weather is made prior to 11:00 AM and the media will be notified at that time. It is best to tune in one of the local radio stations if you suspect that early dismissal is a possibility. This information will also be available on the District’s website, www.unit5.org. Please do not call the school or Unit Office for this information.

Please arrange with your children what they are to do in case of early dismissal. It is difficult for last minute arrangements to be made for students.

All school functions are canceled when school is dismissed early.

Cross Reference:  
Board Policy 4.170, *Safety*

## **Grading & Promotion**

School report cards are issued to students at the end of the year. Student performance is available through the online portal at any time. Progress reports are available the end of October and February. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Cross Reference:  
Board Policy 6.280, *Grading & Promotion*

### **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

### **Make up Work, Advance Assignments, and Picking up Assignments**

A parent/guardian may phone the school before 9:15 AM to pick up assignments and books in the office after school that same day. Requests made after 9:15 AM may be picked up the following day after school. Arrangements also may be made to send work home with a sibling or a friend.

All assignments and tests missed due to absences must be made up, regardless of the reason for the absence. A student that has an excused absence will generally be allowed twice the number of days absent to turn in assignments. However, a student may be required to take previously announced tests on the day he or she returns to school.

Parents must contact the school if it is known in advance that there will be an absence from school for an extended time due to family obligations or other unavoidable reasons. Requests for assignments may be made no more than one week before the absence. In general, assignments are available for only one week at a time. All advanced assignments are expected to be turned in on the day of the student's return to school. Students should also check for additional missed work when they return. Although written materials can be worked on away from school, much of classroom instruction involves discussions, demonstration, and "hands on" activities. These instructional methods are a vital part of the learning process and cannot be duplicated away from school.

### **Home and Hospital Instruction**

A student who is absent or whose physician, physician assistant, or licensed advance practice registered nurse anticipates his or her absence from school for an extended period of time or on an intermittent basis 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.

For information on home or hospital instruction, contact the Principal's office.

Cross Reference:  
Board Policy 6.150, *Home and Hospital Instruction*

### Section 3 - Student Fees

#### **Fines, Fees, and Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met: The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or

1. The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal to a student who requests one, regardless of whether the student has the ability to pay for the meal or owes money for earlier meals. Students may not be provided with an alternative meal and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay or owes money for a meal.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the Building Principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the Building Principal.

Cross Reference:

- Board Policy 4.110, *Transportation*
- Board Policy 4.140, *Waiver of Student Fees*
- Administrative Procedure 4.140-AP 1, *Fines, Fees, and Charges – Waiver of Student Fees*
- Exhibit 4.140-E1, *Application for Fee Waivers*
- Exhibit 4.140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

**School Breakfast & Lunch Program**

Breakfast and lunch are served in every school, every school day, unless there is an emergency early dismissal. Menus and meal prices are listed on the Unit 5 webpage. Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Cross Reference:

- Board Policy 4.130, *Free and Reduced-Price Food Services*

**Section 4 - Transportation and Parking**

**Bus Transportation**

The district provides free bus transportation to and from school for all students living 1.5 miles or more from his or her assigned school, unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available, or within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student’s parents/guardians may file a petition with the Board requesting transportation due to the existence of a serious safety hazard.

Free transportation services and vehicle adaptation for a special education student if included in the student’s individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

A list of bus stops will be published at the beginning of the school year. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the Building Principal.

For questions regarding school transportation issues, contact the transportation call center at 309.557.4287 (557-4BUS).

**Bus Assignment**

- All bus riders must ride their assigned bus to and from school.
- Bus riders must get on and off the bus at their assigned loading point unless there is written permission from their parents or the Transportation Department.
- Bus riders having a friend ride the bus to or from school must have written permission from their parents or the Transportation Department.

**Bus Service**

- The driver's primary responsibility is to the road conditions and traffic for the safety of transporting the students. When the driver's attention is distracted by misconduct, everyone is put in jeopardy.
- The driver is not required to wait at any loading point; therefore, be ready to board the bus five (5) minutes ahead of your designated stop time.
- Bus service will be available if inclement weather causes early dismissal. See information under Section 2 – Attendance and Promotion "Emergency School Closings".

**Bus Conduct**

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Building Principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

**Prohibited Bus Conduct**

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

1. Prohibited student conduct as defined in Board Policy 7.190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

- Choose a seat and sit in it immediately upon entering the bus.
- Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use emergency door only in an emergency.
- In the event of emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
- Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Do not open windows.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.

- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles.
- Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus.
- Parents will be liable for any defacing or damage students do to the bus.
- Instructions for crossing the road must be followed to the smallest detail at all times.
- Cross at least ten feet in front of the bus and then cross the street when the driver signals.
- While unloading, allow the closest to the front off first.
- Move away from the bus door quickly after unloading. Stay clear of the rear wheels.
- Never walk behind the bus.
- No headphones, food, drink, or candy.
- No talking when the bus comes to a railroad crossing, so the driver can hear any approaching trains.
- Do not talk to the driver unless it is an emergency.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the superintendent may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### Bus Discipline

The driver may report students who refuse to follow the bus behavior rules or maintain appropriate behavior to the school office for disciplinary action.

Generally, the following procedures will be used in disciplining a rider:

- **On the first offense**, the Building Principal will meet with the student to address the reported incident. This may include a reprimand for inappropriate behavior and may result in a detention. A copy of the bus report may be taken home by the student to be signed by the parent and returned the next day.
- **On the second offense**, the Building Principal will meet with the student to address the reported incident. The student may be assigned up to three days of detention. A copy of the bus report will be sent home.
- **On the third offense**, the Building Principal will meet with the student to address the reported incident and the parents will be telephoned. The result of this telephone conference may be suspension from riding the bus for up to 3 days. A copy of the bus report will be sent home.
- **On the fourth offense**, the Building Principal will meet with the student to address the reported incident and the parents will be telephoned. The parents may be required to come to the school office for a conference. The student may be suspended from the bus for up to 5 days. A copy of the bus report will be given to the parents.
- **On the fifth offense**, the Building Principal will meet with the student to address the reported incident, and the parents telephoned. The student may be suspended from the bus for up to ten days. A copy of the bus report will be sent to the parents.

Any further reports may result in an immediate bus suspension and referral to the superintendent for possible suspension from the bus for the remainder of the school year. Bus riding is a privilege that may be revoked.

**Private Transportation**

Students may accept private transportation to or from school only as arranged by their custodial parents. Parents may call the office regarding transportation arrangements with anyone other than an appropriate family member or a Unit 5 school bus.

**Use of Video Cameras on School Buses**

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The content of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Principal, transportation director, bus driver, and sponsor, coach, or other supervisor. If the content of a videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Cross Reference:  
Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

**Bicycles**

Bicycles may be parked in the bicycle racks located at the school. Bicycles should always be locked when unattended. Ride safely by observing the following practices:

- Obey all traffic signs and regulations.
- Stay to the right.
- Ride single file.
- Yield to motor vehicles and pedestrians.
- Signal your intentions.
- Do not ride near vehicles parked in the parking lot.

**Pedestrians**

Students are expected to use sidewalks wherever available and to observe safety precautions when crossing streets.

**Transportation for School Activities**

Students must utilize school transportation to and from all school activities for which transportation is provided. For these events, parents of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases it will be the responsibility of the parent to arrange safe transportation.

**Parking**

The school has many locations available for school visitor parking.

Those dropping off and picking up children may do so in the drop off lane location during the following hours: 7:30 AM until 7:40 AM and after 2:25 PM.

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

Cross Reference:  
Board Policy 4.110, *Transportation*  
Administrative Procedure 4.170-AP3, *School Bus Safety Rules*  
Board Policy 7.220, *Bus Conduct*  
Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

## Section 5 - Health and Safety

### Immunization, Health, Eye and Dental Examinations

#### School Nurse

The primary function of the school nurse is to promote student health and safety and maintain student records. All elementary Certified School Nurses are assigned to multiple schools. If a student becomes ill or injured at school when the nurse is not present, another school official will provide care. Please contact the school nurse at your child’s school any time you have questions or concerns.

This handbook is not intended to be all inclusive. Students will be excluded from school for any health condition that in the professional, clinical judgment of the Certified School Nurse places that student or others in the school community at a health or safety risk. Certified School Nurses utilize Evidence Based Practice and collaboration with health care professionals and organizations to make decisions best for the students and school community.

#### Health Information

Health information gathered through screening registration forms, physical exams, oral/written communication by a health care provider or parent/guardian may be shared by the certified school nurse with those individuals (i.e. teachers or other school personnel) who have an educational interest in enhancing the health and safety of the student. This information may be shared via written or electronic communication or by direct personal contact. If you do not wish this information to be shared, please send a written request to the school office by the end of the first week of attendance.

#### Emergency Numbers

Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact your school office if any changes in this emergency information occur during the school year.

#### Illness or Accidents at School

All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian’s health insurance company should be contacted for coverage.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for children, which includes accident insurance. Information about the All Kids program can be found at:

[www.illinois.gov/hfs/medicalprograms/allkids](http://www.illinois.gov/hfs/medicalprograms/allkids)

### Student Concussions and Head Injuries

If a student sustains a physician-diagnosed concussion, either during school hours or outside of school, parents are requested to notify the school. If a student’s parent/guardian is requesting academic accommodations after a concussion, the Unit 5 Concussion Staging Form must be completed by the student’s physician (elementary, junior high, high school) or athletic trainer (high school only) and submitted to the school nurse.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with the Unit 5 Concussion Staging Document, signed by the student, the student’s parent/guardian, and the student’s physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### School Insurance

A low cost accident policy is offered to all students. While the schools have no obligation in case of an accident, the District is glad to cooperate with the agency and offer this limited, yet liberal policy for your consideration. Briefly, students may be insured for the school year for the accidents, which occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices.

### Physicals and Immunizations

Illinois law requires that all students entering an early childhood program, kindergarten, sixth, or ninth grades, or transferring from out of state, have a physical examination within one calendar year *prior* to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois health records.

Section 27-8.1 of the Illinois School Code states: “If a child does not comply...then the local school authority **shall exclude that child from school** until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately.”

All students entering ECE, Pre-K, Kindergarten, 6<sup>th</sup> grade, and 9<sup>th</sup> grade must submit a current physical exam and complete immunization record by the FIRST DAY OF SCHOOL. Children without physicals and immunizations will NOT be allowed to start school until the school nurse receives the records. NO appointment cards will be accepted.

I understand that if my student will be entering a pre-kindergarten program (for the first time), kindergarten, sixth, or ninth grade, that I must show proof that (s)he has received a new physical exam on the IL-DHS physical exam form BEFORE THE FIRST DAY OF SCHOOL. *Sports physicals are NOT accepted for this requirement.* Immunizations are *also* required BEFORE THE FIRST DAY OF SCHOOL for several grades; click on the link below or check with your health care provider for details. [http://www.isbe.net/pdf/school\\_health/immunization-requirements.pdf](http://www.isbe.net/pdf/school_health/immunization-requirements.pdf). It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

Parents or guardians who object to health examination or immunizations on religious grounds must present an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form found at: <http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf>. The form must be signed by the child's parent or legal guardian, **AND** the child's health care provider responsible for performing the child's health examination. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.

The following immunizations are required by the State of Illinois for children in grades Pre-K through 12. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code.

1. DPT/DTap/Tdap
2. OPV/IPV
3. Measles/Mumps/Rubells (MMR)
4. Varicella
5. Hepatitis B (required for early learning programs and 6<sup>th</sup> grades and up)
6. Hib (required for early learning programs)
7. Pneumococcal (required for early learning programs)
8. Meningococcal (required for 6<sup>th</sup>-8<sup>th</sup> grades and 12<sup>th</sup> grade)

### Dental Exams

Public Act 93-946 requires all Illinois children in **kindergarten, second and sixth grades** to have an oral health exam. Each child shall present proof of exam by a dentist prior to **May 15** of the school year.

### Vision Exams

Illinois law requires all children in **kindergarten or enrolling for the first time in an Illinois school** to have an eye examination completed by an eye doctor. Each child shall present proof of exam by an eye doctor prior to the first day of the school year.

### Exemptions

A student will be exempted from the above requirements for:

1. Religious grounds if the student's parent/guardian presents to the building principal; an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form found at:

<http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf>. The form must be signed by the child’s parent or legal guardian, **AND** the child’s health care provider responsible for performing the child’s health examination.

2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student’s parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

**Cross Reference:**

Board Policy 7.100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

### Vision and Hearing Screenings

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening. If a report of an eye examination within the last 12 months by an optometrist is on file at the school. The vision examination report must be completed and signed by the optometrist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

### Communicable Diseases

For everyone’s protection, sick children must be at home, not at school. When reporting the student’s absence, please report the reason for the child’s absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A fever within the last 24 hours of 100° F or higher
- Vomiting or diarrhea within the last 24 hours
- A frequent or disruptive cough or other signs of an acute respiratory infection
- Any contagious illness such as “strep throat” that requires antibiotic therapy. Once a student has been fever free without use of fever-reducing medications and on antibiotics for at least 24 hours, he/she may return to school.
- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician’s note stating the rash is not contagious.
- Pronounced lethargy or fatigue that interferes with participation in learning activities.

### Care of Students with Chronic Health Conditions

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses like Diabetes 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.

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 needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

It is the parent/guardian's responsibility to inform the School Nurse or Building Principal of their child's health concern, including diabetes, asthma, food allergy, and seizures. The School Nurse will then work with the family, the student, the student's physician and the classroom teacher to develop a Plan of Action. It is the parent's responsibility to ensure that The Plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent before they will be implemented. Please contact your School Nurse for further information.

Cross Reference:  
Board Policy 7.285, *Food Allergy Management Program*  
Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*  
Exhibit 7.285-E1, *Food Allergy Awareness*

### Treats and Snacks

Due to health concerns, allergies and scheduling, snacks for any occasion must be arranged in advance with the classroom teacher. All snacks must be store bought. No homemade snacks are allowed at school. Snacks are not to require refrigeration and must have a clearly printed label. We strongly encourage you to select a snack with nutritional value, such as fresh fruits and vegetables.

Birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

Cross Reference:  
Board Policy 7.285, *Food Allergy Management Program*  
Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*  
Exhibit 7.285-E1, *Food Allergy Awareness*  
Board Policy 6.50, *School Wellness*

### Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of an active infestation. Infested children are prohibited from riding the bus to school until the child has been cleared by the school nurse.

**Physical Education Participation**

Students who have restrictions for participation in physical education due to medical prohibitions beyond three days must present documentation from the physician, signed and dated, stating the restriction and length of time it is to be in effect. A parent note is sufficient for 3 days of exemption from PE.

An excuse may also be based on religious prohibitions. An excuse based on religious reasons must include a signed statement from a member of the clergy the corroborates the religious reason for the request.

**Medication at School**

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 and healthcare provider with prescriptive authority must complete a *School Medication Authorization Form* requesting that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Except when the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen®, an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a licensed physician, no District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except nurses, shall not be required to administer medication to students. However, provided a *School Medication Authorization Form* has been completed and signed by the student's parent/guardian and healthcare provider with prescriptive authority, teachers and other non-administrative school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in Board Policy 7.270; and coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board Policy 7.270 and its implementing procedures.

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

**Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a *School Medication Authorization Form*. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan; (3) an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication, epinephrine injector, or medication required under a

qualifying plan, or the storage of any medication by school personnel. 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 asthma medication, an epinephrine injector, opioid antagonist, and/or medication, or the storage of any medication by school personnel.

**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.

**District Supply of Undesignated Epinephrine Injectors**

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) of the School Code 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.

**District Supply of Undesignated Opioid Antagonists**

The Superintendent or designee shall implement Section 22-30(f) of the School Code and 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 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. 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 parent/guardian of a student who is a minor or any other individual who is at least 21 years of age to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer a medical cannabis infused product to a student.

A designated caregiver 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:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. 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.

State law does not require school personnel to administer medical cannabis to students. Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis infused product to a student who is a registered qualifying patient. Prior to the administration of a medical cannabis infused product under subsection, a school nurse or school administrator must annually complete training curriculum developed by the State Board of Education, in consultation with the Department of Public Health, on the administration of medical cannabis infused products and must submit to the school's administration proof of its completion.

A trained school nurse or administrator is allowed to administer a medical cannabis infused product to a child who is a student while on school premises, at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus if:

1. The student possesses a valid registry identification card issued by IDPH;
2. A copy of the registry identification card is provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

The written authorization and a copy of the registry identification card(s) must be kept on file in the office of the school nurse. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

Medical cannabis infused 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.

Discipline of a student for being administered a product by a designated caregiver pursuant to this Board Policy 7.270 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 Board Policy 7.270 and this Handbook 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.

This School District Supply of Undesignated Epinephrine Injectors section of Board Policy 7.270 and this Handbook 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 school epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District’s prescription for undesignated school opioid antagonists.

The School District Supply of Undesignated Glucagon section of Board Policy 7.270 and this Handbook 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 Board Policy 7.270 and this Handbook 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) will ensure all notifications required by State law and administrative procedures occur.

**Disclaimers**

Upon implementation of Board Policy 7.270, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated medications. Board Policy 7.270 and this Handbook do not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

Cross Reference:  
Board Policy 7.270, *Administering Medicines to Students*  
Administrative Procedure 7.270-AP1, *Dispensing Medication Exhibit 7.270-E1, School Medication Authorization Form*

**Disability Assistance**

Persons with a disability of either a temporary or permanent nature may receive help by request through the nurse, counselors, or administrators.

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**Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, one (1) severe weather (shelter-in-place) drill, one (1) law enforcement drill to address an active shooter incident, and one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross Reference:  
Board Policy 4.170, *Safety*  
Administrative Procedure 4.170-API, *Comprehensive Safety and Crisis Program*

**Reunification Site**

In the event a relocation from school and a student-parent reunification is necessary, the following are designated as the reunification sites for the following elementary schools:

<b>School</b>	<b>Reunification Site</b>
Benjamin	Eastview Christian Church
Carlock	Carlock Community Center
Cedar Ridge	Eastview Christian Church
Colene Hoose	Redbird Arena
Fairview	Redbird Arena
Fox Creek	Eastview Christian Church
Glenn	Redbird Arena
Grove	Eastview Christian Church
Hudson	Methodist Church
Northpoint	Eastview Christian Church
Oakdale	Redbird Arena
Parkside Elem.	Redbird Arena
Pepper Ridge	Eastview Christian Church
Prairieland	Redbird Arena
Sugar Creek	Redbird Arena
Towanda	Towanda Community Building

**Building Security**

For the safety of our students, Unit 5 has adopted a closed-building concept. All exterior doors are locked.

All visitors to the building are required to check into the office to report their purpose for being in the school. Visitors will be given an appropriate ID Badge to wear during their stay. We encourage everyone to cooperate in providing a safe learning environment for the children.

## Section 6 - Discipline and Conduct

### General Building Conduct

Students enrolled in the Unit 5 schools shall conduct themselves in a mature manner, acting with due regard for the supervisory authority vested by the Board of Education in district employees. Good self-discipline is positive and encourages the student to exercise his/her individual rights, within established guidelines, and to respect the rights and welfare of others.

Education proceeds effectively with appropriate and consistent discipline. Teachers and other certified employees shall maintain discipline in the schools. In all matters relating to the conduct and discipline of the students, they stand in the relationship of parents and guardians to the students. They shall exercise such control over students as would be exercised by a kind, firm, and judicious parent. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students.

When a certified employee acts to help a student conduct himself properly, emphasis shall be placed upon the growth of the student toward self-discipline. A progressive form of discipline, tempered by the conditions and circumstances of the offense, shall be followed. Unit 5 does not permit the use of corporal punishment as a means of disciplining students. A teacher is granted the right to remove a student from the classroom for disruptive behavior. Physical contact or restraint may be appropriate when a teacher or other supervisor is required to employ it in self-defense, for the safety of students, or to help maintain control. In all instances necessitating disciplinary action, due process will be afforded the student as outlined in the Illinois School Code, 105 ILCS 5/10-22.6.

Any student who is disobedient or insubordinate or who gives evidence of inappropriate behavior may be suspended, not to exceed ten days, by the Principal. Such suspension will be reported immediately to the Superintendent and the student's parents or guardians, along with a full statement of the reasons for such suspension. The parents or guardians of the suspended student shall be informed of the due process procedures and of their right to have a review of the suspension by the Board of Education. The Principal shall inform the Superintendent if the parents or guardians wish to request or waive the review.

A student may be expelled only by the Board of Education on recommendation of the Superintendent for gross disobedience or misconduct. Expulsion shall take place only after the parents or guardians have been requested to appear at a meeting with the hearing officer to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. If the Board's decision is to expel the student, the reasons for dismissal and the date on which the expulsion is to become effective will be stated.

School personnel may order the removal of a child with a disability (IEP) from the child's current placement for not more than ten consecutive school days for any violation of school rules, and additional removal, of not more than ten consecutive school days in the same school year for separate incidents of misconduct. The parents or guardians of the special education student are afforded all rights and privileges to have a hearing pertaining to either the decision about the relationship of the behavior to the suspension and expulsion itself.

The discipline policy of Unit 5 has been formulated by the Board with input from teachers, parents, and administrators. The policy is subject to an annual review.

**General Expectations**

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No portable listening devices, electronic devices or cameras are permitted without permission from the principal

**Arrival time**

Students shall not arrive at school before 7:30 a.m. and classes begin at 7:45 a.m. and students are dismissed at 2:30 p.m. each day.

**School Dress Code / Student Appearance**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing which fails to adequately cover the body will not be permitted.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. Slippers and shoes with wheels are prohibited.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

If students have any questions regarding acceptability of a particular item of clothing, check with the principal **before** wearing the items to school.

Cross Reference:  
Board Policy 7.160, *Student Appearance*

**Student Behavior Philosophy**

In support of our mission to educate each student to achieve personal excellence, the District will endeavor to (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 other 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. It is the shared responsibility of schools, families and communities to achieve this by teaching, recognizing and reinforcing appropriate behavior.

To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action.

Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.

Parent/guardian are encouraged to review District expectations with their student(s) at the beginning of each school year. A student handbook, which includes the District's discipline philosophy, and school rules, shall be distributed to students within 15 days of the beginning of the school year or the first day of a student's attendance.

Cross Reference:  
Board Policy 7.125, *Student Discipline Philosophy*

**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.

5. During periods of remote learning.

**Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, bartering, selling, or offering for sale alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, bartering, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish and medical cannabis unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription medication when not prescribed for the student by a physician, or licensed practitioner when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions, or without following the procedures for student medication outlined below including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. Violations of this paragraph may be reported to appropriate law enforcement agencies. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270.
  - e. Any non-prescription medication without following Board Policy 7.270 and its implementing procedures.
  - f. Any inhalant, regardless of whether it contains an illegal drug
  - g. 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.
  - h. 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.
  - i. "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, or 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.
  - j. 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 knife, a “weapon”, as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular or smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar 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, eavesdrop (e.g. secretly recording a conversation), 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 or electronic mobile device, commonly known as “sexting.”

Students are allowed to possess and use electronic mobile devices in school, provided they do not cause a disruption, and are not used, seen or heard during instructional time unless:

- (a) The supervising teacher grants permission;
  - (b) Use of the device is provided in a student’s IEP; or
  - (c) It is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
  7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
  8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, or wrongfully obtaining test copies or scores.
  9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, 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.
  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, or relocating personal or 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, a 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 the display of gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied with the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that: interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions, supports and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose a disciplinary consequence.

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 may include, without limitation, any of the following:

1. Notifying parent/guardian.
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 in accordance with Board policy 7.200, *Suspension Procedures*. The Building Principal or designee shall ensure that the student is properly supervised.

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7. 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, education, environmental, or public safety needs. The District will not provide transportation. School administration may use this option 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 handbook 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 is prohibited from being on school grounds and at school activities during the period of the suspension.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board Policy 7.210, *Expulsion Procedures*. A student who has been expelled is prohibited from being on school grounds and at school activities during the period of the expulsion.
13. Transfer to an alternative program if the student is expelled or otherwise qualified for the transfer under State law.

The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

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/or 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 and/or expulsion. In addition to the above list of disciplinary measures, juvenile authorities or other law enforcement may be notified 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.

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, and physical restraint as discipline or punishment, convenience for staff, retaliation, 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.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

**Weapons**

A student, who uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
2. Ammunition;
3. A knife with a blade of at least 3 inches, switchblade knife, ballistic knife, billy club, brass knuckles, other knuckle weapon regardless of its composition, or any object listed in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
4. A look-alike firearm; or
5. Any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee'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.

Students should report suspected possession or use of such items to any counselor, teacher, or administrator. Arrangements to bring such items to school for classroom demonstrations must be made in advance with one of the building administrators.

**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 or the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

**Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other 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, Associate Building Principal, Assistant Building Principal or School Administration manager (SAM) 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 days for safety reasons.

**Student Handbook**

The Superintendent or designee, 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’s student disciplinary philosophy, disciplinary policies and rules, shall be distributed to the students’ parent/guardian within 15 days of the beginning of the school year or a student’s enrollment.

Cross Reference:  
Board Policy 7.190, *Student Behavior*  
Board Policy 7.125 Student Discipline Philosophy  
Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

**Fighting**

Fighting presents a substantial threat to both personal safety and reasonable order within the school and will not be tolerated. A fight will be defined as "two or more individuals involved in aggressive physical contact with one another." Students need to avoid a physical confrontation at all costs. If this situation is present, students must walk away and report to an adult immediately. Students involved in a first incident of fighting will be subject to suspension from school. Fights may be reported to appropriate law enforcement agencies. Subsequent incidents will result in a suspension of up to ten days and a possible recommendation for expulsion from school.

**Vandalism/Damage to Property or Loss of School Property**

Students will be held responsible for damaging or defacing school property or the property of others in any way. Students will be held responsible for the loss of school property. Students will pay appropriate restitution for the repair, clean up, or replacement of affected property and will be subject to other disciplinary action as deemed appropriate by the school administration. In the case of vandalism or damage of property, the offender may be reported to appropriate law enforcement agencies.

**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, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental

status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the District or school if the bullying causes a substantial disruption to the education process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

*Bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the district's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-2.

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 building principal, District Complaint Manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

**Complaint Manager:** Name: M. Curt Richardson  
and Address: 1809 West Hovey Ave; Normal IL 61761

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**Nondiscrimination Coordinator:** Email: [richardmc@unit5.org](mailto:richardmc@unit5.org)  
Telephone: (309) 557-4082

**Complaint Manager:** Name: Dayna Brown  
Address: 1809 West Hovey Ave; Normal IL 61761  
Email: [brownda@unit5.org](mailto:brownda@unit5.org)  
Telephone: (309) 557-4032

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parents/guardians of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
6. 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.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student’s act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District’s investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District’s bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District’s Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy’s outcomes and effectiveness. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the *Board policies*, including without limitation, the following:
  - a. 2.260 ~ A student may use this policy to complain about bullying.
  - b. 6.60 ~ Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6.65 ~ Student social and emotional development is incorporated in the District's educational program as required by State law.
  - d. 6.235 ~ This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7.20 ~ This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic (the list of characteristics in 7.20 is the same as the list in this policy).
  - f. 7.185 ~ This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - g. 7.190 ~ This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - h. 7.310 ~ This policy prohibits students from, and provides consequences for: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Cross-References:

Board Policy 2.260, *Uniform Grievance Procedure*  
 Board Policy 7.20, *Harassment of Students Prohibited*  
 Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*  
 Board Policy 7.190, *Student Behavior*

### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a District employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, 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.

**Making a Complaint, Enforcement**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Associate Principal, Assistant Principal, or a Complaint Manager, or anonymously via the District's *Bullying Hotline* (phone number is located on the District's website and in the *Parent/Student Handbook*). A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Associate Principal, or Assistant Principal, for appropriate action.

Contact the District Office for the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

**Complaint Manager:** Name: M. Curt Richardson  
 and Address: 1809 West Hovey Ave; Normal IL 61761  
**Nondiscrimination** Email: [richardmc@unit5.org](mailto:richardmc@unit5.org)  
**Coordinator:** Telephone: (309) 557-4082

**Complaint Manager:** Name: Dayna Brown  
 Address: 1809 West Hovey Ave; Normal IL 61761  
 Email: [brownda@unit5.org](mailto:brownda@unit5.org)  
 Telephone: (309) 557-4032

The Superintendent or designee shall use reasonable measures to inform staff members and students of this policy, such as, by including this policy in appropriate handbooks.

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 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 up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Cross Reference:  
 Board Policy 2.260, *Uniform Grievance Procedure*

Board Policy 7.20, *Harassment of Students Prohibited*  
Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*  
Board Policy 7.190, *Student Behavior*

**Theft or Possession of Stolen Property**

Students responsible for stealing school or private property or for being in possession of stolen property or property reported as stolen will be subject to up to a ten (10) day suspension from school. Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," or "I didn't know it was there" will not be acceptable reasons for a student to be in possession of lost or stolen property. Those responsible for theft or possession of stolen property may also be reported to the appropriate law enforcement agency.

**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, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated 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 remove students from a classroom for disruptive behavior.

The Superintendent, Principal, Associate or Assistant Principal 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 superintendent may suspend a student from riding the bus in excess of 10 days for safety reasons.

**Cafeteria Rules**

- Students shall not save seats for other students.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

**Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Permission to attend school field trips must be on file in the school office. Students may be prohibited from attending field trips for any of the following reasons:

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- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Cross Reference:  
Board Policy 6.240, *Field Trips*

## Section 7 - Internet, Technology, Publications

### Internet Acceptable Use

#### Introduction

Electronic information resources which include, but are not limited to student email, the Internet, desktop computers, laptops, and other network files or accounts are available to students of the District. It is the goal of the District to provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and an innovative environment.

#### Scope

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, users' responsibilities necessitate efficient, ethical, and legal utilization of the network, computer resources, student email, and other technology resources. Internet access is coordinated through a complex association of government agencies as well as regional and State networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no professional or educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials and protect its users. Users who access, transmit, or store inappropriate material or who take action that violates the Student Acceptable Use of Electronic Networks procedure are subject to disciplinary or legal action.

#### Terms and Conditions of this Agreement

The reading and acknowledgement of this procedure is legally binding and indicates that the student and parent/ guardian have carefully read, understand, and agree to the terms and conditions given within this procedure.

1. **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site teacher/administrator or system administrators as well as District administrators may limit, suspend, or revoke access to electronic resources at any time.
2. **Acceptable Use: Inappropriate material or communications defined:** Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. Material or information considered to be in violation of the Student Acceptable Use of Electronic Networks procedures includes, but is not limited to the following:

- Copyrighted material
  - Criminal activities or terrorist acts
  - Illegal solicitation
  - Threatening or obscene material
  - Sexism or sexual harassment
  - Racism
  - Material protected by trade secrets
  - Pornography
  - Inappropriate language
  - Disrupting the educational experience of others
  - Gambling
  - Explosive devices
  - Political lobbying
3. **Etiquette:** Students have the responsibility to assure all shared information meets the standards set forth in this procedure. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette prohibit, but are not limited to the following:
- Using obscene language
  - Harassing, insulting or attacking others
  - Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
  - Violating copyright laws
  - Using others' passwords
  - Trespassing in others' folders, documents, or files
  - Intentionally wasting limited resources
  - Employing the network for commercial purposes
  - Sharing confidential information on students or employees
  - Sending or displaying offensive messages or pictures
  - Promoting, supporting or celebrating religion or religious institutions
  - Accessing personal computer devices (Peer to Peer) outside the District's electronic network.
4. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to disciplinary or legal action as deemed appropriate by the administration.
5. **Service Disclaimer:** 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 student may suffer while on this system. These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the student's own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.
6. **Filtering, Monitoring, and Review:** The District, in order to comply with local, State, and federal laws and standards, filters Internet content on systems to which students may have access. This filtering removes access to

websites and Internet servers that have been deemed to have inappropriate content not of an educational value. Report any errors found regarding what sites being, or not being filtered, immediately to an administrator or the Instructional Technology Department. The District retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on District equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion. The District retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered.

7. **Network:** The use of an assigned account must be in support of education, business, research, and/or within the educational and learning objectives of the District. Each user is responsible for this provision when using the District electronic information resources. Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log on to the system as the systems administrator. Any security concern must be reported to the teacher/principal or systems administrator at once, as well as changes to user account information. Information stored on the network is not to be considered permanent or private. As such, the District retains the right to review and remove as needed data or files found on the network that violates this procedure or that are not in direct support of education or business. In addition, regular maintenance activities can result in the deletion of information deemed not compliant with this procedure. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on the network during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.
8. **Internet:** Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the District are forbidden. It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations. Additionally, it is understood that students who publish personal web pages outside the district that may be accessed by District computers must also abide the same standards of appropriate content that all District hosted web pages must maintain. Sites found to be in violation of this will be blocked administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and appropriate action in situations where student personal web pages and or/sites exist that violate the spirit of this procedure.
9. **Computers Use:** The District provides desktop and laptop computers for student use while in the curricular setting. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Information Technology Department or an administrator. District provided computers may not be removed from District property without prior approval from the systems administrator. Removal of District owned equipment is in violation of this procedure and disciplinary or legal action may result. District provided computers are not to be used for personal financial gain at any time. Use of District provided computers, or systems, to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval from the systems administrator. This activity is considered a violation of this procedure and is subject to disciplinary or legal action as deemed appropriate by district administrators. Information stored on computers maintained by the District is not to be considered private. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the

District reserves the right to review data and files found on District provided computers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure exist.

10. ***Student Email:*** Email provided to students of the District is primarily for internal educational communications. Student email addresses should not be available to the public unless deemed appropriate by the administration. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in section 3 of this procedure. In addition, student email will not violate the Board of Education's policies and will not:
- Promote, or support political functions or agenda's in any way, both internally and externally.
  - Promote, or support private business or industry, especially the originators own private concern or business.
  - Promote illegal activities or activities prohibited by District policy, or procedures, as found in this procedure or in the Board of Education Policy Manual.
  - Engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by District administrators.

Spam is defined as email that is sent to multiple individuals in an uninvited manner for purposes of furthering a private and/or political agenda, the transmission of questionable material, or as a means of solicitation. It must be the student's understanding that District provided email is not private or protected. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, either through discovery as part of regular maintenance or by staff, student, or parental complaint, the District reserves the right to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

**Receipt and Acknowledgement of the Student Acceptable Use of Electronic Networks procedure is required before access to Electronic Networks is granted. Elementary students and their parents/guardians must initial next to the Acceptable Use statement as well as sign the receipt and acknowledgement section of the Elementary Handbook before students will be granted access.**

Cross Reference:

Board Policy 6.235, *Access to Electronic Networks*

Administrative Procedure 6.235-AP1 *Student Acceptable Use of Electronic Networks*

Exhibit 6.235-E2 *Student Authorization of Acceptable Use of Electronic Networks*

## **Non-School-Sponsored Publications/Websites**

### **Guidelines for Student Distribution of Non-School-Sponsored Publications**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Principal, such as, before the beginning or ending of classes at a central location inside the building.

3. The Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4-7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, 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, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. 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.

The distribution of non-school-sponsored written material must 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 material is endorsed by the school district.

[Cross Reference:](#)  
[Board Policy 7.310, Restrictions on Publications](#)

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### Annual Notice to Parents about Educational Technology

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 Ill. 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/guardian name and student or parent/guardian contact information, username/password, 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

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- 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/guardians
- Other activities that are for the use and benefit of the school district

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## Section 8 - Search and Seizure

### Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school resource officers.

#### **Access to Student Social Networking Passwords & Websites**

School officials may 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 rules or school district 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. School officials may not request or require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website.

Cross-references:  
Board Policy 7.140, *Search and Seizure*  
Board Policy 7.190-AP7,E1 *Letter to Parents/Guardians Regarding Access to Student Social Network Passwords and Websites*

**School Property and Equipment as well as Personal Effects Left There by Students**

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

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

**Students**

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

**Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

**Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student’s parent/guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student’s parent/guardian is present during questioning or, if they are not present, ensure that a school employee is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross Reference:  
Board Policy 7.140, *Search and Seizure*

**Section 9 - Special Education**

**Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to each “child with a disability” enrolled in the school. The term “child with disability” means a child between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of

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the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

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 (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

\_\_\_\_\_ (name)

\_\_\_\_\_ (phone number)

\_\_\_\_\_ (office location)

### Discipline of Children with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (“IDEA”) and the Illinois State Board of Education’s *Special Education* rules when disciplining a child with a disability as defined under IDEA. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No child with a disability shall be expelled if the child’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

### Exemption from Physical Education Requirement

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

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student’s participation ceases;
2. The student’s class schedule; and
3. The student’s future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above.

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

Cross Reference:  
Board Policy 6.310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

**Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

The parent/guardian 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 Principal.

Cross Reference:  
Board Policy 6.120, *Education of Children with Disabilities*  
Exhibit 6.120-AP2,E1 *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*

**Related Service Logs**

For a child with an individualized education program (“IEP”), the school district must create related service logs that record the type of related services administered under the child’s IEP and the minutes of each type of related service that has been administered. The school will provide a child’s parent/guardian a copy of the related service log at the annual review of the child’s IEP and at any other time upon request.

Cross Reference:  
PRESS 7:340-AP1, *School Student Records*

**Section 10 - Student Records, Privacy**

**Student Privacy Protections**

**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/guardian 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 parent/guardian.
2. Mental or psychological problems of the student or the student’s family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student’s parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

**Instructional Material**

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

Cross References:  
Board Policy 7.15, *Student and Family Privacy Rights*  
Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

**Student Records**

**Definition**

A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

A school record does not include any of the following:

1. Writings or other recorded information maintained by an employee for his or her exclusive use, provided they are destroyed not later than the student’s graduation or permanent withdrawal, and are not released or disclosed to any other person except a substitute teacher ILCS 105 ILCS 10/2(d)
2. Information maintained by law enforcement professionals working in the school 105 ILCS 10/2(d)

**Categories of School Student Records**

The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after the a student has transferred, graduated or otherwise permanently withdrawn.

A student’s permanent record contains the following information:

- (1) Basic identifying information;
- (2) Academic transcript; Report cards
- (3) Attendance record;
- (4) Record of release of permanent record information; and

- (5) High school State assessment test scores;

And may also consist of:

- (7) Honors and awards received; and
- (8) Participation in co-curricular activities or athletics.

A student's temporary record contains the following information:

- (1) A record of release of temporary record information;
- (2) Elementary State assessment test scores;
- (3) Completed home language survey form;
- (4) Information regarding serious infractions that resulted in discipline; and
- (5) Indicated Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act
- (6) Accident Reports
- (7) Health related information

And may also consist of:

- (7) Family background information;
- (8) Intelligence test scores, group and individual;
- (9) Aptitude test scores;
- (10) Reports of psychological evaluations;
- (11) Elementary and secondary achievement level test results;
- (12) Participation in co-curricular activities or athletics;
- (13) Honors and awards received;
- (14) Teacher anecdotal records;
- (15) Other disciplinary information;
- (16) Special education files;
- (17) Any verified reports or information from non-educational persons, agencies or organizations; and
- (18) Other verified information of clear relevance to the education of the student.

**Inspection and Access**

A parent or any person specifically designated as a representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his or her school student permanent record. Costs for copies of school student records or any portion thereof shall be \$.15 per page, provided, however, no parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The district may prohibit a parent's or student's access to confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition.

A parent's or student's request to inspect and copy records must be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of such request.

### Confidentiality

School student records are confidential and information contained therein will not be released other than as provided by law. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

- (1) To a parent, student, or authorized representative;
- (2) To an employee of the district with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
- (3) To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
- (4) To any person for the purpose of research, statistical reporting, or planning;
- (5) Pursuant to a court order;
- (6) To any person as specifically required by State or federal law;
- (6.5) To juvenile authorities when necessary for the discharge of their official duties;
- (7) To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- (8) To any person, with the prior specific dated written consent of the parent;
- (9) To a governmental agency in furtherance of an investigation of a student's school attendance;
- (10) To SHOCAP committee members who fall within the meaning of "state and local officials and authorities" for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; or
- (11) To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
- (12) To the Illinois State Board of Education or another State government agency in order to audit federal and State programs or perform research and planning.

Information may not be released pursuant to subparagraphs (3) or (6) above unless the parent receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

### Challenging Student Records

Parents may challenge any entry in their child's school student records except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Challenges can be made on the basis of:

- 1) accuracy;
- 2) relevance; or
- 3) propriety.

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parents will be scheduled within 10 business days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by

the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer will notify parents and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

- (1) The right to present evidence and to call witnesses;
- (2) The right to cross-examine witnesses;
- (3) The right to counsel;
- (4) The right to a written statement of any decision and the reasons therefore;

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parents and the school district no later than 10 business days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 business days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

**Directory Information**

The district routinely discloses “directory” type information without consent. Directory information is limited to: student’s name, address, gender, grade level, and birth date and place, and parents’ names, mailing addresses, electronic mail addresses, and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal within 30 days of the date of this notice.

**Destruction of School Student Records**

The district destroys school student records when it is no longer required to maintain them. Before any school student records are destroyed or information deleted therefrom, the parent of the child to whom those records pertain will be given reasonable prior notice at his or her last known address and an opportunity to copy the records and information proposed to be destroyed or deleted.

**Adverse Action**

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 that the individual may obtain through the exercise of any right secured under the School Student Records Act.

## Section 11 - Parental Rights and Notifications

### Teacher Qualifications

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, McLean County Unit 5 is notifying every parent that you have the right and may request information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- Whether the student's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

If you would like to receive any of this information, please contact the school office.

Cross Reference:  
Board Policy 5.190, *Teacher Qualifications*

### Standardized Testing

The District student assessment program provides 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. The Superintendent or designee shall develop and supervise a student assessment program that, at a minimum:

1. Administers the State assessment system, known as the Illinois Assessment of Readiness (IAR), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See Board policy 6.280.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. Board policy 7.340, and its implementing procedures govern recordkeeping and access issues.

Cross Reference:  
Board Policy 6.340, *Student Testing and Assessment Programs*

### Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian'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 or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross Reference:  
 Board Policy 6.60, *Curriculum Content*  
 Administrative Procedure 6.60-AP1 *Comprehensive Health Education Program*  
 Exhibit 6.60-E1, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

**Erin’s Law- Child Protection**

“Erin’s Law” (Public Act 96-1524) requires that all public schools in the state to implement a prevention-oriented child sexual abuse program. Students in kindergarten through fifth grade will participate in the Second Step Child Protection program. Parents or guardians may see an overview of the program at <http://www.cfchildren.org/child-protection> or examine the instructional materials to be used for the lesson by contacting the school. Lessons are provided annually to all students in kindergarten through fifth grade.

Cross Reference:  
 Board Policy 6.60-AP1 *Comprehensive Health Education*

**Homeless Child’s Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian 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.

Cross Reference:  
 Board Policy 6.140, *Education of Homeless Children*  
 Administrative Procedure 6.140-AP1, *Education of Homeless Children*

**Parental Involvement (Title I)**

Schools that are eligible for Title I services have an annual meeting for all parents/guardians.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

If you have any questions, please contact the parent liaison for Title I services at the unit office, 309.557.4400

The school provides Parents/Guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the State, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Title I District Coordinator at the unit office, 309.557.4400.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the Coordinator of Title I services at the unit office, 309.557.4400.

The State's resources on parental involvement can be located at <http://illinoisparents.org/>. The State's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Cross Reference:  
Board Policy 6.170, *Title I Programs*

**English Learners**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact the Director of Multilingual Services, Leslie Romagnoli at the unit office, 309.557.4039.

Cross Reference:

Board Policy 6.160, *English Learners*

### School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, 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. Letters verifying participation in this program are available from the school office upon request.

### Pesticide Application Notice

The district maintains a registry of parents/guardians 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 Operations at the unit office 309.557.4000.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property in which case the Structural Pest Control Act shall control.

Cross Reference:  
Board Policy 4.160-AP1, *Environmental Quality of Buildings and Grounds*

### Mandated Reporters

All school personnel, including teachers and administrators, 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.

Cross Reference:  
Board Policy 5.90, *Abused and Neglected Child Reporting*

### Asbestos Management Plans

In accordance with the Asbestos Hazard Emergency Response Act, Unit 5 has developed and submitted an asbestos management plan for each Unit 5 school. Copies of a school's management plan are available at the administrative office of the school district and at the school's office. These management plans are available for your inspection during normal business hours Monday through Friday, and during other times by special arrangement.

### Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Cross Reference:  
Board Policy 4.170, *Safety*

### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

**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 for in the following circumstances as they relate to the individual's child(ren):

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 school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the Principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Cross Reference:  
Administrative Procedure 4.170-AP2, *Criminal Offender Notification Laws*

**Sex Offender & Violent Offender Community Notification Laws**

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police website.

The Illinois State Police website contains the following:

- Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)
- Illinois Sex Offender Registry, <http://www.isp.state.il.us/sor/>
- Illinois Murderer and Violent Offender Against Youth Registry, <http://www.isp.state.il.us/cmvo/>

Cross Reference:  
Board Policy 4.170, *Safety*  
Exhibit 4.170-AP2,E1, *Informing Parents About Offender Community Notification Laws*

**Title IX – Civil Rights**

In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX,

*“No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..”*

**Title IX Grievance Procedure**

1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student’s file or an employee’s personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

*“McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law in any of its educational programs, admissions, or employment policies.”*

Concerns regarding this policy should be referred to:

Board of Education Office  
 1809 W. Hovey  
 Normal, IL 61761  
 309-557-4400

The Title IX Coordinator and 504 Coordinator may be reached at the same address.

- Attorney for the District–Title IX Coordinators
- Attorney for the District– 504 Coordinator

**Parent/Guardian Involvement**

**Parent-Teacher Conferences**

Periodically during the school year, scheduled Parent-Teacher Conferences may be held. We believe these conferences are one of the best methods of sharing information about your child. Parents/Guardians will be notified as to the date and time of these scheduled conferences. In addition to these conferences, parents or teachers are encouraged to request additional conference times whenever the need arises. Please call ahead or send a note indicating the desire for a conference. Catching the teacher in the hall or after school without prior notification or during Open House activities does not provide for the best parent-teacher communication.

**Parent Groups**

Parent groups help build a bridge between home and school. All parents are encouraged to become active members. A good working relationship between parents and school personnel is essential to a child’s growth and educational progress. Please contact your school for contact names and meeting dates of your school’s parent group.

**Volunteers and Visitors**

In order to ensure the safety of all students, Unit 5 requires a background check for the following volunteer groups: tutors, mentors, classroom assistants, office/clerical assistants, media center/library assistant, chaperones, and co-curricular assistants/workers. Please check with the office staff at your child’s school for additional details.

Volunteers help increase the effectiveness of our educational program. They assist in a wide variety of ways including help in the IMC, office, and classrooms.

All parents, guardians, and other visitors are required by law to report to the principal’s office upon arrival at any school. They need to sign-in in the office and wear an ID Badge indicating they are visitors. When visitors leave, they should stop in the office to sign-out and return the ID Badge.

Parents and guardians are invited to visit classrooms during the school year, but to avoid testing days, and the weeks prior to and following vacation periods. Small children with parents frequently disturb the classroom process. Students who have school age guests visiting in their homes from out of town must obtain permission from the principal to bring those guests to school.

Cross Reference:  
Board Policy 6.250, *Community Resource Persons and School Volunteers*  
Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and School Volunteers*  
Exhibit 6.250-E1, *Volunteer Information Form and Waiver of Liability*

**Protective Orders and Divorce Decrees**

It is the policy of Unit 5 that each school cooperates as much as is reasonably possible with all parents/guardians of students in Unit 5. It is also important that teachers and administrators not become involved or embroiled in custody matters and enforcement of protective orders. If a situation arises in which a parent defies a protective order or custody agreement at school, every effort will be made to contact the other parent and/or the local police. The police agency should have information about the orders of protection and enforcement of those orders.

**Enforcement of Visitation Rights**

The Unit 5 school district is not to become involved in the enforcement of visitation rights. Administrators and teachers cannot become involved in determining who is to have what week and/or daily custody or visitation rights even when the schools have a copy of a divorce decree that states visitation and custody rights.

McLean County Unit District No. 5  
Exhibit

Appendix

**Online Privacy Statement**

The District respects the privacy of all website visitors to the extent permitted by law. This *Online Privacy Statement* is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

1) **Network Traffic Logs** ~ In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District’s networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

2) **Website Visit Logs** ~ District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called “referrers”), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

3) **Cookies** ~ Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

4) **Information Voluntarily Provided by You** ~ In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the system administrator, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

**Web Links to Non-District Websites** ~ District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this *Online Privacy Statement*; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator.

McLean County Unit District No. 5

Exhibit

Student Authorization of Acceptable Use of Electronic Networks

User Signature of Agreement:

I understand any violations to the Student Acceptable Use of Electronic Networks procedure, when using the district electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action. I therefore agree to maintain required standards and to report any misuse of the electronic information resources to a systems administrator.

I also agree to fully disclose to my teacher/administrator all Internet/Intranet publishing activities on school network systems and web servers. I understand that files, documents, projects and information stored on my network storage location will be deleted annually and any attempt to keep or save completed work is the sole responsibility of the student at the time of completing work.

Misuse may include, but is not limited to: any messages, information or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described in the Student Acceptable Use of Electronic Networks procedure.

I have read the Acceptable Use of Electronic Networks section of the Student Handbook and understand that Internet sites are filtered and that my district electronic information resource accounts, files, email, and telephony resources may be monitored or reviewed. I hereby agree to comply with the above described conditions of acceptable use.

User Name (Please Print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature of Agreement:

I have read and fully understand the Acceptable Use of Electronic Networks section of the Student Handbook. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board of Education, for any harm caused by materials or software obtained via district networks. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Student Authorization of Acceptable Use of Electronic Networks Agreement with my child. I hereby request that my child be allowed access to the District's computer hardware, software and networked computer services, such as electronic mail and the Internet, unless otherwise stipulated.

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only:

Date Received for File: \_\_\_\_\_ By: \_\_\_\_\_

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McLean County Unit District No. 5

Exhibit

Acceptable Use Letter to Parents/Guardians

Dear Parents/Guardians:

We have the ability to enhance your child’s education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world,
- Information from government sources, research institutions, and other sources,
- Discussion groups, and
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Student Acceptable Use for Electronic Networks* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization of Acceptable Use of Electronic Networks* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form and return it to your school.

Signed \_\_\_\_\_ Date \_\_\_\_\_



McLean County Unit District No. 5

District 87/Unit 5

MEDICATION AUTHORIZATION FORM



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Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
(Last, First, Middle Initial)

As the parent/guardian, I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities.

Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

I request that my child be assisted in taking the medications(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me and my physician (see below).

Date Parent/Guardian Signature Home Phone Emergency Phone

For parent(s)/guardian(s) of students who need to carry asthma medication or an EpiPen:

I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector while in school, at a school-sponsored activity, under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property.

If you agree please initial: \_\_\_\_\_

PRINTED PHYSICIAN'S NAME:

PHYSICIAN'S ADDRESS: PHONE:

Medication:

Purpose of Medication/Diagnosis:

Form: (i.e. tab, injection, etc.)

If medicine to be given "when needed." Describe indications:

How soon can it be repeated?

Is child authorized to medicate herself/himself?

List significant side effects:

Length of time this treatment is recommended:

Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition that may arise at school?

Yes No

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Date Physician's Signature Only Physician's Telephone Nurse's Initials

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McLean County Unit District No. 5

Exhibit

Exhibit Request for Authorized Personnel to Perform a Procedure at School

TO THE LICENSED PRESCRIBER:

When it is necessary for a student to have a physician-prescribed procedure performed at school, the following information must be provided:

\_\_\_\_\_ is to have  
(Name of Student)

\_\_\_\_\_ at \_\_\_\_\_  
(Name of Procedure) (Time(s) of Day)

Special Instructions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prescriber's Name (Print or Stamp) \_\_\_\_\_

Prescriber's Signature \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_

Medication student takes at home or at school \_\_\_\_\_

\_\_\_\_\_

TO THE PARENT OR GUARDIAN

I authorize McLean County Unit District No. 5 personnel to perform the procedure(s) prescribed above for my student: \_\_\_\_\_ I acknowledge that it may be necessary for the procedure to be performed by an individual other than a school nurse, and specifically consent to such practices. I agree to provide the school with all necessary supplies and equipment for the performance of the procedure. I also consent to the sharing of relevant medical information between the school and the physician's office. I agree, on behalf of myself, my spouse and my child, to indemnify and hold harmless McLean County Unit District No. 5 and its board members, officers, employees and agents from and against any claims, suits or damages in any way relating to the procedure, except for claims based on willful and wanton misconduct.

Parent or Guardian Signature \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_ Nurse's Initials \_\_\_\_\_

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Medication Authorization Form-District 87/Unit 5

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
(Last, First, Middle Initial)

As the parent/guardian, I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, under exceptional circumstances, medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, administrative designee, or self-administered by a student. I further release my child's school district, its Board of Education, and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of said medication.

Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

I request that my child be assisted in taking the medications(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me and my physician (see below). I further consent to the sharing of relevant medical information between the school and the physician's office.

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Home Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_

For parent(s)/guardian(s) of students who need to carry asthma medication or an EpiPen:

I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector while in school, at a school-sponsored activity, under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication (105 ILCS 5/22-30).

If you agree please initial: \_\_\_\_\_  
PRINTED PHYSICIAN'S NAME: \_\_\_\_\_

[1]



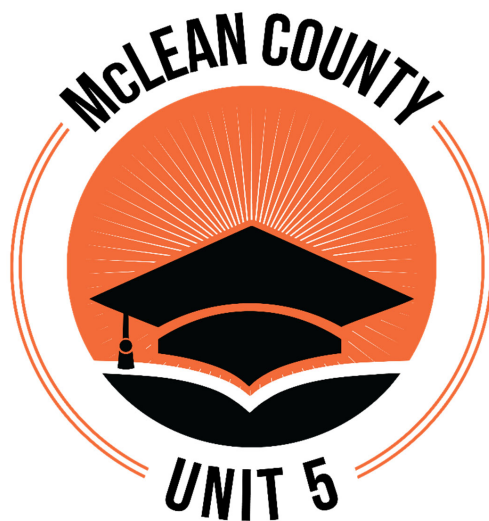
McLean County Unit District No. 5

# Junior High School Handbook

2021-2022

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Chiddix Junior High School  
Evans Junior High School  
Kingsley Junior High School  
Parkside Junior High School

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## McLean County Unit District No. 5

### Chiddix Junior High School

300 S. Walnut Street  
Normal, Illinois 61761  
Main Line: (309) 557.4405  
Attendance Line: (309) 557.4454  
Fax: (309) 557.4506  
Web address: www.unit5.org/cjhs  
Mr. Jim Allen, Principal  
Mrs. Elisa Palmer, Associate Principal

Deleted: Mrs. Wendy Davis

### Evans Junior High School

2901 Morrissey Drive  
Bloomington, Illinois 61704  
Main Line: (309) 557.4406  
Attendance Line: (309) 557.4455  
Fax: (309) 557.4507  
Web address: www.unit5.org/ejhs  
Mr. Christopher McGraw, Principal  
Ms. Rachael Hernandez, Associate Principal

Deleted: Ms. Melinda Miethe

### Kingsley Junior High School

303 Kingsley Street  
Normal, Illinois 61761  
Main Line: (309) 557.4407  
Attendance Line: (309) 557.4456  
Fax: (309) 557.4508  
Web address: www.unit5.org/kjhs  
Ms. Stacie France, Principal  
Mr. Shane Hill, Associate Principal  
Mr. Dennis Larson, Assistant Principal

### Parkside Junior High School

101 N. Parkside Road  
Normal, Illinois 61761  
Main Line: (309) 557.4408  
Attendance Line: (309) 557.4457  
Fax: (309) 557.4912  
Web address: www.unit5.org/pjhs  
Ms. Karrah Jensen, Principal  
Mr. Jon Haws, Associate Principal

Deleted: Ms. Suzzette Hesser

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**McLean County Unit District No. 5 Contact Information**

1809 West Hovey Avenue ~ Normal, IL 61761-4339  
 Phone: 309.557.4400 ~ Fax: 309.557.4501  
 Web: WWW.UNIT5.ORG  
 General E-mail: DISTRICT@UNIT5.ORG

**Superintendent Office**

Dr. Kristen Kendrick-Weikle, Superintendent	557.4400
<u>Michelle Lamboley, Assistant Superintendent</u>	<u>557.4400</u>
Dayna Brown, Director of Communications/Community Relations	557.4400
Kim Stewart, Assistant to the Superintendent, Clerk of Board	557.4400

**Curriculum Department**

557.4400	
Carrie Chapman, Director of Special Education	557.4400
Maureen Backe, Director of Elementary Education	557.4400
Dan Lamboley, Director of Secondary Education	557.4400
Darrin Cooper, Director of Teaching and Learning	557.4400
Leslie Romagnoli, Director of Multilingual Services	557.4400
Kris Pennington, Early Learning Coordinator	557.4400
<u>Dr. Kristal Shelvin, Director of Diversity, Equity &amp; Inclusion</u>	<u>557.4400</u>

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**Human Resources**

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**Legal**

M. Curt Richardson, Attorney for the District	557.4400
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**Finance**

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Thomas Hoerr III, Director of Financial Services	557.4400
Jeff Malinowski, Payroll Administrator	557.4400

**Technology**

David Schumer, Director of Technology	557.4400
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**Operations**

Joe Adelman, Director of Operations	557.4103
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Doug Johnson, Supervisor – Maintenance/Grounds Services	557.4103
Craig Montgomery, Supervisor – Custodial Services	557.4103
JoAnna Rewerts, Director of Food Service	557.4437

## **SECTION 1 - GENERAL INFORMATION AND NOTICES**

### **OVERVIEW**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see the Board's comprehensive policy manual on the District's website [WWW.UNIT5.ORG/BOARD/POLICIES/](http://WWW.UNIT5.ORG/BOARD/POLICIES/) or at the Board office, located 1809 West Hovey Avenue, Normal, Illinois for current information.

### **McLEAN COUNTY UNIT 5 SCHOOLS MISSION STATEMENT**

"Unit 5 will educate each student to achieve personal excellence."

### **McLEAN COUNTY UNIT 5 SCHOOLS DIVERSITY STATEMENT**

Dear Unit 5 Community Members,

Unit 5's commitment to respecting diversity in all of its forms is vital to attaining the District mission of "educating each student to achieve personal excellence." The district remains dedicated to expanding awareness of diversity issues; engaging in proactive diversity planning; and maintaining a welcoming, effective learning environment. With the assistance of the Unit 5 Diversity and Inclusion Committee, the District will continue to establish and achieve diversity goals that will enrich our educational community. Thank you for your involvement in and contributions to our efforts.

Sincerely,

*Dr. Kristen Kendrick-Weikle*  
Superintendent

*Dayna Brown*  
Director of Communications/Community Relations  
Diversity Officer

### **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, identifying their name, the date and time of arrival, and the classroom or location they are visiting, show identification, and wear a visitor's badge. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office to sign out and return their badge before leaving the school.

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Visitors are expected to abide by all school policies and procedures during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event 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 municipal, local or county ordinance.
7. Smoke or otherwise use tobacco or vaping 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 detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Cross Reference:

Board Policy 8.30, *Visitors to and Conduct on School Property*

In order to assure 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, (b) students will not be exposed to a dangerous animal or an unhealthy environment, and (c) an application must be approved before an animal may be brought into any school facility.

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**Cross Reference:**

Board Policy 6.100, *Using Animals in the Educational Program*  
 Exhibit 6.100-E1, *Guidelines and Application for Using Animals in School Facilities*

**SCHOOL VOLUNTEERS AND VISITORS**

All school volunteers must complete the "Volunteer Information Form and Waiver of Liability" and be approved by the Building Principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Building Principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

**Cross Reference:**

Board Policy 6.250, *Community Resource Persons and Volunteers*  
 Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and Volunteers*  
 Exhibit 6.250-E1 *Volunteer Information Form and Waiver of Liability*

**EMERGENCY SCHOOL CLOSINGS**

In cases of bad weather and other local emergencies, please listen to any local radio or television station and the Unit 5 website to be advised of school closings. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If schools dismiss early for an emergency, all after-school functions are automatically cancelled.

**VIDEO & AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be 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.

**Cross Reference:**

Board Policy 4.110, *Transportation*

**ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities. The District will provide auxiliary aids or services where necessary and appropriate. 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.

**Cross Reference:**

Board Policy 8.70, *Accommodating Individuals with Disabilities*

**MCLEAN COUNTY UNIT 5 MEAL PROGRAMS INFORMATION**

McLean County Unit District 5 uses the family portal computerized point of sale system to track meal deposits and purchases. Parents and guardians may view activity in their accounts through the family portal from the McLean County Unit 5 webpage at [www.unit5.org](http://www.unit5.org). Accounts are usually updated by 5 pm each day.

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**ENTERING PAYMENTS ONLINE USING FAMILY PORTAL**

Parents may enter Visa or MasterCard payments from the Food Service tab in the family portal. Instructions for entering lunch payments through Family Access are available at [www.unit5.org](http://www.unit5.org). Online payments are processed in “real time” and a confirmation email will be sent when credit card payments are added to your account.

**IDENTIFYING STUDENTS IN THE BREAKFAST & LUNCH LINES**

To identify students in the breakfast and lunch lines, each student enters a five digit personal identification number (pin) at the end of the serving line. Please remind your child not to share their pin number.

**FOOD SERVICE ACCOUNT**

Each family will have a food service account. If you have children in elementary or high school, all family members' purchases will be deducted from the same account. Deposits are made to one family account and the price of each child's lunch is subtracted from that account. Your head of household's username will give you access to view payments and purchases as well as enter payments online. If you need a username and password please contact the school office. If you would like separate lunch accounts for your children, please call the Food Service office at 309-557-4437. Once students have individual accounts, deposits must be sent separately for each student.

Please send deposits in an envelope listing student's legal name, head of household's full name and amount to deposit into the family account. Envelopes are available in the junior high cafeterias, and a drop box is located on the serving room door. Deposits in the drop box by 9:30 a.m. will be in your child's account before lunch that same day. Checks should be made payable to McLean County Unit 5 Food Service. The meal costs for breakfast and lunch are posted on the menus at [unit5.org](http://unit5.org). Please do not combine checks for anything else with your food service deposit. There will be no change given. Whatever you send will be deposited into your account. Any checks returned from the bank will be subtracted from the lunch account and a \$25 fee will be charged for each returned check.

If students have a negative balance in their account, they will be offered a substitute lunch (such as peanut butter, crackers, milk, and fruit/vegetable) and charged for the cost. If the negative balance continues, the account will be turned over to collections.

Please use the family portal to view your child's account transactions. If you have any questions or concerns about your account please call the food service office (309-557-4437) as soon as possible. Adjustments to accounts must be made within 10 days of month end. If there is money left in the account at the end of the school year, the balance will be rolled over to the family account for the next school year. Families leaving the District should send a letter to the Food Service Office requesting payment of remaining balance. The District will refund balances that are over the cost of processing the refund check.

**ALA CARTE PURCHASES**

In addition to the lunch choices, students have the option of purchasing ala carte items each day. Some of our most popular choices are: the lunch entrée: bottled juice, cookie, or breadsticks w/pizza sauce. Please talk to your children to determine the amount of money needed in their account to cover these costs. If you prefer that your child be allowed to purchase only lunch and no ala carte items, please call the Food Service office at 309-557-4437.

**STUDENTS QUALIFYING FOR FREE OR REDUCED-PRICED MEALS**

Students that qualify for free meals do not need to deposit money for lunch. If your child wishes to purchase ala carte items, such as extra entrée, cookie, or bottled juice, you will need to deposit money for those items. The steps for payment are the same as described above.

Thank you for supporting the school breakfast & lunch programs. We hope this system will be convenient for you and your family. If you have any questions or concerns, please call 309-557-4437.

**SECTION 2 - ACADEMIC PROGRAM****OVERVIEW**

The junior high school curriculum offers students a wide variety of educational experiences designed to enrich and intellectually challenge all students. Students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade will take a core group of classes consisting of

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Language Arts, Literature and Composition, Math, Science, and Social Studies. All students will take Physical Education/Health. This is a yearlong course that combines physical fitness and conditioning, team and individual activities, and 6 weeks of classroom instruction in health education.

Students also enroll in a series of semester long elective classes. In 6<sup>th</sup> and 7<sup>th</sup> grade, this may include Art, Computers, Digital Media, FACS, and Gateway to Technology. In 8<sup>th</sup> grade, two semester long elective course options will be available from the following areas: Art, Digital Media, FACS, and Gateway to Technology.

In 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade, all music is an elective in which students may enroll in band, orchestra or chorus. Foreign language is also an elective in 8<sup>th</sup> grade, and includes choices in French, Spanish or German. These are high school courses and are offered during zero hour at each high school. Parents are required to transport students to the high school and they will return to their middle school via district transportation. Foreign language is a yearlong course and students that enroll will remain in the class for the duration of the year.

Specialized education programs are available that provide services for students with special needs. Their services include gifted education programs, 504 services, speech and language programs, CARES plans, and a variety of special education programs to meet the needs of all learners.

### **INSTRUCTIONAL MATERIALS CENTER**

The IMC provides Information Literacy Instruction and 21st Century Skills through collaboration with classroom teachers. Various materials including print, audio, and online resources are available for use and check out; the loan period for most items is three weeks. Students are assessed late fees per school day per item if not returned by the due date. The IMC also promotes lifelong learning and reading through collaboration with the local public libraries and other Junior High libraries in programming and special events.

### **PHYSICAL EDUCATION**

The basic uniform for physical education class consists of black shorts, grey T-shirt, socks and gym shoes. The student's last name should be on the back of the shirt in black letters and should also be on all other pieces of clothing and equipment. Towels must be brought from home.

### **MEDICAL EXCUSE FROM PHYSICAL EDUCATION/HEALTH**

If you must be excused from Physical Education/Health activity for more than three days because of illness or injury, you must have a physician's request that states:

1. Type of illness or injury
2. Activities in which you cannot participate
3. The specific length of time this request is to be effective

The request must be presented to the School Nurse before school. She will forward it to your Physical Education teacher. A physician's request to excuse a student from some Physical Education activities due to a long-term or chronic medical problem will be honored. If the condition persists into the following school year, a new request must be brought from the physician. Physician's requests will be kept on file as a permanent document by the School Nurse.

### **RELIGIOUS EXEMPTION FROM PHYSICAL EDUCATION/HEALTH**

Students may be excused from physical education courses based on religious prohibitions. A student must present an appropriate excuse from his/her guardian or a member of the clergy. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Cross references:

Board Policy 7.260, *Exemption from Physical Activity*

### **COMPUTER TECHNOLOGY**

Unit 5 provides access to a variety of electronic devices, networking systems and software in order to promote educational excellence. Students who violate terms of the District's Acceptable Use of Electronic Networks Policy and

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related procedures will lose the privilege of using these resources and may also receive disciplinary action ranging from detention, suspension, expulsion, and/or appropriate legal action.

### **HOMEWORK**

The assignment of homework serves several purposes. It provides opportunities for students to reinforce and practice newly acquired skills or to apply recent learning to real-life situations. Homework may also consist of assignments that help students prepare for class participation. Extended homework assignments provide students the opportunity to apply time management and organization skills in order to monitor and complete assignments within the allotted time frame.

The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

### **GRADE REPORTS**

Student Academic Grade Reports are available through the parent portal link from either the Unit 5 website or the individual school website. Academic Report Cards are not mailed to parents with 6<sup>th</sup> – 12<sup>th</sup> grade students who have internet access, unless requested through the Guidance Office. If parents do not have internet access, your student's Academic Report Cards will be mailed to you at the end of each nine-week grading period. Parents/guardians are invited to contact teachers or counselors with any questions or comments regarding grades.

## **SECTION 3 - ATTENDANCE & PROMOTION**

### **ATTENDANCE**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Cross references:

Board Policy 7.70, *Attendance and Truancy*

### **ARRIVAL TIME PROCEDURE**

#### **OVERVIEW**

The school day starts at 8:45 a.m. The school will open for students at 8:20 a.m. All students must enter the building through the front doors. After students arrive on school grounds, they must stay until the end of the scheduled day. Leaving school grounds without permission after arrival is not permitted and will result in consequences ranging from a verbal reprimand to suspension from school.

#### **DISMISSAL TIME PROCEDURE**

At the end of the school day, students are expected to go to their lockers immediately and then leave the classroom area promptly, unless they have a scheduled activity or a meeting with a teacher. Students are to leave the building by 3:55 p.m.

#### **Unit 5 Bus Riders**

All students who are transported by Unit 5 buses must exit through the doors designated by the building administration.

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**Car Transportation**

All students who are picked up after school by car should exit the building and be picked up in a location designated by the building administration.

**Walkers**

Walkers must exit through the doors designated by the building administration. Walkers may not be on the bus lane, or they will be treated as if they were out of their assigned area.

**EARLY DISMISSAL**

When weather requires that school be dismissed early, notification will be given to the news media so parents/guardians will know when school will be dismissed. All school functions are cancelled when school is dismissed early, unless a team is involved in IESA State Tournament play.

**Student Absences**

There are two types of absences: excused and unexcused as defined below. The school may require documentation explaining the reason for the student's absence.

**Excused Absences**

Absences for the reasons listed below are considered "valid causes" and will be marked as an excused absence. Documentation or proof of the reason may be required from a professional source in some cases.

- Illness or injury
- Serious illness or death in the family
- Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required)
- Unavoidable accident or emergency
- Official school trips
- Observance of a Religious holiday or event
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
- Court Appearance (beyond student's control)
- Attending a military honors funeral to sound "Taps" if the child is in grades 6 through 12
- Military Family Absence\*
- Other situations beyond the control of the student as determined by the board of Education in Board Policy 7.70

\*A student will be excused for up to 5 days in cases where the student's 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-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

**Unexcused Absences**

All other absences are considered unexcused. Requests for excused absences for reasons other than those listed above should be made to the Board of Education. Unexcused absences include but are not limited to:

- Lack of a ride to school
- Missing the school bus
- Oversleeping
- Participation in non-school sponsored activities
- Personal business
- Private vehicle breakdown or failure to start
- Vacation

Please note that by state law, students must be in academic classes 300 minutes a day (not including passing time) to receive a full day of attendance credit and 150 minutes to receive a half day attendance credit.

The school may require documentation explaining the reason for the student's absence.

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**Reporting Absences**

Each day that a student is absent, his/her parent or guardian must call the Attendance Line before 8:45 a.m. to explain the reason for the absence. This is required regardless of a student's age at the time of the absence. The attendance phone line is available 24 hours per day. If a call has not been made to the school by 10:45 a.m. on the day of a student's absence, a message will go out by the attendance office to remind the parent/guardian to call the attendance line. 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.

When students return from a reported absence, they are to report directly to their first period class. An individual Absent/Tardy Notice will not be required. If the absence was not properly reported, report directly to the appropriate Assistant Principal.

**Procedure for Leaving School Early**

1. A parent/guardian must call the school to make arrangements for a student to check out early. This call should be made in advance when possible.
2. If the student's check out time is during a class period, the pass will be delivered to the classroom. If his/her check out time is during a passing period, the student may report directly to the office.
3. At the appropriate time, the student should report to the office and sign the Student Check-Out List. The student's copy of the Absent/Tardy Notice will be kept in the office until he/she returns to school.
4. All students checking out early must be picked up in the office and signed out by a parent or guardian, unless specific alternate arrangements have been approved.

If a student returns to school during the same school day in which the student left early, the student must report to the office to pick up his/her Absent/Tardy Notice, which will be the student's pass for re-admission to class.

**Procedure for Arriving Late to School**

1. If students are not in their first period class at 8:45 a.m., they must check in at the main office before reporting to any class. If the tardiness was not previously reported, the student's parent/guardian may be contacted.
2. Students will be given the yellow copy of an Absent/Tardy Notice with which they will be admitted to class that day. This copy is for the student to keep.
3. Students will receive progressive consequences for repeated unexcused tardies.

**Prearranged Absences**

Any time that students know in advance that they will be absent from school due to family vacation, required court appearance, or unavoidable circumstances not considered as excused, the parent or guardian must contact the Associate Principal to request a Prearranged Absence. It is the student's responsibility to secure a prearranged Absent/Tardy Notice from the office and to make arrangements with each of his/her teachers regarding assignments. This should be done at least three days prior to his/her absence. Please note that prearranging an absence does not excuse absences that would otherwise be unexcused.

Cross Reference:

Board Policy 7.70, *Attendance and Truancy*

**WITHDRAWAL FROM SCHOOL**

Parents must notify the guidance office of their student's intent to withdraw. On the student's last day of attendance he/she must report to the guidance office before school. After the student checks out of each class and clears all financial obligations, he/she will be eligible for a refund of the unused portion of registration fees. The student's records will be forwarded as soon as the guidance office receives written authorization for the records to be released.

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**RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE**

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

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:  
Board Policy 7.80, *Release Time for Religious Instruction/ Observance*

**ATTENDANCE AT SCHOOL ACTIVITIES**

Students must be in regular school attendance all day on the day of an activity in order to be eligible to participate in or attend any after school co-curricular activity. Exceptions due to unusual circumstances may be granted only by a building administrator.

Students leaving the building during any co-curricular activities, athletic games, etc. will not be re-admitted to the scheduled event. Exceptions due to unusual circumstances may be granted only by the administration.

**MAKE-UP WORK**

For all absences, a student will be permitted to make up any missed work, including homework and tests. The student is responsible for obtaining assignments from his/her teachers.

**Arranging Make-Up Work**

- If a student will be out of school two or more days, the parent/guardian should contact the school before 9:00 a.m. on the second day of absence. Assignments will be available for pickup after 2:45 p.m. that day.
- If a student will be absent two weeks or more, the parent/guardian should contact their student's counselor to inquire about homebound instruction.

**Make-Up Work for Absences**

All assignments and tests missed due to absence must be made up, regardless of the reason for a student's absence. Students will generally be allowed the number of days absent, not to exceed one week, to make up work missed due to absence. However, students may be required to take previously announced tests or turn in long-term assignments and projects on the day they return to school.

It is the responsibility of each student to get class notes or other material missed due to an absence. The student's teacher or other students may be contacted to get these materials. Students should be fully prepared to take any announced exam that was scheduled before his/her absence. The following guidelines should be used in setting deadlines for completion of make-up work:

- Make-up - given one day's notice, a student may be required to take a test or complete other make-up work at a prearranged time. The penalty for not completing this work will be decided by the teacher. The student must meet deadlines for tests and class work. It is the student's responsibility to be aware of all class assignments.
- Prearranged - as determined prior to absence.
- School-Initiated Absence (field trips, contests, performances, etc.) - assignments and exams may be required in advance or as soon as the student returns to class. It is the student's responsibility to be aware of any work missed or announced during an absence of this nature. A student may be excluded from participation in any activity if involvement in that activity is unduly interfering with academic performance. Contact the teacher, sponsor, or coach as early as possible to discuss any such problems.

Cross Reference:  
Board Policy 7.70, *Attendance and Truancy*

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**TRUANCY**

A “truant” is defined as an unauthorized absence from homeroom, an entire class or classes a child who is subject to compulsory school attendance and who is absent without “valid cause” (see Excused Absences above) from such attendance for more than 1% but less than 5% of the past 180 school days. A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without “valid cause” from such attendance for 5% or more of the previous 180 regular attendance days. A “truant minor” is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

Truants will be offered support services and resources aimed at correcting the truancy issue. If truancy persists after support services and other resources are made available, if a student is truant, the following consequences will be applied. School will make a referral to a Truancy Outreach Specialist with the Regional Office of Education #17 using the ROE’s online Request for Truancy Service form.

If truancy persists after a referral has been made to a Truancy Outreach Specialist with the Regional Office of Education #17 and the Truancy Outreach Specialist has provided all appropriate and available supportive services and other school resources to the student, then the school and district may take the following actions:

- Assign disciplinary consequences, provided the student is a chronic or habitual truant, and provided further that a student shall not be recommended for expulsion unless he or she has at least 15 unexcused absences;
- Refer the truancy issue to officials under the Juvenile Court Act;
- Additionally, a citation from the truancy issue to the School Resource Officer may be assigned or municipality where the school is located to issue the person having custody or control of the truant, chronic truant, or truant minor a citation, provided the school certifies at the time of the referral it has met its obligations with respect to meetings regarding homeless students and students with or believed to have a disability.

The required procedure of notifying the Regional Office of Education with an initial truancy petition will take place on the sixth offense and a chronic truancy petition will be filed when the student has been truant 5% of the last 180 consecutive school days.

Chronic or habitual truants will be deemed to have withdrawn from enrollment after 15 consecutive unexcused absences, absent notice of exigent circumstances. In addition, students who have notified the main office of an anticipated absence of 15 consecutive school days or longer without valid cause (e.g. traveling or visiting family out-of-town for an extended period of time), will be deemed to have voluntarily withdrawn from enrollment. Students withdrawn from enrollment may re-enroll following the District’s normal registration process at any time.

Cross Reference:

Board Policy 7.70, *Attendance and Truancy*

**FALSIFICATION OF ATTENDANCE INFORMATION**

Accurate attendance information is required by the State of Illinois and is important to ensuring student safety. Students may not falsify, or contribute to falsification of, attendance information through either written or telephone means. Violators of this provision will be subject to a detention, or suspension from school.

**CHRONIC ABSENTEEISM**

Parents/Guardians may receive automated notifications of their child’s absences.

According to the State Board of Education Excessive Absenteeism is defined as those students who have missed 5% out of the last 180 school days.

Therefore, during the school year, the school will be requesting medical documentation once a student has missed over 5% of the current school year (unless doctor notes have already been received) and a parent will be required to come in during school hours for a conference. The conference will be held with the school nurse, the student’s counselor and an administrator. The purpose will be to discuss the reasons for those absences.

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Student attendance at school is a large factor in the success students experience at school. The early years are a critical period in children's learning and development. Every child should be counted present every day. Every day of school matters. Being absent too many days from school can make it difficult for students to stay on-track academically and maintain the momentum to graduate from high school in order to be college- or career-ready. Every day of school attendance matters for all students and their families. It is crucial, therefore, that the implications of chronic absence be understood and reviewed regularly.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with (excused) and without (unexcused) a "valid cause" and out-of-school suspensions for an enrolled student.

"Student" means any enrolled student that is subject to compulsory attendance but does not mean a student for whom a documented homebound or hospital record is on file during the student's absence from school.

The District will follow its diagnostic procedures in Board Policy 7.70 for identifying the cause(s) of a student's chronic absenteeism, including requesting documentation for absences and 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. Students with excessive absences will be subject to administrative consequences.

**HOME AND HOSPITAL INSTRUCTION**

A student who is absent or whose physician, physician assistant, or licensed advance practice registered nurse anticipates his or her absence from school for an extended period of time, or on an intermittent basis 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.

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 licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction; and (2) as well as for up to 3 months after the child's birth or a miscarriage.

Cross Reference:  
Board Policy 6.150, *Home and Hospital Instruction*

**GRADING & PROMOTION**

School report cards are electronically posted to the parent portal each semester. Parents can view grades at any time throughout the year by logging in to [the Infinite Campus Parent Portal](#). For questions regarding grades, please contact the classroom teacher.

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The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Cross Reference:  
Board Policy 6.280, *Grading and Promotion*

**SECTION 4 - STUDENT FEES**

**OVERVIEW**

The district establishes fees and charges to fund certain school activities. Some students may not be able to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian

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to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or student’s family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students’ Bill of Rights Act, the school is required to provide a federally reimbursable meal to a student who requests one, regardless of whether the student has the ability to pay for the meal or owes money for earlier meals. Students may not be provided with an alternative meal and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay or owes money for a meal.

**Fees for ~~2021-2022~~ School Year**

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All Grades	\$125.00
Middle School Before School Program	\$ 85.00 (Per Quarter)
Activity Fee	\$ 85.00 (Per Activity)
Technology Fee	\$ <del>55.00</del>
1:1 Device Rental Fee	
▼	
Grade 6, <del>7 &amp; 8</del> (Chrome Book)	\$ <del>0.00</del>
Breakfast Prices	\$ <del>1.50</del>
Reduced	\$ 0.30
Lunch Prices	\$ <del>2.40</del>
Reduced	\$ 0.40
Extra Milk	\$ 0.55

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**FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES**

Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the following prerequisite is met:

- The student currently lives in a household that meets the income guidelines, with the same limits based on household size that are used for the federal free meals program.

The Building Principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

The Building Principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the Building Principal.

Cross Reference:  
 Board Policy 4.140, *Waiver of Student Fees*  
 Administrative Procedure 4.140-AP1, *Fines, Fees, and Charges – Waiver of Student Fees*  
 Exhibit 4.140-E1, *Application for Fee Waiver*

## **SECTION 5 - TRANSPORTATION & PARKING**

### **OVERVIEW**

Many students must be transported to school by bus. The Unit 5 Transportation Director will make bus assignments for eligible students. Any request for a change in bus assignment or for a change in pick-up or departure point must be made to the Transportation Director.

The telephone number is 557-4287 (557-4BUS).

### **BUS TRANSPORTATION**

#### **Bus Assignment**

- All bus riders must ride their assigned bus to and from school.
- Bus riders must get on and off the bus at their assigned loading point unless there is written permission from their parents or the Transportation Department.
- Bus riders having a friend ride the bus to or from school must have written permission from their parents and the Transportation Department.

#### **Bus Service**

- The driver's primary responsibility is to the road conditions and traffic for the safety of transporting the students. When the driver's attention is distracted by misconduct, everyone is put in jeopardy.
- The driver is not required to wait at any loading point; therefore, be ready to board the bus five (5) minutes ahead of your designated stop time.
- Bus service will be available if inclement weather causes early dismissal. See information under Section 2-Attendance and Promotion "Emergency School Closings."

### **GENERAL RULES FOR UNIT 5 SCHOOL BUS RIDERS**

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Building Principal.

Parents will be informed of inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

1. Bus behavior has the same expectations as the school/classroom.
2. Talking and other distractions to the driver must be kept to a minimum.
3. No talking at all when the bus comes to a railroad crossing, so the driver can hear any approaching trains.
4. While on the bus and while the bus is in motion, you must stay in your seats with arms and legs out of the aisle.
5. Get permission before opening a window, and do not throw or stick anything out of the window.
6. There is to be no loud talking and/or yelling on the bus.
7. Cross the road at least ten (10) feet in front of the bus and then only on a signal from the driver.
8. While unloading, let the student closest to the front get off the bus first.
9. Move away from the bus door quickly after unloading. Stay clear of the rear wheels. Never walk behind the bus.
10. No inappropriate use of cell phones will be allowed on the bus (i.e. taking pictures, movies, recordings, etc.).

In the interest of the student's safety, and in compliance with State law, students are expected to observe the following rules:

- Be waiting at your bus stop on time.
- Enter and exit the bus only when the bus is fully stopped.
- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.

## **GROSS MISCONDUCT**

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

- Prohibited student conduct as defined in the Student Discipline policies.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of the bus driver's or other supervisor's directives.
- Such other behavior as the administration.

### **BUS DISCIPLINE**

The driver may report students who refuse to follow the bus behavior rules or maintain appropriate behavior to the school office for disciplinary action. Depending on the severity of the offense and past bus behavioral concerns, consequences will range from a student conference to an out of school suspension.

Frequent or severe reports may result in an immediate bus suspension and referral to the Board of Education for possible suspension from the bus for the remainder of the school year. Bus riding is a privilege that may be revoked.

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. Additionally, the School Board may suspend the student from riding the bus for a period in excess of 10 days if the student has engaged in gross disobedience or misconduct that endangers others. Parents will be liable for any defacing or damage students do to the bus.

Video and audio recording devices may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. Recordings may be used for the purposes of investigation into misconduct or accidents on the bus.

### **PRIVATE TRANSPORTATION**

Students may accept private transportation to or from school only as arranged by their custodial parents. Parents may call the office regarding transportation arrangements with anyone other than an appropriate family member or a Unit 5 school bus.

### **BICYCLES**

Bicycles may be parked in the bicycle racks located at each school. Bicycles should always be locked when unattended. Ride safely by observing the following practices:

- Obey all traffic signs and regulations.
- Stay to the right.
- Ride single file.
- Yield to motor vehicles and pedestrians.
- Signal your intentions.
- Do not ride near vehicles parked in the parking lot.

### **PEDESTRIANS**

Students are expected to use sidewalks wherever available and to observe safety precautions when crossing streets.

### **TRANSPORTATION FOR SCHOOL ACTIVITIES**

Students must utilize school transportation to and from all school activities for which transportation is provided. For these events, parents of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases it will be the responsibility of the parent to arrange safe transportation.

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**PARKING**

The school has many locations available for school visitor parking.

Vehicles MAY NOT be parked or located in the BUS LANES or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

## Cross Reference:

Board Policy 4.110, *Transportation*Administrative Procedure 4.170-AP3, *School Bus Safety Rules*Board Policy 7.220, *Bus Conduct*Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses***SECTION 6 - HEALTH & SAFETY****SCHOOL NURSE**

The Nurse's Office is accessible through the main office. If a student becomes ill or injured, he/she should report to the Nurse's Office with a Hall Pass. The nurse will decide whether the student should remain in school or be sent home. If the nurse is unavailable, another person from the office staff will assist the student. The parent/guardian should contact the nurse with regard to any health-related problems or concerns.

**PROCEDURES**

1. If you become ill or injured during the school day, report to the Nurse's Office with a Hall Pass from the class you are in or will be missing. Do not come in between classes without a Hall Pass.
2. Sign in and out of the Nurse's Office on the sign-in sheet on the nurse's desk.
3. If it is necessary for you to be excused from school, the nurse will contact your parent/ guardian and will write an Absent/Tardy Notice. Do not call/text your parent/guardian before reporting to the nurse.
4. No treatment except first aid will be given by the nurse. If additional treatment is required, the nurse will contact parent/guardian to make appropriate arrangements.
5. If the school nurse is not available, you are to report directly to the Main Office.

**ILLNESS OR ACCIDENTS AT SCHOOL**

All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian's health insurance company should be contacted for coverage.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for children which includes accident insurance. Information about the All Kids program can be found at [www.illinois.gov/hfs/medicalprograms/allkids](http://www.illinois.gov/hfs/medicalprograms/allkids).

## Cross Reference:

Board Policy 4.170, *Safety***EMERGENCY NUMBERS**

Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact your school office if any changes in this emergency information occur during the school year.

**IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS**

Illinois law requires that all students entering an early childhood program, kindergarten, sixth, or ninth grades, or transferring from out of state, have a physical examination within one calendar year *prior* to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois health records.

Section 27-8.1 of the Illinois School Code states: "If a child does not comply...then the local school authority shall exclude that child from school until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."

All students entering ECE, Pre-K, Kindergarten, 6<sup>th</sup> grade, and 9<sup>th</sup> grade must submit a current physical exam and complete immunization record by the FIRST DAY OF SCHOOL. For detailed information on immunization requirements, click on the link below or check with your health care provider. [http://www.isbe.net/pdf/school\\_health/immunization-requirements.pdf](http://www.isbe.net/pdf/school_health/immunization-requirements.pdf). Children without physicals and immunizations will NOT be allowed to start school until the school nurse receives the records. NO appointment cards will be accepted. *Sports physicals are NOT accepted for this requirement.* It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

Parents/guardians who object to the health examination or immunizations on religious grounds must present an "Illinois Certificate of Religious Exemption to Required Immunizations and/or Examination" form found at: <http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf> to the local school authority. This form must be signed by both the parent/guardian and the child's health care provider responsible for performing the child's health examination. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.

The following immunizations are required by the State of Illinois for students in grades Pre-K through 12. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code.

1. DPT/DTaP/Tdap
2. OPV/IPV
3. Measles/Mumps/Rubella (MMR)
4. Varicella
5. Hepatitis B (required for early learning programs and 6<sup>th</sup> grades and up)
6. Hib (required for early learning programs)
7. Pneumococcal (required for early learning programs)
8. Meningococcal (required for 6<sup>th</sup>-8<sup>th</sup> grades and 12<sup>th</sup> grade)

**EYE EXAMINATION**

Effective in 2008, Illinois law requires all children in kindergarten or enrolling for the first time in an Illinois School to have an eye examination completed by a licensed ophthalmologist or optometrist on file at the school by the first day of school.

**DENTAL EXAMINATION**

Effective July 1, 2005 – Public Act 93-946 requires all Illinois children in kindergarten, second and sixth grades to have an oral health exam. Each child shall present proof of exam by a dentist prior to May 15 of the school year.

**EXEMPTIONS**

A student will be exempted from the above requirements for:

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- Religious grounds if the student's parent/guardian presents to the Building Principal an "Illinois Certificate of Religious Exemption" form signed by both the parent/guardian and the health care provider;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## Cross Reference:

Board Policy 7.100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students***STUDENT MEDICATION**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian and healthcare provider with prescriptive authority must complete a School Medication Authorization Form requesting that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Except when the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen®, an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a licensed physician, no District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except nurses, shall not be required to administer medication to students. However, provided a School Medication Authorization Form has been completed and signed by the student's parent/guardian and healthcare provider with prescriptive authority, teachers and other non-administrative school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in Board Policy 7.270; and coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board Policy 7.270 and its implementing procedures.

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

**Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a School Medication Authorization Form. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan; (3) an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication, epinephrine injector, or medication required under a qualifying plan, or the storage of any medication by school personnel. 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

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conduct, arising out of a student's self-administration of asthma medication, an epinephrine injector, opioid antagonist, and/or medication, or the storage of any medication by school personnel.

#### ***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.

#### ***District Supply of Undesignated Epinephrine Injectors***

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) of the School Code 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.

#### ***District Supply of Undesignated Opioid Antagonists***

The Superintendent or designee shall implement Section 22-30(f) of the School Code and 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 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. 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 parent/guardian of a student who is a minor or any other individual who is at least 21 years of age to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer a medical cannabis infused product to a student.

A designated caregiver 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:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and

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3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. 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.

State law does not require school personnel to administer medical cannabis to students. Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis infused product to a student who is a registered qualifying patient. Prior to the administration of a medical cannabis infused product under subsection, a school nurse or school administrator must annually complete training curriculum developed by the State Board of Education, in consultation with the Department of Public Health, on the administration of medical cannabis infused products and must submit to the school's administration proof of its completion.

A trained school nurse or administrator is allowed to administer a medical cannabis infused product to a child who is a student while on school premises, at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus if:

1. The student possesses a valid registry identification card issued by IDPH;
2. A copy of the registry identification card is provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

The written authorization and a copy of the registry identification card(s) must be kept on file in the office of the school nurse. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

Medical cannabis infused 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.

Discipline of a student for being administered a product by a designated caregiver pursuant to this Board Policy 7.270 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 Board Policy 7.270 and this Handbook 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.

This School District Supply of Undesignated Epinephrine Injectors section of Board Policy 7.270 and this Handbook 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 school epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The School District Supply of Undesignated Glucagon section of Board Policy 7.270 and this Handbook 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.

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The Administration of Medical Cannabis section of Board Policy 7.270 and this Handbook 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) will ensure all notifications required by State law and administrative procedures occur.

### **Disclaimers**

Upon implementation of Board Policy 7.270, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated medications. Board Policy 7.270 and this Handbook do not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

#### Cross References:

Board Policy 7.270, *Administering Medicines to Students*  
 Administrative Procedure 7.270-AP1, *Dispensing Medication*  
 Exhibit 7.270-E1, *School Medication Authorization Form*

### **FAILURE TO FOLLOW MEDICAL PROCEDURES**

Failure to follow the procedures for self-administration of medication outlined in this section will be considered a disciplinary situation and will be handled according to procedures outlined in the "Controlled Substances" section of this handbook. This includes, but is not limited to, giving other students medications not prescribed for them or taking improper doses of medication. Violators will be subject to consequences ranging from suspension or a recommendation for expulsion, and may be reported to appropriate law enforcement agencies (see Over the Counter Chemical Substances).

### **STUDENT CONCUSSIONS AND HEAD INJURIES**

If a student sustains a physician-diagnosed concussion, either during school hours or outside of school, parents are requested to notify the school. If a student's parent/guardian is requesting academic accommodations after a concussion, the Unit 5 Concussion Staging Form must be completed by the student's physician (elementary, junior high, high school) or athletic trainer (high school only) and submitted to the school nurse.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with the Unit 5 Concussion Staging Document, signed by the student, the student's parent/guardian, and the student's physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **VISION AND HEARING SCREENINGS**

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening. If a report of an eye examination within the last 12 months by an optometrist is on file at the school. The vision examination report must be completed and signed by the optometrist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

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**DISABILITY ASSISTANCE**

Persons with a disability of either a temporary or permanent nature may receive help by request through the nurse, counselors, or administrators.

**HEALTH INFORMATION**

Health information gathered through screening registration forms, physical exams, oral/written communication by a health care provider or parent/guardian may be shared by the certified school nurse with those individuals (i.e. teachers or other school personnel) who have an educational interest in enhancing the health and safety of the student. This information may be shared via written or electronic communication or by direct personal contact. If you do not wish this information to be shared, please send a written request to the school office by the end of the first week of attendance.

**COUNSELING**

Each building has counselors available to assist students who require additional assistance. Counselors will assist students in several areas including the following:

- Personal/Social - peer relationships, communication, and decision-making.
- Educational – study habits, homework, student/teacher relationships, grades, course selection.
- Vocational – career information and exploration, interests, abilities, career planning, and training opportunities.
- Testing – achievement, ability, and aptitude.

Students will be assigned a particular counselor; however, students can request to talk to the counselor of their choice. The services of a school psychologist and school social worker are also available through the Counseling Office.

Cross Reference:  
Board Policy 6.270, *Guidance and Counseling Programs*

**SAFETY DRILL PROCEDURES AND CONDUCT**

Safety drills will occur at times established by the Superintendent. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of:

- Three school evacuation drills,
- One bus evacuation drill,
- One severe weather and shelter-in-place drill, and
- One law enforcement drill to address an active shooter incident.

There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross References:  
Board Policy 4.170, *Safety*  
Administrative Procedure 4.170-AP1, *Comprehensive Safety and Crisis Program*

**REUNIFICATION SITE**

In the event a relocation from school and a student-parent reunification is necessary, the following are designated as the reunification sites for the following junior high schools:

<b>School</b>	<b>Reunification Site</b>
CJHS	<del>Eastview Christian Church</del>
EJHS	Eastview Christian Church
KJHS	<del>Eastview Christian Church</del>
PJHS	<del>Eastview Christian Church</del>

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**COMMUNICABLE DISEASES**

For everyone's protection, sick students must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A fever within the last 24 hours of 100° F or higher
- Vomiting or diarrhea within the last 24 hours
- A frequent or disruptive cough or other signs of an acute respiratory infection
- Any contagious illness such as "strep throat" that requires antibiotic therapy. Once a student has been fever free without the use of fever-reducing medications and on antibiotics for at least 24 hours, he/she may return to school.
- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician's note stating the rash is not contagious.
- Pronounced lethargy or fatigue that interferes with participation in learning activities.

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- The parent/guardian is required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
- The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

**Cross References:**

Board Policy 7.280, *Communicable and Chronic Infectious Disease*

Administrative Procedure 7.280-AP1, *Managing Students with Communicable or Infectious Diseases*

**HEAD LICE**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. The parent/guardian is required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent/guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or Building Principal and the child is determined to be free of an active infestation. Infested children are prohibited from riding the bus to school to be checked for head lice.

**Cross References:**

Board Policy 7.250, *Student Support Services*

**STUDENT INSURANCE**

A low cost accident policy is available to all students. While the school has no obligation in case of an accident, the District is glad to make available this limited policy. Briefly, students may be insured for accidents which may occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices or online.

**CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses like diabetes 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.

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It is the parent/guardian's responsibility to inform the School Nurse or Building Principal of their child's health concern, including diabetes, asthma, food allergy, and seizures. The School Nurse will then work with the family, the student, the student's physician and the classroom teacher to develop a Plan of Action. It is the parent/guardian's responsibility to ensure that The Plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent/guardian before they will be implemented. Please contact your School Nurse for further information.

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 needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means (from below).

Cross References:

Board Policy 7.285, *Food Allergy Management Program*

Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*

Exhibit 7.285-E1, *Food Allergy Awareness*

### **PROCEDURES AT SCHOOLS**

If a student must have a medical procedure performed at school to protect their health and well-being, an "Authorized School Personnel to Perform a Medical Procedure" form must be on file at the school. The form must be filled out and signed by the health care provider and signed by the parent/guardian. The form is included in the back of the handbook. No district employee shall perform a medical procedure for any student or supervise a student performing their own medical procedure until this form is received by the school. Teachers and other non-administrative school employees, except certified school nurses, shall not be required to perform a medical procedure.

Reasonable accommodations will be made by Unit 5 schools to insure a student receives a free and appropriate education in the least restrictive environment. In order to prevent educational interruption, procedures performed at school are limited to those requested by the parent and which the licensed health care prescriber (physician, dentist, podiatrist, physician's assistant, or advanced practice nurse) certifies cannot be scheduled outside school hours without risk to the health and safety of the student.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including performing a medical procedure.

Cross References:

Board Policy 7.270, *Administering Medicines to Students*

Administrative Procedure 7.270-AP1, *Dispensing Medication*

Exhibit 7.270-E1, *School Medication Authorization Form*

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**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 school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district’s policy, is posted on the school district website. Information can also be obtained from the school office.

Cross References:  
Board Policy 7.290, *Suicide and Depression Awareness and Prevention*

**TREATS AND SNACKS [K-8]**

Due to health concerns, allergies and scheduling, snacks for any occasion must be arranged in advance with the classroom teacher. All snacks must be store bought. No homemade snacks are allowed at school. Birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student’s birthday, but it cannot include food items.

Cross References:  
Board Policy 7.285, *Food Allergy Management Program*  
Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*  
Exhibit 7.285-E1, *Food Allergy Awareness*  
Board Policy No. 6.50 *School Wellness*

**BUILDING SECURITY**

For the safety of our students, Unit 5 has adopted a closed-building concept. All exterior doors are locked with the exception of the front doors outside the office.

All visitors to the building are required to check into the office to report their purpose for being in the school. Visitors will be given an appropriate ID Badge to wear during their stay. We encourage everyone to cooperate in providing a safe learning environment for the children.

**SECTION 7 - DISCIPLINE & CONDUCT**

**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.

To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action.

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**SCHOOL DRESS CODE / STUDENT APPEARANCE**¶  
Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. ¶  
Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images. ¶  
Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols. ¶  
Hats, coats, and sun glasses may not be worn in the building during the school day. ¶  
Hair styles, dress, and accessories (scarfs/headbands) that pose a safety hazard are not permitted in the shop, laboratories, or during physical education. ¶  
Chains may not be displayed on student clothing. ¶  
Clothing that fails to adequately cover the body will not be permitted. ¶  
Appropriate footwear must be worn at all times. Slippers and shoes with wheels are prohibited. ¶  
If there is any doubt about dress and appearance, the Building Principal will make the final decision. ¶  
A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline. ¶  
If students have any questions regarding acceptability of a particular item of clothing, check with the Associate Principal before wearing the items to school. First-time offenders will be required to correct the violation before returning to class. A detention may be assigned for flagrant first offenses or any subsequent offenses. Class time missed due to inappropriate clothing may be made up as a detention or In School Suspension. Persistent violations will be handled as willful insubordination and a disciplinary consequence may be assigned. ¶  
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Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.

Parents/guardians are encouraged to review District expectations with their student(s) at the beginning of each school year. A student handbook, which includes the District's discipline philosophy, and school rules, shall be distributed to students within 15 days of the beginning of the school year or the first day of a student's attendance.

### 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.

5. During periods of remote learning.

### PROHIBITED STUDENT CONDUCT

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, bartering, selling, or offering for sale alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, bartering, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish and medical cannabis unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription medication when not prescribed for the student by a physician, or licensed practitioner when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions, or without following the procedures for student medication outlined below including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. Violations of this paragraph may be reported to appropriate law enforcement agencies. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 2.270. Any non-prescription medication without following Board Policy 7.270 and its implementing procedures.
  - f. 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

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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.

- g. 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.
  - h. "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, or 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.
  - i. 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.
  - j. 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 knife, a "weapon", as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.
  5. Students are allowed to possess and use electronic mobile devices before 8:45 a.m. and after 3:45 p.m., provided they do not cause a disruption. Throughout the school day, devices should not be seen but rather kept in a student's locker or backpack. Students may use devices during school hours if:
    - a. The supervising staff member grants permission;
    - b. Use of the device is provided in a student's IEP; or
    - c. It is needed in an emergency that threatens the safety of students, staff, or other individuals.

Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular or smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, smart watch, or other similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the devices to take photographs in locker rooms or bathrooms, cheat, eavesdrop (e.g. secretly recording a conversation), 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 or electronic mobile device, including but not limited to 'sexting' or physical aggression.

6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, or wrongfully obtaining test copies or scores.
8. 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.
9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
10. Teen dating violence, as described in Board policy 7.185, *Teen Dating Violence Prohibited*.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, or relocating personal or school property or another person's personal property.

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12. Entering school property or a school facility without proper authorization.
13. 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, a school bus, or at any school activity.
14. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
15. 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.
16. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
18. 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 with 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.
19. 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.
20. 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.
21. Students are not allowed to receive deliveries during school hours including, but not limited to food items (Pizza, etc.) gifts (bouquets, balloons, etc.). Any deliveries will remain in the office until the end of the school day. Deliveries for food items will be refused, unless arranged in advance with school administration.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions, supports and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose a disciplinary consequence.

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 may include, without limitation, any of the following:

1. Notifying parent/guardian.
2. Disciplinary conference.
3. Withholding privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.

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6. In-school suspension in accordance with Board policy 7.200, *Suspension Procedures*. The Building Principal or designee shall ensure that the student is properly supervised.
7. 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 may use this option 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 handbook 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 is prohibited from being on school grounds and at school activities during the period of the suspension.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board Policy 7.210, *Expulsion Procedures*. A student who has been expelled is prohibited from being on school grounds and at school activities during the period of the expulsion.
13. Transfer to an alternative program if the student is expelled or otherwise qualified for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

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/or 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 and/or expulsion. In addition to the above list of disciplinary measures, juvenile authorities or other law enforcement may be notified 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.

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, and physical restraint as discipline or punishment, convenience for staff, retaliation, 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.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **WEAPONS**

A student, who uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
2. Ammunition;

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3. A knife with a blade of at least 3 inches, switchblade knife, ballistic knife, billy club, brass knuckles, other knuckle weapon regardless of its composition, or any object listed in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
4. A look-alike firearm; or
5. Any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee'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.

Students should report suspected possession or use of such items to any counselor, teacher, or administrator. Arrangements to bring such items to school for classroom demonstrations must be made in advance with one of the building administrators.

Commented [RMC2]: There is a section below for re-engagement of returning students. Consider deleting this section.

**REQUIRED NOTICES**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she:

- (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision,
- (2) observes, or has reason to suspect that, any person on school grounds is or was involved in a drug-related incident, or
- (3) observes a battery committed against any staff member.

Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Deleted: **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

**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 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, Associate Building Principal, Assistant Building Principal or School Administration Manager (SAM) 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 days for safety reasons.

**STUDENT HANDBOOK**

The Superintendent or designee, 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.

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A student handbook, including the District's student disciplinary philosophy, disciplinary policies and rules, shall be posted on the district and school websites after July 1<sup>st</sup>.

#### **GANG AND GANG ACTIVITY**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

##### Cross references:

Board Policy 7.190, *Student Behavior*

Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

#### **VANDALISM/DAMAGE TO PROPERTY**

Students will be held responsible for damaging or defacing school property or the property of others in any way. Students will pay appropriate restitution for the repair, clean up, or replacement of affected property and will be subject to other disciplinary action as deemed appropriate by the school administration. The offender may be reported to appropriate law enforcement agencies

#### **BULLYING, INTIMIDATION AND HARASSMENT**

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct; name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or

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pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student Nondiscrimination Coordinator, a school counselor or building administrator or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Contact the school or district office for the name(s) of the Nondiscrimination Coordinator and/or Complaint Managers.

### TEEN DATING VIOLENCE PROHIBITED

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

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

1. Fully implements and enforces each of the following Board policies:
  - a. *Board policy 7.20*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. *Board policy 7.180*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager identified in *Board policy 7.20*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in *Board policy 6.60*. 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*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

#### Cross-references:

Board Policy 2.260, *Uniform Grievance Procedure*

Board Policy 7.20, *Harassment of Students Prohibited*

Board Policy 7.180, *Prevention and Response to Bullying, Intimidation, and Harassment*

Board Policy 7.185, *Teen Dating Violence Prohibited*

Board Policy 7.190, *Student Behavior*

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**THEFT OR POSSESSION OF STOLEN PROPERTY**

Students responsible for stealing school or private property or for being in possession of stolen property or property reported as stolen will be subject to up to a ten (10) day suspension from school. Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," or "I didn't know it was there" will not be acceptable reasons for a student to be in possession of lost or stolen property. Those responsible for theft or possession of stolen property may also be reported to the appropriate law enforcement agency.

**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, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated 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 remove students from a classroom for disruptive behavior.

The Superintendent, Principal, Associate Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

**Cross References:**

Board Policy 7.190, *Student Discipline*  
7.190-AP2, *Gang Activity Prohibited*

**OBSTRUCTION OF AN INVESTIGATION**

Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety and delay the prompt resolution of school related problems. Students will be subject to detention assignments, or suspension from school. Students who obstruct an investigation may also be reported to appropriate law enforcement agencies.

**INSUBORDINATION**

Students have an absolute obligation and responsibility to follow verbal and written instructions from any faculty member and to identify themselves to any staff member in regard to all aspects of their behavior and conduct at school and school activities. Willful and deliberate refusal to do so is insubordination and may result in detention(s), suspension or a possible expulsion recommendation.

**BEHAVIOR AT SCHOOL ACTIVITIES**

School activities, including events held away from the school facility, are an extension of the educational program. The same standards of conduct apply when students attend school activities as apply during the school day.

**FIGHTING**

Fighting presents a substantial threat to both personal safety and reasonable order within the school and will not be tolerated. A fight will be defined as "two or more individuals involved in aggressive physical contact with one another." Students need to avoid a physical confrontation at all costs. If this situation is present, students must walk away and report to an adult immediately. Students involved in a first incident of fighting will be subject to suspension from school. Fights may be reported to appropriate law enforcement agencies. Subsequent incidents will result in a suspension of up to ten (10) days and a possible recommendation for expulsion from school.

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**PUBLIC DISPLAY OF AFFECTION**

Behaviors that are not appropriate for public places make other people uncomfortable show poor judgment and are demeaning to the individuals involved. Demonstrate respect for yourself and others by conducting yourself in a manner appropriate for a public place. Parent/guardian contact will be required beginning with a second incident of inappropriate display of affection. An In-School Suspension or Out of School Suspension may be assigned for flagrant offenses. Continued offenses will be handled as willful insubordination by the administration. Suspension or expulsion may result.

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**SCHOOL DRESS CODE / STUDENT APPEARANCE**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Coat and sun glasses may not be worn in the building during the school day.
- No head coverings are allowed that obscure the view of the student's face. Interpretation and enforcement of this rule is up to administration discretion.
- Hair styles, dress, and accessories (scarfs/headbands) that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Chains may not be displayed on student clothing.
- Clothing that fails to adequately cover the body will not be permitted.
- Appropriate footwear must be worn at all times. Slippers and shoes with wheels are prohibited.
- If there is any doubt about dress and appearance, the Building Principal will make the final decision.
- A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

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If students have any questions regarding acceptability of a particular item of clothing, check with the Associate Principal before wearing the items to school. First-time offenders will be required to correct the violation before returning to class. A detention may be assigned for flagrant first offenses or any subsequent offenses. Class time missed due to inappropriate clothing may be made up as a detention or In School Suspension. Persistent violations will be handled as willful insubordination and a disciplinary consequence may be assigned.

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Cross References:  
Board Policy 7.160, *Student Appearance*

**CAFETERIA RULES**

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of lunchroom supervisors and show proper respect toward all cafeteria personnel.
- Students shall remain seated in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

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**FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Permission to attend school field trips must be on file in the school office.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Cross References:

Board Policy 6.240, *Field Trips*

**BEHAVIOR CONSEQUENCES/INTERVENTIONS****REMOVAL FROM THE CLASSROOM**

Any certified person may remove a student from the teacher's classroom or area of supervision when, after warnings to the student by the teacher and attempts at appropriate lesser alternative disciplines, the student continues to engage in behavior which is disruptive. A student may be removed without warning when the student's behavior is so serious as to present an immediate threat to safety, health or property. Removed students shall be directed to report immediately to the Associate Principal's office. Removed students shall remain in the school in a restricted or isolated area to be selected by the Principal or designee pending further discipline when applicable.

**DETENTION ASSIGNMENTS**

Detention assignments may be made by individual teachers or by the Administration. Detentions may be assigned before school, after school, or during lunch. Lunch detentions may be issued at the teacher's or administrator's discretion. Students will be given written notice at least one day before the assignment is to be completed. Students must arrange for their own transportation after a detention assignment. Detention forms must be signed and returned, and detentions must be completed as assigned. A missed detention will be doubled. Students who fail to complete doubled detentions may be assigned an in-school suspension.

**IN-SCHOOL SUSPENSION**

An administrator may assign an In-School Suspension as a consequence for inappropriate behavior choices. Students will be supervised in the school by an administrator, teacher or teaching assistant during the In-School Suspension. Teachers will supply classroom work/activities and the students will work on assignments throughout the day.

**OUT-OF-SCHOOL SUSPENSION**

Suspensions from school include in-school suspensions and out-of-school suspensions, and shall be in accordance with Board policy 7.200, *Suspension Procedures*. If a student is suspended from school for gross disobedience or misconduct, he or she will be sent home for a specified period of time. During the period of suspension, the student may not be on school grounds and may not attend or participate in any school activities. A suspension ends when the student is readmitted to classes.

Credit will be given for classroom work missed due to suspension from school only if completed assignments are submitted within a period of time not to exceed the length of the suspension, up to a maximum of three (3) days. Assignments given before the period of suspension will be given credit if submitted upon a student's return to school.

**EXPULSION FROM SCHOOL**

Expulsions from school shall be in accordance with Board policy 7.210, *Expulsion Procedures*. Students who engage in gross disobedience or misconduct may be expelled from school for a definite time period not to exceed two calendar years. During the period of expulsion, the student may not be on school grounds and may not attend or participate in any school activities.

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**RE-ENGAGEMENT OF RETURNING STUDENTS**

The Building Principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion, or other extended absence related to a disciplinary action, and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

**Cross Reference:**Board Policy 7.190, *Student Discipline*Board Policy 7:190-AP2, *Gang Activity Prohibited***INTRODUCTION**

Electronic information resources which include, but are not limited to student email, the Internet, desktop computers, laptops, and other network files or accounts are available to students of the District. It is the goal of the District to provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and an innovative environment.

**SCOPE**

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, users' responsibilities necessitate efficient, ethical, and legal utilization of the network, computer resources, student email, and other technology resources. Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no professional or educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials and protect its users. Users who access, transmit, or store inappropriate material or who take action that violates the Student Acceptable Use of Electronic Networks procedure are subject to disciplinary or legal action.

**TERMS AND CONDITIONS OF THIS AGREEMENT**

The reading and acknowledgement of this procedure is legally binding and indicates that the student and parent/guardian have carefully read, understand, and agree to the terms and conditions given within this procedure.

1. **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site teacher/administrator or system administrators as well as District administrators may limit, suspend, or revoke access to electronic resources at any time.
2. **Acceptable Use:** Inappropriate material or communications defined: Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. Material or information considered to be in violation of the Student Acceptable Use of Electronic Networks procedures includes, but is not limited to the following:
  - Copyrighted material
  - Criminal activities or terrorist acts
  - Illegal solicitation
  - Threatening or obscene material
  - Sexism or sexual harassment
  - Racism
  - Material protected by trade secrets
  - Pornography
  - Inappropriate language
  - Disrupting the educational experience of others
  - Gambling
  - Explosive devices
  - Political lobbying
3. **Etiquette:** Students have the responsibility to assure all shared information meets the standards set forth in this

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procedure. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette prohibit, but are not limited to the following:

- Using obscene language
  - Harassing, insulting or attacking others
  - Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
  - Violating copyright laws
  - Using others' passwords
  - Trespassing in others' folders, documents, or files
  - Intentionally wasting limited resources
  - Employing the network for commercial purposes
  - Sharing confidential information on students or employees
  - Sending or displaying offensive messages or pictures
  - Promoting, supporting or celebrating religion or religious institutions
  - Accessing personal computer devices (Peer to Peer) outside the District's electronic network.
4. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to, overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to disciplinary or legal action as deemed appropriate by the administration.
  5. **Service Disclaimer:** 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 student may suffer while on this system. These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the student's own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.
  6. **Filtering, Monitoring, and Review:** The District, in order to comply with local, state, and federal laws and standards, filters Internet content on systems to which students may have access. This filtering removes access to websites and Internet servers that have been deemed to have inappropriate content not of an educational value. Report any errors found regarding what sites being, or not being filtered, immediately to an administrator or the Instructional Technology Department. The District retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on District equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion. The District retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered.
  7. **Network:** The use of an assigned account must be in support of education, business, research and/or within the educational and learning objectives of the District. Each user is responsible for this provision when using the District electronic information resources. Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log on to the system as the systems administrator. Any security concern must be reported to the teacher/principal or systems administrator at once, as well as changes to user account information. Information stored on the network is not to be considered permanent or private. As such, the District retains the right to review and remove as needed data or files found on the network that violates this procedure or that are not in direct support of education or business. In addition, regular maintenance activities can result in the deletion of information deemed not compliant with this procedure. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on the network during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.
  8. **Internet:** Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the District are forbidden. It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations. Additionally, it is understood that students who publish personal web pages outside the district that may be accessed by District computers must also abide the same standards of appropriate content that all District hosted web pages must maintain. Sites found to be in violation of this will be

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blocked administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and appropriate action in situations where student personal web pages and or/sites exist that violate the spirit of this procedure.

9. **Computers Use:** The District provides desktop and laptop computers for student use while in the curricular setting. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Information Technology Department or an administrator. District provided computers may not be removed from District property without prior approval from the systems administrator. Removal of District owned equipment is in violation of this procedure and disciplinary or legal action may result. District provided computers are not to be used for personal financial gain at any time. Use of District provided computers, or systems, to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval from the systems administrator. This activity is considered a violation of this procedure and is subject to disciplinary or legal action as deemed appropriate by district administrators. Information stored on computers maintained by the District is not to be considered private. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on District provided computers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedures exist.
10. **Student Email:** Email provided to students of the District is primarily for internal educational communications. Student email addresses should not be available to the public unless deemed appropriate by the administration. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in section 3 of this procedure. In addition, student email will not violate the Board of Education's policies and will not:
- Promote, or support political functions or agenda's in any way, both internally and externally.
  - Promote, or support private business or industry, especially the originators own private concern or business.
  - Promote illegal activities or activities prohibited by District policy, or procedures, as found in this procedure or in the Board of Education Policy Manual.
  - Engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by District administrators.

Spam is defined as email that is sent to multiple individuals in an uninvited manner for purposes of furthering a private and/or political agenda, the transmission of questionable material, or as a means of solicitation. It must be the student's understanding that District provided email is not private or protected. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, either through discovery as part of regular maintenance or by staff, student, or parental complaint, the District reserves the right to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

Receipt and Acknowledgement of the Student Acceptable Use of Electronic Networks procedure is required before access to Electronic Networks is granted. Secondary students and their parents/guardians must sign the *Student Authorization for Electronic Networks Access* form and return it to the appropriate building administration before students will be granted access to District electronic networks.

Please see Parent Forms at the end of the handbook to view the district's 1:1 Laptop Agreement. Parents will acknowledge receipt and understanding of agreement during the online registration process.

Cross Reference:

Board Policy 6.235, *Access to Electronic Networks*

Administrative Procedures 6.235-AP1 *Student Acceptable Use of Electronic Networks*

Exhibit 6.235-E2 *Student Authorization of Acceptable Use of Electronic Networks*

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## NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES

### GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4-7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, 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, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. 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.

The distribution of non-school-sponsored written material must 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 material is endorsed by the school district.

Cross Reference:  
Board Policy 7.310, *Restrictions on Publications*

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**BULLETIN BOARDS, SIGNS AND POSTERS**

No notices, posters, signs, or announcements may be displayed on bulletin boards, walls, lockers, windows or doors without specific permission of one of the Assistant Principals. Violations will result in possible school disciplinary consequences.

**Annual Notice to Parents about Educational Technology**

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.

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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 Ill. 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/guardian name and student or parent/guardian contact information, username/password, 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

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- 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/guardians
- Other activities that are for the use and benefit of the school district

## **SECTION 9 - SEARCH & SEIZURE**

### **OVERVIEW**

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS**

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

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

### **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES**

School officials may 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 rules or school district 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. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

Cross Reference:

Board Policy 7.140, *Search and Seizure*

Exhibit 7.140-E1 *Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act*

### **STUDENT SEARCHES**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable 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 student 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.

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**SEIZURE OF PROPERTY**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

**Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross Reference:  
Board Policy 7.140, *Search and Seizure*

**SECTION 10 - ATHLETICS AND CO-CURRICULAR ACTIVITIES****OVERVIEW**

Unit 5 considers its student members of Illinois Elementary School Association (IESA) sanctioned teams and co-curricular clubs to be representative of the school. Participation in co-curricular activities, including but not limited to clubs and interscholastic teams, is considered to be a privilege. Because these students represent our school, the standard of student conduct is necessarily high and without exception.

**CLUBS/ORGANIZATIONS**

Students are strongly encouraged to become involved in school activities. In general, clubs and organizations meet before or after school. Specific information on membership and participation will be in the announcements and posted on the office bulletin board.

**Interscholastic Athletics****IESA**

Eligibility for most athletics is also governed by the rules of the IESA and, if applicable, these rules will apply in addition to Unit 5's Athletic Code of Conduct. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

**ATHLETIC ELIGIBILITY**

Eligibility will be determined for all students who are involved in athletic activities. If a student is receiving a score for a course that indicates a lack of evidence of progressing towards mastery he/she will be ineligible to participate in athletic contests during the following week. Coaches may establish stricter eligibility rules for their respective sport. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director's office.

**PROCEDURE FOR INELIGIBLE STUDENT**

Students declared academically ineligible will not participate in athletic contests. They may be required to practice, required to study at school during practice time, or not allowed to remain at school during practice time. Ineligible students may not dress for athletic contests; however, they may sit on the bench in street clothes. This will be at the coach's discretion. The ineligible-to-participate period is from 8:45 a.m. Monday to 8:45 a.m. the next Monday.

**REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS**

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity (including try-out):

- A copy of the student's birth certificate.
- A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and

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- A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
- Proof the athlete is covered by medical insurance; and
- A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
- Other information as requested by the administration.

### **DUAL PARTICIPATION GUIDELINES**

If a student participates in two or more overlapping IESA sports or one IESA sport combined with cheerleading or pompoms, the athletic director or designee will meet with the coaches and students involved to determine a reasonable practice and game participation schedule for the student.

The athletic director or designee will make every effort to ensure that the student has every opportunity to successfully participate in dual activities without compromising the integrity of the activities.

#### **GIRLS ATHLETICS**

Basketball  
Cheerleading  
Cross Country  
Dance  
Softball  
Track  
Volleyball

#### **BOYS ATHLETICS**

Baseball  
Basketball  
Cross Country  
Track  
Wrestling

### **ATHLETIC CODE**

It is the policy of the McLean County Unit 5 School District that any student engaging in gross disobedience or misconduct, or possessing or consuming alcoholic beverages and/or drugs, possessing or consuming over the counter chemical substances or engaging in illegal or other inappropriate behavior which reflects poorly on the school and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions including, but not limited to, immediate suspension from the team or club for which the student is currently participating. The Building Principal or designee, team coach or club sponsor, Associate Principal or designee, student, parent/guardian, student's counselor and the Athletic Director as appropriate will announce the disciplinary sanctions and/or suspension at a conference that may be attended. Refer to Athletic Code in the Appendix.

### **DRUGS, ALCOHOL AND TOBACCO**

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

The possession, use, consumption, distribution, purchase, or sale of any substance, including, but not limited to, alcoholic beverages, drugs (prescription, over the counter and/or illegal), drug paraphernalia, controlled substances, marijuana, look-alike drugs, tobacco products, e-cigarettes, or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the aforementioned, regardless of the true nature or the appearance of the substance,

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is prohibited in school buildings, school buses, and on all other school property or school related events at any time, except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor. See the "Medication at School" section of the handbook for appropriate use of prescription and over the counter medicine at school.

### ***RULES IN EFFECT***

The rules set forth in the Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

### ***STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES***

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### ***ABSENCE FROM SCHOOL ON DAY OF ACTIVITY***

Any athlete who is absent from school on the day of an activity is ineligible to participate in or attend any after school activity unless the absence has been approved in writing by Building Administrator. Exceptions may be made by the Building Administrator. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the discretion of the Building Administrator.

### ***TRAVEL***

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

### ***BEHAVIORAL CONDUCT***

Misconduct by students involved in co-curricular activities including athletics will not be tolerated. Misconduct shall include but shall not be limited to:

- Insubordination; or
- Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- Any behavior which disrupts the appropriate conduct of a school program or activity; or
- Hazing, bullying, or harassment of any kind; or
- Use of profanity; or
- Exhibition of bad sportsmanship; or
- Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials. Refer to the Athletic Code in the Appendix.

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## Cross References:

Board Policy 6.190, *Co-Curricular Activities*Board Policy 7.240, *Conduct Code for Participants in Co-Curricular Activities***SECTION 11 - SPECIAL EDUCATION****OVERVIEW**

It is the intent of Unit 5 to ensure that students who are disabled within the definition of Section 504 of the *Rehabilitation Act of 1973* or the *Individuals with Disabilities Education Act* are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. 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. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

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 (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

\_\_\_\_\_ (name)  
 \_\_\_\_\_ (phone number)  
 \_\_\_\_\_ (office location)

***Child Find Responsibility***

Our school actively seeks out and identifies all students from 9th to 12th grade or through age 21 who may be eligible for special education and related services. Procedures include ongoing review of each child’s performance and progress by teachers and other professional personnel, in order to refer those children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting, suggesting that they may be eligible for special education and related services.

When a staff member concludes that an individual is in need of referral for an evaluation based on factors such as a child’s educational progress, interaction with others, or other functioning in the school environment, the member shall refer the student to the building based intervention team for consideration of an individual evaluation.

***Related Service Logs***

For a child with an individualized education program (“IEP”), the school district must create related service logs that record the type of related services administered under the child’s IEP and the minutes of each type of related service that has been administered. The school will provide a child’s parent/guardian a copy of the related service log at the annual review of the child’s IEP upon request and at any other time upon request.

## Cross Reference:

Board Policy 6.120, *Education of Children with Disabilities*

## **MISCONDUCT BY STUDENTS WITH DISABILITIES**

### **BEHAVIORAL INTERVENTIONS**

Behavioral interventions shall be used with children 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.

### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS**

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") and the Illinois State Board of Education's rules when disciplining a child with a disability as defined under IDEA. No child with a disability shall be expelled if the child's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Cross Reference:  
Board Policy 7.230, *Misconduct by Students with Disabilities*

### **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

A student in grades 6-8 who is eligible for special education may be excused from physical education courses if:

- The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
- The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

Cross Reference:  
Board Policy 6.310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

### **REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION**

The parent/guardian 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 school principal.

Cross Reference:  
Board Policy 6.120, *Education of Children with Disabilities*  
Exhibit 6.120-AP2, *E1 Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*

## **SECTION 12 - STUDENT RECORDS & PRIVACY**

### **STUDENT PRIVACY PROTECTIONS**

#### **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/guardian 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.

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**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:

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

The student’s parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

**INSTRUCTIONAL MATERIAL**

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

**Cross References:**Board Policy 7.15, *Student and Family Privacy Rights*Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored, except as provided in:

1. Writings or other recorded information maintained by an employee of a school for his or her exclusive use, provided they are destroyed not later than the student’s graduation or permanent withdrawal, and are not released or disclosed to any other person except a temporary substitute.
2. Information maintained by law enforcement professionals working in the school.

**CATEGORIES OF SCHOOL STUDENT RECORDS**

The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after the a student has transferred, graduated or otherwise permanently withdrawn.

A student’s permanent record contains the following information:

- (1) Basic identifying information;
- (2) Academic transcript;
- (3) Attendance record;
- (4) Accident reports and health record;
- (5) Record of release of permanent record information; and
- (6) High school State assessment test scores;

And may also consist of:

- (7) Honors and awards received; and
- (8) Participation in co-curricular activities or athletics.

A student’s temporary record contains the following information:

- (1) A record of release of temporary record information;
- (2) Elementary State assessment test scores;
- (3) Completed home language survey form;
- (4) Information regarding serious infractions that resulted in discipline; and
- (5) Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act;

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And may also consist of:

- (7) Family background information;
- (8) Intelligence test scores, group and individual;
- (9) Aptitude test scores;
- (10) Reports of psychological evaluations;
- (11) Elementary and secondary achievement level test results;
- (12) Participation in co-curricular activities or athletics;
- (13) Honors and awards received;
- (14) Teacher anecdotal records;
- (15) Other disciplinary information;
- (16) Special education files;
- (17) Any verified reports or information from non-educational persons, agencies or organizations; and
- (18) Other verified information of clear relevance to the education of the student.

### **INSPECTION AND ACCESS**

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school 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 object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent/guardian.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The district may prohibit a parent's or student's access to confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition.

A parent's or student's request to inspect and copy records must be granted within a reasonable time, and in no case later than ten (10) school days after the date of receipt of such request.

### **CONFIDENTIALITY**

School student records are confidential and information contained therein will not be released other than as provided by law. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

- (1) To a parent/guardian, student, or authorized representative;
- (2) To an employee of the district with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
- (3) To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
- (4) To any person for the purpose of research, statistical reporting, or planning;
- (5) Pursuant to a court order;
- (6) To any person as specifically required by State or federal law;
- (6.5) To juvenile authorities when necessary for the discharge of their official duties;
- (7) To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- (8) To any person, with the prior specific dated written consent of the parent;
- (9) To a governmental agency in furtherance of an investigation of a student's school attendance;
- (10) To SHOCAP committee members who fall within the meaning of "state and local officials and authorities" for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; or

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- (11) To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
- (12) To the Illinois State Board of Education or another State government agency in order to audit federal and State programs or perform research and planning.

Information may not be released pursuant to subparagraphs (3) or (6) above unless the parent/guardian receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

### **CHALLENGING STUDENT RECORDS**

The parent/guardian may challenge any entry in their child's school student records except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Challenges can be made on the basis of:

- 1) Accuracy;
- 2) Relevance; or
- 3) Propriety

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parent/guardian will be scheduled within 15 school days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parent/guardian and school officials. The hearing officer will notify parent/guardian and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

- (1) The right to present evidence and to call witnesses;
- (2) The right to cross-examine witnesses;
- (3) The right to counsel;
- (4) The right to a written statement of any decision and the reasons therefore;

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parent/guardian and the school district no later than 10 school days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent/guardian appeals, the parent/guardian shall so inform the school and within 10 school days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and issue a written decision to the parent/guardian and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

### **DIRECTORY INFORMATION**

The District routinely discloses "directory" type information without consent. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parent/guardian names and addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

### **DESTRUCTION OF SCHOOL STUDENT RECORDS**

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The District destroys school student records when it is no longer required to maintain them. Before any school student records are destroyed or information deleted therefrom, the parent of the child to whom those records pertain will be given reasonable prior notice at his or her last known address and an opportunity to copy the records and information proposed to be destroyed or deleted.

### **ADVERSE ACTION**

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 that the individual may obtain through the exercise of any right secured under the School Student Records Act.

Cross References:  
Board Policy 7.15, *Student and Family Privacy Rights*  
Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

## **SECTION 13 - PARENTAL RIGHTS & NOTIFICATIONS**

### **TEACHER QUALIFICATIONS**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Cross Reference:  
Board Policy 5.190, *Teacher Qualifications*

### **STANDARDIZED TESTING**

Students and parents/guardians should be aware that students in grades 6-8 will take the PARCC Assessment in March/April.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

Cross Reference:  
Board Policy 6.340, *Student Testing and Assessment Program*

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**HOMELESS CHILD'S RIGHT TO EDUCATION**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian 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.

## Cross References:

Board Policy 6.140, *Education of Homeless Children*Administrative Procedure 6.140-AP1, *Education of Homeless Children***SEX EDUCATION INSTRUCTION**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent/guardian submits a written objection. The parent or guardian'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/guardians may examine the instructional materials to be used in any district sex education class or course.

## Cross References:

Administrative Procedure 6.60-AP1, *Comprehensive Health Education Program*Exhibit 6.60-E1, *Notice to Parents/Guardians of 8<sup>th</sup> Grade Students Enrolled in Family Life and Sex Education Classes*

The District offers opportunities for English learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

## Cross Reference:

Board Policy 6.160, *English Learners***SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act permits employed parents/guardians, 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. Letters verifying participation in this program are available from the school office upon request.

**PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents/guardians 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 Operations for the district.

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

## Cross Reference:

Administrative Procedure 4.160-AP1, *Environmental Quality of Buildings and Grounds***MANDATED REPORTERS**

All school personnel, including teachers and administrators, 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.

## Cross Reference:

Board Policy 5.90, *Abused and Neglected Child Reporting*

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**ASBESTOS MANAGEMENT PLANS**

In accordance with the Asbestos Hazard Emergency Response Act, Unit 5 has developed and submitted an asbestos management plan for each Unit 5 school. Copies of a school's management plan are available at the administrative office of the school district and at the school's office. These management plans are available for your inspection during normal business hours Monday through Friday, and during other times by special arrangement.

**TRANSFER TO ANOTHER SCHOOL**

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Cross References:  
Board Policy 4.170, *Safety*

**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 for in the following circumstances as they relate to the individual's child(ren):

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 school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above, he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property.

It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Cross References:  
Administrative Procedure 4.170-AP2, *Criminal Offender Notification Laws*

**VIOLENT OFFENDER COMMUNITY NOTIFICATION**

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police's website. The Illinois State Police website contains the following:

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)  
Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)  
Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

Cross Reference:  
Exhibit 4.175-AP1, E1, *Informing Parents About Offender Community Notification Laws*

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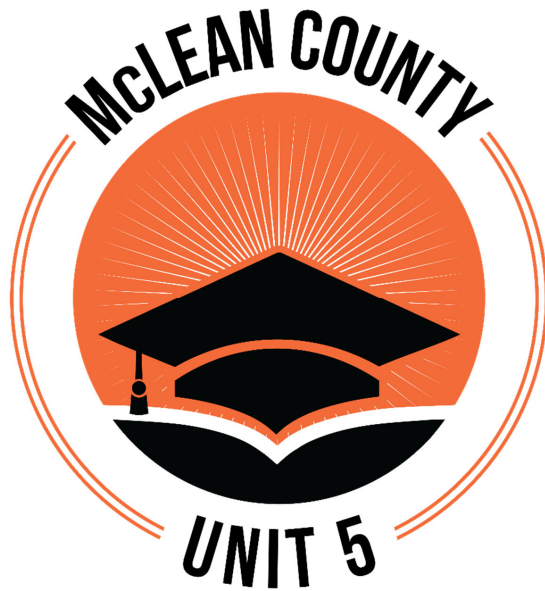
# McLean County Unit District No. 5

## Junior High School Handbook

### APPENDIX

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***PROCEDURE SUPERVISED\* SELF-ADMINISTRATION OF MEDICATION***  
**McLean County Unit District No. 5**

If a student must receive prescription or non-prescription medication at school, a written request completed by both the licensed prescriber (physician, dentist, podiatrist, advanced practice nurse, or physician assistant) and the parent or guardian must be on file at the school. The appropriate form is available at each school office and in the offices of all licensed prescribers and emergency rooms in the McLean County area.

In the absence of a licensed registered nurse at the school, the student will SELF-ADMINISTER the medication under the supervision of the school principal or a designee.

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Students are not allowed to carry any medication on their person. Exceptions will be allowed only with the approval of the school principal and the certified school nurse.

All medications must be kept locked in the nurse’s office or in the school office.

All prescription medication must be in the original container labeled by the pharmacist or licensed prescriber. The label must include:

- Name of Student**
- Name of Medication**
- Dosage**
- Time to be Taken**
- Prescriber’s Name**
- Date**

Non-prescription medication must be in the original labeled container with the student’s name affixed to the container.

No medication will be provided by the school.

Unless ordered for a short term, all requests for self-administration of medication will expire at the end of the school year. If the parent/guardian does not pick up any unused medication, the certified school nurse shall dispose of the medication in the presence of a witness and both shall document that act.

\*With the exception of an asthma rescue inhaler where the “parent agreement for child to carry asthma inhaler medication” form is on file at the school.

**TITLE IX – CIVIL RIGHTS****McLean County Unit District No. 5**

In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX, *“No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..”*

**Title IX Grievance Procedure**

1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five (5) working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student’s file or an employee’s personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

“McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil Rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law in any of its educational programs, admissions, or employment policies.”

**Concerns regarding this policy should be referred to:**

Board of Education Office  
1809 W. Hovey  
Normal, IL 61761  
309/557.4400

The Title IX Coordinators and 504 Coordinator may be reached at the same address.  
Attorney for the District - Title IX Coordinators  
Attorney for the District - 504 Coordinator

## **ONLINE PRIVACY STATEMENT**

### **McLean County Unit District No. 5**

#### **Online Privacy Statement**

The District respects the privacy of all website visitors to the extent permitted by law. This *Online Privacy Statement* is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

#### **Network Traffic Logs**

In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, and detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

#### **Website Visit Logs**

District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

#### **Cookies**

Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

#### **Information Voluntarily Provided by You**

In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally

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identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each Web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the system administrator, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

**Web Links to Non-District Websites**

District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this *Online Privacy Statement*; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator.

**WAIVER OF STUDENT FEES****McLean County Unit District No. 5**

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provision for assisting parents/guardians to complete the application are available.

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or Building Principal will give additional consideration where one or more of the following factors are present:

- Illness in the family.
- Unusual expenses such as fire, flood, storm damage, etc.
- Seasonal unemployment.
- Emergency situations.
- When one or more of the parents/guardians are involved in a work stoppage.

The parents/guardians shall submit written evidence of eligibility for waiver of the student's fee.

The principal will notify the parents/guardians promptly as to whether the fee waiver request has been granted or denied. A principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board by submitting the appeal in writing to the Board within 14 days of the denial. The Board shall respond within 14 days of receipt of the appeal. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the principal's office.

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**INTERSCHOLASTIC ATHLETIC ACTIVITY CODE**

The McLean County Unit District No. 5 Board of Education believes that athletics are an extension of the educational process for its student athletes. In order to enjoy the privilege of participating in athletics at the Unit 5 schools, each student-athlete and parent/guardian should read and understand the following stipulations. The parent/guardian and student-athlete signatures on the student-athlete's Athletic Permission/Record form must be present before participation will be allowed in any practice, game or other activity.

1. The student-athlete must be deemed eligible which means the student is doing passing work in all classes.
2. The student – athlete must have a valid physical examination on file in the school office before the beginning of practice. This exam must be current, i.e. dated less than 395 days from the end of the season in which the student-athlete is to participate.
3. The student-athlete must have purchased the student accident insurance or have on file in the Athletic Director's office a form which verifies adequate coverage by a family or group policy. It is understood that McLean County Unit District No. 5 does not assume financial responsibility for accidents incurred in athletics. It should also be clarified that complete coverage by any single policy is highly improbable; therefore the policy covering any student-athlete should be fully understood prior to participation. There is a special insurance rider, in addition to student accident insurance, available to cover football players (purchase optional).
4. Student-athletes must abide by the conduct code for the activity and Board Policy 7.190 at all times. Student-athletes engaging in gross disobedience or misconduct or engaging in illegal or inappropriate behavior which reflects poorly on Unit 5 and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions, including but not limited to, immediate suspension from the athletic team in which the student is currently participating.
5. Possession and/or use of tobacco products, alcoholic beverages, controlled substances and/or related paraphernalia at any time, or aiding and/or abetting others to possess or use, after the very first practice as a Unit 5 student-athlete will be considered as a reason for suspension/removal from an athletic team. Suspension will be defined as not participating in competition. Attendance at any activity involving the illegal use of alcohol, controlled substances or tobacco may result in an investigation leading to an athletic code violation. The following conditions will apply in any situation in which a violation occurs.
  - *First Violation:* A conference will be held including the student-athlete and Athletic Director. Coaches and additional administrators may be involved. Parents/guardians will be contacted following the outcome of the conference. The student-athlete will be suspended from the team for the equivalent of one-fourth (1/4) of the regular season games.
  - *Second Violation:* A conference will be held including those same parties who met as a result of the first violation. The student-athlete will be suspended from the team for the equivalent of one-half (1/2) of the regular season games.
  - *Third Violation:* The student-athlete is removed from all Unit 5 athletic programs for the duration of the student's high school career. A conference will be scheduled by the Athletic Director to ensure a review process for the student and parents/guardians.
6. Unauthorized possession or use of medication or over-the-counter chemical substances by a student-athlete, including but not limited to giving other students medication or over-the-counter chemical substances not prescribed for them, or taking improper dosages of medication or over-the-counter chemical substances, will be subject to appropriate disciplinary action. In season or out of season: suspension from the team for the equivalent of one-fourth of the entire season. Subsequent violations will result in progressive consequences as outlined above in #4.
7. Coaches may establish additional rules for their respective sports, including rules for conduct. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director's office.
8. The student-athlete agrees to care for and be responsible for school equipment issued and used. Necessary restitution must be made whenever loss or damage is the student-athlete's responsibility.
9. The student-athlete agrees to comply with all rules and regulations established by the Elementary School Association and the Junior High School Handbook of McLean County Unit District No. 5 schools. Refer to Section 10 of the handbook.
10. A season begins with the first day of practice and extends through the final competition for members of that team. To be eligible for an award, a student-athlete must complete the season in good standing.
11. All rules established by this Athletic Permit will be in effect continually, year round, until the student-athlete completes eligibility or graduates, whichever is later.

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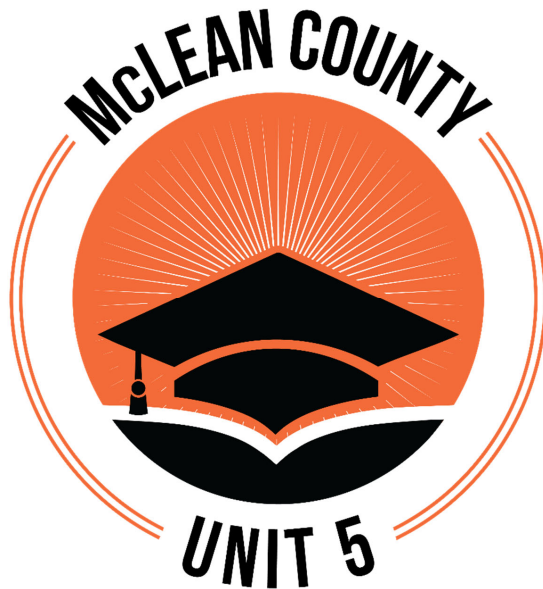
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Approved by Board of  
Education 4/24/2019

# McLean County Unit District No. 5

## Junior High School Handbook

### PARENT/STUDENT FORMS



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**Exhibit - McLean County Unit District No. 5**

***AUTHORIZATION TO PROVIDE DIABETES CARE, RELEASE OF HEALTH CARE INFORMATION, AND  
ACKNOWLEDGEMENT OF RESPONSIBILITIES***

As provided by the Care of Students with Diabetes Act, I hereby authorize McLean County Unit District No. 5 and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, \_\_\_\_\_, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up-to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s), \_\_\_\_\_ to representatives of Unit 5. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, \_\_\_\_\_, and who may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.

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**McLean County Unit District No. 5**  
**District 87/Unit 5**



**MEDICATION AUTHORIZATION FORM**

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
(Last, First, Middle Initial)

As the parent/guardian, I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, under exceptional circumstances, medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, administrative designee, or self-administered by a student. I further release my child's school district, its Board of Education, and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of said medication.

Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

I request that my child be assisted in taking the medications(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me and my physician (see below). I further consent to the sharing of relevant medical information between the school and the physician's office.

Date	Parent/Guardian Signature	Home Phone	Emergency Phone
------	---------------------------	------------	-----------------

*For parent(s)/guardian(s) of students who need to carry asthma medication or an EpiPen:*  
I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector while in school, at a school-sponsored activity, under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication (105 ILCS 5/22-30).  
*If you agree please initial:* \_\_\_\_\_

<b>PRINTED PHYSICIAN'S NAME:</b>
<b>PHYSICIAN'S ADDRESS:</b>
<b>PHONE:</b>
Medication:
Purpose of Medication/Diagnosis:
Form: (i.e. tab, injection, etc.)
If medicine to be given "when needed." Describe indications:
How soon can it be repeated?
Is child authorized to medicate herself/himself?
List significant side effects:
Length of time this treatment is recommended:
Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition that may arise at school?
Yes                      No

\_\_\_\_\_  
Date    Physician's Signature **Only**    Physician's Telephone

Nurse's Initials \_\_\_\_\_

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_____ Junior High School <b>Athletic Permission Record and Student Information 2020-2021</b>	<b>This box is for office use only</b> Fall Sport _____ Physical Date _____ Winter Sport _____ Spring Sport _____ Obligation _____
---	---

**ATHLETIC PERMISSION RECORD**

**Please Print Legibly**

\_\_\_\_\_  
 Student Name

6 7 8  
 Circle School Year:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Birth Date (mm-dd-year)

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City

\_\_\_\_\_  
 Zip

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 City

\_\_\_\_\_  
 Zip

\_\_\_\_\_  
 Parent/Guardian Name

\_\_\_\_\_  
 Phone #

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Emergency Contact

\_\_\_\_\_  
 Relationship

\_\_\_\_\_  
 Phone #

\_\_\_\_\_  
 Family Doctor

\_\_\_\_\_  
 Phone #

\_\_\_\_\_  
 Hospital Choice

Any Current or Recurring Medical Conditions? Explain: \_\_\_\_\_

List Medication(s) Being Taken: \_\_\_\_\_

Surgeries, Injuries, Physical Activity Restrictions (brief description and dates): \_\_\_\_\_

\_\_\_\_\_

- Heart condition
- Diabetes
- Asthma
- Requires child to self-administer medication
- Epilepsy
- Allergies:
- Requires student to carry EpiPen®
- Other \_\_\_\_\_

Board policy 7.300 requires each student provide proof of accident insurance coverage. Please provide the following information:

Name of Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Does this student reside full time with parent, custodial parent or court appointed legal guardian?

Yes \_\_\_\_\_ No \_\_\_\_\_

Is this student new to Unit 5 this year? Yes \_\_\_\_\_ No \_\_\_\_\_

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## CONCUSSION INFORMATION SHEET

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works.

Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious.

You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to appear fully. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

### Symptoms may include one or more of the following:

- Headache
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish, hazy or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- Don’t “feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

### Signs observed by teammates, parents and coaches include:

- Appears dazed or stunned
- Vacant facial expression
- Confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily or is uncoordinated
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

### What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of a concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury.

There is an increased risk of significant damage from a concussion for a period after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences.

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**CONCUSSION SIGN-OFF FORM**

It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student athlete’s safety.

**If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately.

No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours.

IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion, or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

In accordance with State law, all IHSA member schools are required to follow this policy.

You should also inform your child’s coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

Insist that safety comes first.

For current and up-to-date information on concussions, you can go to:  
<http://www.cdc.gov/headsup/youthsports/index.html>

Printed Name of Student Athlete	Signature of Student Athlete	Date

Printed Name of Parent/Legal Guardian	Signature of Parent/Legal Guardian	Date

Cross Reference:  
 Board Policy 7.305, *Student Concussions and Head Injuries*

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**CONCERN RESOLUTION FORM**  
**McLean County Unit District No. 5**  
**1809 W. Hovey Avenue, Normal, IL 61761**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ (dd/mm/yyyy)

Address: \_\_\_\_\_  
Street City Zip Code

Phone(s): Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Parties Involved: \_\_\_\_\_

Concern Involves (please explain/use the back side if additional space is needed):

Facilities (Building, Playground, Parking Area, etc.): \_\_\_\_\_

Personnel: \_\_\_\_\_

Transportation: \_\_\_\_\_

Other: \_\_\_\_\_

What will define success in resolving this concern for you? Please prioritize the outcomes you want.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

The completed form should be forwarded to the building or area supervisor. Typically, this would be the principal of the school involved with the issue.

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**EXHIBIT - ACCEPTABLE USE LETTER TO PARENT/GUARDIANS**

Dear Parents/Guardians:

We have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world,
- Information from government sources, research institutions, and other sources,
- Discussion groups, and
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Student Acceptable Use for Electronic Networks* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization of Acceptable Use of Electronic Networks* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form and return it to your school.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Print Name:** \_\_\_\_\_

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Exhibit - McLean County Unit District No. 5

**STUDENT AUTHORIZATION OF ACCEPTABLE USE OF ELECTRONIC NETWORKS**

**User Signature of Agreement:**

I understand any violations to the *Student Acceptable Use of Electronic Networks* procedure, when using the district electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action. I therefore agree to maintain required standards and to report any misuse of the electronic information resources to a systems administrator.

I also agree to fully disclose to my teacher/administrator all Internet/Intranet publishing activities on school network systems and web servers. I understand that files, documents, projects and information stored on my network storage location will be deleted annually and any attempt to keep or save completed work is the sole responsibility of the student at the time of completing work.

Misuse may include, but is not limited to: any messages, information or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described in the Student Acceptable Use of Electronic Networks procedure.

***I have read the Acceptable Use of Electronic Networks section of the Student Handbook and understand that Internet sites are filtered and that my district electronic information resource accounts, files, email, and telephony resources may be monitored or reviewed. I hereby agree to comply with the above described conditions of acceptable use.***

User Name (Please Print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian Signature of Agreement:**

*I have read and fully understand the Acceptable Use of Electronic Networks section of the Student Handbook. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board of Education, for any harm caused by materials or software obtained via district networks. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Student Authorization of Acceptable Use of Electronic Networks Agreement with my child. I hereby request that my child be allowed access to the District's computer hardware, software and networked computer services, such as electronic mail and the Internet, unless otherwise stipulated.*

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use Only:**

Date Received for File: \_\_\_\_\_ By: \_\_\_\_\_

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### Middle School 1:1 Laptop Program Agreement

2020-2021



In addition to the provisions of the McLean County Unit District No. 5 *Student Acceptable Use of Electronic Networks Policy* and *Administrative Procedures (6.235* of the district’s Policy Manual), each of the following conditions apply to students participating in the 1:1 Laptop Program.

1. Students will bring their laptops to school each school day with the batteries fully charged.
2. Students will keep their laptops in a secure location when not using them.
3. Use of protective laptop case is required. Students must provide their own laptop case that is padded and has a strap for carrying between classes. Cases must fit a 14.1 inch or larger laptop computer.
4. Students will keep their laptops clean. Stickers or other items are not to be attached to the laptop.
5. Students should backup any personal data placed on the laptop in the event of a hardware/software failure or scheduled maintenance, as Unit 5 is not liable for this content.
6. Students must immediately report all malfunctions, damage, or loss of a computer to a classroom teacher, administrator or school office personnel.
7. Students are to use their laptops during the school day only for school-related purposes.
8. Unit 5 is the sole owner of the laptop, laptop case (if school issued), and all school software.
9. Unit 5 staff may, at any time, review, modify or remove any data that is found on the laptop.
10. Passwords issued to students are to be kept private and not disclosed to anyone, other than a parent/guardian.
11. Parents will be responsible to monitor student use of the laptop outside of the school day.

\_\_\_\_\_  
*Student Name (print)*

As the parent or guardian of this student, I have read and agree to the provisions and conditions of this agreement. I understand that it is impossible for Unit 5 to restrict access to all controversial or inappropriate materials, and I will not hold the school responsible for materials acquired at school or at home. I understand that any violations of the above provisions, by this student may result in disciplinary action.

\_\_\_\_\_  
*Parent/Guardian Name (print)*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

March, 2016

McLean County Unit District No. 5

# High School Handbook

2021-2022

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Normal Community High School  
Normal Community West High School

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**McLean County Unit District No. 5  
Normal Community High School**

3900 East Raab Road  
Normal, Illinois 61761  
Main Line: (309) 557.4401  
Attendance Line: (309) 557.4450  
Fax: (309) 557.4502  
Web address: [www.unit5.org/nchs](http://www.unit5.org/nchs)

Mr. Trevor Chapman, Principal  
Mrs. Nicole Maurer, Associate Principal  
Mr. Jeff Barnard, Assistant Principal (Last Names Beginning with A-G)  
Ms. Courtney McClure, Assistant Principal (Last Names Beginning with H-O)  
Mrs. Natalie Shumaker, Assistant Principal (Last Names Beginning with P-Z)  
Mrs. Wendy Davis, Assistant Principal  
Nic Kearfott, Athletic Director

**McLean County Unit District No. 5  
Normal Community West High School**

501 North Parkside Road  
Normal, Illinois 61761  
Main Line: (309) 557.4402  
Attendance Line: (309) 557.4451  
Fax: (309) 557.4503  
Web address: <http://www.unit5.org/ncwhs>

Mr. Dave Johnson, Principal  
Mrs. Angie Codron, Associate Principal  
Mrs. Rebecca Frangella (Last Names Beginning with A-G)  
Mr. Terry Gliege, Assistant Principal (Last Names Beginning with H-O)  
Mr. Brandon Caffey, Assistant Principal (Last Names Beginning with P-Z)  
Mr. Wes Temples, Athletic Director

Deleted: Mrs. Elisa Palmer

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Dear Unit 5 Community Members,

Unit 5’s commitment to respecting diversity in all of its forms is vital to attaining the District mission of “educating each student to achieve personal excellence.” The district remains dedicated to expanding awareness of diversity issues; engaging in proactive diversity planning; and maintaining a welcoming, effective learning environment. With the assistance of the Unit 5 Diversity and Inclusion Committee, the district will continue to establish and achieve diversity goals that will enrich our educational community.

Thank you for your involvement in and contributions to our efforts.

Sincerely,

Dr. Kristen Kendrick-Weikle  
Superintendent

Dayna Brown  
Director Communications/Community Relations  
Diversity Officer

**McLean County Unit District No. 5 Mission Statement**

“Unit 5 will educate each student to achieve personal excellence.”

## McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue ~ Normal, IL 61761-4339  
 Phone: 309.557.4400 ~ Fax: 309.557.4501  
 Web: [www.unit5.org](http://www.unit5.org) General E-mail: [district@unit5.org](mailto:district@unit5.org)

### Superintendent Office

Dr. Kristen Kendrick-Weikle, Superintendent 557.4400

Michelle Lamboley, Assistant Superintendent 557.4400

Dayna Brown, Director of Communications/Community Relations 557.4400

Kim Stewart Assistant to the Superintendent, Clerk of Board 557.4400

### Curriculum Department

Michelle Lamboley, Executive Director of Special Services 557.4400

Carrie Chapman, Director of Special Education 557.4400

Maureen Backe, Director of Elementary Education 557.4400

Dan Lamboley, Director of Secondary Education 557.4400

Darrin Cooper, Director of Teaching and Learning 557.4400

Leslie Romagnoli, Director of Multilingual Services 557.4400

Dr. Kristal Shelvin, Director of Diversity, Equity & Inclusion 557.4400

Kris Pennington, Early Learning Coordinator 557.4400

### Human Resources

Roger Baldwin, Director of Human Resources 557.4400

Monica Wilks, Human Resources Coordinator 557.4400

### Legal

M. Curt Richardson, Attorney for the District 557.4400

### Finance

Martin Hickman, Chief Financial Officer 557.4400

Thomas Hoerr III, Director of Financial Services 557.4400

Jeff Malinowski, Payroll Administrator 557.4400

### Technology

David Schumer, Director of Technology 557.4400

### Operations

Joe Adelman, Director of Operations 557.4103

Doug Johnson, Supervisor – Maintenance/Grounds Services 557. 4103

Craig Montgomery, Supervisor – Custodial Services 557. 4103  
 JoAnna Rewert, Director of Food Service 557.4437

## General School Information

### Introduction

This handbook is offered to provide students and parents/guardians with basic information about Unit 5 High Schools, and to explain the various procedures students should follow when attending classes, conducting school business or attending school related activities on or off campus. Students will be held responsible for knowing and following all procedures, policies and regulations. **Unit 5 administration reserves the right to change rules as needed in order to maintain a safe and orderly learning environment. Keep this handbook available as a reference. Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see the Board’s comprehensive policy manual on the District’s website [www.unit5.org/board/policies/](http://www.unit5.org/board/policies/) or at the Board office, located at 1809 West Hovey Avenue, Normal, Illinois for current information.**

### Bulletin Boards, Signs and Posters

No notices, posters, signs, or announcements may be displayed on bulletin boards, walls, lockers, windows or doors without specific permission of one of the Assistant Principals. Violations will result in possible school disciplinary consequences.

### Closed Campus

Unit 5 High Schools have a closed campus policy, which requires the students to remain at school for the entire school day. Students may only leave campus to participate in approved curricular related activities including but not limited to work program, internships, blended courses, and off-campus courses.

### Deliveries

Office personnel will not accept or be responsible for deliveries of outside items (gifts, flowers, balloons, etc.) to students.

### Distribution of Printed Material

No printed newspapers, bulletins, pamphlets or other published materials may be distributed on school property without specific permission of one of the Assistant Principals. Violations will result in possible school disciplinary consequences.

### Emergency Procedures

Plans have been made to protect your safety when emergencies occur. Become familiar with fire exit plans posted in each of your classrooms. In any emergency, silence and complete cooperation with teachers' instructions are essential. When evacuating the building or moving to a shelter area, walk rapidly but do not run. ↓

In the case that students need to be evacuated from the high schools, the parent/guardian/student reunification site would be Eastview Christian Church for NCHS & NCWHS.

### Equal Educational Opportunities Statement

It is the policy of McLean County Unit District No. 5 that its educational programs, activities, services and benefits will be provided to students without discrimination on the basis of color, race, nationality, gender, handicapping condition, or other factors prohibited by law.

McLean County Unit District No. 5 does not discriminate on the basis of actual or potential marital or parental status, and no student in the District shall be subjected to sexual intimidation or sexual harassment by any school employee, by other students or, by the effect of any school policy or practice. Concerns regarding this policy may be directed to the Title IX of Section 504 Coordinator at 557-4400.

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¶

**July 2020¶**  
 Registration¶

¶

**August 2020¶**  
 17, 18 Institute Days - *No School*¶  
 19 First Full Day of School¶

¶

**September 2020¶**  
 7 Labor Day - *No School*¶  
 18 NCHS Homecoming¶  
 23 Teacher Institute – *No School*¶  
 25 West Homecoming¶

¶

**October 2020¶**  
 12 Columbus Day - *No School*¶  
 16 End of 1st Grading Period (6 - 12)¶  
 23 Parent-Teacher Conferences - *No School* ¶

¶

**November 2020¶**  
 25-27 Thanksgiving Vacation - *No School*¶

¶

**December 2020¶**  
 18 Last Day before Winter Break¶  
 18 End of 2nd Grading Period and 1st Semester (6 - 12)¶

¶

**January 2021¶**  
 4 Teacher Institute – *No School*¶  
 5 School Resumes from Winter Break¶  
 18 Dr. Martin Luther King’s Birthday - *No School*¶

¶

**February 2021¶**  
 15 President’s Day - *No School*¶  
 16 School Improvement Day - *No School*¶  
 26 Progress Reports (K-5)¶

¶

**March 2021¶**  
 12 End of 3rd Grading Period (6 - 12)¶  
 19 Last Day before Spring Break¶  
 29 School resumes From Spring Break¶

¶

**April 2021¶**  
 9 School Improvement Day - *No School*¶  
 10 Board Holiday – *No School*¶

¶

**May 2021¶**  
 29 Graduation ¶  
 31 Memorial Day - *No School*¶

¶

**June, 2021¶**  
 3 Last Day of School. SIP half day\*¶

¶

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TITLE IX – Civil Rights. In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX, “No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### Title IX Grievance Procedure

1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student’s file or an employee’s personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

*“McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil Rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, other factors prohibited by law in any of its education programs, admissions, or employment policies.”*

Concerns regarding this policy should be referred to:

Board of Education Office  
1809 West Hovey Avenue  
Normal, IL 61761  
309-557-4400

The Title IX Coordinators and 504 Coordinator may be reached at the same address.

### Fees

The district establishes fees and charges to fund certain school activities. Some students may not be able to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or student’s family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

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Pursuant to the Hunger-Free Students’ Bill of Rights Act, the school is required to provide a federally reimbursable meal to a student who requests one, regardless of whether the student has the ability to pay for the meal or owes money for earlier meals. Students may not be provided with an alternative meal and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay or owes money for a meal.

**Fees for ~~2021-2022~~ School Year**

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<u>All Grades</u>	<u>\$ 155.00</u>
<u>Parking – NCHS &amp; NCWHS</u>	<u>\$ 60.00 – For all School Year</u>
	<u>\$ 30.00 – For Second Semester Only</u>
<u>Activity Ticket (Optional)</u>	<u>\$ 20.00</u>
<u>Activity Fee</u>	<u>\$ - 85.00 (Per-Activity)</u>
<u>Driver’s Education</u>	
<u>Behind-the-Wheel</u>	<u>\$ 300.00</u>
<u>Classroom Instruction</u>	<u>\$ 100.00</u>
<u>Technology Fee</u>	<u>\$ 55.00</u>
<u>1:1 Device Rental Fee</u>	
<u>Grade 9 - 12 (Chrome Book)</u>	<u>\$ 0</u>
<u>Breakfast Prices</u>	<u>\$ 1.50</u>
<u>Reduced</u>	<u>\$ 0.30</u>
<u>Lunch Prices</u>	
<u>Tier 1</u>	<u>\$ 2.40</u>
<u>Tier 2</u>	<u>\$ 3.00</u>
<u>Reduced</u>	<u>\$ 0.40</u>
<u>Extra Milk</u>	<u>\$ 0.55</u>

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**Fund-Raising Activities**

All fund-raising activities must be approved in writing by the administration. Fundraising will only be approved for school related clubs, teams, or organizations. Sale of fund-raising items may not be done in classrooms or in any manner that interferes with the educational environment. Merchandise and cash must be secured at all times, and are the responsibility of the individual involved. Violations will result in forfeiture of the opportunity to participate. The school is not responsible for lost or stolen money or items.

**Grading Periods**

October <del>15<sup>th</sup></del>	End of Quarter 1
December <del>17<sup>th</sup></del>	End of Quarter 2 / Semester 1
March <del>11<sup>th</sup></del>	End of Quarter 3
TBD ( <del>May 25<sup>th</sup></del> )	End of Quarter 4 / Semester 2

Deleted: 16<sup>th</sup>

Deleted: 18

Deleted: 12<sup>th</sup>

Deleted: End of Academic Year

**Lost and Found**

All found items must be turned in to the high school office. Billfolds, purses, watches, and rings will be kept in the Main Office and may be claimed there after proper identification of the lost item has been made.

**Sale of Merchandise**

The sale of any item at school or on school grounds must be approved by an administrator in advance. Failure to do so may result in disciplinary consequences.

**School Cancellation/Dismissal Due to Weather**

School cancellation/early dismissal information can be accessed from the Unit 5 website at [www.unit5.org](http://www.unit5.org). Additional information will be available on local radio and TV stations, in addition to a *School Messenger* phone call that will be sent to parent/guardian contacts.

**Student Handbook**

The Superintendent shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

**Student Identification Cards**

Student identification cards must be in a student's possession at all times during the school day. Students must present their ID card for a variety of reasons throughout the school day. For example, students must present a current ID card to purchase a school lunch, to leave study hall with a pass, to use the IMC, to borrow IMC materials, to sign in and out of the nurse's office and guidance office as well as for admittance to detention and extracurricular events. Stickers and other decorations may not be placed on the front of the ID cards. The ID cards should not be altered in any way from their original condition except for school issued stickers.

Students who have lost or misplaced their ID will be allowed to buy a new ID without penalty provided they report to the main office before school or as soon as they realize the ID is missing. Students who are found during the school day not to be in possession of their ID will be sent to the main office to purchase a new ID. Failure to comply with this policy may result in school disciplinary consequences. Being in unauthorized possession of another person's ID will be considered theft.

Students can purchase replacement cards in the main office for a fee of \$3.00.

**Student Insurance**

A low cost accident policy is available to all students. While the school has no obligation in case of an accident, the District is glad to make available this limited policy. Briefly, students may be insured for accidents which may occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices or online.

**Visitors**

All visitors to campus must check in at the Visitor's Station at the main entrance, sign-in, identifying their name, the date and time of arrival, and the location they are visiting, and wear a visitor's pass for the duration of their stay. Visitors may be asked to provide a photo ID. The photo ID will be held at the Visitor's Station until the visitor signs out of the building and leaves campus. If no photo ID is presented, the visitor may not be permitted to enter the building.

Students are not allowed to bring visitors to school. Any person wishing to visit a class must obtain permission in advance from the main office.

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.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event 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 municipal, local or county ordinance.
7. Smoke or otherwise use tobacco or vaping 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 Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

**Attendance/Enrollment/Registration****Attendance Overview**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentives program.

Cross Reference:  
Board Policy 7.70, Attendance and Truancy

**Registration Guidelines**

The Board of Education and staff of McLean County Unit District 5 take pride in the programs offered to meet the high standards set by the community it serves. As a public school district, Unit 5 provides programs for all students and has a firm commitment to prepare graduates for future success in life. A solid foundation, essential to reaching this goal, becomes the responsibility of the school district, parents, guardians, community and the student. Through this combined effort we will have a better school and community.

All students, eighth through eleventh grades, are expected to register during the second semester for classes offered the following year.

All eligible students who move into the district or who transfer from another school are expected to register on or before the first day of a semester. Students enrolling late who have been attending school elsewhere will be placed in equivalent classes, if possible. Grades from the previous school will be combined with grades earned in Unit 5 high school classes to determine semester grades and credit. If there is not a similar course available, students may not be able to earn credit and may be assigned to study hall.

A student wishing to enroll late who has not been attending school during the current semester will be placed in the appropriate classes. The opportunity for credit will be evaluated on a case-by-case basis if the prospective student chooses to enroll. Credit is not guaranteed.

**Change of Address or Telephone**

Report to the office immediately any change of home address, home or parent's/guardian's work telephone number or any other important information that we may need in order to contact your parent or guardian in case of an emergency. Proof of residency must be provided prior to changes being made.

**Attendance Procedures**

Attendance in all assigned periods, including homeroom, is required.

**Student Absences**

There are two types of absences: excused and unexcused as defined below. The school may require documentation explaining the reason for the student's absence.

**Excused Absences**

Absences for the reasons listed below are considered "valid causes" and will be marked as an excused absence. Documentation or proof of the reason may be required from a professional source in some cases.

1. Illness or injury
2. Serious illness or death in the family
3. Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required.)
4. Unavoidable accident or emergency
5. Observance of a religious holiday or event
6. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety Court appearance (beyond student's control)
7. College Visit / Military Visit (with verification)
8. Attending a military honors funeral to sound "Taps" if the child is in grades 6 through 12
9. Military Family Absence \*
10. Other situations beyond the control of the student as determined by the Board of Education in Board Policy 7.70

\*A student will be excused for up to five (5) days in cases where the student's 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-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

### **Unexcused Absences**

All other absences are considered unexcused. Requests for excused absences for reasons other than those listed above should be made to the Board of Education. Unexcused absences include but are not limited to:

1. Truancy
2. Oversleeping
3. Missing the bus
4. Lack of ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. Personal business
8. Participation in non-school sponsored activities
9. Vacation

### **Reporting Absences**

Each day that a student is absent, his/her parent or guardian must call the Attendance Line before 8:30 a.m. to explain the reason for the absence. This is required regardless of a student's age at the time of the absence. The attendance phone line is available 24 hours per day. If a call has not been made to the school by 10:30 a.m. on the day of a student's absence, a message will go out by the attendance office to remind the parent/guardian to call the attendance line. 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.

When students return from a reported absence, they are to report directly to their first period class. An individual Absent/Tardy Notice will not be required. If the absence was not properly reported, report directly to the appropriate Assistant Principal.

### **Procedure for Arriving Late to School**

1. If a student arrives after first hour begins, they must enter at the Main Entrance (Door A) and check-in at the main office before reporting to class.
2. The student will be given a pass that will admit them to class.

### **Procedure for Leaving School Early**

1. A student's parent/guardian may make arrangements, in advance whenever possible, to have him/her check out prior to their usual dismissal time by calling the Attendance Line.
2. If a student's checkout time is during a class period, the yellow copy of the Absent/Tardy Notice may be delivered to the student prior to the checkout time. If the Absent/Tardy Notice has not been delivered, it is the student's responsibility to check in the Main Office prior to leaving.
3. At the appropriate time, report to the Main Entrance (Door A) and sign the Student Check-Out List. A copy of a student's Absent/Tardy notice will be kept in the office until their return to school. If a student returns to school the same day, he/she must sign back in before returning to classes.
4. If a student becomes ill or injured in school or during lunch, the School Nurse or one of the Assistant Principals must check him/her out of school. Failure to check in or check out may result in disciplinary consequences.

A parent/guardian who takes their child out to lunch is required to follow the procedures mentioned above, and sign him/her out in the main office.

Students leaving school early should exit the building through the Main Entrance (Door A).

### **0 Hour Absences**

Frequent absences from assigned 0 hour class may result in removal from the 0 hour period and placement in the equivalent class during the regular school day.

### **Prearranged Absences**

Whenever you know in advance that you will be absent from school due to family vacation, required court appearance, business interview, college visitation or unavoidable circumstances not considered excused, your parent/guardian must contact your

Assistant Principal to request a Prearranged Absence. It is your responsibility to secure a Prearranged Absent/Tardy Notice from the Assistant Principal and to make arrangements with each of your teachers regarding assignments. This should be done at least three days prior to your absence. Please note that prearranging an absence does not excuse absences that would otherwise be unexcused.

### College Visitation

Parents/Guardians are to call the Attendance Line prior to the visit. College visitations will be considered excused when verification of student attendance is produced from the college. It is the responsibility of the student to make arrangements regarding assignments from each teacher prior to the absence. Whenever possible, college visits should be scheduled during school holidays or Teacher Institute days.

### Chronic Absenteeism

Student attendance at school is a large factor in the success students experience at school. The early years are a critical period in children's learning and development. Every child should be counted present every day. Every day of school matters. Being absent too many days from school can make it difficult for students to stay on-track academically and maintain the momentum to graduate from high school in order to be college-or career-ready. Every day of school attendance matters for all students and their families. It is crucial, therefore, that the implications of chronic absence be understood and reviewed regularly.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with (excused) and without (unexcused) a "valid cause" and out-of-school suspensions for an enrolled student.

"Student" means any enrolled student that is subject to compulsory attendance but does not mean a student for whom a documented homebound or hospital record is on file during the student's absence from school.

The District will follow its diagnostic procedures in Board Policy 7.70 for identifying the cause(s) of a student's chronic absenteeism, including requesting documentation for absences and 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. Students who are excessively absent from school may be requested to provide documentation from a professional/medical source explaining the cause of the absences. Students with excessive absences will be subject to administrative consequences.

### Truancy

A "truant" is a child who is subject to compulsory school attendance and who is absent without "valid cause" (see Excused Absences above) from such attendance for more than 1% but less than 5% of the past 180 school days. A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without "valid cause" from such attendance for 5% or more of the previous 180 regular attendance days. A "truant minor" is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

Truants will be offered support services and resources aimed at correcting the truancy issue. If truancy persists after support services and other resources are made available, the school will make a referral to a Truancy Outreach Specialist with the Regional Office of Education #17 using the ROE's online Request for Truancy Service form.

If truancy persists after a referral has been made to a Truancy Outreach Specialist with the Regional Office of Education #17 and the Truancy Outreach Specialist has provided all appropriate and available supportive services and other school resources to the student, then the school and district may take the following actions:

- Assign disciplinary consequences, provided the student is a chronic or habitual truant, and provided further that a student shall not be recommended for expulsion unless he or she has at least 15 unexcused absences;
- Refer the truancy issue to officials under the Juvenile Court Act;
- Refer the truancy issue to the School Resource Officer or municipality where the school is located to issue the person having custody or control of the truant, chronic truant, or truant minor a citation, provided the school certifies at the time of the referral it has met its obligations with respect to meetings regarding homeless students and students with or believed to have a disability.

The required procedure of notifying the Regional Office of Education with an initial truancy petition will take place on the sixth offense and a chronic truancy petition will be filed when the student has been truant 5% of the last 180 consecutive school days.

Chronic or habitual truants will be deemed to have withdrawn from enrollment after 15 consecutive unexcused absences, absent notice of exigent circumstances. In addition, students who have notified the main office of an anticipated absence of 15 consecutive school days or longer without valid cause (e.g. traveling or visiting family out-of-town for an extended period of time), will be deemed to have voluntarily withdrawn from enrollment. Students withdrawn from enrollment may re-enroll following the District's normal registration process at any time.

#### **Unauthorized Skip Day**

We do not sanction or approve any unauthorized skip day by any group of students. Students who are known to be participating in such a skip day will be considered truant and will be held accountable as described above. Parents/guardians will need to verify the legitimacy of excused absences.

#### **Tardiness to School and Class**

All students are required to be on time to each class. Tardiness to class is unexcused unless a student presents, upon arrival to class, a Hall Pass that indicates why the student was detained by another teacher.

- If a student is not in their assigned class at the appropriate time, the tardy will be documented by the teacher. Teacher interventions may include student conference, parent communication, classroom level consequences or administrative referrals.
- Consequences will be administered by the Assistant Principal for unexcused tardiness to class or school beginning with the fifth tardy and any successive tardies. Missing an entire class or a significant portion will be considered truancy.

#### **Excessive Tardies to School, May Result in Loss of Parking Privileges - Make-Up Work**

It is the student's responsibility to make arrangements with each teacher regarding the work missed. For absences due to illness, suspension, or family emergency, students may request the Counseling Office to gather assignments from the teachers. In order to request assignments, call the Counseling Office and allow 24 hours for the assignments to be ready. The student's teachers will be contacted by the Counseling Office to get these materials. Students should be fully prepared to take any announced exam that was scheduled before their absence.

The following guidelines should be used in setting deadlines for completion of make-up work:

- **Excused and Unexcused Absence** - upon a previous day's notice, a student may be required to take a test or complete other make-up work at the scheduled time. The penalty for not doing this work will be decided by the teacher. Reasonable deadlines for tests and class work will be established by the teachers after careful consideration of the circumstances of the absence and must be met by the student. It is the student's responsibility to be aware of all class assignments and deadlines.
- **Prearranged Absence** - as determined prior to absence.
- **School-Related Absence** (field trips, contests, performances, etc.) - assignments and exams may be required in advance or as soon as the student returns to class. It is the student's responsibility to be aware of any work missed or announced during an absence of this nature. Students may be withheld from participation in any activity if involvement in that activity is unduly interfering with academic performance. Contact the teacher, sponsor or coach as early as possible to discuss any such problems.
- **Suspension** - Students have an obligation to make-up work that was missed due to a suspension (**see Suspension from School**).
- **Semester Exams** - All absences from semester exams must be cleared in advance by the Associate Principal or on the day of by the Assistant Principal. It is the student's responsibility to make arrangements with the teacher for completion of semester exams with the teachers involved. Students truant or otherwise unexcused from semester exams will receive a grade of "0", and their semester grades will be computed accordingly.

All assignments and tests missed due to absence must be made up, regardless of the reason for the student's absence. The student will be permitted the same number of days as he/she was absent to turn in the make-up work up to five (5) days. For additional time, the student should contact their teacher.

#### **Home and Hospital Instruction**

A student who is absent or whose physician, physician assistant, or licensed advance practice registered nurse anticipates his or her absence from school for an extended period of time or on an intermittent basis 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.

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 licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction; and (2) for up to 3 months after the child's birth or a miscarriage.

## Student Behavior

### 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.

To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action.

Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.

Parents/guardians are encouraged to review District expectations with their student(s) at the beginning of each school year. A student handbook, which includes the District's discipline philosophy, and school rules, shall be distributed to students within 15 days of the beginning of the school year or the first day of a student's attendance.

Cross Reference:  
Board Policy 7.125, *Student Discipline Philosophy*

### **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.
5. [During periods of remote learning.](#)

### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, bartering, selling or offering for sale alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, bartering, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board

Policy 7.270).

- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription medication when not prescribed for the student by a physician or licensed practitioner, when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions, or without following the procedures for student medication outlined below including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. Violations of this paragraph may be reported to appropriate law enforcement agencies. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270.
- e. Any non-prescription medication without following Board Policy 7.270 and its implementing procedures.
- f. 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.
- g. 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.
- h. "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, or 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.
- i. 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 knife, a "weapon," as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.
- 5. Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular or smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar electronic devices in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, eavesdrop (e.g. secretly recording a conversation), 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 or electronic mobile device, commonly known as "sexting."

Students are allowed to possess and use electronic mobile devices in school, provided they do not cause a disruption, and are not used, seen or heard during instructional time unless:

- (a) The supervising teacher grants permission;
- (b) Use of the device is provided in a student's IEP; or
- (c) It is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, or wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, 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.
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, or relocating personal or 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, a 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, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that, interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) In a school's student locker, desk, or other school property; or d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions, supports and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose a disciplinary consequence.

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 may include, without limitation, any of the following:

1. Notifying parent/guardian.
2. Disciplinary conference.
3. Withholding privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension in accordance with Board policy 7.200, *Suspension Procedures*. The Building Principal or designee shall ensure that the student is properly supervised.
7. 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 may use this option 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 handbook 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 is prohibited from being on school grounds and at school activities during the period of the suspension.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board Policy 7.210, *Expulsion Procedures*. A student who has been expelled is prohibited from being on school grounds and at school activities during the period of the expulsion.
13. Transfer to an alternative program if the student is expelled or otherwise qualified for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

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/or 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 and/or expulsion. In addition to the above list of disciplinary measures, juvenile authorities or other law enforcement may be notified 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.

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, and physical restraint as discipline or punishment, convenience for staff, retaliation, 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.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

#### **Weapons**

A student, who uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
2. Ammunition;
3. A knife with a blade of at least 3 inches, switchblade knife, ballistic knife, billy club, brass knuckles, other knuckle weapon regardless of its composition, or any object listed in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
4. A look-alike firearm; or
5. Any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee'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.

Students should report suspected possession or use of such items to any counselor, teacher, or administrator. Arrangements to bring such items to school for classroom demonstrations must be made in advance with one of the building administrators.

#### **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 or the Building Principal in the event that he or she:

- (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision,
- (2) observes, or has reason to suspect that, any person on school grounds is or was involved in a drug-related incident, or
- (3) observes a battery committed against any staff member.

Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

#### **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other 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, Associate Building Principal, Assistant Building Principal or School Administration Manager (SAM) is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

#### **Student Handbook**

The Superintendent or designee, 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's student disciplinary philosophy, disciplinary policies and rules, shall be distributed to the students' parent/guardian within 15 days of the beginning of the school year or a student's enrollment.

#### **Cross Reference:**

Board Policy 7.190, *Student Behavior*  
Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

#### **Misconduct by Students with Disabilities**

##### **Behavioral Interventions**

Behavioral interventions shall be used with children 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.

##### **Discipline of Students with Disabilities**

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") and the Illinois State Board of Education's rules when disciplining a child with a disability as defined under IDEA. No child with a disability shall be expelled if the child's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

#### **Cross Reference:**

Board Policy 7.230, *Misconduct by Students with Disabilities*

**Explanation of Student Conduct Expectations****Academic Dishonesty**

Any student who knowingly participates in behavior that results in academic dishonesty will be subject to consequences.

The use of computer translators, electronic tampering or other misuse of computer technology in the academic setting, and any form of plagiarism, will be considered academic dishonesty.

Academic dishonesty may result in reduction of grade, loss of credit and/or other appropriate consequences.

1<sup>st</sup> Offense will be addressed by the classroom teacher, and the appropriate assistant principal will be notified. Subsequent offenses will be referred to the appropriate assistant principal, and consequences issued.

Suspension and/or dismissal from co-curricular activities are realistic consequences. In addition, any stipulations outlined by sponsors of such activities will be seriously considered in the disposition of each case.

**Student Acceptable Use of Electronic Networks****Introduction:**

Electronic information resources which include, but are not limited to student email, the Internet, desktop computers, laptops, and other network files or accounts are available to students of the District. It is the goal of the District to provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and an innovative environment.

**Scope:**

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, users' responsibilities necessitate efficient, ethical, and legal utilization of the network, computer resources, student email, and other technology resources. Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no professional or educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials and protect its users. Users who access, transmit, or store inappropriate material or who take action that violates the Student Acceptable Use of Electronic Networks procedure are subject to disciplinary or legal action.

**Terms and Conditions of this Agreement:**

The reading and acknowledgement of this procedure is legally binding and indicates that the student and parent/ guardian have carefully read, understand, and agree to the terms and conditions given within this procedure.

1. **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site teacher/administrator or system administrators as well as District administrators may limit, suspend, or revoke access to electronic resources at any time.
2. **Acceptable Use: Inappropriate material or communications defined:** Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. Material or information considered to be in violation of the Student Acceptable Use of Electronic Networks procedures includes, but is not limited to the following:
  - Copyrighted material
  - Criminal activities or terrorist acts
  - Illegal solicitation
  - Threatening or obscene material
  - Sexism or sexual harassment
  - Racism
  - Material protected by trade secrets
  - Pornography
  - Inappropriate language
  - Disrupting the educational experience of others
  - Gambling
  - Explosive devices
  - Political lobbying

**Etiquette:** Students have the responsibility to assure all shared information meets the standards set forth in this procedure. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette prohibit, but are not limited to the following:

- Using obscene language
  - Harassing, insulting or attacking others
  - Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
  - Violating copyright laws
  - Using others' passwords
  - Trespassing in others' folders, documents, or files
  - Intentionally wasting limited resources
  - Employing the network for commercial purposes
  - Sharing confidential information on students or employees
  - Sending or displaying offensive messages or pictures
  - Promoting, supporting or celebrating religion or religious institutions
  - Accessing personal computer devices (Peer to Peer) outside the District's electronic network.
3. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to disciplinary or legal action as deemed appropriate by the administration.
  4. **Service Disclaimer:** 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 student may suffer while on this system. These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the student's own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.
  5. **Filtering, Monitoring, and Review:** The District, in order to comply with local, state, and federal laws and standards, filters Internet content on systems to which students may have access. This filtering removes access to websites and Internet servers that have been deemed to have inappropriate content not of an educational value. Report any errors found regarding what sites being, or not being filtered, immediately to an administrator or the Instructional Technology Department. The District retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on District equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion. The District retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered.
  6. **Network:** The use of an assigned account must be in support of education, business, research and/or within the educational and learning objectives of the District. Each user is responsible for this provision when using the District electronic information resources. Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log on to the system as the systems administrator. Any security concern must be reported to the teacher/principal or systems administrator at once, as well as changes to user account information. Information stored on the network is not to be considered permanent or private. As such, the District retains the right to review and remove as needed data or files found on the network that violates this procedure or that are not in direct support of education or business. In addition, regular maintenance activities can result in the deletion of information deemed not compliant with this procedure. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on the network during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.
  7. **Internet:** Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the District are forbidden. It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations. Additionally, it is understood that students who publish personal web pages outside the district that may be accessed by District computers must also abide the same standards of appropriate content that all District hosted web pages must maintain. Sites found to be in violation of this will be blocked administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and appropriate action in situations where student personal web pages

and or/sites exist that violate the spirit of this procedure.

8. **Computers Use:** The District provides desktop and laptop computers for student use while in the curricular setting. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Information Technology Department or an administrator. District provided computers may not be removed from District property without prior approval from the systems administrator. Removal of District owned equipment is in violation of this procedure and disciplinary or legal action may result. District provided computers are not to be used for personal financial gain at any time. Use of District provided computers, or systems, to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval from the systems administrator. This activity is considered a violation of this procedure and is subject to disciplinary or legal action as deemed appropriate by district administrators. Information stored on computers maintained by the District is not to be considered private. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on District provided computers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure exist.
9. **Student Email:** Email provided to students of the District is primarily for internal educational communications. Student email addresses should not be available to the public unless deemed appropriate by the administration. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in section 3 of this procedure. In addition, student email will not violate the Board of Education's policies and will not:
  - Promote, or support political functions or agenda's in any way, both internally and externally.
  - Promote, or support private business or industry, especially the originators own private concern or business.
  - Promote illegal activities or activities prohibited by District policy, or procedures, as found in this procedure or in the Board of Education Policy Manual.
  - Engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by District administrators.

Spam is defined as email that is sent to multiple individuals in an uninvited manner for purposes of furthering a private and/or political agenda, the transmission of questionable material, or as a means of solicitation. It must be the student's understanding that District provided email is not private or protected. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, either through discovery as part of regular maintenance or by staff, student, or parental complaint, the District reserves the right to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

**Receipt and Acknowledgement of the Student Acceptable Use of Electronic Networks is required before access to Electronic Networks is granted. Secondary students and their parent/guardian must sign the *Student Authorization of Acceptable Use for Electronic Networks* form and return it to the appropriate building administration before students will be granted access to District electronic networks.**

Please see the Parent Forms section at the end of the handbook to view the District's 1:1 Laptop Agreement. Parents will acknowledge receipt and understanding of agreement during the online registration process.

#### **Online Privacy Statement**

The District respects the privacy of all website visitors to the extent permitted by law. This *Online Privacy Statement* is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

#### **Network Traffic Logs**

In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

**Website Visit Logs**

District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

**Cookies**

Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

**Information Voluntarily Provided by You**

In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the system administrator, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

**Web Links to Non-District Websites**

District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this *Online Privacy Statement*; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator.

**Annual Notice to Parents about Educational Technology**

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 Ill. 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/guardian name and student or parent/guardian contact information, username/password, 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/guardians
- Other activities that are for the use and benefit of the school district

#### **Aiding/Abetting**

Any student found to be either directly or indirectly involved in aiding, abetting, or assisting another student(s) found to be in violation of the student conduct code will be subject to disciplinary consequences ranging from verbal warning to expulsion.

#### **Clothing**

Students are expected to dress in accordance with commonly acceptable standards of decency and with regard to standards for health and safety. A manner of dress or physical appearance which results in disruption of the educational process, or which contributes to unhealthy or unsafe conditions, will not be permitted.

- Shoes or other appropriate footwear must be worn in the school building. Shoes that contain wheels should not be worn at school.
- No head covering that obscures the view of the student's face. Interpretation and enforcement of this rule is up to administration discretion.
- Words or pictures on articles of clothing, or book bags, notebooks or other personal possessions, which advertise or promote illegal drugs, alcohol or alcohol products, cigarettes or other tobacco products or any other items not legally usable by high school students will not be permitted. Also, statements or pictures which are violent or threatening in nature will not be permitted.
- Words or pictures on articles of clothing which are sexually explicit, offensive to commonly acceptable standards of propriety or suggestive in nature such as to constitute sexual harassment will not be permitted.
- Metal studs, chains longer than jewelry, and any other objects that may be used as weapons or that may be hazardous to persons or property are specifically prohibited.
- Clothing which fails to adequately cover the body, or which is torn or altered in an explicit or suggestive

manner, will not be permitted. Shirts, blouses and tops which are not tucked in must be long enough to cover the midsection when the student is in a standing or sitting position. Pants or shorts must be worn at the waist.

If you have any questions regarding acceptability of a particular item of clothing, check with an Assistant Principal before you wear the item to school. First-time offenders will be required to correct the violation before returning to class. Administrative consequences will be assigned for flagrant first offenses or any subsequent offenses. Class time missed due to inappropriate clothing may be made up as a detention. Persistent violations will be handled as willful insubordination.

#### **Damage to or Loss of School Property**

The regulations of our Board of Education are very specific with regard to care of school property. These regulations state that students are required to pay for all damages which they have done to school property. Students may be assigned a disciplinary consequence for willful damage. All report cards, transcripts of credit or graduation diplomas may be withheld until all obligations are met.

#### **Drug/Alcohol/Tobacco Prohibition**

The possession, use, consumption, distribution, purchase, or sale of any substance, including, but not limited to, alcoholic beverages, drugs (prescription, over the counter and/or illegal), drug paraphernalia, controlled substances, marijuana, look-alike drugs, tobacco products, e-cigarettes, or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the aforementioned, regardless of the true nature or the appearance of the substance, is prohibited in school buildings, school buses, and on all other school property or school related events at any time, except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor or with respect to a medical cannabis infused product administered to an authorized user under *Ashley's Law*. See the "Medication at School" section of the handbook for appropriate use of prescription and over the counter medicine at school.

#### **Drugs/Alcohol**

**Possession** – Any student in possession, possession by consumption of any alcohol, legally controlled substance, illegal substance, prescription medications, or over the counter chemical substance as defined previously, paraphernalia, or any substance purported or represented to be a legally controlled substance or illegal substance while on school property or attending school activities will be subject to school and legal consequences.

Any student in violation is subject to suspension from school for ten (10) days. All violations will be reported to the School Resource Officer and could result in an ordinance violation or arrest.

The ten (10) day suspension may be reduced to five (5) days if the student and parents/guardians agree, at their expense to:

1. Have a drug/alcohol assessment. The family must have an appointment prior to the student's return to school.
2. Work in cooperation with Unit 5 personnel to follow through with the recommendations of the assessment.
3. Complete the assessment and subsequent recommended program, or the five days that were waived will be reinstated.

The administration reserves the right to withhold this option and/or recommend expulsion for a first offense. Repeat offenders will not have this option available and may be recommended to the board of Education for expulsion.

#### **Sale/Delivery/Purchase**

Any student who sells, delivers, or purchases any alcohol or drug substance defined above to another student or students during the school day, while on school property or in connection with attendance at school activities will be subject to school and legal consequences. Possession of a large amount or individually packaged substances that are prohibited will also be covered under the provisions of this section.

Any student who sells, delivers, or purchases any alcohol or drug substance is subject to suspension from school for ten (10) days may be recommended for expulsion. All violations will be reported to the School Resource Officer and could result in an ordinance violation or arrest.

#### **Tobacco and E-Cigarette Devices**

**Possession** - Students may not possess, smoke, chew, handle, exchange, or display tobacco items or E-cigarettes on school district property at any time. Tobacco products of any kind are not allowed in the school building, on the school grounds, including all areas maintained by our school district, or on a school bus.

Possession of tobacco products will result in administrative consequences. E-cigarettes found to contain any other substance, will be given consequences aligned to possession of the identified substance.

The school prohibits the possession of smokeless tobacco and any other tobacco products as well as e-cigarettes and vaporizing pens or equipment. Matches and cigarette lighters are also prohibited.

**Use/Sale/Delivery** - Use, sale, or delivery of tobacco products may result in a suspension from school not to exceed ten (10) days.

Students may receive an Ordinance Violation for tobacco possession/use/sale/delivery.

Prohibited items will be confiscated.

#### **Electronic Devices**

Students may not use or possess an electronic mobile device, including but not limited to a mobile (i.e. cellular or smart) phone, video recording device, PDA (personal digital assistant), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar electronic devices, in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, eavesdrop (e.g. recording a conversation without the consent of all parties) 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 or electronic device. Students are allowed to possess and use mobile devices in school, provided they do not cause a disruption and are not used, seen, or heard during instructional time unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Instructional time is defined as times when students are assigned to a class, study hall, homeroom, or the IMC.

Administrative consequences ranging from verbal warnings to suspension will be issued for violations.

#### **Fighting/Battery/Verbal Altercations**

A fight will be defined as "two or more individuals involved in mutual, aggressive physical contact with one another." Battery will be defined as knowingly causing bodily harm or making physical contact of an insulting or provoking nature with another individual. Students involved in an incident of fighting/battery will be subject to a disciplinary consequence. Subsequent incidents may result in a suspension of up to ten (10) days and a possible recommendation for expulsion from school.

All incidents of fighting/battery will be reported to the School Resource Officer and could result in an ordinance violation or arrest.

Bystanders who encourage or instigate an altercation or interfere with staff members trying to break-up an altercation may be subjected to discipline consequences.

Verbal Altercations that result in a school disruption will result in a disciplinary consequence. Students may also be required to participate in a mediation session.

#### **Fireworks**

Possession, sale or use of fireworks or any explosive or incendiary device (lighters, matches) is prohibited in the school building, on school grounds, and on school buses. Violators will be subject to administrative consequences.

#### **Food/Beverages**

Food and/or beverages (except water) will be left up to teacher discretion in the classroom. Delivery of outside food products during the school day is not permitted for students.

#### **Gangs and Gang-Related Activities**

The presence of gangs or gang-related activities on school grounds is strictly prohibited. Student involvement in gangs, as a gang member or gang associate, or gang-related activities on school grounds, while school is in session, or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited.

As used herein, the term "gang" is defined as a somewhat organized group of persons who form an allegiance of some duration. This group is sometimes characterized by a gang name, symbols, special dress, colors, or turf concerns. The activities of the

group are anti-social, with its members frequently engaging in criminal activity. The gang creates an atmosphere of fear and intimidation within the school environment and/or community.

As used herein, the term "gang member" is defined as a person who actively joins with two or more persons who participate in or who are members of an organized group which has identified itself as a gang or part of a gang. The gang member must do more than be a mere associate of gang members. The gang member must actively participate in the group's anti-social behavior. The gang member frequently wears special dress, colors, or symbols, and claims membership in the group.

As used herein, the term "gang associate" is defined as a person who on occasion spends time in the company of two or more persons who by their activities have been identified as members of a gang. The gang associate does not engage in special dress, colors, or symbols, or have the same turf concerns as do gang members. The gang associate is an individual who does not claim gang membership but whose association with gang members is social in nature.

As used herein, the phrase "gang-related incident" is defined as any incident in which there is gang motivation as one of its elements. Not all criminal activity perpetrated by persons identified as gang members meets this criterion. Any criminal activity committed by gang members which promotes the group can properly be labeled as a gang-related incident.

As used herein, the phrase "gang-related activity" is defined as any conduct engaged in by a student (1) on behalf of any gang; (2) to perpetuate the existence of any gang; and/or (3) to effect the common purpose and design of any gang, including but not limited to manner of dress, use of symbols, graffiti, gestures, recruitment, harassment, intimidation, threatening or retaliation.

Students involved with any behavior as related to gangs or gang-related activity will be subject to a disciplinary consequence and other legal action as deemed appropriate.

#### **Hall Pass**

Students are required to have an appropriately marked and signed Hall Pass when not in their assigned classroom. Students who are in unauthorized possession of one or more passes will be subject to school disciplinary action for theft and/or possession of stolen property. Any student who forges or is involved in forging a pass will be subject to school disciplinary consequences.

#### **Harassment**

##### **Preventing Bullying, Intimidation, Teen Dating Violence and Harassment Policy**

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

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

1. Fully implements and enforces each of the following Board policies:
  - a. *Board Policy 7.20*. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. *Board Policy 7.180*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager identified in *Board Policy 7.20*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in *Board Policy 6.60*. 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*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parent/guardian of this policy.

**Bullying**

Bullying behaviors are specifically prohibited and will not be tolerated. Bullying includes repeated aggressive, violent, angry, intimidating and/or threatening verbal or physical behaviors that may be demonstrated through discipline problems, violent expressions in writings and/or drawings, gestures, weapons possession, gang affiliation and /or prejudicial attitudes. Students should report suspected bullying to any teacher, counselor, or administrator. When such behaviors or characteristics are demonstrated, parents/guardians will be notified by a building administrator of potential consequences that range from an administrative conference or expulsion. In addition, parents/guardians will be made aware of interventions that may include information on early warning signs for aggressive behavior, referral to a building support team, student instruction in socially appropriate behaviors, referral to community organizations that teach strategies in the reduction of aggressive behaviors and/or referral for a special education evaluation.

**Racial, Ethnic or Religious Harassment**

Racial, ethnic or religious harassment is specifically prohibited and will not be tolerated. Language, gestures, apparel or behaviors which show disrespect, intimidate, threaten or cause injury on the basis of racial, ethnic or religious origin or background will constitute racial, ethnic or religious harassment. Harassment is against the law. A disciplinary consequence will be assigned for engaging in racial, ethnic or religious harassment. Students should report suspected harassment to any teacher, counselor or administrator. Students may be accompanied by a parent/guardian, friend or advisor in making such a report. Every report will be documented and investigated in a prompt, thorough and confidential manner. Reasonable attempts will be made to provide an opportunity for informal consultation and, where appropriate, informal resolution. The complainant will have an opportunity for reasonable input into decision-making regarding the method for resolving the situation.

**Sexual/Sexual Orientation Harassment**

Sexual harassment is specifically prohibited and will not be tolerated. Sexual harassment is defined as unwanted and unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an student's education, or;
2. Submission to or rejection of such conduct is used as a basis for any education decision affecting such individual, or;
3. Such conduct has the purpose or effect of unreasonably interfering with a student's school performance or of creating an intimidating, hostile or offensive school environment.

As defined, sexual harassment includes, but is not limited to sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her gender, appearance or sexual orientation; sex-oriented verbal kidding, teasing or joking; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching or brushing against another's body.

Students should report suspected sexual harassment to any teacher, counselor or administrator. Students may be accompanied by a parent/guardian, friend or advisor in making such a report. Every report will be documented and investigated in a prompt, thorough and confidential manner. Reasonable attempts will be made to provide an opportunity for informal consultation and, where appropriate, informal resolution. The complainant will have an opportunity for reasonable input into decision-making regarding the method for resolving the situation. Students also have the option of contacting the district's Title IX coordinator if they feel they have been the victim of sexual discrimination and or harassment. Contact the Title IX Coordinator at the Unit 5 District Office, 557-4400, for more information on how to file a complaint and/or report such occurrences.

Unit 5 respects the right of every student to be free from harassment, including sexual orientation harassment. Sexual harassment is against the law. Disciplinary consequences will be assigned for engaging in sexual harassment.

**Cross Reference:**

Board Policy 7.180, *Preventing of and Response to Bullying, Intimidation, and Harassment*

Board Policy 7.185, *Teen Dating Violence Prohibited*

Board Policy 7.20, *Harassment of Students Prohibited*

**Insubordination**

As a student of Unit 5, there is an absolute obligation and responsibility to follow verbal and written instructions from any faculty member and to properly identify oneself to any staff member in regard to all aspects of student behavior and conduct at school and school activities. Willful and deliberate refusal to do so is insubordination and may result in a disciplinary consequence.

**Inappropriate Items for School**

Laser pointers, cameras, video equipment, pornographic and offensive material as well as other items, too numerous to mention, that have no acceptable purpose for school may not be brought to school or on buses. If any such items are brought to school, they will be stored in the main office until parents/guardians make appropriate arrangements for the property to be returned.

**Language and Gestures**

Students are responsible at all times for their language and gestures. Profane or obscene language is always unacceptable. Students responsible for improper language and gestures directed toward any teacher, staff member, or students are to be reported to the appropriate Assistant Principal immediately for appropriate disciplinary action. Students will be subject to a disciplinary consequence for using obscene or otherwise offensive language or gestures toward a staff member. Disciplinary consequences will also be assigned for incidents not directed toward a staff member.

**Locks and Lockers**

All lockers must be locked. A combination lock that is sold and serviced by Unit 5 is recommended.

Lockers are school property. The school retains ultimate control of all lockers, including student lockers, and said lockers are subject to search to prevent school lockers from being used in illicit ways or for illegal purposes. The school reserves the right to inspect all lockers at all times to detect health or safety problems or violations of school rules or the law, including but not limited to the presence of illegal drugs, weapons or contraband, notwithstanding the fact that the lockers are assigned to the individual Unit 5 students who assume full responsibility for the security of their lockers.

Students are not to share lockers, use more than one locker, or use a locker that is not assigned to them.

**Loitering**

Loitering in the hallways in such a manner as to impede or hamper passing traffic, impede or hamper access to classrooms, offices or restrooms, harass or intimidate other students, create disturbance because of excessive noise or otherwise disrupt the orderly operation of the school is prohibited. Violators will be subject to a disciplinary consequence.

**Obstruction of an Investigation**

Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false present a potential danger to student and staff safety will be subject to a disciplinary consequence.

**Parking Regulations**

Cars driven to school by students and parked anywhere on school grounds other than in the student parking lot will be subject to being towed without warning. This restriction applies to all students from 6:30 a.m. - 4:30 p.m. each school day. School disciplinary action can be taken against students who violate parking lot restrictions and/or trespass on private property.

1. Parking is authorized in the student parking lot only. Students may not park in or drive through the Faculty parking lots. Students may never drive behind the school. Students may only enter the Student Parking lot at the "Entrance" (NCWHS north driveway or east driveway at NCHS) and may not enter through the "Exit."
2. Each vehicle must have a High School permit. Permits are available at registration. Juniors and Seniors will be given priority in the purchase of parking permits at registration in the fall. If more parking is available after registration, a lottery will be held for Sophomores. A fee is charged for each permit and that permit may only be used by the student who purchased it
3. Permits must be permanently affixed to the lower left corner of the front window.
4. Each permit is issued for a specific vehicle. If this vehicle is replaced, the permit may be transferred by completing a new application in the Assistant Principal's Office. If the permit is not reusable, bring the remnants to the Assistant Principal for a replacement. If it is not recoverable at all, parent/guardian should contact the Assistant Principal. Temporary permits may be arranged with the Assistant Principal for special circumstances.
5. Vehicles may not be parked in the driveways or driving aisles.
6. All traffic laws, including but not limited to reckless driving and posted signs must be obeyed. The speed limit is 10 M.P.H.
7. Vehicles parked or operated in violation of these regulations will be towed at the owner's expense and/or other disciplinary consequences that may also include a temporary or permanent loss of parking privileges.

8. Unit 5 cannot be responsible for any damage that may occur in the student parking lot. Please be sure that your personal automobile insurance coverage is sufficient.

Parking on campus is a privilege. Students who fail to comply with disciplinary and/or academic expectations may be revoked. A refund will not be available.

#### **Personal Property**

Textbooks, articles of clothing and personal possessions should all be clearly marked with your name. You are discouraged to bring expensive equipment to school, school activities or on school field trips. The school district provides hall lockers for students to store their personal property. The school provides adequate facilities for students to store their belongings, but the school cannot take the responsibility for these belongings. Each student must be responsible for personal property and should therefore keep the locker locked and not share lock combinations with other students. If property is lost or missing, it must be reported to the teacher and the main office immediately.

Students are strongly encouraged not to carry large amounts of money at school. If necessary, the best practice is to bring a check for the proper amount.

#### **Sexual Acts and Public Display of Affection**

Public display of affection, including but not limited to, kissing, prolonged embraces, excessive inappropriate touching, and sexual acts are not appropriate for school and will not be permitted. A disciplinary consequence will be assigned to students that engage in public acts of affection. Parents/guardians may be contacted beginning with the second and all subsequent offenses. Continued offenses will be considered willful insubordination.

#### **Search and Seizure**

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, including student vehicles. "School authorities" include school resource officers.

##### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, building principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

##### **Student Searches**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students.
- In the presence of a school administrator or adult witness.
- By an employee with a professional educator license or school resource officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The student's parents/guardians shall be notified of the search as soon as possible.

##### **Access to Student Social Networking Passwords and Websites**

School officials may 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 rules or school district 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. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

#### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

#### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross Reference:  
Board Policy 7.140, *Search and Seizure*

#### **Snowballs**

Throwing snow and/or ice presents a serious safety hazard to persons and property and is prohibited. This prohibition includes snow and/or ice thrown onto school grounds from adjacent property or at school buses or other vehicles. Disciplinary consequences will be assigned.

#### **Substitute Teachers and Other Substitute Employees**

Substitute teachers and other substitute employees retain the same responsibility and authority as the persons for whom they are employed. Students' obligations toward substitute employees are the same as toward permanent employees.

#### **Theft or Possession of Stolen Property**

Students who find or are in possession of personal property not belonging to them, should bring the items immediately to the office. Students responsible for stealing school or private property (including student identification cards) or for being in unauthorized possession of property that does not belong to the student, whether or not it is "stolen", or reported as stolen will be subject to a disciplinary consequence.

Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," "It's not mine," or "I didn't know it was there," will not be acceptable reasons for a student to be in possession of lost or stolen property.

#### **Threats Directed Toward or Actions Taken Against Staff Members**

Students who are responsible for threatening teachers' or other staff members' personal safety or for threatening or vandalizing their personal property will be subject to a disciplinary consequence, a possible referral to the Regional Alternative School's SAVE program, possible expulsion proceedings, and possible legal action as deemed appropriate by the individual staff member and school district.

#### **Transportation/School Buses**

Eligible students are assigned to a specific bus route and pick-up/drop-off point. Temporary changes must be arranged in advance through the Assistant Principals. Behavior on the bus and at the pick-up/drop-off point must conform to the requirements for school conduct described in the Student Conduct and Discipline section of this handbook. Students must recognize and yield to the authority of the bus driver. Infractions that cannot be resolved by the driver will be reported to the Assistant Principals. Consequences range from warnings to suspension from the bus.

For all transportation related issues, please contact the transportation call line at 557-4BUS (557-4287).

#### **Rules for Bus Riders**

1. Bus behavior has the same expectations as the school/classroom.
2. Talking and other distractions to the driver must be kept to a minimum.
3. No talking at all when the bus comes to a railroad crossing, so the driver can hear any approaching trains.

4. While on the bus and while the bus is in motion, you must stay in your seats with arms and legs out of the aisle.
5. Get permission before opening a window, and do not throw or stick anything out of the window.
6. There is to be no loud talking and/or yelling on the bus.
7. Cross the road at least ten (10) feet in front of the bus and then only on a signal from the driver.
8. While unloading, let the student closest to the front get off the bus first.
9. Move away from the bus door quickly after unloading. Stay clear of the rear wheels. Never walk behind the bus.
10. No inappropriate use of cell phones will be allowed on the bus (i.e. taking pictures, movies, recordings, etc.).

#### **Courses Meeting at Bloomington Area Career Center (BACC)**

A number of students have elective courses that meet only at the BACC. District transportation will be provided to and from the BACC each day with the exception of the first session. Students participating in the first session will need to transport themselves to BACC. Unit 5 will provide return transportation from BACC to the home high school. Private transportation may be used with advanced written approval by an Assistant Principal. Students who violate this provision will be assigned administrative consequences.

In addition, students who enroll in BACC will be subject to a quarterly performance review that will consider student behavior, attendance, and performance, with the possibility of being moved out of BACC coursework due to concerns in these areas.

#### **Unauthorized Areas**

Students are not to be in unauthorized areas of the building during the school day or at times before or after the school day without specific permission from a Unit 5 staff member. Students out of class on a pass or to go to the restroom are to take the shortest route to their nearest destination and to return by the same route. Students who violate this directive may be subject to penalties for vandalism and/or theft that occur while they are in an unauthorized area as well as penalties for being in an unauthorized area without permission.

The parking lots, locker rooms (when not in PE class), hallways, restrooms (when not in possession of a hall pass), auditorium, multipurpose room, and any vacant classroom or office are considered to be unauthorized areas. Students are never to be in these areas without express permission from the Assistant Principals. Administrative consequences will be issued for being in an unauthorized area.

#### **Video Surveillance**

Video cameras are in use throughout the school to help insure the safety of the students and staff in the building. Students who tamper with or damage the video equipment will be assigned a disciplinary consequence.

#### **Explanation of Student Disciplinary Interventions**

##### **Student Conferences**

Based on the disciplinary infraction, students may be required to have a conference with a teacher, administrator, or another student. The conference would provide an opportunity for all parties to discuss the situation and collaborate towards resolution of conflict or problem.

##### **Student Contracts**

Student contracts define for all parties the behavioral and academic expectations for students and supports that will be provided to students as they re-enter from another placement, return from a suspension or expulsion, or after a series of disciplinary infractions.

##### **Teacher Detentions**

Teachers may assign detentions to be completed with them. They will issue a copy of the Classroom Detention Notice to the student and will allow the student at least one-day notice. If the student fails to complete this obligation assigned by the teacher, the length of the detention will be doubled by the Assistant Principal. If this assignment is not completed within five (5) school days, an administrative detention may be assigned.

##### **Loss of Privileges**

Loss of privileges may include, but is not limited to, lunch detention, loss of parking pass, extracurricular/school event attendance privileges, and/or Senior Homeroom exemption.

##### **Administrative Detentions**

Students may receive detentions from an Administrator for violations of handbook policy. If the detention assignment is not completed by the deadline, further administrative consequences will be issued.

#### **Removal from Classes**

The Assistant Principals may remove a student from one or more classes and require attendance in the office or Study Hall on a temporary basis. Credit will be given for classroom work that is missed due to removal from classes only if the student submits completed assignments the day of return to class or as agreed upon with individual teachers. It is the student's responsibility to secure assignments from teachers.

#### **Suspension from School**

Suspensions from school include in-school suspensions and out-of-school suspensions, and shall be in accordance with Board policy 7.200, *Suspension Procedures*. If a student is suspended from school for gross disobedience or misconduct, he or she will be sent home for a specified period of time. During the period of suspension, the student may not be on school grounds and may not attend or participate in any school activities. A suspension ends when the student is readmitted to classes.

Credit will be given for classroom work missed due to suspension from school only if completed assignments are submitted within a period of time not to exceed the length of the suspension, up to a maximum of three (3) days. Assignments given before the period of suspension will be given credit if submitted upon a student's return to school.

#### **Expulsion from School**

Expulsions from school shall be in accordance with Board policy 7.210, *Expulsion Procedures*. Students who engage in gross disobedience or misconduct may be expelled from school for a definite time period not to exceed two calendar years. During the period of expulsion, the student may not be on school grounds and may not attend or participate in any school activities.

#### **Appeal of Discipline Decisions**

Any parent/guardian has the right to request a review of any disciplinary action. If such a review is desired, the Associate Principal should be contacted as soon as possible in order to initiate the appeal procedure.

- Step 1 Associate Principal
- Step 2 Unit 5 Executive Director of Human Resources and Student Services (557.4400)
- Step 3 Unit 5 Superintendent (557.4400)

## Student Services

### Accessibility

Assistance for persons with disabilities is available and should be requested as needed. Contact the high school office for assistance.

### Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to each "child with a disability" enrolled in the school. The term "child with disability" means a child between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

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 (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

\_\_\_\_\_ (name)  
 \_\_\_\_\_ (phone number)  
 \_\_\_\_\_ (office location)

### Child Find Responsibility

Our school actively seeks out and identifies all students from 9<sup>th</sup> to 12<sup>th</sup> grade or through age 21 who may be eligible for special education and related services. Procedures include ongoing review of each child's performance and progress by teachers and other professional personnel, in order to refer those children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting, suggesting that they may be eligible for special education and related services.

When a staff member concludes that an individual is in need of referral for an evaluation based on factors such as a child's educational progress, interaction with others, or other functioning in the school environment, the member shall refer the student to the building based intervention team for consideration of an individual evaluation.

### Related Service Logs

For a child with an individualized education program ("IEP"), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP upon request and at any other time upon request.

### Foreign Exchange Program

Classes and credit will be included so the foreign exchange student coming to Unit 5 can experience a full year of academics. The student will be a senior; however, only a certificate of attendance will be issued. Applications must be submitted to the Building Principal by May 1 of the previous year.

### Student Monitors or Assistants

Some teachers utilize student assistance for secretarial work, lab assistance, office monitors, etc. In such cases, a "Request for Student Help" form should be completed and returned to the Assistant Principal.

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Students must be under the direct supervision of a staff member at all times while serving as a student assistant and must follow all school rules regarding attendance and conduct.

**Counseling Office**

- Course selection/scheduling for students
- Career counseling, including Career Cruising
- College and Vocational counseling
- Registration of new students
- Individual counseling
- Academic counseling
- Communication with parents
- Collaboration with outside agencies as needed
- Test administration
- Assist with college applications, recommendations, and scholarships
- Gathering homework assignments
- Group counseling

**Normal Community High School**

Students A- <del>Ch</del>	Addie Ince	incea@unit5.org	557-4643
Students <del>Ci-G</del>	Ryan Short	shorter@unit5.org	557-4645
Students H- <del>K</del>	Jack Ratzsch	ratzscj@unit5.org	557-4654
Students L- <del>O</del>	Jenn Giermann	giermanj@unit5.org	557- <del>4642</del>
Students <del>P-Sm</del>	Kristi <del>Chase</del>	<del>chasek@unit5.org</del>	557-4655
Students <del>Sn-Z</del>	<del>Lashonna Harden</del>	<del>hardenj@unit5.org</del>	557-4653
College and Career	Karrin Hawkins	hawkinsk@unit5.org	557-4654
Administrative Assistant	Laurie Beyer	beyerld@unit5.org	557-4644
Registrar	Penny Fisher	fisherp@unit.5.org	557-4652

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Deleted: Joan Fee

Deleted: . feej

Deleted: Marty Tarmann

Deleted: tarmanmk@unit5.org

Deleted: Carrie Hoffman

Deleted: hoffmanc@unit5.org

**Normal Community West High School**

Students A-C	Brooke Bollmann	bollmannb@unit5.org	557-4963
Students D-H	<del>Rachel Tohme</del>	<del>tohmer@unit5.org</del>	557-4965
Students I-Mh	Lauren Goveia	goveial@unit5.org	557-4964
Students Mi-Se	Debbie Sondgeroth	sonderd@unit5.org	557-4967
Students Sf-Z	<del>Sara Keag</del>	<del>keags@unit5.org</del>	557-4966
College and Career	Corey Ostling	ostlingcm@unit5.org	557-4964
Administrative Assistant	Michelle Gramley	gramleyt@unit5.org	557-4969
Registrar	Amber Rudge	rudgead@unit.5.org	557-4968

**Employment Certificates (Work Permits)**

Applications for Employment Certificates for 14 and 15-year-old students are available. Contact the Registrar in the Counseling Office. Certificates of Age will be issued for students 16 years of age and over.

**Chestnut Health Services**

A Chestnut Health Services Counselor provides confidential counseling services for students. Students can be referred by school staff, parent/guardian, or themselves to talk with the chestnut Counselor about a variety of life challenges including mental health and substance abuse concerns. To learn more about this service, contact the guidance office.

**Project Oz Youth Specialist**

Project Oz is a non-for-profit agency that operates in McLean County. A School Youth Specialist's responsibilities are to assist in the areas of truancy, academic deficiency, personal stress, and family related issues. Services may include tutoring, assisting families with locating resources, and one to one or family counseling. To learn more about this service, please contact the guidance office.

**Applying For College**

1. After selecting possible colleges, fill out an application online at the college website. Prepare applications thoroughly, having an adult review your application. Most online applications allow for the student to save their work along the way before submitting.
2. Application fees are usually required. Students with financial need may qualify for an application fee waiver. Check with your Counselor.
3. Obtain a "Transcript Release Form" from the Counseling Office or Counseling website for each college application in order for your official transcript to be sent. Each transcript will cost \$3. Transcripts are only considered official if mailed from the high school.
4. Official ACT and/or SAT scores must be ordered directly from ACT ([www.actstudent.org](http://www.actstudent.org)) or SAT College Board
5. ([www.collegeboard.com](http://www.collegeboard.com)).

**Testing****Preliminary Scholastic Aptitude Test /National Merit Scholarship Qualifying Test (PSAT)**

The Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test (PSAT) is given to juniors in October. There is a fee charged for this test. Registration period will be in the daily announcements. State Farm and a number of other corporations and businesses use this test as a means of awarding scholarships. All college bound students are encouraged to participate.

**Illinois Science Assessment (ISA)**

The Illinois Science Assessment is administered each Spring to students in the 11th grade. The purpose of the ISA is to determine student/school/district performance on grade level standards in science. The IAR scores are used by the district to evaluate curriculum and instruction. The ISA scores are utilized by the state as the accountability measure as defined in its ESSA plan.

**Pre-Scholastic Aptitude Test (PSAT 9 & 10)**

The Pre-Scholastic Aptitude Test (PSAT) is administered to 9th and 10th graders on a date set by the state which usually occurs in mid-April. The purpose of the PSAT assessment is to determine student/school/district performance in Math and ELA. Students may use PSAT/SAT scores as a way to place directly into dual credit courses at Heartland Community College. Students may use PSAT scores as college readiness Indicators as scores correlate to the SAT.

**AP Tests**

The Advanced Placement (AP) program is offered by The College Board and provides high school students the opportunity to take a three-hour exam in May to potentially qualify for college course credit. All students throughout the world take a given exam on the same day. Although The College Board does not mandate taking an AP course before completing the exam, it is much more likely a student completing an AP course will be able to attain a qualifying score. Each exam is graded on a point basis with a range from one to five. A score of five, four, or three is considered to be a qualifying score. Illinois law requires each public institution of higher education to comply with the same standard of awarding course credit to any student receiving a score of 3 or higher on a College Board Advanced Placement examination and applying the credit to meet a corresponding course requirement for degree completion at that institution of higher education. However, there is no guarantee that a college will accept AP credit. At the same time, The College Board indicates that over 90% of United States colleges accept AP credit and/or offer advanced placement. A student should determine potential credit or placement with the college he/she plans to attend. College websites often address AP credit and other opportunities to get advanced standing.

There is a cost for each exam. Students with financial need may qualify for a free/reduced fee. Students should check with the AP Coordinator (Counseling Office) to determine eligibility for the fee reduction. Registration for the exam will be necessary by the end of February in order to meet College Board deadlines.

Unit 5 is pleased to offer AP courses in several disciplines (English, foreign languages, mathematics, music, science, and social studies). Unit 5 will only offer AP exams that correlate to the ones taught this school year. Each AP class is expected to have the rigor of a comparable college level course. There are several AP options for junior and senior students.

For additional information and AP test schedule, contact your counselor, AP Coordinator, or The College Board website at <http://www.collegeboard.com/student/testing/ap/about.html>. That site will lead you to specific AP information.

**College Entrance Tests**

Most colleges require a college entrance test as a part of their admission requirements--American College Test (ACT) or Scholastic Aptitude Test (SAT). Illinois requires junior students to complete the SAT on a state designated testing date. The SAT is a graduation requirement for Illinois students. The state sponsored SAT will be administered, at no cost, to all juniors.

College entrance tests are usually taken in the spring or summer of the junior year in high school. You can take these tests as many times as you like. There is a fee charged for taking these tests. General information, test sites and registration materials for these tests are available in the Counseling Office or at [www.actstudent.org](http://www.actstudent.org) or [www.collegeboard.com](http://www.collegeboard.com).

**School Psychologist - Social Worker**

The school district employs school psychologists and school social workers who have specialized training. If you desire additional help with a particular problem, arrangements may be made by your counselor or Assistant Principal.

**School Resource Officer**

Through a joint partnership with the Normal Police Department, Unit 5 utilizes the School Resource Officer (SRO) program. The SRO acts as a liaison of the Normal Police by assisting students with law related advise, documenting police reports, and working with the Assistant Principals regarding investigations of a criminal nature.

**Instructional Media Center (IMC)****IMC Access and Procedures**

The Instructional Materials Center is open every day before and after school. Listed below are guidelines informing you on how to attend the IMC, expected behavior when using the IMC, and procedures for checking out IMC materials?

**Before and After School:**

1. Students are welcome and encouraged to use the IMC before and after school.
2. Students may use this time to locate learning materials, study, or use computers.

**During Lunch Periods:**

1. Students are welcome to come to the IMC during their lunch period.
2. Students may come to the IMC during homeroom only with a pass from their teacher.

**From a Classroom:**

1. Students must have a pass from their teacher to come to the IMC during class.
2. Since study hall students and classes are scheduled in the IMC, faculty are asked to send no more than five students at a time from class with a pass unless prior arrangement with the IMC staff have been made.

**From a Study Hall:**

1. Students must sign the IMC sign-out sheet in the study hall.
2. When classes are in the IMC, the number of students admitted from study hall will be adjusted because of seating limitations and demands of classes on computer availability. First priority will be given to students who have a pass from a teacher to work on an assignment.
3. Come directly to the IMC: do not stop at a locker, restroom, or Counseling Office.

**Student Expectations for Using the IMC**

Respect your peers' learning

1. Students must have a purpose for being in the IMC, even if it's just reading for pleasure or working on homework. Students must be engaged in what they came to the library to do, not spend the time napping or socializing.
2. Students are requested to keep their voices at a respected noise level.
3. Students must respect the right of everyone to accomplish study and work goals.
4. Students are requested to turn off cell phone ringers.

**Respect your IMC Facility**

1. Return library books, textbooks, laptops, supplies and games to designated places.
2. One student per seat.
3. Keep feet off of furniture.
4. Report broken or missing items.
5. Return furniture to its proper place.
6. Keep the facility clean by throwing away trash and picking up after yourself.

**Circulation of IMC Materials**

1. Your student ID serves as your library card for checking out all materials and technologies.
2. Students may check out books for reading and research in addition to school textbooks. Books may be checked out for three weeks. Books may be renewed unless a reserve request has been issued. Students are given a grace period after which a fine of \$.10 per school day is charged for overdue books.
3. Reference and reserve books may be checked out after school. These books are due before first hour the following school day. Overdue reference and reserve books are charged \$.10 per day.
4. Returning materials on time is your responsibility and will save you money. Overdue notices will be sent weekly. Report to the IMC as soon as possible after receiving an overdue notice. Students are financially responsible for lost, damaged, or stolen items checked out in their name. Fines and lost book charges are collected at registration and must be paid by seniors before graduating.

**Textbooks**

Textbooks are checked out to students through the IMC during school registration with their student ID. Students are asked to write their name inside the cover of the textbook. Students who are dropping/transferring schools are responsible for returning all textbooks to the IMC before they leave. The drop form is available from the Assistant Principal. For students that are dropping a class, the drop form is available in the Counseling Office. All textbooks will be collected in the classrooms and returned to the IMC at the end of each semester (for semester classes) or at the end of the school year (for year-long classes). Students will be charged for lost, missing or destroyed textbooks at the end of the school year.

**School Nurse**

The Nurse's Office is accessible through the main office. If a student becomes ill or injured, he/she should report to the Nurse's Office with a Hall Pass. The nurse will decide whether the student should remain in school or be sent home. If the nurse is unavailable, another person from the office staff will assist the student. The parent/guardian should contact the nurse with regard to any health-related problems or concerns.

**Procedures**

1. If you become ill or injured during the school day, report to the Nurse's Office with a Hall Pass from the class you are in or will be missing. Do not come in between classes without a Hall Pass.
2. Sign in and out of the Nurse's Office using the computer and your student ID.
3. If it is necessary for you to be excused from school, the nurse will contact your parent/ guardian and will write an Absent/Tardy Notice. Do not call/text your parent/guardian before reporting to the nurse.
4. No treatment except first aid will be given by the nurse. If additional treatment is required, the nurse will contact parent/guardian to make appropriate arrangements.
5. If the school nurse is not available, you are to report directly to the Main Office.

**Illness or Accidents at School**

All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian's health insurance company should be contacted for coverage.

The Unit 5 District does make available low cost student accident insurance for all students that attend our schools. This insurance application is available at all our school buildings.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for a child which includes accident insurance. Information about the All Kids program can be found at [www.illinois.gov/hfs/medicalprograms/allkids](http://www.illinois.gov/hfs/medicalprograms/allkids).

Cross Reference:  
Board Policy 4.170, *Safety*

**Emergency Numbers**

Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact your school office if any changes in this emergency information occur during the school year.

**Immunization, Health, Eye, and Dental Examinations**

Illinois law requires that all students entering an early childhood program, kindergarten, sixth, or ninth grades, or transferring from out of state, have a physical examination within one calendar year *prior* to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois health records.

Section 27-8.1 of the Illinois School Code states: "If a child does not comply...then the local school authority shall exclude that child from school until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."

All students entering ECE, Pre-K, Kindergarten, 6<sup>th</sup> grade, and 9<sup>th</sup> grade must submit a current physical exam and complete immunization record by the FIRST DAY OF SCHOOL. For detailed information on immunization requirements, click on the link below or check with your health care provider. [http://www.isbe.net/pdf/school\\_health/immunization-requirements.pdf](http://www.isbe.net/pdf/school_health/immunization-requirements.pdf). Children without physicals and immunizations will NOT be allowed to start school until the school nurse receives the records. NO appointment cards will be accepted. *Sports physicals are NOT accepted for this requirement.* It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

Parents/guardians who object to the health examination or immunizations on religious grounds must present an "Illinois Certificate of Religious Exemption to Required Immunizations and/or Examination" form found at: <http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf> to the local school authority. This form must be signed by both the parent/guardian and the child's health care provider responsible for performing the child's health examination. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.

The following immunizations are required by the State of Illinois for students in grades Pre-K through 12. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code.

1. DPT/DTaP/Tdap
2. OPV/IPV
3. Measles/Mumps/Rubella (MMR)
4. Varicella
5. Hepatitis B (required for early learning programs and 6<sup>th</sup> grades and up)
6. Hib (required for early learning programs)
7. Pneumococcal (required for early learning programs)
8. Meningococcal (required for 6<sup>th</sup>-8<sup>th</sup> grades and 12<sup>th</sup> grade)

**Eye Examination**

Effective in 2008, Illinois law requires all children in kindergarten or enrolling for the first time in an Illinois school to have an eye examination completed by a licensed ophthalmologist or optometrist on file at the school by the first day of school.

**Exemptions**

A student will be exempted from the above requirements for:

- Religious grounds if the student's parent/guardian presents to the Building Principal an "Illinois Certificate of Religious Exemption" form signed by both the parent/guardian and the health care provider;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent/guardian show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent/guardian show an undue burden or a lack of access to a dentist.

**Cross Reference:**Board Policy 7.100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students***Homeless Child**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. *Board policy 6.140 governs the enrollment of homeless children.*

**Student Medication**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian and healthcare provider with prescriptive authority must complete a *School Medication Authorization Form* requesting that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Except when the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen®, an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a licensed physician, no District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except nurses, shall not be required to administer medication to students. However, provided a *School Medication Authorization Form* has been completed and signed by the student's parent/guardian and healthcare provider with prescriptive authority, teachers and other non-administrative school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in Board Policy 7.270; and coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board Policy 7.270 and its implementing procedures.

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

**Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a *School Medication Authorization Form*. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan; (3) an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication, epinephrine injector, or medication required under a qualifying plan, or the storage of any medication by school personnel. 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 asthma medication, an epinephrine injector, opioid antagonist, and/or medication, or the storage of any medication by school personnel.

**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.

#### **District Supply of Undesignated Epinephrine Injectors**

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) of the School Code 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.

#### **District Supply of Undesignated Opioid Antagonists**

The Superintendent or designee shall implement Section 22-30(f) of the School Code and 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 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. 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 parent/guardian of a student who is a minor or any other individual who is at least 21 years of age to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer a medical cannabis infused product to a student.

A designated caregiver 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:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. 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.

State law does not require school personnel to administer medical cannabis to students. Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis infused product to a student who is a registered qualifying patient. Prior to the administration of a medical cannabis infused product under subsection, a school nurse or school administrator must annually complete training curriculum developed by the State Board of Education, in consultation with the Department of Public Health, on the administration of medical cannabis infused products and must submit to the school's administration proof of its completion.

A trained school nurse or administrator is allowed to administer a medical cannabis infused product to a child who is a student while on school premises, at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus if:

1. The student possesses a valid registry identification card issued by IDPH;
2. A copy of the registry identification card is provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

The written authorization and a copy of the registry identification card(s) must be kept on file in the office of the school nurse. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

Medical cannabis infused 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.

Discipline of a student for being administered a product by a designated caregiver pursuant to this Board Policy 7.270 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 Board Policy 7.270 and this Handbook 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.

This School District Supply of Undesignated Epinephrine Injectors section of Board Policy 7.270 and this Handbook 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 school epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The School District Supply of Undesignated Glucagon section of Board Policy 7.270 and this Handbook 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 Board Policy 7.270 and this Handbook 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) will ensure all notifications required by State law and administrative procedures occur.

#### **Disclaimers**

Upon implementation of Board Policy 7.270, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated medications. Board Policy 7.270 and this Handbook do not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

#### **Cross References:**

Board Policy 7.270, *Administering Medicines to Students*  
 Administrative Procedure 7.270-AP1, *Dispensing Medication*  
 Exhibit 7.270-E1, *School Medication Authorization Form*

**Failure to Follow Medical Procedures**

Failure to follow the procedures for self-administration of medication outlined in this section will be considered a disciplinary situation and will be handled according to procedures outlined in the "Controlled Substances" section of this handbook. This includes, but is not limited to, giving other students medications not prescribed for them or taking improper doses of medication. Violators will be subject to disciplinary consequences, and may be reported to appropriate law enforcement agencies (see Over the Counter Chemical Substances).

**Student Concussions and Head Injuries**

If a student sustains a physician-diagnosed concussion, either during school hours or outside of school, parents are requested to notify the school. If a student's parent/guardian is requesting academic accommodations after a concussion, the Unit 5 Concussion Staging Form must be completed by the student's physician (elementary, junior high, high school) or athletic trainer (high school only) and submitted to the school nurse.

A student that participates in an interscholastic athletic activity and who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be immediately removed from participation or competition at that time. A student that participates in an interscholastic athletic activity who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until cleared to do so by a physician (licensed to practice medicine in all of its branches in Illinois) or a licensed athletic trainer working under the supervision of a physician and the District's return-to-learn and return-to-play protocols have been completed.

**Vision and Hearing Screenings**

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening. If a report of an eye examination within the last 12 months by an optometrist is on file at the school. The vision examination report must be completed and signed by the optometrist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

Board Policy 7.305, *Student Concussions and Head Injuries*  
 Administrative Procedure 7.305-AP1, *Program for Managing Student Concussions and Head Injuries*  
 Exhibit 7.305-AP1, E1, *Concussion Information*  
 Administrative Procedure 7.305-AP2, *Concussion Care Protocol -Return-to-Learn and Return-to-Play*  
 Exhibit 7.305-AP2, E1 *Concussion Staging Form*  
 Exhibit 7.305-AP2, E2 *Return-to-Play Consent Form*  
 Exhibit 7.305-AP2, E3 *Concussion Care Graphic ~ Return-to-Learn and Return-to-Play*

**Physical Education/Activity Restrictions**

If you must be excused from Physical Education/Health activity for more than three days because of illness or injury, you must have a physician's request that states:

1. Type of illness or injury
2. Activities in which you cannot participate
3. The specific length of time this request is to be effective

The request must be presented to the School Nurse before school. She will forward it to your Physical Education teacher. A physician's request to excuse a student from some Physical Education activities due to a long-term or chronic medical problem will be honored. The teacher will work with student on alternate non-physical activities and to make –up missed classes. If the condition persists into the following school year, a new request must be brought from the physician. Physician's requests will be kept on file as a permanent document by the School Nurse.

**Disability Assistance**

Persons with a disability of either a temporary or permanent nature may receive help by request through the nurse, counselors, or administrators.

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**Health Information**

Health information gathered through screening registration forms, physical exams, oral/written communication by a health care provider or parent/guardian may be shared by the certified school nurse with those individuals (i.e. teachers or other school personnel) who have an educational interest in enhancing the health and safety of the student. This information may be shared via written or electronic communication or by direct personal contact. If you do not wish this information to be shared, please send a written request to the school office by the end of the first week of attendance.

**Counseling**

Each building has counselors available to assist students who require additional assistance. Counselors will assist students in several areas including the following:

- Personal/Social - peer relationships, communication, and decision-making.
- Educational – study habits, homework, student/teacher relationships, grades, course selection.
- Vocational – career information and exploration, interests, abilities, career planning, and training opportunities.
- Testing – achievement, ability, and aptitude.

Students will be assigned a particular counselor; however, students can request to talk to the counselor of their choice. The services of a school psychologist and school social worker are also available through the Counseling Office.

**Cross Reference**

Board Policy 6.270, *Guidance and Counseling Programs*

**Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the Superintendent. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of:

- Three school evacuation drills,
- One bus evacuation drill,
- One severe weather and shelter-in-place drill, and
- One law enforcement drill.

There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

**Cross Reference:**

Board Policy 4.170, *Safety*

Administrative Procedure 4.170-AP1, *Comprehensive Safety and Crisis Program*

**Reunification Site**

In the event a relocation from school and a student-parent reunification is necessary, the following are designated as the reunification sites for Normal Community High School and Normal Community West High School:

<b>School</b>	<b>Reunification Site</b>
NCHS	Eastview Christian Church
NCWHS	<del>Eastview Christian Church</del>

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**Communicable Diseases**

For everyone's protection, sick students must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A fever within the last 24 hours of 100° F or higher
- Vomiting or diarrhea within the last 24 hours
- A frequent or disruptive cough or other signs of an acute respiratory infection
- Any contagious illness such as "strep throat" that requires antibiotic therapy. Once a student has been fever free without the use of fever-reducing medications and on antibiotics for at least 24 hours, he/she may return to school.
- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician's note stating the rash is not contagious.
- Pronounced lethargy or fatigue that interferes with participation in learning activities.

**Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.

2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of an active infestation. Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross Reference:  
Board Policy 7.250, *Student Support Services*

#### **School Insurance**

A low cost accident policy is offered to all students. While the schools have no obligation in case of an accident, the District is glad to cooperate with the agency and offer this limited, yet liberal policy for your consideration. Briefly, students may be insured for the school year for the accidents, which occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices.

#### **Care of Students with Chronic Health Conditions**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses like Diabetes 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.

It is the parent's/guardian's responsibility to inform the School Nurse or Building Principal of their child's health concern, including diabetes, asthma, food allergy, and seizures. The School Nurse will then work with the family, the student, the student's physician and the classroom teacher to develop a Plan of Action. It is the parent's/guardian's responsibility to ensure that The Plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent/guardian before they will be implemented. Please contact your School Nurse for further information.

#### **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 school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Cross Reference:  
Board Policy 7.290, *Suicide and Depression Awareness and Prevention*

#### **Procedures at Schools**

If a student must have a medical procedure performed at school to protect their health and well-being, an "Authorized School Personnel to Perform a Medical Procedure" form must be on file at the school. The form must be filled out and signed by the health care provider and signed by the parent/guardian.

Reasonable accommodations will be made by Unit 5 schools to insure a student receives a free and appropriate education in the least restrictive environment. In order to prevent educational interruption, procedures performed at school are limited to those requested by the parent and which the licensed health care prescriber (physician, dentist, podiatrist, physician's assistant, or advanced practice nurse) certifies cannot be scheduled outside school hours without risk to the health and safety of the student.

No district employee shall perform a medical procedure for any student or supervise a student performing their own medical procedure until a completed and signed "Request for Authorized School Personnel to Perform a Medical Procedure" form is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except certified school nurses, shall not be required to perform a medical procedure.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including performing a medical procedure.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent/guardian of the student requesting performance of a medical procedure during school hours.

**Building Security**

For the safety of our students, Unit 5 has adopted a closed-building concept. All exterior doors are locked with the exception of the front doors outside the office.

No students should be in the building during non-school hours without direct supervision from a staff member and/or coach/sponsor. Students should not be using school equipment or accessing any spaces (indoor and outdoor school property) and such access may result in school discipline and/or law enforcement involvement.

All visitors to the building are required to check into the main office to report their purpose for being in the school. Visitors will be given an appropriate ID Badge to wear during their stay.

**Co-Curricular Activities****Attendance at Co-Curricular Activities**

Students must be in regular school attendance all day on the day of an activity in order to be eligible to participate in or attend any after school co-curricular activity. Exceptions due to unusual circumstances may be granted only by a building administrator.

**Dances**

Students must present their student ID to be admitted to dances. Various dances are held throughout the year. Any dancing deemed inappropriate by a supervisor or administrator is prohibited. Inappropriate dancing may result in removal from the dance. Students should consider these activities as an extension of the school day in terms of personal conduct and behavior. Under usual circumstances, students will not be allowed to return to a dance after they have left the building. Hallways and lockers not in the immediate vicinity of the dance will not be available during or after school dances. Students are to arrange for transportation to and from dances and are to leave the campus immediately after the dance. All school rules are applicable and in force during dances. A student who is assigned a disciplinary consequence as a result of any misconduct at a school dance may not be admitted to any school dance for the remainder of that school year.

For Homecoming and Prom, students may invite ONE guest and must complete the "Guest Permission Form" and have it approved by one of the Assistant Principals in advance. Guests must be at least freshmen in high school and also under the age of 21. Only pre-registered guests with photo ID will be admitted to these dances. This may apply at other dances as determined by building administration.

**Good Night Rule**

Once a student leaves a school activity (dances, sporting events, etc.) he/she will not be readmitted to the activity and must leave the school grounds. Violators will be subject to arrest for loitering or trespassing.

**Statement of Policy for Co-Curricular Participation as Related to Drug Use, Alcohol Use, and Inappropriate Behavior**

Unit 5 considers its student members of IHSA sanctioned teams and co-curricular clubs to be representative of the school. Participation in co-curricular activities, including but not limited to clubs and interscholastic teams, is considered to be a privilege at Unit 5. Because these students represent our high school, the standard of student conduct is necessarily high and without exception. It is the policy of Unit 5 that any student engaging in gross disobedience or misconduct or possessing or consuming alcoholic beverages and /or drugs, or engaging in illegal or inappropriate behavior which reflects poorly on Unit 5 and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions, including but not limited to, immediate suspension from the team or club for which the student is current participating. The disciplinary sanctions and/or suspension will be announced at a conference attended by the Principal or designee, team coach or club sponsor, Assistant Principal or designee, student, parent/guardian, student's counselor and the Athletic Director as appropriate.

**Transportation for School Activities**

Students must utilize school transportation to and from all-school activities for which transportation is provided. BACC students may drive themselves to class each day if parents have signed off on transportation permission form.

For these events, parents/guardians of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but

not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases it will be the responsibility of the parent/guardian to arrange safe transportation.

## **Organizations and Activities**

### **School Clubs**

All clubs meet before or after school as arranged by the sponsor and club members. Please consult the school website or the Counseling Office for a list of these activities.

### **IHSA Scholastic Competition Activities**

#### **National Honor Society**

Eligibility for National Honor Society is based on four criteria: scholarship, leadership, service, and character. NHS is not a purely scholastic honorary organization.

To be academically eligible for membership, a student must be a second semester Junior or a first semester Senior and must have a grade point average of at least 4.7.

The student must also have participated actively in ten school-sponsored and/or community-related activities during high school. He or she must have held at least two positions of leadership, either elected or appointed.

Students who meet these criteria will then be evaluated by the entire faculty on the basis of character. A council of five faculty members appointed by the Principal will make the final selection of members from eligible candidates. These requirements are in accordance with the guidelines established by the National Constitution of the organization.

#### **IHSA Interscholastic Athletics**

For information concerning each school's athletic program, please consult the school's website (listed below) or contact the Athletic Office.

Normal Community High School - <http://www.il.8to18.com/nchs>  
Athletic Director Nic Kearfoot – Email [kearfon@unit5.org](mailto:kearfon@unit5.org) Phone 557-4570

Normal Community West High School - <http://www.il.8to18.com/ncwhs>  
Athletic Director Wes Temples – Email [templesw@unit5.org](mailto:templesw@unit5.org) Phone 557-4975

#### **Student Interscholastic Activities Concussions and Head Injuries**

A student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student-athlete who has been removed from an interscholastic contest for a possible concussion or head injury, may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student-athlete may not return to play or practice until the student-athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

#### **High School Interscholastic Athletic Activity Code – Revised April 2017**

The McLean County Unit District No. 5 Board of Education believes that athletics are an extension of the educational process for its student athletes. In order to enjoy the privilege of participating in athletics at the Unit 5 schools, each student-athlete and parent/guardian should read and understand the following stipulations. The parent/guardian and student-athlete signatures on the student-athlete's Athletic Record must be present before participation will be allowed in any practice, game or other activity.

1. The student-athlete must be doing passing work in at least five (5) subjects (25 class hours). In addition, the student-athlete must have passed five (5) subjects (25 class hours) from the previous semester.

2. The student – athlete must have a valid physical examination on file in the school office before the beginning of practice. This exam must be current, i.e. dated less than 395 days from the end of the season in which the student-athlete is to participate.
3. The student-athlete must have purchased the student accident insurance or have on file in the Athletic Director's office a form which verifies adequate coverage by a family or group policy. It is understood that McLean County Unit District No. 5 does not assume financial responsibility for accidents incurred in athletics. It should also be clarified that complete coverage by any single policy is highly improbable; therefore the policy covering any student-athlete should be fully understood prior to participation. There is a special insurance rider, in addition to student accident insurance, available to cover football players (purchase optional).
4. Student-athletes must abide by the conduct code for the activity and Board Policy 7.190 at all times. Student-athletes engaging in gross disobedience or misconduct or engaging in illegal or inappropriate behavior which reflects poorly on Unit 5 and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions, including but not limited to, immediate suspension from the athletic team in which the student is currently participating.
5. Possession and/or use of tobacco products, alcoholic beverages, controlled substances and/or related paraphernalia at any time, or aiding and/or abetting others to possess or use, after the very first practice as a Unit 5 student-athlete will be considered as a reason for suspension/removal from an athletic team. Suspension will be defined as not participating in competition. Attendance at any activity involving the illegal use of alcohol, controlled substances or tobacco may result in an investigation leading to an athletic code violation. The following conditions will apply in any situation in which a violation occurs.
  - *First Violation:* A conference will be held including the student-athlete and Athletic Director. Coaches and additional administrators may be involved. Parents/guardians will be contacted following the outcome of the conference. The student-athlete will be suspended from the team for the equivalent of one-fourth (1/4) of the regular season games.
  - *Second Violation:* A conference will be held including those same parties who met as a result of the first violation. The student-athlete will be suspended from the team for the equivalent of one-half (1/2) of the regular season games.
  - *Third Violation:* The student-athlete is removed from all Unit 5 athletic programs for the duration of the student's high school career. A conference will be scheduled by the Athletic Director to ensure a review process for the student and parents/guardians.
6. Unauthorized possession or use of medication or over-the-counter chemical substances by a student-athlete, including but not limited to giving other students medication or over-the-counter chemical substances not prescribed for them, or taking improper dosages of medication or over-the-counter chemical substances, will be subject to appropriate disciplinary action. In season or out of season: suspension from the team for the equivalent of one-fourth of the entire season. Subsequent violations will result in progressive consequences as outlined above in #4.
7. Coaches may establish additional rules for their respective sports, including rules for conduct. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director's office.
8. The student-athlete agrees to care for and be responsible for school equipment issued and used. Necessary restitution must be made whenever loss or damage is the student-athlete's responsibility.
9. The student-athlete agrees to comply with all rules and regulations established by the Illinois High School Association and the High School Handbook of the McLean County Unit District No. 5 schools.
10. A season begins with the first day of practice and extends through the final competition for members of that team. To be eligible for an award, a student-athlete must complete the season in good standing.
11. All rules established by this Athletic Permit will be considered to be in effect continually, year round, until the student-athlete completes eligibility or graduates, whichever is later.

*Approved by Board of  
Education 4/26/2017*

## Academic Information

### General Regulations

1. No student other than fifth year seniors will be allowed to take less than six courses for credit during each semester (P.E. included.)
2. A student may take a 7th course for credit during a semester.
3. A student may take eight (8) courses for credit during one semester if they need:
  - a) To recover credit to meet graduation requirements (seniors only).
  - b) To meet college admission standards (all other classes are needed; not choice).

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- c) To fix a scheduling conflict (no other equitable choice) or school error.
- 4. The following breakdown will be used to determine a student’s grade in school at the start of the school year:
  - a) Freshman – 1st year of high school or less than 5 credits
  - b) Sophomore – 2nd year of high school and 5 credits required
  - c) Junior – 3rd year of high school and 13 credits required
  - d) Senior – 4th year of high school, 17 credits

Students can change status during the second semester. Credit deficient students who meet the minimum credit requirements to be reclassified will be after 1<sup>st</sup> semester.

- a) To achieve 10<sup>th</sup> grade status - 2<sup>nd</sup> year of high school and 8 credits required
- b) To achieve 11<sup>th</sup> grade status - 3<sup>rd</sup> year of high school and 11 credits required
- c) To achieve 12<sup>th</sup> grade status – 4<sup>th</sup> year of high school and is anticipated to meet graduation requirements by July 31<sup>st</sup>

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**High School Graduation Requirements**

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

NUMBER OF CREDITS TO GRADUATE

ENGLISH .....	4.0
MATH .....	3.0*
SCIENCE .....	2.0
SOCIAL STUDIES .....	2.0**
PHYSICAL EDUCATION & HEALTH .....	3.5
CONSUMER EDUCATION .....	0.5****
ELECTIVES .....	9.0
TOTAL .....	24.0

Completion of SAT Test (11<sup>th</sup> grade)

**MATH**

1.0 credit Algebra I content  
 1.0 Math credit can come from AP Computer Science Principles or AP Computer Science Java  
 \*Must take one course with Geometry content.

**\*\*SOCIAL STUDIES**

1.0 credit U.S. History  
 0.5 credit Civics or AP U.S. Government & Politics.  
 Successful completion of Constitution Test.

**\*\*\*PHYSICAL EDUCATION AND HEALTH**

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Students are required to enroll in PE every semester they are in school even if they have attained 3.5 credits. Unit 5 expects all students to participate in a Physical Education course that includes swimming content. Therefore, students who decide to take Driver's Education through a private company will be expected to register for WALA or Advanced Aquatics.

Students may graduate with less than 3.5 credits in Physical Education if they are approved for early graduation or if they qualify for an exemption under the Board of Education guidelines:

### **Substitutions for Physical Education (No. 6.310)**

See Page 6 for Substitutions for Physical Education.

#### **\*\*\*\*CONSUMER EDUCATION - STATE OF ILLINOIS REQUIREMENT**

Successful completion of any of the following courses/programs fulfills the State Consumer Education requirement for high school graduation:

- Introduction to Business Course (9, 10) 2 semesters
- Consumer Education course (11, 12) 1 semester
- Work Program and Work Program Class (11, 12) 2 semesters
- Personal Investment & Finance course (11, 12) 1 semester
- Agribusiness Management course (11, 12) 2 semesters
- Consumer Math (9, 10, 11, 12) 2 semesters (for students with case manager)
- Vocations Class (11, 12) 2 semesters (for students with case managers)

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

### **Free Application for Federal Student Aid (FAFSA) Graduation Requirement**

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.

File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

### **Weighted Grade System**

Unit District No. 5 utilizes a weighted grade system for determining class rank. To indicate the weight of a class, the following symbols are placed behind the course title. A maximum of 10 semesters of AP courses and all Honors courses will be weighted. For the class of 2018, a maximum of 26 semesters of weighted coursework (AP and Honors) taken at the high school level, will be used to calculate class rank.

\*Beginning with the class of 2019, there will be no limit on the number of weighted courses used to calculate GPA.

[AP] = AP Level (A=6; B=5; C=4; D=3; F=0)

[DC] = Dual Credit Level (A=5.5; B=4.5; C=3.5; D=2.5; F=0)

[H] = Honors Level (A=6; B=5; C=4; D=3; F=0)

[B] = Base Level (A=4; B=3; C=2; D=1; F=0)

Any course that does not have one of the three above symbols behind its name is Standard Level. (A=5; B=4; C=3; D=2; F=0)

#### Academic Recognition

Summa Cum Laude and Magna Cum Laude designations will be awarded based on GPA.

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Summa Cum Laude designation: 5.1+ GPA

Magna Cum Laude designation: 4.85 – 5.099 GPA

### Course Selection

All students, eighth grade through eleventh, are expected to select courses during the second semester for classes offered the following year.

The decision to take a course is an important one. Students should carefully consider their educational and career goals and develop a program of study to work toward those goals. Counselors will help students plan their programs. Parents are encouraged to be involved with their student during the course selection process. Students should choose elective courses which will meet the particular requirements for admission to the college, training, programs or vocation for which they wish to qualify.

Course request verification information will be sent electronically to families each March. Changes to course requests must be completed by Spring Break. No changes will be allowed after that time except for the following reasons only:

1. Successful completion of summer school courses. Students must have prior written approval from guidance counselor and associate principal before enrolling in a course.
2. Changes for Seniors that are necessary to meet graduation requirements.
3. Failure to meet course prerequisite.
4. Driver Education changes for students placed in the wrong semester because of age or course failures.
5. Scheduling conflicts due to computer error.
6. Missing requirement for university admissions.

### Changes for Second Semester

Once first semester has begun, students may request one schedule change for second semester under the following parameters:

1. Drop class to move to higher weighted course.
2. Drop a yearlong class that has been failed and pick up a semester class (Office Approval/Interventions for success must be completed).
3. Students currently enrolled in study hall second semester may enroll in second semester class.

### Dropping a Course

Students enrolled in seven courses may drop an elective course within the first six full weeks of the semester.

### Level Changes

Students enrolled in a course where multiple levels of the course exist may request a level change **within the first six (6) weeks of the semester**. When moving down a level, students must show that all possible interventions/ resources were utilized to be successful in the present level before the level change will be granted by the office.

### Credit for Alternative Courses and Programs and Course Substitutions

#### Board Policy 6.310 - Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course, from an accredited institution
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College or high school courses offering dual credit at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program
7. Credit earned in a Vocational Academy

### **Guidelines for High School Non-District Experiences and Course Substitutions**

- A student may take no more than six credits outside of Unit 5's course offerings.
- A student who has failed more than six credits may exceed the limit of six credits to recover credits to fulfill graduation requirements.
- A maximum of one credit may be earned outside the school day per semester unless approved in advance by the Building Principal or designee.
- A maximum of two credits may be earned during a single summer session unless approved in advance by the Building Principal or designee.
- The aforementioned credit limitations apply only to a student enrolled full time.

### **Off Campus Learning Courses**

A student enrolled in an off campus learning course may receive high school credit for work completed, provided:

1. The course is given by an accredited institution and approved in advance by the Building Principal or designee.
2. The student assumes all financial responsibility.

Off campus learning courses may be taken during school day for district supported credit recovery.

The off campus course grade will not count toward Unit 5 cumulative grade point, grade point average (GPA), or class rank.

***Note – College level courses that are taken while a student is enrolled in high school may not be recognized for college credit by some post-secondary institutions.***

### **Dual Credit Course**

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

### **Summer School**

A student who has successfully completed eighth grade may receive high school credit for successfully completing any course provided:

1. The course is given by an accredited institution and approved in advance by the high school Building Principal or designee.
2. The student assumes all financial responsibility.

The summer school course grade will not count toward Unit 5 cumulative grade points, grade point average (GPA), or class rank.

### **Correspondence Courses**

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The student is a fourth or fifth year student.
2. The course is given by an accredited institution and approved in advance by the Building Principal or designee.
3. The student assumes all financial responsibility.

The correspondence course grade will not count toward Unit 5 grade point average (GPA).

### **Exchange Programs**

A foreign exchange student will not be granted a diploma. In lieu of a diploma, a foreign exchange student will be awarded a certificate of attendance.

A Unit 5 student will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal or designee. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

1. The student assumes all financial responsibility.

#### **Foreign Language Courses**

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education. (An ethnic school is a part-time, private school that teaches the foreign language, as well as the culture, geography, history, and other aspects of a particular ethnic group.)

The amount of credit will be based on foreign language proficiency achieved. The high school Building Principal or designee may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

1. The student assumes all financial responsibility.

#### **Blended Learning Courses**

Unit 5 offers high school courses in a blended format. A blended course combines traditional instruction on required attendance days (face to face instruction within a classroom) with teaching and learning activities that happen virtually on flex days. Students in 1st hour blended courses may arrive to campus after 1st hour on their flex days and students in 8th hour blended courses may leave campus after their 7th hour course. Students in 2nd – 7th hour blended courses can report to one of the common spaces designated for blended learning students. Students in blended learning courses are expected to maintain a minimum course grade of a 'C'. If a student's grade falls below a 'C', the student will be required to be in the classroom with the teacher on flex days.

#### **Substitutions for Physical Education**

A junior or senior student may be excused from physical education courses for one of the following reasons with approval in advance by the high school Building Principal or designee:

1. Enrollment in academic classes that are required for admission to an institution of higher learning.
2. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.
3. Ongoing participation in an interscholastic athletic program.
4. Ongoing participation in a marching band program for credit.
5. Participation in an adaptive athletic program outside of the school, in the case of a student who has an individualized educational plan.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above.

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination must be made a part of the individualized education program. A student requiring adapted physical education must receive that service in accordance with the student's individualized education program.

#### **Re-Entering Students**

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in *Board Policy 7.50*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy

3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other non-formal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the U.S. Commission on Accreditation of Service Experiences

The provisions in the section Credit for Non-District Experiences, above, apply to the receipt of credit for any Non-District course.

Cross Reference:  
Board Policy 6.310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

#### Proficiency Exam

The music department may administer a proficiency exam to enroll in a course. See prerequisite for individual department classes.

#### Report Cards

Progress Reports and Academic Report Cards will not be mailed to parents of high school students who have internet access. If you have internet access, you may view your student's report cards through the family portal link from either the Unit 5 website or the individual school website. If you do not have internet access, your student's Progress Reports and Academic Report Cards will be mailed to you. Parents/guardians are invited to contact the individual teachers and/or counselor regarding these reports.

#### Incomplete Work

All incomplete work must be made up by the last day of each semester unless special arrangements have been made with the Assistant Principal and your teacher. It is the student's responsibility to contact the Assistant Principal. Work not made up will be considered a failure and the semester grade computed accordingly.

#### Semester Examinations

1. Any students who are truant, or otherwise unexcused, from a semester exam will receive a zero (0) for the exam. Semester grades will be averaged accordingly.
2. Students unable to attend school for any reason will be required to complete semester exams. If a student is absent from an exam, arrangements must be made by the student to make up that exam. Exams should be taken by dates established for submission of semester grades.
3. Prearranged absences from semester exams will be granted only in extreme cases and only by the appropriate Associate Principal. Students with prearranged absences may take their semester exams early, but no more than one week prior to semester exams.
4. If a prearranged absence is not approved and a student still chooses to leave, the absence will be treated as a truancy.
5. All absences, excused or unexcused, must be approved by school administration.
6. Any special or unusual circumstances should be submitted to the school administration for consideration.
7. Students with Study Halls may be excused pending approval from school administration.

#### Final Exam Policy

Any Junior or Senior with an "A" grade average in a class on the last day of the semester will be exempt from the semester final exam in that class.

#### Honor Roll

The High School publishes a school-wide Honor Roll at the end of each semester. Students with a GPA of 4.6 or greater will qualify for the Honor Roll. Only courses in which a student is enrolled at NCHS / NCWHS will be considered. Weighted grades will be used in determining eligibility for Honor Roll.

#### Seal of Biliteracy

Unit 5 Schools will offer both the Seal and Commendation to graduates beginning in 2019 pending ISBE approval. Students will qualify through showing proficiency on the AP Language and Culture exam for Spanish, Chinese, French, German, Italian, and

Japanese. The portfolio option will be available for students who would like to qualify for the Seal or Commendation in Telegu, Tamil, or Arabic.

Students will need to 'declare' their intent to pursue the Seal of Biliteracy recognition to their counselor. Students will have to provide evidence of assessment scores to counselor (AP test or results of portfolio assessment). Counselor will verify that students met college readiness benchmarks for SAT as well as the benchmark score for the additional/second/home language.

#### **NCAA Approved Core Courses**

Currently, the NCAA for athletic eligibility at the college level accepts the specified core courses. The information is listed as found on the clearinghouse web site. Potential Division I and Division II athletes need to carefully check the information as the requirements vary slightly for Division I and Division II. Generally, a student will need at least 16 core classes in the following areas: English, Mathematics, Social Science, Natural or Physical Science, and Foreign Language. For additional assistance, talk to your counselor, coach, and athletic director or visit the NCAA Clearinghouse web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Unit 5 does not make the eligibility determination nor determine the classes that will count toward the core requirement.

#### **Early Graduation**

The counselor should be consulted if a student wishes to graduate early. Class rank will be determined at the end of the 7th semester for December graduates. A form, signed by the parent/guardian must be submitted to the guidance counselor. Students graduating in December are invited to participate in the graduation rehearsal and the commencement ceremony.

Students who anticipate graduating after six (6) semesters, will need to submit an early graduation form to the guidance office prior to the start of their fifth semester (third year). Students graduating after 6 semesters (3 full years) will not be required to fulfill the 3.5 credit requirement for Physical Education. These students are only required to complete 3.0 credits of Physical Education/Health to graduate.

#### **Commencement**

Commencement is a formal academic ceremony marking the conclusion of the high school experience. Graduates who have completed all requirements are eligible to participate in Commencement. Participation is voluntary and not required. The established attire is the standard black cap and gown, with white collars provided for female graduates and stoles provided for National Honor Society members and chords to designate magna or summa cum laude. Summa Cum Laude and Magna Cum Laude designations will be awarded based on GPA.

Summa Cum Laude designation: 5.1+ GPA

Magna Cum Laude designation: 4.85 – 5.099 GPA

Commencement is an event to celebrate the graduation of the class as a whole and is not a time to display individuality of expression or attire. Unauthorized decoration or modification of the cap or gown will not be permitted. Participation will be limited to eligible students who are properly attired.

#### **Records**

##### **Definition**

School student records are confidential and information contained therein 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 individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored, except as provided in:

1. Writings or other recorded information maintained by an employee of a school for his or her exclusive use, provided they are destroyed not later than the student's graduation or permanent withdrawal, and are not released or disclosed to any other person except a temporary substitute.
2. Information maintained by law enforcement professionals working in the school.

##### **Categories of School Student Records**

The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after a student has transferred, graduated or otherwise permanently withdrawn. A student's permanent record contains the following information:

- (1) Basic identifying information;
- (2) Academic transcript\*;
- (3) Attendance record;
- (4) Accident reports and health record;
- (5) Record of release of permanent record information; and

- (6) High school State assessment test scores;

And may also consist of:

- (7) Honors and awards received; and  
 (8) Participation in co-curricular activities or athletics.

A student's temporary record contains the following information:

- (1) A record of release of temporary record information;  
 (2) Elementary State assessment test scores;  
 (3) Completed home language survey form;  
 (4) Information regarding serious infractions that resulted in discipline; and  
 (5) Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act;

And may also consist of:

- (6) Family background information;  
 (7) Intelligence test scores, group and individual;  
 (8) Aptitude test scores;  
 (9) Reports of psychological evaluations;  
 (10) Elementary and secondary achievement level test results;  
 (11) Participation in co-curricular activities or athletics;  
 (12) Honors and awards received;  
 (13) Teacher anecdotal records;  
 (14) Other disciplinary information;  
 (15) Special education files;  
 (16) Any verified reports or information from non-educational persons, agencies or organizations; and  
 (17) Other verified information of clear relevance to the education of the student.

**\*A parent/guardian may ask the District to remove scores of college entrance exams from their student's academic transcript. This includes the state assessment that incorporates a College Career Readiness determination. To request removal, parent/guardian must submit a written request to the principal.**

#### **Inspection and Access**

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school 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 object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent/guardian.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The district may prohibit a parent's or student's access to confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition.

A parent's or student's request to inspect and copy records must be granted within a reasonable time, and in no case later than ten (10) school days after the date of receipt of such request.

#### **Confidentiality**

School student records are confidential and information contained therein will not be released other than as provided by law. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

- (1) To a parent, student, or authorized representative;  
 (2) To an employee of the district with current demonstrable educational or administrative interest in the student, in furtherance of such interest;  
 (3) To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;  
 (4) To any person for the purpose of research, statistical reporting, or planning;  
 (5) Pursuant to a court order;  
 (6) To any person as specifically required by State or federal law;  
 (6.5) To juvenile authorities when necessary for the discharge of their official duties;

- (7) To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- (8) To any person, with the prior specific dated written consent of the parent;
- (9) To a governmental agency in furtherance of an investigation of a student's school attendance;
- (10) To SHOCAP committee members who fall within the meaning of "state and local officials and authorities" for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; or
- (11) To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
- (12) To the Illinois State Board of Education or another State government agency in order to audit federal and State programs or perform research and planning.

Information may not be released pursuant to subparagraphs (3) or (6) above unless the parent receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

#### **Challenging Student Records**

Parents may challenge any entry in their child's school student records except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Challenges can be made on the basis of:

- 1) Accuracy;
- 2) Relevance; or
- 3) Propriety.

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parents will be scheduled within 15 school days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer will notify parents and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

- (1) The right to present evidence and to call witnesses;
- (2) The right to cross-examine witnesses;
- (3) The right to counsel;
- (4) The right to a written statement of any decision and the reasons therefore;

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parents and the school district no later than 10 school days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

#### **Directory Information**

The District routinely discloses "directory" type information without consent. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parents'/guardians' names and addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

#### **Destruction of School Student Records**

The District destroys school student records when it is no longer required to maintain them. Before any school student records are destroyed or information deleted therefrom, the parent of the child to whom those records pertain will be given reasonable prior notice at his or her last known address and an opportunity to copy the records and information proposed to be destroyed or deleted.

#### **Adverse Action**

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 that the individual may obtain through the exercise of any right secured under the School Student Records Act.

Cross Reference:  
Board Policy 7.340, *Student Records*

#### **Using Animals in the Educational Program**

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (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.

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with *The School Code*.

Students who object to performing, participating in, or observing the dissections of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection.

The Superintendent shall inform students of:

1. Their right to refrain from performing, participating in, or observing dissection, and
2. Which courses contain a dissection unit and which of those courses offers an alternative project.

Cross Reference:  
Board Policy 6.100, *Using Animals in the Educational Program*

#### **Physical Education/Health**

The PE uniform consists of a gray PE t-shirt with your last name across the back, black PE shorts, and athletic shoes. Students will not be allowed to participate in flip flops, slippers, boots, etc. Shirts must have sleeves and cover your stomach/back. Sweatpants and sweatshirts are allowed. All students are required to have a padlock to lock up their clothes and personal items in a Physical Education locker. Locks may need to be removed when you leave class each day. Unit 5 is not liable for stolen property. Do not leave cash or valuable items in Physical Education lockers.

Loaner clothing items are available in a variety of sizes for students who occasionally forget their PE clothes. Students will be able to borrow up to 5 times per quarter. Loaner t-shirts, shorts, and athletic shoes are available on a first come first serve basis.

#### **Exemption from Physical Education/Medical Excuse/Exemption**

If you must be excused from Physical Education/Health activity for more than three days because of illness or injury, you must have a physician's request that states:

1. Type of illness or injury
2. Activities in which you cannot participate
3. The specific length of time this request is to be effective.

The request must be presented to the School Nurse before school. She will forward it to your Physical Education teacher. A physician's request to excuse a student from some Physical Education activities due to a long-term or chronic medical problem will be honored. Teacher will work with student on alternate non-physical activities to make-up missed classes. If the

**Deleted:** Students in all Physical Education and the activity portion of Health classes will be required to wear a standard uniform consisting of a plain (last name in black letters across the shoulders), black P.E. shorts, white socks, and gym shoes. If you choose to have a sweatshirt or sweatpants available in addition to your uniform, sweat clothes must be carried rather than worn to class. Instructors will indicate appropriate times to wear sweat clothes. All articles of clothing should be marked for identification. PE absences need to be made up regardless of reason for absence. Students should discuss make-up options with their teacher upon return to class. ¶ Students must have a padlock available in order to lock street clothes in a Physical Education locker while in class. Clothing and other property should never be left unattended in the locker room or instructional areas. Physical Education lockers may not be used other than during Physical Education class. Unit 5 is not liable for stolen property. Do not leave cash or valuable items in Physical Education lockers.¶

condition persists into the following school year, a new request must be brought from the physician. Physician's requests will be kept on file as a permanent document by the School Nurse.

**Religious Exemption**

Students may be excused from physical education courses based on religious prohibitions. A student must present an appropriate excuse from his/her guardian or a member of the clergy. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Cross references:  
Board Policy 7.260, *Exemption Form Physical Activity*

**Parental Notification**

**Asbestos Management Plans**

In accordance with the Asbestos Hazard Emergency Response Act, Unit 5 has developed and submitted an asbestos management plan for each Unit 5 school. Copies of a school's management plan are available at the administrative office of the school district and at the school's office. These management plans are available for your inspection during normal business hours Monday through Friday, and during other times by special arrangement.

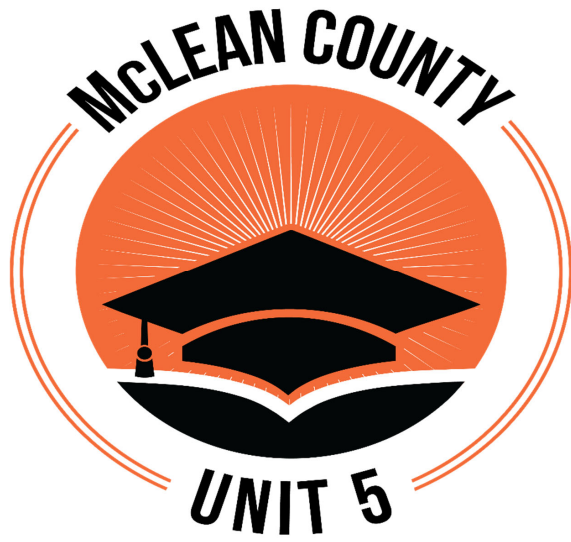
# McLean County Unit District No. 5

## High School Handbook

### Parent/Student Forms

Deleted: 2020

Deleted: 2021



Letter to Parents Student Acceptable Use for Electronic Networks

**McLean County Unit District No. 5**

1809 West Hovey Avenue  
Normal, IL 61761-4339

**Office of the Superintendent**

**Phone: 309.557.4400**

**Fax: 309.557.4501**

**E-mail: [district@unit5.org](mailto:district@unit5.org)**

We have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world,
- Information from government sources, research institutions, and other sources,
- Discussion groups,
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Student Acceptable Use for Electronic Networks* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization of Acceptable Use of Electronic Networks* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form and return it to your school.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**McLean County Unit District No. 5****Student Authorization of Acceptable Use of Electronic Network****Exhibit****User Signature of Agreement:**

I understand any violations to the *Student Acceptable Use of Electronic Networks* procedure, when using the district electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action. I therefore agree to maintain required standards and to report any misuse of the electronic information resources to a systems administrator.

I also agree to fully disclose to my teacher/administrator all Internet/Intranet publishing activities on school network systems and web servers. I understand that files, documents, projects and information stored on my network storage location will be deleted annually and any attempt to keep or save completed work is the sole responsibility of the student at the time of completing work.

Misuse may include, but is not limited to: any messages, information or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described in the Student Acceptable Use of Electronic Networks procedure.

***I have read the Acceptable Use of Electronic Networks section of the Student Handbook and understand that Internet sites are filtered and that my district electronic information resource accounts, files, email, and telephony resources may be monitored or reviewed. I hereby agree to comply with the above described conditions of acceptable use.***

**User Name (Please Print):** \_\_\_\_\_

**User Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Signature of Agreement:**

*I have read and fully understand the Acceptable Use of Electronic Networks section of the Student Handbook. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board of Education, for any harm caused by materials or software obtained via district networks. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Student Authorization of Acceptable Use of Electronic Networks Agreement with my child. I hereby request that my child be allowed access to the District's computer hardware, software and networked computer services, such as electronic mail and the Internet, unless otherwise stipulated.*

**Parent/Guardian Name (Please Print):** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

## High School 1:1 Laptop Program Agreement 2020-2021



In addition to the provisions of the McLean County Unit District No. 5 *Student Acceptable Use of Electronic Networks Policy and Administrative Procedures* (6.235 of the district's Policy Manual), each of the following conditions apply to students participating in the 1:1 Laptop Program.

1. Students will bring their laptops to school each school day with the batteries fully charged.
2. Students will keep their laptops in a secure location when not using them.
3. Use of protective laptop case is recommended. Students must provide their own laptop case that is padded and has a strap for carrying between classes. Cases must fit a 14.1 inch or larger laptop computer.
4. Students will keep their laptops clean. Stickers or other items are not to be attached to the laptop.
5. Students should backup any personal data placed on the laptop in the event of a hardware/software failure or scheduled maintenance, as Unit 5 is not liable for this content.
6. Students must immediately report all malfunctions, damage, or loss of a computer to a classroom teacher, administrator or school office personnel.
7. Students are to use their laptops during the school day only for school-related purposes.
8. Unit 5 is the sole owner of the laptop, and all school software.
9. Unit 5 staff may, at any time, review, modify or remove any data that is found on the laptop.
10. Passwords issued to students are to be kept private and not disclosed to anyone, other than a parent/guardian.
11. Parents will be responsible to monitor student use of the laptop outside of the school day.

\_\_\_\_\_  
*Student Name (print)*

As the parent or guardian of this student, I have read and agree to the provisions and conditions of this agreement. I understand that it is impossible for Unit 5 to restrict access to all controversial or inappropriate materials, and I will not hold the school responsible for materials acquired at school or at home. I understand that any violations of the above provisions, by this student may result in disciplinary action.

\_\_\_\_\_  
*Parent/Guardian Name (print)*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

March, 2016



<p>_____ High School  <b>Athletic Permission Record and Student Information</b>                  2020-2021</p>	<p><b>This box is for office use only</b></p> <p>All Sport _____ Physical Date _____</p> <p>Winter Sport _____</p> <p>Spring Sport _____ Obligation _____</p>
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**Please Print Legibly**

\_\_\_\_\_ 9 10 11 12 \_\_\_\_\_ / / \_\_\_\_\_  
 Student Name Circle School Year: Birth Date (mm-dd-year)

\_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Address

\_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Mailing Address

\_\_\_\_\_ Phone # \_\_\_\_\_ Email Address \_\_\_\_\_  
 Parent/Guardian Name

\_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_  
 Emergency Contact

\_\_\_\_\_ Phone # \_\_\_\_\_ Hospital Choice \_\_\_\_\_  
 Family Doctor

Any Current or Recurring Medical Conditions? Explain: \_\_\_\_\_

List Medication(s) Being Taken: \_\_\_\_\_

Surgeries, Injuries, Physical Activity Restrictions (brief description and dates): \_\_\_\_\_

Heart condition  Diabetes  Asthma  Requires child to self-administer medication

Epilepsy  Allergies:  Requires student to carry EpiPen®

Other \_\_\_\_\_

Board policy 7.300 requires each student provide proof of accident insurance coverage. Please provide the following information:

Name of Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Does this student reside full time with parent, custodial parent or court appointed legal guardian?

Yes \_\_\_\_\_ No \_\_\_\_\_

Is this student new to Unit 5 this year? Yes \_\_\_\_\_ No \_\_\_\_\_

**To Be Read and Signed By The Student:**

1. I acknowledge reading the eligibility rules of any group or association sponsoring any athletic activity in which I want to participate and I agree to abide by them.
2. Before I am allowed to participate, I must: (a) provide the District with a certificate of physical fitness [the ***Pre-Participation Physical Examination Form*** from the Illinois High School Association (IHSA) or Illinois Elementary School Association (IESA) serves this purpose], (b) show proof of accident insurance coverage, and (c) complete all forms required by any association sponsoring the interscholastic athletic activity, including when applicable and without limitation, ***IHSA Sports Medicine Acknowledgment and Consent Form, Acknowledgement and Consent***.
3. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules.
4. I understand that *Board policy 7.305*, requires, among other things, that a student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion or head injury must be removed from practice or competition at that time and that the student will not be allowed to return to play or practice until he or she has successfully completed return-to-play and return-to-learn protocols, including having been cleared to return by the treating physician licensed to practice medicine in all its branches or a certified athletic trainer under the supervision of a physician.
5. I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sport(s) or athletics in which I will be participating and in all travel involved. I agree to hold the School District, its employees, agents, coaches, School Board members, and volunteers harmless from any and all liability, actions, claims, or demands of any kind and nature whatsoever that may arise by or in connection with my participating in the school-sponsored interscholastic sport(s) or intramural athletics. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.
6. I wish to participate in co-curricular athletics that are circled:

**Sports Offered: Please circle all that apply**

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cheerleading	Basketball	Baseball- <i>b</i>
Cross Country	Swim- <i>b</i>	Tennis- <i>b</i>
Golf	Cheerleading	Soccer- <i>g</i>
Football	Wrestling	Track
Soccer- <i>b</i>	Dance	Softball- <i>g</i>
Swim- <i>g</i>		
Tennis- <i>g</i>		
Volleyball- <i>g</i>		

\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Date

**To Be Read and Signed By The Parent/Guardian of The Student:****School Activity Transportation and Athlete Code**

Students must utilize school transportation to and from all school activities for which transportation is provided. For these events, parents of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases, it will be the responsibility of the parent to arrange safe transportation.

As the parent/legal guardian of the above-named student, I give permission for him/her to practice and compete in any of the IHSA interscholastic sports or activities offered. By signing below, I grant my permission for my child to receive treatment at my expense from a physician, nurse, or other professional medical personnel including transfer to any hospital reasonably accessible, which may be needed, in my absence due to injuries sustained while participating in athletics for a Unit 5 school. Furthermore, my son/daughter and I have read and understand the Athletic Code as set forth by \_\_\_\_\_ High School of Unit District No. 5, and agree to abide by it.

**IHSA Steroid Random Testing Policy Consent**

As a prerequisite to participation in IHSA athletic activities, we agree that the undersigned student will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. We have read this form and understand that the student may be asked to submit to testing for the presence of performance-enhancing substances in his/her body, and the student does hereby agree to submit to such testing and analysis by a certified laboratory.

We further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in the student's high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol that is available on the IHSA website at [www.IHSA.org](http://www.IHSA.org). We understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. We understand that failure to provide accurate and truthful information could subject the student to penalties as determined by IHSA. No student-athlete may participate in IHSA competitions unless the student and the student's parent/guardian consent to random testing.

1. I am the parent/guardian of the above named student and give my permission for my child or ward to participate in the interscholastic sport(s) or intramural athletics indicated. I have read the above *Agreement to Participate* and understand its terms.
2. I understand that all sports can involve many **risks of injury**, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I am aware that participating in sports involves travel with the team. In consideration of the School District permitting my child to participate, I agree to hold the District, its employees, agents, coaches, Board members and volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with the participation of my child in the sport(s) or athletics. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above indicated sport or athletics.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **Concussion Information**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works.

Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious.

You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to appear fully. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

### **Symptoms may include one or more of the following:**

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish, hazy or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

### **Signs observed by teammates, parents and coaches include:**

- Appears dazed or stunned
- Vacant facial expression
- Confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily or is uncoordinated
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of a concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury.

There is an increased risk of significant damage from a concussion for a period after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences.

It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student athlete’s safety.

### **If You Think Your Child Has Suffered a Concussion**

Any student even suspected of suffering a concussion should be removed from the game or practice immediately.

No student may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the student should continue for several hours.

IHSA Policy requires students to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches

Deleted: 2020  
Deleted: 2021

prior to returning to play or practice following a concussion, or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

In accordance with State law, all IHSA member schools are required to follow this policy.

You should also inform your child’s coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. And when in doubt, the student sits out.

Insist that safety comes first.

For current and up-to-date information on concussions, you can go to:

<http://www.cdc.gov/headsup/youthsports/index.html>

\_\_\_\_\_  
Printed Name of Student Athlete                      Signature of Student Athlete                      Date

\_\_\_\_\_  
Printed Name of Parent/Legal Guardian                      Signature of Parent/Legal Guardian                      Date

Board Policy 7.305, *Student Concussions and Head Injuries*  
Board Policy 7.305-E1, *Exhibit – Concussion Information*

x

ILLINOIS STATE BOARD OF EDUCATION

School Business Services Division

School District  
 Joint Agreement

**SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FORM \***  
**July 1, 2020 - June 30, 2021**

**Accounting Basis:**

Cash  
 Accrual

Unbalanced budget, however, a deficit reduction plan is not required at this time.

**Date of Amended Budget:** 06/16/2021  
 (MM/DD/YY)

**District Name:** McLean County Unit School District No. 5

**District RCDT No:** 17-064-0050-26

**If your FY20 AFR states that you need to do a deficit reduction plan and your FY21 budget is balanced please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)**

Budget of McLean County Unit School District No. 5, County of McLean & Woodford,  
 State of Illinois, for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

WHEREAS the Board of Education of McLean County Unit School District No. 5,  
 County of McLean & Woodford, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary  
 of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;  
 AND WHEREAS a public hearing was held as to such budget on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
 notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, Be it resolved by the Board of Education of said district as follows:

Section 1: That the fiscal year of this school district be and the same hereby is fixed and declared to be  
 beginning July 1, 2020 and ending June 30, 2021.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and expenditures from each be  
 and the same is hereby adopted as the budget of this school district for said fiscal year.

**ADOPTION OF BUDGET**

The budget shall be approved and signed below by members of the School Board. Adopted this

day of \_\_\_\_\_, 20\_\_\_\_ by a roll call vote of \_\_\_\_\_ Yeas, and \_\_\_\_\_ Nays, to wit:

** MEMBERS VOTING YEA:	** MEMBERS VOTING NAY:

\* Based on the 23 Illinois Administrative Code-Part 100 and inconformity with Section 17-1 of the School Code.  
 \*\* Type in the members who voted "YEA" nor "NAY". Actual school board member signatures are not required for electronic submission.

- (1) A certified copy of this document must be filed with the county clerk within 30 days of adoption as required by Section 18-50 of the Property Tax Code (35 ILCS 200/18-50).
- (2) Districts are required to submit the adopted/amended budget electronically to ISBE within 30 days of adoption or by October 30, whichever comes first. Budgets are submitted to **School Finance Report (SFR)**: <https://sec1.isbe.net/attachmgr/default.aspx>  
**The electronic version does not require member signatures, we do not accept PDF copies.**

<i>Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
Description: Enter Whole Numbers Only		Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
ESTIMATED BEGINNING FUND BALANCE July 1, 2020 <sup>1</sup> (without Student Activity Funds)		5,622,235	250,377	12,476,694	648,987	1,644,044	0	47,567,753	(228,848)	3,954,074
<b>RECEIPTS/REVENUES (without Student Activity Funds)</b>										
LOCAL SOURCES	1000	72,984,431	12,954,217	35,446,677	4,924,979	5,044,331	0	1,247,595	6,169,897	1,231,264
FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0				
STATE SOURCES	3000	24,903,259	0	0	6,692,329	0	145,000	0	0	0
FEDERAL SOURCES	4000	12,195,710	25,717	0	5,156	0	0	0	0	0
Total Direct Receipts/Revenues <sup>8</sup>		110,083,400	12,979,934	35,446,677	11,622,464	5,044,331	145,000	1,247,595	6,169,897	1,231,264
Receipts/Revenues for "On Behalf" Payments <sup>2</sup>	3998									
Total Receipts/Revenues		110,083,400	12,979,934	35,446,677	11,622,464	5,044,331	145,000	1,247,595	6,169,897	1,231,264
<b>DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)</b>										
INSTRUCTION	1000	83,242,255				2,163,658			1,477,423	
SUPPORT SERVICES	2000	33,547,573	12,132,642		8,312,310	2,446,704	368,680		4,513,138	5,886,137
COMMUNITY SERVICES	3000	1,352,380	0		0	69,327			0	
PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	772,172	0	0	0	0	0		0	0
DEBT SERVICES	5000	22,440	0	30,831,174	486,061	0			0	0
PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0
Total Direct Disbursements/Expenditures <sup>9</sup>		118,936,820	12,132,642	30,831,174	8,798,371	4,679,689	368,680		5,990,561	5,886,137
Disbursements/Expenditures for "On Behalf" Payments <sup>2</sup>	4180	0	0	0	0	0	0		0	0
Total Disbursements/Expenditures		118,936,820	12,132,642	30,831,174	8,798,371	4,679,689	368,680		5,990,561	5,886,137
Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(8,853,420)	847,292	4,615,503	2,824,093	364,642	(223,680)	1,247,595	179,336	(4,654,873)
<b>OTHER SOURCES/USES OF FUNDS</b>										
<b>OTHER SOURCES OF FUNDS (7000)</b>										
<b>PERMANENT TRANSFER FROM VARIOUS FUNDS</b>										
Abolishment the Working Cash Fund <sup>16</sup>	7110									
Abatement of the Working Cash Fund <sup>16</sup>	7110	13,000,000	224,000							
Transfer of Working Cash Fund Interest	7120									
Transfer Among Funds	7130									
Transfer of Interest	7140									
Transfer from Capital Projects Fund to O&M Fund	7150		0							
Transfer of Excess Fire Prev & Safety Tax & Interest <sup>3</sup> Proceeds to O&M Fund	7160		0							
Transfer of Excess Accumulated Fire Prev & Safety Bond and Int <sup>3a</sup> Proceeds to Debt Service Fund	7170			0						
<b>SALE OF BONDS (7200)</b>										
Principal on Bonds Sold <sup>4</sup>	7210			45,480						5,054,522
Premium on Bonds Sold	7220									
Accrued Interest on Bonds Sold	7230									
Sale or Compensation for Fixed Assets <sup>5</sup>	7300		9,278		9,027				179,535	
Transfer to Debt Service to Pay Principal on Capital Leases	7400			1,162,184						
Transfer to Debt Service Fund to Pay Interest on Capital Leases	7500			41,512						
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0						
Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0						
Transfer to Capital Projects Fund	7800						224,000			
ISBE Loan Proceeds	7900									
Other Sources Not Classified Elsewhere	7990	1,894,344								
Total Other Sources of Funds <sup>8</sup>		14,894,344	233,278	1,249,176	9,027	0	224,000	0	179,535	5,054,522

<i>Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
Description: Enter Whole Numbers Only		Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
Acct #										
<b>OTHER USES OF FUNDS (8000)</b>										
<b>TRANSFER TO VARIOUS OTHER FUNDS (8100)</b>										
	Abolishment or Abatement of the Working Cash Fund <sup>16</sup>	8110						13,224,000		
	Transfer of Working Cash Fund Interest	8120						0		
	Transfer Among Funds	8130								
	Transfer of Interest <sup>6</sup>	8140								
	Transfer from Capital Projects Fund to O&M Fund	8150								
	Transfer of Excess Fire Prev & Safety Tax & Interest <sup>3</sup> Proceeds to O&M Fund	8160								
	Transfer of Excess Accumulated Fire Prev & Safety Bond <sup>3a</sup> and Int Proceeds to Debt Service Fund	8170								
	Taxes Pledged to Pay Principal on Capital Leases	8410	887,184	275,000						
	Grants/Reimbursements Pledged to Pay Principal on Capital Leases	8420								
	Other Revenues Pledged to Pay Principal on Capital Leases	8430								
	Fund Balance Transfers Pledged to Pay Principal on Capital Leases	8440								
	Taxes Pledged to Pay Interest on Capital Leases	8510	29,893	11,619						
	Grants/Reimbursements Pledged to Pay Interest on Capital Leases	8520								
	Other Revenues Pledged to Pay Interest on Capital Leases	8530								
	Fund Balance Transfers Pledged to Pay Interest on Capital Leases	8540								
	Taxes Pledged to Pay Principal on Revenue Bonds	8610								
	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620								
	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630								
	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640								
	Taxes Pledged to Pay Interest on Revenue Bonds	8710								
	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720								
	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730								
	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740								
	Taxes Transferred to Pay for Capital Projects	8810								
	Grants/Reimbursements Pledged to Pay for Capital Projects	8820								
	Other Revenues Pledged to Pay for Capital Projects	8830								
	Fund Balance Transfers Pledged to Pay for Capital Projects	8840		224,000						
	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910								
	Other Uses Not Classified Elsewhere	8990								49,860
	<b>Total Other Uses of Funds <sup>9</sup></b>		917,077	510,619	0	0	0	13,224,000	0	49,860
	<b>Total Other Sources/Uses of Fund</b>		13,977,267	(277,341)	1,249,176	9,027	0	224,000	(13,224,000)	179,535
	<b>ESTIMATED ENDING FUND BALANCE June 30, 2021 (Without Student Activity Funds)</b>		10,746,082	820,328	18,341,373	3,482,107	2,008,686	320	35,591,348	130,023
	<b>Student Activity ESTIMATED BEGINNING FUND BALANCE July 1, 2020 Fund 11</b>		1,727,212							
<b>RECEIPTS/REVENUES (For Student Activity Funds)</b>										
	<b>Total Student Activity Direct Receipts/Revenues (Local Sources)</b>	1799	2,294,594							
<b>DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)</b>										
	<b>Total Student Activity Direct Disbursements/Expenditures</b>	1999	2,249,497							
	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		45,097							
	<b>Student Activity ESTIMATED ENDING FUND BALANCE June 30, 2021</b>		1,772,309							
	<b>Total ESTIMATED BEGINNING FUND BALANCE July 1, 2020 (All Sources Including Student Activity Funds)</b>		7,349,447	250,377	12,476,694	648,987	1,644,044	0	47,567,753	(228,848)
<b>RECEIPTS/REVENUES (All Sources with Student Activity Funds)</b>										
	<b>LOCAL SOURCES</b>	1000	75,279,025	12,954,217	35,446,677	4,924,979	5,044,331	0	1,247,595	6,169,897
	<b>FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT</b>	2000	0	0		0	0			
	<b>STATE SOURCES</b>	3000	24,903,259	0	0	6,692,329	0	145,000	0	0
	<b>FEDERAL SOURCES</b>	4000	12,195,710	25,717	0	5,156	0	0	0	0
	<b>Total Direct Receipts/Revenues <sup>8</sup></b>		112,377,994	12,979,934	35,446,677	11,622,464	5,044,331	145,000	1,247,595	6,169,897
	Receipts/Revenues for "On Behalf" Payments <sup>2</sup>	3998	0	0	0	0	0	0		0
	<b>Total Receipts/Revenues</b>		112,377,994	12,979,934	35,446,677	11,622,464	5,044,331	145,000	1,247,595	6,169,897

<i>Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
<b>DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)</b>										
INSTRUCTION	1000	85,491,752				2,163,658			1,477,423	
SUPPORT SERVICES	2000	33,547,573	12,132,642		8,312,310	2,446,704	368,680		4,513,138	5,886,137
COMMUNITY SERVICES	3000	1,352,380	0		0	69,327			0	
PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	772,172	0	0	0	0	0		0	0
DEBT SERVICES	5000	22,440	0	30,831,174	486,061	0			0	0
PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0
<b>Total Direct Disbursements/Expenditures<sup>9</sup></b>		<b>121,186,317</b>	<b>12,132,642</b>	<b>30,831,174</b>	<b>8,798,371</b>	<b>4,679,689</b>	<b>368,680</b>		<b>5,990,561</b>	<b>5,886,137</b>
Disbursements/Expenditures for "On Behalf" Payments <sup>2</sup>	4180	0	0	0	0	0	0		0	0
<b>Total Disbursements/Expenditures</b>		<b>121,186,317</b>	<b>12,132,642</b>	<b>30,831,174</b>	<b>8,798,371</b>	<b>4,679,689</b>	<b>368,680</b>		<b>5,990,561</b>	<b>5,886,137</b>
Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(8,808,323)	847,292	4,615,503	2,824,093	364,642	(223,680)	1,247,595	179,336	(4,654,873)
<b>OTHER SOURCES/USES OF FUNDS</b>										
<b>OTHER SOURCES OF FUNDS (7000)</b>										
Total Other Sources of Funds <sup>8</sup>		14,894,344	233,278	1,249,176	9,027	0	224,000	0	179,535	5,054,522
<b>OTHER USES OF FUNDS (8000)</b>										
Total Other Uses of Funds <sup>9</sup>		917,077	510,619	0	0	0	0	13,224,000	0	49,860
Total Other Sources/Uses of Fund		13,977,267	(277,341)	1,249,176	9,027	0	224,000	(13,224,000)	179,535	5,004,662
ESTIMATED ENDING FUND BALANCE June 30, 2021 (All Sources With student Activity Funds)		12,518,391	820,328	18,341,373	3,482,107	2,008,686	320	35,591,348	130,023	4,303,863

**SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)**

Description	Acct #	(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	Total By Object
		Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
<b>Object Name</b>											<b>297</b>
Salaries	100	83,998,806	5,984,177		185,779		0		2,609,585	0	92,778,347
Employee Benefits	200	14,714,768	1,035,140		35,889	4,679,689	0		665,379	0	21,130,865
Purchased Services	300	2,946,485	1,273,810	0	7,408,042		20,939		2,541,976	445,299	14,636,551
Supplies & Materials	400	9,353,026	3,563,403		648,736		0		89,160	40	13,654,365
Capital Outlay	500	2,776,796	238,359		28,101		347,741		36,005	5,440,798	8,867,800
Other Objects	600	4,999,962	1,222	30,831,174	486,814	0	0		22,169	0	36,341,341
Non-Capitalized Equipment	700	146,977	36,531		5,010		0		26,287	0	214,805
Termination Benefits	800	0	0		0				0		0
<b>Total Expenditures</b>		<b>118,936,820</b>	<b>12,132,642</b>	<b>30,831,174</b>	<b>8,798,371</b>	<b>4,679,689</b>	<b>368,680</b>		<b>5,990,561</b>	<b>5,886,137</b>	<b>187,624,074</b>

Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
<b>BEGINNING CASH BALANCE ON HAND July 1, 2020 <sup>7</sup> (Without Student Activity Funds)</b>		5,617,141	250,377	12,476,694	648,987	1,644,044	0	10,767,606	0	3,100,239
<b>Total Direct Receipts &amp; Other Sources <sup>8</sup></b>		124,977,744	13,213,212	36,695,853	11,631,491	5,044,331	369,000	1,247,595	6,349,432	6,285,786
<b>OTHER RECEIPTS</b>										
Interfund Loans Payable (Loans from Other Funds)	411									
Interfund Loans Receivable (Repayment of Loans)	141							228,848		
Notes and Warrants Payable	433									
Other Current Assets	199	5,094						13,224,000		853,835
<b>Total Other Receipts</b>		5,094	0	0	0	0	0	13,452,848	0	853,835
<b>Total Direct Receipts, Other Sources, &amp; Other Receipts</b>		124,982,838	13,213,212	36,695,853	11,631,491	5,044,331	369,000	14,700,443	6,349,432	7,139,621
<b>Total Amount Available</b>		130,599,979	13,463,589	49,172,547	12,280,478	6,688,375	369,000	25,468,049	6,349,432	10,239,860
<b>Total Direct Disbursements &amp; Other Uses <sup>9</sup></b>		119,853,897	12,643,261	30,831,174	8,798,371	4,679,689	368,680	13,224,000	5,990,561	5,935,997
<b>OTHER DISBURSEMENTS</b>										
Interfund Loans Receivable (Loans to Other Funds) <sup>10</sup>	141									
Interfund Loans Payable (Repayment of Loans)	411								228,848	
Notes and Warrants Payable	433									
Other Current Liabilities	499									
<b>Total Other Disbursements</b>		0	0	0	0	0	0	0	228,848	0
<b>Total Direct Disbursements, Other Uses, &amp; Other Disbursements</b>		119,853,897	12,643,261	30,831,174	8,798,371	4,679,689	368,680	13,224,000	6,219,409	5,935,997
<b>ENDING CASH BALANCE ON HAND June 30, 2021 <sup>7</sup> (Without Student Activity Funds)</b>		10,746,082	820,328	18,341,373	3,482,107	2,008,686	320	12,244,049	130,023	4,303,863
<b>Activity Funds BEGINNING CASH BALANCE ON HAND July 1, 2020 <sup>7</sup></b>		1,727,212								298
<b>Total Direct Receipts &amp; Other Sources <sup>8</sup></b>		2,294,594								
<b>Total Amount Available</b>		4,021,806								
<b>Total Direct Disbursements &amp; Other Uses <sup>9</sup></b>		2,249,497								
<b>Activity funds ENDING CASH BALANCE ON HAND June 30, 2021 <sup>7</sup></b>		1,772,309								
<b>Total BEGINNING CASH BALANCE ON HAND July 1, 2020 <sup>7</sup> (With Student Activity Funds)</b>		7,344,353	250,377	12,476,694	648,987	1,644,044	0	10,767,606	0	3,100,239
<b>Total Direct Receipts &amp; Other Sources <sup>8</sup></b>		127,272,338	13,213,212	36,695,853	11,631,491	5,044,331	369,000	1,247,595	6,349,432	6,285,786
<b>Total Other Receipts</b>		5,094	0	0	0	0	0	13,452,848	0	853,835
<b>Total Direct Receipts, Other Sources, &amp; Other Receipts</b>		127,277,432	13,213,212	36,695,853	11,631,491	5,044,331	369,000	14,700,443	6,349,432	7,139,621
<b>Total Amount Available</b>		134,621,785	13,463,589	49,172,547	12,280,478	6,688,375	369,000	25,468,049	6,349,432	10,239,860
<b>Total Direct Disbursements &amp; Other Uses <sup>9</sup></b>		122,103,394	12,643,261	30,831,174	8,798,371	4,679,689	368,680	13,224,000	5,990,561	5,935,997
<b>Total Other Disbursements</b>		0	0	0	0	0	0	0	228,848	0
<b>Total Direct Disbursements, Other Uses, &amp; Other Disbursements</b>		122,103,394	12,643,261	30,831,174	8,798,371	4,679,689	368,680	13,224,000	6,219,409	5,935,997
<b>Total ENDING CASH BALANCE ON HAND June 30, 2021 <sup>7</sup> (With Student Activity Funds)</b>		12,518,391	820,328	18,341,373	3,482,107	2,008,686	320	12,244,049	130,023	4,303,863

Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
<b>RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)</b>										
<b>AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY 1100</b>										
Designated Purposes Levies <sup>11 (1110-1120)</sup>	-	66,898,334	12,297,500	35,410,891	4,918,958	1,960,298		1,229,722	6,153,694	1,229,722
Leasing Purposes Levy <sup>12</sup>	1130	882,853	346,869							
Special Education Purposes Levy	1140	983,792								
FICA and Medicare Only Levies	1150					2,886,188				
Area Vocational Construction Purposes Levy	1160									
Summer School Purposes Levy	1170									
Other Tax Levies (Describe & Itemize)	1190									
<b>Total Ad Valorem Taxes Levied by District</b>		<b>68,764,979</b>	<b>12,644,369</b>	<b>35,410,891</b>	<b>4,918,958</b>	<b>4,846,486</b>	<b>0</b>	<b>1,229,722</b>	<b>6,153,694</b>	<b>1,229,722</b>
<b>PAYMENTS IN LIEU OF TAXES 1200</b>										
Mobile Home Privilege Tax	1210	63,752	11,685	29,586	4,558	4,491		1,139	5,702	1,139
Payments from Local Housing Authority	1220									
Corporate Personal Property Replacement Taxes <sup>13</sup>	1230	1,927,166				192,555				
Other Payments in Lieu of Taxes (Describe & Itemize)	1290									
<b>Total Payments in Lieu of Taxes</b>		<b>1,990,918</b>	<b>11,685</b>	<b>29,586</b>	<b>4,558</b>	<b>197,046</b>	<b>0</b>	<b>1,139</b>	<b>5,702</b>	<b>1,139</b>
<b>TUITION 1300</b>										
Regular Tuition from Pupils or Parents (In State)	1311									
Regular Tuition from Other Districts (In State)	1312									
Regular Tuition from Other Sources (In State)	1313									
Regular Tuition from Other Sources (Out of State)	1314									
Summer School Tuition from Pupils or Parents (In State)	1321									
Summer School Tuition from Other Districts (In State)	1322									
Summer School Tuition from Other Sources (In State)	1323									
Summer School Tuition from Other Sources (Out of State)	1324									
CTE Tuition from Pupils or Parents (In State)	1331									
CTE Tuition from Other Districts (In State)	1332									
CTE Tuition from Other Sources (In State)	1333									
CTE Tuition from Other Sources (Out of State)	1334									
Special Education Tuition from Pupils or Parents (In State)	1341									
Special Education Tuition from Other Districts (In State)	1342	10,129								
Special Education Tuition from Other Sources (In State)	1343									
Special Education Tuition from Other Sources (Out of State)	1344									
Adult Tuition from Pupils or Parents (In State)	1351									
Adult Tuition from Other Districts (In State)	1352									
Adult Tuition from Other Sources (In State)	1353									
Adult Tuition from Other Sources (Out of State)	1354									
<b>Total Tuition</b>		<b>10,129</b>								
<b>TRANSPORTATION FEES 1400</b>										
Regular Transportation Fees from Pupils or Parents (In State)	1411									
Regular Transportation Fees from Other Districts (In State)	1412									
Regular Transportation Fees from Other Sources (In State)	1413									
Regular Transportation Fees from Co-curricular Activities (In State)	1415									
Regular Transportation Fees from Other Sources (Out of State)	1416									
Summer School Transportation Fees from Pupils or Parents (In State)	1421									
Summer School Transportation Fees from Other Districts (In State)	1422									
Summer School Transportation Fees from Other Sources (In State)	1423									
Summer School Transportation Fees from Other Sources (Out of State)	1424									
CTE Transportation Fees from Pupils or Parents (In State)	1431									
CTE Transportation Fees from Other Districts (In State)	1432									
CTE Transportation Fees from Other Sources (In State)	1433									
CTE Transportation Fees from Other Sources (Out of State)	1434									
Special Education Transportation Fees from Pupils or Parents (In State)	1441									
Special Education Transportation Fees from Other Districts (In State)	1442									
Special Education Transportation Fees from Other Sources (In State)	1443									
Special Education Transportation Fees from Other Sources (Out of State)	1444									
Adult Transportation Fees from Pupils or Parents (In State)	1451									
Adult Transportation Fees from Other Districts (In State)	1452									

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Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
Adult Transportation Fees from Other Sources (In State)	1453									
Adult Transportation Fees from Other Sources (Out of State)	1454									
<b>Total Transportation Fees</b>					0					
<b>EARNINGS ON INVESTMENTS</b>	<b>1500</b>									
Interest on Investments	1510	6,261	352	6,200	1,463	799		16,734	186	403
Gain or Loss on Sale of Investments	1520									
<b>Total Earnings on Investments</b>		<b>6,261</b>	<b>352</b>	<b>6,200</b>	<b>1,463</b>	<b>799</b>	<b>0</b>	<b>16,734</b>	<b>186</b>	<b>403</b>
<b>FOOD SERVICE</b>	<b>1600</b>									
Sales to Pupils - Lunch	1611	43,920								
Sales to Pupils - Breakfast	1612									
Sales to Pupils - A la Carte	1613									
Sales to Pupils - Other (Describe & Itemize)	1614	426								
Sales to Adults	1620	23								
Other Food Service (Describe & Itemize)	1690	1,403								
<b>Total Food Service</b>		<b>45,772</b>								
<b>DISTRICT/SCHOOL ACTIVITY INCOME</b>	<b>1700</b>									
Admissions - Athletic	1711	4,974								
Admissions - Other	1719									
Fees	1720	651,685								
Book Store Sales	1730									
Other District/School Activity Revenue (Describe & Itemize)	1790									
Student Activity Fund Revenues	1799	2,294,594								
<b>Total District/School Activity Income (without Student Activity Funds 1799)</b>		<b>656,659</b>								
<b>Total District/School Activity Income (with Student Activity Funds 1799)</b>		<b>2,951,253</b>								
<b>TEXTBOOK INCOME</b>	<b>1800</b>									
Rentals - Regular Textbooks	1811	1,012,913								
Rentals - Summer School Textbooks	1812									
Rentals - Adult/Continuing Education Textbooks	1813									
Rentals - Other (Describe)	1819									
Sales - Regular Textbooks	1821	27								
Sales - Summer School Textbooks	1822									
Sales - Adult/Continuing Education Textbooks	1823									
Sales - Other (Describe & Itemize)	1829	10,696								
Other (Describe & Itemize)	1890									
<b>Total Textbooks</b>		<b>1,023,636</b>								
<b>OTHER REVENUE FROM LOCAL SOURCES</b>	<b>1900</b>									
Rentals	1910		18,433							
Contributions and Donations from Private Sources	1920	290,096								
Impact Fees from Municipal or County Governments	1930									
Services Provided Other Districts	1940									
Refund of Prior Years' Expenditures	1950	25,367								
Payments of Surplus Moneys from TIF Districts	1960									
Drivers' Education Fees	1970	74,032								
Proceeds from Vendors' Contracts	1980	6,387	47,344							
School Facility Occupation Tax Proceeds	1983									
Payment from Other Districts	1991	56,851								
Sale of Vocational Projects	1992									
Other Local Fees (Describe & Itemize)	1993	10,882	179,857							
Other Local Revenues (Describe & Itemize)	1999	22,462	52,177						10,315	
<b>Total Other Revenue from Local Sources</b>		<b>486,077</b>	<b>297,811</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,315</b>	<b>0</b>
<b>Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)</b>	<b>1000</b>	<b>72,984,431</b>	<b>12,954,217</b>	<b>35,446,677</b>	<b>4,924,979</b>	<b>5,044,331</b>	<b>0</b>	<b>1,247,595</b>	<b>6,169,897</b>	<b>1,231,264</b>
<b>Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)</b>		<b>75,279,025</b>								
<b>FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)</b>										
Flow-Through Revenue from State Sources	2100									
Flow-Through Revenue from Federal Sources	2200									

Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
Other Flow-Through Revenue (Describe & Itemize)	2300									
<b>Total Flow-Through Receipts/Revenues From One District to Another District</b>	<b>2000</b>	0	0		0	0				
<b>RECEIPTS/REVENUES FROM STATE SOURCES (3000)</b>										
<b>UNRESTRICTED GRANTS-IN-AID (3001-3099)</b>										
Evidence Based Funding Formula (Section 18-8.15)	3001	21,423,566								
Reorganization Incentives (Accounts 3005-3021)	3005									
Fast Growth District Grants	3030									
Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099									
<b>Total Unrestricted Grants-In-Aid</b>		21,423,566	0	0	0	0	0		0	0
<b>RESTRICTED GRANTS-IN-AID (3100-3900)</b>										
<b>SPECIAL EDUCATION</b>										
Special Education - Private Facility Tuition	3100	1,334,665								
Special Education - Funding for Children Requiring Sp Ed Services	3105									
Special Education - Personnel	3110									
Special Education - Orphanage - Individual	3120	252,716								
Special Education - Orphanage - Summer Individual	3130									
Special Education - Summer School	3145									
Special Education - Other (Describe & Itemize)	3199									
<b>Total Special Education</b>		1,587,381	0		0					
<b>CAREER AND TECHNICAL EDUCATION (CTE)</b>										
CTE - Technical Education - Tech Prep	3200									
CTE - Secondary Program Improvement (CTEI)	3220									
CTE - WECEP	3225									
CTE - Agriculture Education	3235	28,292								
CTE - Instructor Practicum	3240									
CTE - Student Organizations	3270									
CTE - Other (Describe & Itemize)	3299									
<b>Total Career and Technical Education</b>		28,292	0			0				
<b>BILINGUAL EDUCATION</b>										
Bilingual Education - Downstate - TPI and TBE	3305									
Bilingual Education - Downstate - Transitional Bilingual Education	3310									
<b>Total Bilingual Education</b>		0				0				
State Free Lunch & Breakfast	3360	18,828								
School Breakfast Initiative	3365									
Driver Education	3370	41,311								
Adult Education (from ICCB)	3410									
Adult Education - Other (Describe & Itemize)	3499									
<b>TRANSPORTATION</b>										
Transportation - Regular and Vocational	3500				2,880,220					
Transportation - Special Education	3510				3,812,109					
Transportation - Other (Describe & Itemize)	3599									
<b>Total Transportation</b>		0	0		6,692,329	0				
Learning Improvement - Change Grants	3610									
Scientific Literacy	3660									
Truant Alternative/Optional Education	3695									
Early Childhood - Block Grant	3705	1,557,272								
Chicago General Education Block Grant	3766									
Chicago Educational Services Block Grant	3767									
School Safety & Educational Improvement Block Grant	3775									
Technology - Technology for Success	3780									
State Charter Schools	3815									
Extended Learning Opportunities - Summer Bridges	3825									
Infrastructure Improvements - Planning/Construction	3920									
School Infrastructure - Maintenance Projects	3925									

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Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
Other Restricted Revenue from State Sources (Describe & Itemize)	3999	246,609					145,000			
<b>Total Restricted Grants-In-Aid</b>		3,479,693	0	0	6,692,329	0	145,000	0	0	0
<b>Total Receipts/Revenues from State Sources</b>	<b>3000</b>	24,903,259	0	0	6,692,329	0	145,000	0	0	0
<b>RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)</b>										
<b>UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)</b>										
Federal Impact Aid	4001									
Other Unrestricted Grants-In-Aid Received Directly from the Federal Govt. (Describe & Itemize)	4009									
<b>Total Unrestricted Grants-In-Aid Received Directly from Fed Govt</b>		0	0	0	0	0	0	0	0	0
<b>RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)</b>										
Head Start	4045									
Construction (Impact Aid)	4050									
MAGNET	4060									
Other Restricted Grants-In-Aid Received Directly from Federal Govt. (Describe & Itemize)	4090									
<b>Total Restricted Grants-In-Aid Received Directly from Federal Govt.</b>		0	0		0	0	0			0
<b>RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)</b>										
<b>TITLE V</b>										
Title V - Flexibility and Accountability	4100									
Title V - SEA Projects	4105									
Title V - Rural Education Initiative (REI)	4107									
Title V - Other (Describe & Itemize)	4199									
<b>Total Title V</b>		0	0		0	0				
<b>FOOD SERVICE</b>										
Breakfast Start-Up Expansion	4200									
National School Lunch Program	4210	5,723								
Special Milk Program	4215									
School Breakfast Program	4220	3,704								
Summer Food Service Admin/Program	4225	2,972,657								
Child and Adult Care Food Program	4226									
Fresh Fruit and Vegetables	4240									
Food Service - Other (Describe & Itemize)	4299									
<b>Total Food Service</b>		2,982,084				0				
<b>TITLE I</b>										
Title I - Low Income	4300	1,815,275								
Title I - Low Income - Neglected, Private	4305									
Title I - Migrant Education	4340									
Title I - Other (Describe & Itemize)	4399	203,448								
<b>Total Title I</b>		2,018,723	0		0	0				
<b>TITLE IV</b>										
Title IV - Student Support & Academic Enrichment Grant	4400									
Title IV - 21st Century	4421									
Title IV - Other (Describe & Itemize)	4499									
<b>Total Title IV</b>		0	0		0	0				
<b>FEDERAL - SPECIAL EDUCATION</b>										
Federal Special Education - Preschool Flow-Through	4600	72,381								
Federal Special Education - Preschool Discretionary	4605									
Federal Special Education - IDEA Flow Through	4620	2,744,834								
Federal Special Education - IDEA Room & Board	4625	511,917								
Federal Special Education - IDEA Discretionary	4630									
Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
<b>Total Federal Special Education</b>		3,329,132	0		0	0				
<b>CTE - PERKINS</b>										
CTE - Perkins-Title IIIE Tech Prep	4770									
CTE - Other (Describe & Itemize)	4799									

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Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
<b>Total CTE - Perkins</b>		0	0			0				
Federal - Adult Education	4810									
ARRA - General State Aid - Education Stabilization	4850									
ARRA - Title I - Low Income	4851									
ARRA - Title I - Neglected, Private	4852									
ARRA - Title I - Delinquent, Private	4853									
ARRA - Title I - School Improvement (Part A)	4854									
ARRA - Title I - School Improvement (Section 1003g)	4855									
ARRA - IDEA - Part B - Preschool	4856									
ARRA - IDEA - Part B - Flow-Through	4857									
ARRA - Title IID - Technology - Formula	4860									
ARRA - Title IID - Technology - Competitive	4861									
ARRA - McKinney - Vento Homeless Education	4862									
ARRA - Child Nutrition Equipment Assistance	4863									
Impact Aid Formula Grants	4864									
Impact Aid Competitive Grants	4865									
Qualified Zone Academy Bond Tax Credits	4866									
Qualified School Construction Bond Credits	4867									
Build America Bond Tax Credits	4868									
Build America Bond Interest Reimbursement	4869									
ARRA - General State Aid - Other Government Services Stabilization	4870									
Other ARRA Funds - II	4871									
Other ARRA Funds - III	4872									
Other ARRA Funds - IV	4873									
Other ARRA Funds - V	4874									
ARRA - Early Childhood	4875									
Other ARRA Funds - VII	4876									
Other ARRA Funds - VIII	4877									303
Other ARRA Funds - IX	4878									
Other ARRA Funds - X	4879									
Other ARRA Funds - Ed Job Fund Program	4880									
<b>Total Stimulus Programs</b>		0	0	0	0	0	0		0	0
Race to the Top Program	4901									
Race to the Top - Preschool Expansion Grant	4902									
Title III - Instruction for English Learners & Immigrant Students	4905									
Title III - English Language Acquisition	4909	58,506								
McKinney Education for Homeless Children	4920									
Title II - Eisenhower - Professional Development Formula	4930									
Title II - Teacher Quality	4932	316,097								
Federal Charter Schools	4960									
State Assessment Grants	4981									
Grant for State Assessments and Related Activities	4982									
Medicaid Matching Funds - Administrative Outreach	4991	141,807								
Medicaid Matching Funds - Fee-For-Service Program	4992	219,556								
Other Restricted Grants Received from Federal Government through State (Describe & Itemize)	4999	3,129,805	25,717		5,156					
<b>Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State</b>		12,195,710	25,717	0	5,156	0	0		0	0
<b>TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES</b>	<b>4000</b>	12,195,710	25,717	0	5,156	0	0	0	0	0
<b>TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799)</b>		110,083,400	12,979,934	35,446,677	11,622,464	5,044,331	145,000	1,247,595	6,169,897	1,231,264
<b>TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799)</b>		112,377,994								

Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
<b>10 - EDUCATIONAL FUND (ED)</b>										
<b>INSTRUCTION (ED)</b>	<b>1000</b>									
Regular Programs	1100	39,427,437	6,366,302	163,516	3,513,863		445,366	76,048		49,992,532
Tuition Payment to Charter Schools	1115									0
Pre-K Programs	1125									0
Special Education Programs (Functions 1200 - 1220)	1200	17,682,601	4,319,316	179,008	285,588		3,712,596	(6,262)		26,172,847
Special Education Programs Pre-K	1225	1,230,749	215,130	49,861	83,617					1,579,357
Remedial and Supplemental Programs K-12	1250	1,639,474	267,210		515,959					2,422,643
Remedial and Supplemental Programs Pre-K	1275									0
Adult/Continuing Education Programs	1300									0
CTE Programs	1400	15,306	579		3,610			2,380		21,875
Interscholastic Programs	1500	584,469	16,398	138,185	181,751	8,600	25,098			954,501
Summer School Programs	1600	250,546	10,839		26,752					288,137
Gifted Programs	1650									0
Driver's Education Programs	1700	26,253	873			73,430	269			100,825
Bilingual Programs	1800	1,441,195	207,819	8,313	41,152					1,698,479
Truant Alternative & Optional Programs	1900						11,059			11,059
Pre-K Programs - Private Tuition	1910									0
Regular K-12 Programs Private Tuition	1911									0
Special Education Programs K-12 Private Tuition	1912									0
Special Education Programs Pre-K Tuition	1913									0
Remedial/Supplemental Programs K-12 Private Tuition	1914									0
Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
Adult/Continuing Education Programs Private Tuition	1916									0
CTE Programs Private Tuition	1917									0
Interscholastic Programs Private Tuition	1918									0
Summer School Programs Private Tuition	1919									0
Gifted Programs Private Tuition	1920									0
Bilingual Programs Private Tuition	1921									0
Truants Alternative/Opt Ed Programs Private Tuition	1922									0
Student Activity Fund Expenditures	1999						2,249,497			2,249,497
<b>Total Instruction<sup>14</sup> (Without Student Activity Funds 1999)</b>	<b>1000</b>	<b>62,298,030</b>	<b>11,404,466</b>	<b>538,883</b>	<b>4,652,292</b>	<b>82,030</b>	<b>4,194,388</b>	<b>72,166</b>	<b>0</b>	<b>83,242,255</b>
<b>Total Instruction<sup>14</sup> (With Student Activity Funds 1999)</b>	<b>1000</b>	<b>62,298,030</b>	<b>11,404,466</b>	<b>538,883</b>	<b>4,652,292</b>	<b>82,030</b>	<b>6,443,885</b>	<b>72,166</b>	<b>0</b>	<b>85,491,752</b>
<b>SUPPORT SERVICES (ED)</b>	<b>2000</b>									
<b>Support Services - Pupil</b>	<b>2100</b>									
Attendance & Social Work Services	2110	1,794,532	204,098	901						1,999,531
Guidance Services	2120	1,557,034	239,696	200,000						1,996,730
Health Services	2130	1,285,877	176,286	2,899	15,931			534		1,481,527
Psychological Services	2140	1,627,608	157,184	1,034						1,785,826
Speech Pathology & Audiology Services	2150	1,049,901	91,665							1,141,566
Other Support Services - Pupils (Describe & Itemize)	2190	2,082	19		540					2,641
<b>Total Support Services - Pupil</b>	<b>2100</b>	<b>7,317,034</b>	<b>868,948</b>	<b>204,834</b>	<b>16,471</b>	<b>0</b>	<b>0</b>	<b>534</b>	<b>0</b>	<b>8,407,821</b>
<b>Support Services - Instructional Staff</b>	<b>2200</b>									
Improvement of Instruction Services	2210	2,003,162	282,412	554,981	377,346		6,553	1,415		3,225,869
Educational Media Services	2220	1,583,110	162,041		55,855					1,801,006
Assessment & Testing	2230			180,000						180,000
<b>Total Support Services - Instructional Staff</b>	<b>2200</b>	<b>3,586,272</b>	<b>444,453</b>	<b>734,981</b>	<b>433,201</b>	<b>0</b>	<b>6,553</b>	<b>1,415</b>	<b>0</b>	<b>5,206,875</b>
<b>Support Services - General Administration</b>	<b>2300</b>									
Board of Education Services	2310	8,145	154	92,255	3,304		15,315			119,173
Executive Administration Services	2320	234,156	57,311	97,998	17,802		9,191	7,066		423,524
Special Area Administration Services	2330	289,115	53,870		1,000		150			344,135
Tort Immunity Services	2360 - 2370									0
<b>Total Support Services - General Administration</b>	<b>2300</b>	<b>531,416</b>	<b>111,335</b>	<b>190,253</b>	<b>22,106</b>	<b>0</b>	<b>24,656</b>	<b>7,066</b>	<b>0</b>	<b>886,832</b>
<b>Support Services - School Administration</b>	<b>2400</b>									
Office of the Principal Services	2410	5,033,557	1,187,960	8,333			14,583			6,244,433
Other Support Services - School Administration (Describe & Itemize)	2490									0
<b>Total Support Services - School Administration</b>	<b>2400</b>	<b>5,033,557</b>	<b>1,187,960</b>	<b>8,333</b>	<b>0</b>	<b>0</b>	<b>14,583</b>	<b>0</b>	<b>0</b>	<b>6,244,433</b>

Description: Enter Whole Numbers Only	Func #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
<b>Support Services - Business</b>	<b>2500</b>									
Direction of Business Support Services	2510	125,387	23,198	16,167	11,518		4,970			181,240
Fiscal Services	2520	328,651	49,440	26,409	4,659		76,439			485,598
Operation & Maintenance of Plant Services	2540			250,000	260,000		4,834	20,418		535,252
Pupil Transportation Services	2550									0
Food Services	2560	2,408,776	341,870	47,863	2,104,426	18,468	3,905	18,981		4,944,289
Internal Services	2570	51,488		266,910	(5,545)					312,853
<b>Total Support Services - Business</b>	<b>2500</b>	<b>2,914,302</b>	<b>414,508</b>	<b>607,349</b>	<b>2,375,058</b>	<b>18,468</b>	<b>90,148</b>	<b>39,399</b>	<b>0</b>	<b>6,459,232</b>
<b>Support Services - Central</b>	<b>2600</b>									
Direction of Central Support Services	2610									0
Planning, Research, Development & Evaluation Services	2620									0
Information Services	2630	77,240	22,767	9,229	23,546		309			133,091
Staff Services	2640	236,696	49,615	112,258	42,282		5,325			446,176
Data Processing Services	2660	960,501	121,300	288,915	1,715,099	2,676,298				5,762,113
<b>Total Support Services - Central</b>	<b>2600</b>	<b>1,274,437</b>	<b>193,682</b>	<b>410,402</b>	<b>1,780,927</b>	<b>2,676,298</b>	<b>5,634</b>	<b>0</b>	<b>0</b>	<b>6,341,380</b>
<b>Other Support Services (Describe &amp; Itemize)</b>	<b>2900</b>				1,000					1,000
<b>Total Support Services</b>	<b>2000</b>	<b>20,657,018</b>	<b>3,220,886</b>	<b>2,156,152</b>	<b>4,628,763</b>	<b>2,694,766</b>	<b>141,574</b>	<b>48,414</b>	<b>0</b>	<b>33,547,573</b>
<b>COMMUNITY SERVICES (ED)</b>	<b>3000</b>	<b>1,043,758</b>	<b>89,416</b>	<b>120,838</b>	<b>71,971</b>			<b>26,397</b>		<b>1,352,380</b>
<b>PAYMENTS TO OTHER DIST &amp; GOVT UNITS (ED)</b>	<b>4000</b>									
<b>Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>									
Payments for Regular Programs	4110									0
Payments for Special Education Programs	4120									0
Payments for Adult/Continuing Education Programs	4130									0
Payments for CTE Programs	4140									0
Payments for Community College Programs	4170									0
Other Payments to In-State Govt Units (Describe & Itemize)	4190			130,612						130,612
<b>Total Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>			<b>130,612</b>			<b>0</b>			<b>130,612</b>
Payments for Regular Programs - Tuition	4210									305
Payments for Special Education Programs - Tuition	4220									0
Payments for Adult/Continuing Education Programs - Tuition	4230									0
Payments for CTE Programs - Tuition	4240						373,088			373,088
Payments for Community College Programs - Tuition	4270									0
Payments for Other Programs - Tuition	4280						23,145			23,145
Other Payments to In-State Govt Units (Describe & Itemize)	4290									0
<b>Total Payments to Other Dist &amp; Govt Units - Tuition (In State)</b>	<b>4200</b>						<b>396,233</b>			<b>396,233</b>
Payments for Regular Programs - Transfers	4310									0
Payments for Special Education Programs - Transfers	4320									0
Payments for Adult/Continuing Ed Programs - Transfers	4330									0
Payments for CTE Programs - Transfers	4340									0
Payments for Community College Program - Transfers	4370									0
Payments for Other Programs - Transfers	4380						244,419			244,419
Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390						908			908
<b>Total Payments to Other Dist &amp; Govt Units-Transfers (In State)</b>	<b>4300</b>			<b>0</b>			<b>245,327</b>			<b>245,327</b>
Payments to Other Dist & Govt Units (Out of State)	4400									0
<b>Total Payments to Other Dist &amp; Govt Units</b>	<b>4000</b>			<b>130,612</b>			<b>641,560</b>			<b>772,172</b>
<b>DEBT SERVICE (ED)</b>	<b>5000</b>									
<b>Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>									
Tax Anticipation Warrants	5110						22,440			22,440
Tax Anticipation Notes	5120									0
Corporate Personal Property Repl Tax Anticipated Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
<b>Total Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>						<b>22,440</b>			<b>22,440</b>
<b>Debt Service - Interest on Long-Term Debt</b>	<b>5200</b>									0
<b>Total Debt Service</b>	<b>5000</b>						<b>22,440</b>			<b>22,440</b>
<b>PROVISION FOR CONTINGENCIES (ED)</b>	<b>6000</b>									0
<b>Total Direct Disbursements/Expenditures (without Student Activity Funds (1999))</b>		<b>83,998,806</b>	<b>14,714,768</b>	<b>2,946,485</b>	<b>9,353,026</b>	<b>2,776,796</b>	<b>4,999,962</b>	<b>146,977</b>	<b>0</b>	<b>118,936,820</b>
<b>Total Direct Disbursements/Expenditures (with Student Activity Funds (1999))</b>		<b>83,998,806</b>	<b>14,714,768</b>	<b>2,946,485</b>	<b>9,353,026</b>	<b>2,776,796</b>	<b>7,249,459</b>	<b>146,977</b>	<b>0</b>	<b>121,186,317</b>

Description: Enter Whole Numbers Only	Func #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (Without Student Activity Funds 1999)										(8,853,420)
Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (With Student Activity Funds 1999)										(8,808,323)

**20 - OPERATIONS AND MAINTENANCE FUND (O&M)**

<b>SUPPORT SERVICES (O&amp;M)</b>	<b>2000</b>									
<b>Support Services - Pupil</b>	<b>2100</b>									
Other Support Services - Pupils (Describe & Itemize)	2190				518					518
<b>Support Services - Business</b>	<b>2500</b>									
Direction of Business Support Services	2510									0
Facilities Acquisition & Construction Services	2530			45,593						45,593
Operation & Maintenance of Plant Services	2540	5,984,177	1,035,140	1,228,217	3,562,885	238,359	1,222	36,531		12,086,531
Pupil Transportation Services	2550									0
Food Services	2560									0
<b>Total Support Services - Business</b>	<b>2500</b>	<b>5,984,177</b>	<b>1,035,140</b>	<b>1,273,810</b>	<b>3,562,885</b>	<b>238,359</b>	<b>1,222</b>	<b>36,531</b>	<b>0</b>	<b>12,132,124</b>
<b>Other Support Services (Describe &amp; Itemize)</b>	<b>2900</b>									0
<b>Total Support Services</b>	<b>2000</b>	<b>5,984,177</b>	<b>1,035,140</b>	<b>1,273,810</b>	<b>3,563,403</b>	<b>238,359</b>	<b>1,222</b>	<b>36,531</b>	<b>0</b>	<b>12,132,642</b>
<b>COMMUNITY SERVICES (O&amp;M)</b>	<b>3000</b>									0
<b>PAYMENTS TO OTHER DIST &amp; GOVT UNITS (O&amp;M)</b>	<b>4000</b>									
<b>Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>									
Payments for Regular Programs	4110									0
Payments for Special Education Programs	4120									0
Payments for CTE Program	4140									0
Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
<b>Total Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>			<b>0</b>			<b>0</b>			<b>0</b>
Payments to Other Dist & Govt Units (Out of State) <sup>14</sup>	4400									306
<b>Total Payments to Other Dist &amp; Govt Unit</b>	<b>4000</b>			<b>0</b>			<b>0</b>			<b>0</b>
<b>DEBT SERVICE (O&amp;M)</b>	<b>5000</b>									
<b>Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>									
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0
Corporate Personal Prop Repl Tax Anticipated Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
<b>Total Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>						<b>0</b>			<b>0</b>
<b>Debt Service - Interest on Long-Term Debt</b>	<b>5200</b>									0
<b>Total Debt Service</b>	<b>5000</b>						<b>0</b>			<b>0</b>
<b>PROVISION FOR CONTINGENCIES (O&amp;M)</b>	<b>6000</b>									0
<b>Total Direct Disbursements/Expenditures</b>		<b>5,984,177</b>	<b>1,035,140</b>	<b>1,273,810</b>	<b>3,563,403</b>	<b>238,359</b>	<b>1,222</b>	<b>36,531</b>	<b>0</b>	<b>12,132,642</b>
Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										847,292

**30 - DEBT SERVICE FUND (DS)**

<b>PAYMENTS TO OTHER DIST &amp; GOVT UNITS (DS)</b>	<b>4000</b>									
<b>Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>									
Payments for Regular Programs	4110									0
Payments for Special Education Programs	4120									0
Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
<b>Total Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4000</b>						<b>0</b>			<b>0</b>
<b>DEBT SERVICE (DS)</b>	<b>5000</b>									
<b>Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>									
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0
Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
<b>Total Debt Service - Interest On Short-Term Debt</b>	<b>5100</b>						<b>0</b>			<b>0</b>

Description: Enter Whole Numbers Only	Func #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
Debt Service - Interest on Long-Term Debt	5200						3,680,993			3,680,993
Debt Service - Payments of Principal on Long-Term Debt <sup>15</sup> (Lease/Purchase Principal Retired)	5300						27,147,184			27,147,184
Debt Service Other (Describe & Itemize)	5400						2,997			2,997
<b>Total Debt Service</b>	<b>5000</b>			0			30,831,174			30,831,174
<b>PROVISION FOR CONTINGENCIES (DS)</b>	<b>6000</b>									0
<b>Total Direct Disbursements/Expenditures</b>				0			30,831,174			30,831,174
<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										4,615,503

40 - TRANSPORTATION FUND (TR)										
<b>SUPPORT SERVICES (TR)</b>	<b>2000</b>									
<b>Support Services - Pupils</b>	<b>2100</b>									
Other Support Services - Pupils (Describe & Itemize)	2190									0
<b>Support Services - Business</b>										
Pupil Transportation Services	2550	185,779	35,889	7,408,042	648,736	28,101	753	5,010		8,312,310
Other Support Services (Describe & Itemize)	2900									0
<b>Total Support Services</b>	<b>2000</b>	<b>185,779</b>	<b>35,889</b>	<b>7,408,042</b>	<b>648,736</b>	<b>28,101</b>	<b>753</b>	<b>5,010</b>	<b>0</b>	<b>8,312,310</b>
<b>COMMUNITY SERVICES (TR)</b>	<b>3000</b>									0
<b>PAYMENTS TO OTHER DIST &amp; GOVT UNITS (TR)</b>	<b>4000</b>									
<b>Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>									
Payments for Regular Program	4110									0
Payments for Special Education Programs	4120									0
Payments for Adult/Continuing Education Programs	4130									0
Payments for CTE Programs	4140									0
Payments for Community College Programs	4170									0
Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
<b>Total Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>			0			0			307
<b>Payments to Other Dist &amp; Govt Units (Out-of-State) (Describe &amp; Itemize)</b>	<b>4400</b>									0
<b>Total Payments to Other Dist &amp; Govt Units</b>	<b>4000</b>			0			0			0
<b>DEBT SERVICE (TR)</b>	<b>5000</b>									
<b>Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>									
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0
Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other Interest on Short-Term Debt (Describe and Itemize)	5150									0
<b>Total Debt Service - Interest On Short-Term Debt</b>	<b>5100</b>						0			0
<b>Debt Service - Interest on Long-Term Debt</b>	<b>5200</b>						44,405			44,405
<b>Debt Service - Payments of Principal on Long-Term Debt<sup>15</sup> (Lease/Purchase Principal Retired)</b>	<b>5300</b>						441,656			441,656
<b>Debt Service - Other (Describe and Itemize)</b>	<b>5400</b>									0
<b>Total Debt Service</b>	<b>5000</b>						486,061			486,061
<b>PROVISION FOR CONTINGENCIES (TR)</b>	<b>6000</b>									0
<b>Total Direct Disbursements/Expenditures</b>		<b>185,779</b>	<b>35,889</b>	<b>7,408,042</b>	<b>648,736</b>	<b>28,101</b>	<b>486,814</b>	<b>5,010</b>	<b>0</b>	<b>8,798,371</b>
<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										<b>2,824,093</b>

50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)										
<b>INSTRUCTION (MR/SS)</b>	<b>1000</b>									
Regular Program	1100		665,919							665,919
Pre-K Programs	1125									0
Special Education Programs (Functions 1200-1220)	1200		1,387,959							1,387,959
Special Education Programs Pre-K	1225		54,412							54,412
Remedial and Supplemental Programs K-12	1250		17,683							17,683
Remedial and Supplemental Programs Pre-K	1275									0
Adult/Continuing Education Programs	1300									0

Description: Enter Whole Numbers Only	Func#	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
CTE Programs	1400		220							220
Interscholastic Programs	1500		18,467							18,467
Summer School Programs	1600		(650)							(650)
Gifted Programs	1650									0
Driver's Education Programs	1700		328							328
Bilingual Programs	1800		19,320							19,320
Truant Alternative & Optional Programs	1900									0
<b>Total Instruction</b>	<b>1000</b>		<b>2,163,658</b>							<b>2,163,658</b>
<b>SUPPORT SERVICES (MR/SS)</b>	<b>2000</b>									
<b>Support Services - Pupil</b>	<b>2100</b>									
Attendance & Social Work Services	2110		18,961							18,961
Guidance Services	2120		40,312							40,312
Health Services	2130		61,233							61,233
Psychological Services	2140		16,812							16,812
Speech Pathology & Audiology Services	2150		8,479							8,479
Other Support Services - Pupils (Describe & Itemize)	2190		32							32
<b>Total Support Services - Pupil</b>	<b>2100</b>		<b>145,829</b>							<b>145,829</b>
<b>Support Services - Instructional Staff</b>	<b>2200</b>									
Improvement of Instruction Services	2210		54,570							54,570
Educational Media Services	2220		19,749							19,749
Assessment & Testing	2230									0
<b>Total Support Services - Instructional Staff</b>	<b>2200</b>		<b>74,319</b>							<b>74,319</b>
<b>Support Services - General Administration</b>	<b>2300</b>									
Board of Education Services	2310		43							43
Executive Administration Services	2320		45,987							45,987
Special Area Administrative Services	2330		15,194							15,194
Claims Paid from Self Insurance Fund	2361									0
Workers' Compensation or Workers' Occupation Disease Acts Payments	2362									308
Unemployment Insurance Payments	2363									0
Insurance Payments (regular or self-insurance)	2364									0
Risk Management and Claims Services Payments	2365									0
Judgment and Settlements	2366									0
Educatl, Inspectl, Supervisory Serv. Related to Loss Prevention or Reduction	2367									0
Reciprocal Insurance Payments	2368									0
Legal Service	2369		7,453							7,453
<b>Total Support Services - General Administration</b>	<b>2300</b>		<b>68,677</b>							<b>68,677</b>
<b>Support Services - School Administration</b>	<b>2400</b>									
Office of the Principal Services	2410		371,250							371,250
Other Support Services - School Administration (Describe & Itemize)	2490									0
<b>Total Support Services - School Administration</b>	<b>2400</b>		<b>371,250</b>							<b>371,250</b>
<b>Support Services - Business</b>	<b>2500</b>									
Direction of Business Support Services	2510		29,930							29,930
Fiscal Services	2520		68,496							68,496
Facilities Acquisition & Construction Services	2530									0
Operation & Maintenance of Plant Service	2540		1,049,657							1,049,657
Pupil Transportation Services	2550		30,829							30,829
Food Services	2560		346,975							346,975
Internal Services	2570		10,792							10,792
<b>Total Support Services - Business</b>	<b>2500</b>		<b>1,536,679</b>							<b>1,536,679</b>
<b>Support Services - Central</b>	<b>2600</b>									
Direction of Central Support Services	2610									0
Planning, Research, Development & Evaluation Services	2620									0
Information Services	2630		17,842							17,842
Staff Services	2640		67,309							67,309
Data Processing Services	2660		164,799							164,799
<b>Total Support Services - Central</b>	<b>2600</b>		<b>249,950</b>							<b>249,950</b>
<b>Other Support Services (Describe &amp; Itemize)</b>	<b>2900</b>									0
<b>Total Support Services</b>	<b>2000</b>		<b>2,446,704</b>							<b>2,446,704</b>

Description: Enter Whole Numbers Only	Func #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
<b>COMMUNITY SERVICES (MR/SS)</b>	<b>3000</b>		69,327							69,327
<b>PAYMENTS TO OTHER DIST &amp; GOVT UNITS (MR/SS)</b>	<b>4000</b>									
Payments for Regular Programs	4110									0
Payments for Special Education Programs	4120									0
Payments for CTE Programs	4140									0
<b>Total Payments to Other Dist &amp; Govt Units</b>	<b>4000</b>		0							0
<b>DEBT SERVICE (MR/SS)</b>	<b>5000</b>									
<b>Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>									
Tax Anticipation Warrants	5110									0
Tax Anticipation Notes	5120									0
Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
State Aid Anticipation Certificates	5140									0
Other (Describe & Itemize)	5150									0
<b>Total Debt Service</b>	<b>5000</b>						0			0
<b>PROVISION FOR CONTINGENCIES (MR/SS)</b>	<b>6000</b>									0
<b>Total Direct Disbursements/Expenditures</b>			4,679,689				0			4,679,689
<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										364,642

<b>60 - CAPITAL PROJECTS (CP)</b>										
<b>SUPPORT SERVICES (CP)</b>	<b>2000</b>									
<b>Support Services - Business</b>										
Facilities Acquisition & Construction Services	2530			20,939		347,741				368,680
Other Support Services (Describe & Itemize)	2900									0
<b>Total Support Services</b>	<b>2000</b>	0	0	20,939	0	347,741	0	0		368,680
<b>PAYMENTS TO OTHER DIST &amp; GOVT UNITS (CP)</b>	<b>4000</b>									
<b>Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>									309
Payments to Regular Programs	4110									0
Payment for Special Education Programs	4120									0
Payment for CTE Programs	4140									0
Payments to Other Govt Units (In-State) (Describe & Itemize)	4190									0
<b>Total Payments to Other Districts &amp; Govt Units</b>	<b>4000</b>			0			0			0
<b>PROVISION FOR CONTINGENCIES (CP)</b>	<b>6000</b>									0
<b>Total Direct Disbursements/Expenditures</b>		0	0	20,939	0	347,741	0	0		368,680
<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										(223,680)

**70 WORKING CASH FUND (WC)**

<b>80 - TORT FUND (TF)</b>										
<b>INSTRUCTION (TF)</b>	<b>1000</b>									
Regular Programs	1100									0
Tuition Payment to Charter Schools	1115									0
Pre-K Programs	1125									0
Special Education Programs (Functions 1200 - 1220)	1200	1,398,326								1,398,326
Special Education Programs Pre-K	1225									0
Remedial and Supplemental Programs K-12	1250									0
Remedial and Supplemental Programs Pre-K	1275									0
Adult/Continuing Education Programs	1300									0
CTE Programs	1400									0
Interscholastic Programs	1500	21,026		58,071						79,097
Summer School Programs	1600									0
Gifted Programs	1650									0
Driver's Education Programs	1700									0
Bilingual Programs	1800									0
Truant Alternative & Optional Programs	1900									0
Pre-K Programs - Private Tuition	1910									0
Regular K-12 Programs Private Tuition	1911									0
Special Education Programs K-12 Private Tuition	1912									0

Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
Special Education Programs Pre-K Tuition	1913									0
Remedial/Supplemental Programs K-12 Private Tuition	1914									0
Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
Adult/Continuing Education Programs Private Tuition	1916									0
CTE Programs Private Tuition	1917									0
Interscholastic Programs Private Tuition	1918									0
Summer School Programs Private Tuition	1919									0
Gifted Programs Private Tuition	1920									0
Bilingual Programs Private Tuition	1921									0
Truants Alternative/Opt Ed Programs Private Tuition	1922									0
<b>Total Instruction<sup>14</sup></b>	<b>1000</b>	<b>1,419,352</b>	<b>0</b>	<b>58,071</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,477,423</b>
<b>SUPPORT SERVICES (TF)</b>	<b>2000</b>									
<b>Support Services - Pupil</b>	<b>2100</b>									
Attendance & Social Work Services	2110									0
Guidance Services	2120									0
Health Services	2130	463,429	401		4,605					468,435
Psychological Services	2140									0
Speech Pathology & Audiology Services	2150									0
Other Support Services - Pupils (Describe & Itemize)	2190									0
<b>Total Support Services - Pupil</b>	<b>2100</b>	<b>463,429</b>	<b>401</b>	<b>0</b>	<b>4,605</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>468,435</b>
<b>Support Services - Instructional Staff</b>	<b>2200</b>									
Improvement of Instruction Services	2210									0
Educational Media Services	2220									0
Assessment & Testing	2230									0
<b>Total Support Services - Instructional Staff</b>	<b>2200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Support Services - General Administration</b>	<b>2300</b>									<b>310</b>
Board of Education Services	2310									0
Executive Administration Services	2320	152,503	19,225							171,728
Special Area Administration Services	2330									0
Claims Paid from Self Insurance Fund	2361									0
Risk Management and Claims Services Payments	2365	121,070		1,851,281	31,260	1,703	22,169			2,027,483
<b>Total Support Services - General Administration</b>	<b>2300</b>	<b>273,573</b>	<b>19,225</b>	<b>1,851,281</b>	<b>31,260</b>	<b>1,703</b>	<b>22,169</b>	<b>0</b>	<b>0</b>	<b>2,199,211</b>
<b>Support Services - School Administration</b>	<b>2400</b>									
Office of the Principal Services	2410	364,202								364,202
Other Support Services - School Administration (Describe & Itemize)	2490									0
<b>Total Support Services - School Administration</b>	<b>2400</b>	<b>364,202</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>364,202</b>
<b>Support Services - Business</b>	<b>2500</b>									
Direction of Business Support Services	2510	24,637								24,637
Fiscal Services	2520									0
Operation & Maintenance of Plant Services	2540			589,153	51,560	34,302		26,287		701,302
Pupil Transportation Services	2550									0
Food Services	2560									0
Internal Services	2570									0
<b>Total Support Services - Business</b>	<b>2500</b>	<b>24,637</b>	<b>0</b>	<b>589,153</b>	<b>51,560</b>	<b>34,302</b>	<b>0</b>	<b>26,287</b>	<b>0</b>	<b>725,939</b>
<b>Support Services - Central</b>	<b>2600</b>									
Direction of Central Support Services	2610									0
Planning, Research, Development & Evaluation Services	2620									0
Information Services	2630									0
Staff Services	2640	64,392	645,753	27,440						737,585
Data Processing Services	2660			16,031	1,735					17,766
<b>Total Support Services - Central</b>	<b>2600</b>	<b>64,392</b>	<b>645,753</b>	<b>43,471</b>	<b>1,735</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>755,351</b>
<b>Other Support Services (Describe &amp; Itemize)</b>	<b>2900</b>									<b>0</b>
<b>Total Support Services</b>	<b>2000</b>	<b>1,190,233</b>	<b>665,379</b>	<b>2,483,905</b>	<b>89,160</b>	<b>36,005</b>	<b>22,169</b>	<b>26,287</b>	<b>0</b>	<b>4,513,138</b>
<b>COMMUNITY SERVICES (TF)</b>	<b>3000</b>									<b>0</b>
<b>PAYMENTS TO OTHER DIST &amp; GOVT UNITS (TF)</b>	<b>4000</b>									
<b>Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>									
Payments for Regular Programs	4110									0
Payments for Special Education Programs	4120									0

Description: Enter Whole Numbers Only	Func#	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
Payments for Adult/Continuing Education Programs	4130									0
Payments for CTE Programs	4140									0
Payments for Community College Programs	4170									0
Other Payments to In-State Govt Units <i>(Describe &amp; Itemize)</i>	4190									0
<b>Total Payments to Other Dist &amp; Govt Units (In-State)</b>	<b>4100</b>			0			0			0
Payments for Regular Programs - Tuition	4210									0
Payments for Special Education Programs - Tuition	4220									0
Payments for Adult/Continuing Education Programs - Tuition	4230									0
Payments for CTE Programs - Tuition	4240									0
Payments for Community College Programs - Tuition	4270									0
Payments for Other Programs - Tuition	4280									0
Other Payments to In-State Govt Units <i>(Describe &amp; Itemize)</i>	4290									0
<b>Total Payments to Other Dist &amp; Govt Units - Tuition (In State)</b>	<b>4200</b>						0			0
Payments for Regular Programs - Transfers	4310									0
Payments for Special Education Programs - Transfers	4320									0
Payments for Adult/Continuing Ed Programs - Transfers	4330									0
Payments for CTE Programs - Transfers	4340									0
Payments for Community College Program - Transfers	4370									0
Payments for Other Programs - Transfers	4380									0
Other Payments to In-State Govt Units - Transfers <i>(Describe &amp; Itemize)</i>	4390									0
<b>Total Payments to Other Dist &amp; Govt Units-Transfers (In State)</b>	<b>4300</b>			0			0			0
Payments to Other Dist & Govt Units (Out of State)	4400									0
<b>Total Payments to Other Dist &amp; Govt Units</b>	<b>4000</b>			0			0			0
<b>DEBT SERVICE (TF)</b>	<b>5000</b>									
<b>Debt Service - Interest on Short-Term Debt</b>										
Tax Anticipation Warrants	5110									0
Corporate Personal Property Replacement Tax Anticipation Notes	5130									0
Other Interest on Short-Term Debt <i>(Describe &amp; Itemize)</i>	5150									0
<b>Total Debt Service</b>	<b>5000</b>						0			311
<b>PROVISION FOR CONTINGENCIES (TF)</b>	<b>6000</b>									0
<b>Total Direct Disbursements/Expenditures</b>		2,609,585	665,379	2,541,976	89,160	36,005	22,169	26,287	0	5,990,561
<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										179,336
<b>90 - FIRE PREVENTION &amp; SAFETY FUND (FP&amp;S)</b>										
<b>SUPPORT SERVICES (FP&amp;S)</b>	<b>2000</b>									
<b>Support Services - Business</b>	<b>2500</b>									
Facilities Acquisition & Construction Services	2530			357,363						357,363
Operation & Maintenance of Plant Service	2540			87,936	40	5,440,798				5,528,774
<b>Total Support Services - Business</b>	<b>2500</b>	0	0	445,299	40	5,440,798	0	0		5,886,137
Other Support Services <i>(Describe &amp; Itemize)</i>	2900									0
<b>Total Support Services</b>	<b>2000</b>	0	0	445,299	40	5,440,798	0	0		5,886,137
<b>PAYMENTS TO OTHER DISTRICTS &amp; GOVT UNITS (FP&amp;S)</b>	<b>4000</b>									
Payments to Regular Programs	4110									0
Payments to Special Education Programs	4120									0
Other Payments to In-State Govt Units <i>(Describe &amp; Itemize)</i>	4190									0
<b>Total Payments to Other Districts &amp; Govt Units (FPS)</b>	<b>4000</b>						0			0
<b>DEBT SERVICE (FP&amp;S)</b>	<b>5000</b>									
<b>Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>									
Tax Anticipation Warrants	5110									0
Other Interest on Short-Term Debt <i>(Describe &amp; Itemize)</i>	5150									0
<b>Total Debt Service - Interest on Short-Term Debt</b>	<b>5100</b>						0			0
<b>Debt Service - Interest on Long-Term Debt</b>	<b>5200</b>									0
<b>Debt Service - Payments of Principal on Long-Term Debt <sup>15</sup> (Lease/Purchase Principal Retired)</b>	<b>5300</b>									0
<b>Total Debt Service</b>	<b>5000</b>						0			0
<b>PROVISIONS FOR CONTINGENCIES (FP&amp;S)</b>	<b>6000</b>									0
<b>Total Direct Disbursements/Expenditures</b>		0	0	445,299	40	5,440,798	0	0		5,886,137
<b>Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures</b>										(4,654,873)

**This page is provided for detailed itemizations as requested within the body of the Report.**

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- 1.
- 2.
- 3.
- 4.



**DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only (School Districts Only)**

Description	EDUCATIONAL FUND (10)	OPERATIONS & MAINTENANCE FUND (20)	TRANSPORTATION FUND (40)	WORKING CASH FUND (70)	TOTAL
<b>Direct Revenues</b>	110,083,400	12,979,934	11,622,464	1,247,595	<b>135,933,393</b>
<b>Direct Expenditures</b>	118,936,820	12,132,642	8,798,371		<b>139,867,833</b>
<b>Difference</b>	<b>(8,853,420)</b>	847,292	2,824,093	1,247,595	<b>(3,934,440)</b>
<b>Estimated Fund Balance - June 30, 2021</b>	10,746,082	820,328	3,482,107	35,591,348	<b>50,639,865</b>

**Unbalanced budget, however, a deficit reduction plan is not required at this time.**

*A deficit reduction plan is required if the local board of education adopts (or amends) the 2020-21 school district budget in which the "operating funds" listed above result in direct revenues (line 9) being less than direct expenditures (line 19) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81).*

**Note:** *The balance is determined using only the four funds listed above. That is, if the estimated ending fund balance is less than three times the deficit spending, the district must adopt and file with ISBE a deficit reduction plan to balance the shortfall within three years.*

*The School Code, Section 17-1 (105 ILCS 5/17-1) - If the 2019-2020 Annual Financial Report (AFR) reflects a deficit as defined above (page 36), then the school district shall adopt and submit a deficit reduction plan (found here on page 20-24) to ISBE within 30 days after acceptance of the AFR.*

*The deficit reduction plan, if required, is developed using ISBE guidelines and format.*

*School Districts Only 1706400026		DEFICIT REDUCTION PLAN ESTIMATED BUDGET FY2020-2021					ESTIMATED BUDGET FY2021-2022					ESTIMATED BUDGET FY2022-2023					ESTIMATED BUDGET FY2023-2024					SUMMARY BUDGET ADDENDUM - DEFICIT REDUCTION PLAN ESTIMATED BUDGET Date of Adoption: _____ (Enter as MM/DD/YYYY)				
District Name McLean County Unit School District No. 5		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	
<b>ESTIMATED BEGINNING FUND BALANCE</b> (Amount equal prior ending fund balance)		5,623,235	250,373	648,987	47,567,753	54,089,352	10,746,082	820,328	3,482,107	35,591,348	50,639,865	10,746,082	820,328	3,482,107	35,591,348	50,639,865	10,746,082	820,328	3,482,107	35,591,348	50,639,865	54,089,352	50,639,865	50,639,865	50,639,865	
<b>RECEIPTS/REVENUES</b>																										
1000	72,984,431	12,954,217	4,924,979	1,247,595	92,111,222																					
<b>FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT</b>																										
2000	0	0	0	0	0																					
3000	24,903,259	0	6,693,329	0	31,596,588																					
<b>FEDERAL SOURCES</b>																										
4000	12,195,710	25,717	5,156	0	12,226,583																					
<b>Total Receipts/Revenues</b>		110,083,400	12,979,934	11,622,464	1,247,595	135,933,393	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	135,933,393	0	0	0
<b>DISBURSEMENTS/EXPENDITURES</b>																										
1000	83,242,255				83,242,255																					
2000	33,547,573	12,132,642	8,312,310		53,992,525																					
3000	1,352,380	0	0		1,352,380																					
4000	772,172	0	0		772,172																					
5000	22,440	0	488,061		508,501																					
<b>PROVISION FOR CONTINGENCIES</b>																										
6000	0	0	0		0																					
<b>Total Disbursements/Expenditures</b>		118,936,820	12,132,642	8,798,371		139,867,833	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	139,867,833	0	0	0
<b>Excess of Receipts/Revenues Over (Under) Disbursements/Expenditures</b>		(8,853,420)	847,292	2,824,093	1,247,595	(5,934,440)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(5,934,440)	0	0	0
<b>OTHER SOURCES/USES OF FUNDS</b>																										
<b>OTHER SOURCES OF FUNDS (7000)</b>																										
14,894,344	233,278	9,027	0	15,136,649																						
<b>OTHER USES OF FUNDS (8000)</b>																										
917,077	510,619	0	13,224,000	14,651,696																						
<b>TOTAL OTHER SOURCES/USES OF FUNDS</b>		15,811,421	743,897	13,233,027	14,666,345																					
<b>ESTIMATED ENDING FUND BALANCE</b>		10,746,082	820,328	3,482,107	35,591,348	50,639,865	10,746,082	820,328	3,482,107	35,591,348	50,639,865	10,746,082	820,328	3,482,107	35,591,348	50,639,865	10,746,082	820,328	3,482,107	35,591,348	50,639,865	50,639,865	50,639,865	50,639,865	50,639,865	

**Deficit Reduction Plan-Background/Assumptions (School Districts Only)**

**Fiscal Year 2020-2021 through Fiscal Year 2023-2024**

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**McLean County Unit School District No. 5      17064005026**

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*Please complete the following schedule and include a brief description to identify any areas of the budget that will be impacted from one year to the next. If the deficit reduction plan relies upon new local revenues, identify contingencies for further budget reductions which will be enacted in the event those new revenues are not available.*

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**1. Background and Narrative of Budget Reductions:**

**2. Assumptions Used in the Deficit Reduction Plan:**

- EBF and Estimated New Tier Funding:

- Equal Assessed Valuation and Tax Rates:

- Employee Salaries and Benefits:

- Short and Long Term Borrowing:

- Educational Impact:



- Other Assumptions:

- Has the district considered shared services or outsourcing (Ex: Transportation, Insurance) If yes please explain:

**ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS (School Districts Only)**

*(For Local Use Only)*

***This is an estimated Limitation of Administrative Costs Worksheet only and will not be accepted for Official Submission of the Limitation of Administrative Costs Worksheet.***

The worksheet is intended for use during the budgeting process to estimate the district's percent increase of FY2021 budgeted expenditures over FY2020 actual expenditures. Budget information is copied to this page. Insert the prior year estimated actual expenditures to compute the estimated percentage increase (decrease).

The official Limitation of Administrative Costs Worksheet is attached to the end of the Annual Financial Report (ISBE Form 50-35) and may be submitted in conjunction with that report.

An official Limitation of Administrative Costs Worksheet can also be found on the ISBE website at: [Limitation of Administrative Costs](#)

**ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS WORKSHEET**  
(Section 17-1.5 of the School Code)

School District Name: McLean County Unit School District No. 5  
RCDT Number: 17-064-0050-26

Description	Funct. No.	Estimated Actual Expenditures, Fiscal Year 2020				Budgeted Expenditures, Fiscal Year 2021			
		(10) Educational Fund	(20) Operations & Maintenance Fund	(80) Tort Fund *	Total	(10) Educational Fund	(20) Operations & Maintenance Fund	(80) Tort Fund	Total
1. Executive Administration Services	2320	463,390		176,496	639,886	423,524		171,728	595,252
2. Special Area Administration Services	2330	292,074		0	292,074	344,135		0	344,135
3. Other Support Services - School Administration	2490			0	0	0		0	0
4. Direction of Business Support Services	2510	188,783		22,358	211,141	181,240	0	24,637	205,877
5. Internal Services	2570	324,022		0	324,022	312,853		0	312,853
6. Direction of Central Support Services	2610			0	0	0		0	0
7. Deduct - Early Retirement or other pension obligations required by state law and included above.					0				0
<b>8. Totals</b>		1,268,268	0	198,854	1,467,122	1,261,752	0	196,365	1,458,117
<b>9. Estimated Percent Increase (Decrease) for FY2021 (Budgeted) over FY2020 (Actual)</b>									-1%

\* For FY 2020 Tort Fund Expenditures, first complete the Estimated Limitation of Administrative Costs - Crosswalk of FY 2020 Tort Fund Expenditures, located below on lines 43-70

## Estimated Limitation of Administrative Costs - Crosswalk of FY 2020 Tort Fund Expenditures

The 23 Illinois Administrative Code, Part 100 Requirements for Accounting, Budgeting, Financial Reporting and Auditing, was amended effective with the beginning of FY 2021.

To assist districts with the crosswalk of its Limitation of Administrative Costs Worksheet (LAC) within the school district's FY 2021 budget, please complete the crosswalk of FY 2020 Tort Fund expenditures that would have been reflected within one of the Limitation of Administrative Costs functions if the amended rules were effective beginning with FY 2020.

**If a school district has FY 2020 Tort Fund expenditures, a Limitation of Administrative Costs – Tort Fund Crosswalk must be completed and must be submitted in conjunction with the FY 2021 Limitation of Administrative Costs Worksheet.**

School District Name: McLean County Unit School District No. 5  
RCDT Number: 17-064-0050-26

			How Expenditures would have been reported had FY 2021 Amended Rules been implemented for FY 2020							
FY 2020 Tort Fund Expenditures	FY 2020 Function	FY 2020 Total Expenditure	Function 2320	Function 2330	Function 2490	Function 2510	Function 2570	Function 2610	Other Function Outside of the LAC Functions	Total (Must agree with Expenditures in column E)
Claims Paid from Self Insurance Fund	2361	0								0
Workers' Compensation or Worker's Occupation Disease Acts Pymts	2362	591,816							591,816	591,816
Unemployment Insurance Payments	2363	(107)							(107)	(107)
Insurance Payments (Regular or Self-Insurance)	2364	0								0
Risk Management and Claims Services Payments	2365	13,027							13,027	13,027
Judgment and Settlements	2366	1,176							1,176	1,176
Educational, Inspectional, Supervisory Services Related to Loss Prevention or Reduction	2367	3,832,802	10,282			22,358			3,800,162	3,832,802
Reciprocal Insurance Payments	2368	0								0
Legal Services	2369	387,057	166,214						220,843	387,057
Property Insurance (Buildings & Grounds)	2371	883,802							883,802	883,802
Vehicle Insurance (Transportation)	2372	0								0
<b>Totals</b>		<b>5,709,573</b>	<b>176,496</b>	<b>0</b>	<b>0</b>	<b>22,358</b>	<b>0</b>	<b>0</b>	<b>5,510,719</b>	<b>5,709,573</b>

Please email [finance1@isbe.net](mailto:finance1@isbe.net) or call 217-785-8779 with any questions.



## Reference Description

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- 1 Each fund balance should correspond to the fund balance reflected on the books as of June 30th - Balance Sheet Accounts #720 and #730 (audit figures, if available).
- 2 Accounting and Financial Reporting for Certain Grants and Other Financial Assistance. The "On-Behalf" Payments should only be reflected on this page (Budget Summary, Lines 10 and 20).
- 3 Requires the secretary of the school board to notify the county clerk (within 30 days of the transfer approval) to abate an equal amount of taxes to be next extended. See Sec. 10-22.14 & 17-2.11.
- 3<sup>a</sup> Requires notification to the county clerk to abate an equal amount from taxes next extended. See section 10-22.14
- 4 Principal on Bonds Sold:
  - (1) Funding Bonds are to be entered in the fund or funds in which the liability occurs.
  - (2) Refunding Bonds can be entered in the Debt Services Fund only.
  - (3) Building Bonds can be entered in the Capital Projects Fund only.
  - (4) Fire Prevention and Safety Bonds can be entered in the Fire Prevention & Safety Fund only.
- 5

The proceeds from the sale of school sites, buildings, or other real estate shall be used first to pay the principal and interest on any outstanding bonds on the property being sold, and after all such bonds have been retired, the remaining proceeds from the sale next shall be used by the school board to meet any urgent district needs as determined under Sections 2-3.12 and 17-2.11 of the School Code. Once these issues have been addressed, any remaining proceeds may be used for any other authorized purpose and for deposit into any district fund.
- 6 The School Code, Section 10-22.44 prohibits the transfer of interest earned on the investment of "any funds for purposes of Illinois Municipal Retirement under the Pension Code." This prohibition does not include funds for Social Security and Medicare-only purposes. For additional requirements on interest earnings, see 23 Illinois Administrative Code, Part 100, Section 100.50.
- 7 Cash plus investments must be greater than or equal to zero.
- 8 For cash basis budgets, this total will equal the Budget Summary - Total Direct Receipts/Revenues (Line 9) plus Total Other Sources of Funds (Line 46).
- 9 For cash basis budgets, this total will equal the Budget Summary - Total Direct Disbursements/Expenditures (Line 19) plus Total Other Uses of Funds (Line 79).
- 10 Working Cash Fund loans may be made to any district fund for which taxes are levied (Section 20-5 of the School Code).
- 11 Include revenue accounts 1110 through 1115, 1117, 1118 & 1120.
- 12 The School Code Section 17-2.2c. Tax for leasing educational facilities or computer technology or both, and for temporary relocation expense purposes.
- 13 Corporate personal property replacement tax revenue must be first applied to the Municipal Retirement/Social Security Fund to replace tax revenue lost due to the abolition of the corporate personal property tax (30 ILCS 115/12). This provision does not apply to taxes levied for Medicare-Only purposes.
- 14 Only tuition payments made to private facilities. See Functions 4200 or 4400 for estimated public facility disbursements/expenditures.
- 15 Payment towards the retirement of lease/purchase agreements or bonded/other indebtedness (principal only) otherwise reported within the fund - e.g.: alternate revenue bonds. (Describe & Itemize)
- 16 Only abolishment of Working Cash Fund must transfer its funds directly to the Educational Fund upon adoption of a resolution and at the close of the current school Year (see 105 ILCS 5/20-8 for further explanation)

Only abatement of working cash fund can transfer its funds to any fund in most need of money  
(see 105 ILCS 5/20-10 for further explanation)

**CHECK FOR ERRORS**

This worksheet checks various cells to assure that selected items are in balance.

Out-of-balance conditions are accompanied by an error message.

Errors must be corrected before the budget is finalized and submitted to ISBE.

Budget Item References	Message
Is Deficit Reduction Plan Required? (Joint Agreements do not complete a deficit reduction plan.)	<b>Deficit reduction plan is not required.</b>
If required, is Deficit Reduction Plan Completed (Page: DefReductPlan 23-27)?	
<b>1. Cover Page - "School District or Joint Agreement" and "CASH or ACCRUAL"</b>	
Check School District or Joint Agreement.	<b>School District</b>
Check one type of Accounting Basis used on the Cover sheet.	<b>CASH</b>
<b>2. Budget Summary: Other Sources (Page BudgetSum 2-3 - Acct 7000), must equal Other Uses (BudgetSum 2-3 - Acct. 8000).</b>	
Estimated Beginning Fund Balance July,1 2020 for all Funds (Cells C3 - K3) <b>(Line must have a number or zero. Do not leave blank.)</b>	<b>OK</b>
Estimated Activity Fund Beginning Fund Balance July,1 2020 (Cell C83) <b>(Cell must have a number or zero. Do not leave blank.)</b>	<b>OK</b>
Transfer Among Funds (Funds 10, 20, 40 - Acct 7130 - Cells C29, D29, F29), must equal (Funds 10, 20 & 40 - Acct 8130 - Cells C52, D52, F52).	<b>OK</b>
Transfer of Interest (Funds 10 thru 90 - Acct 7140 - Cells C30:K30), must equal (Funds 10 thru 60, & 80 - Acct 8140 - Cells C53:H53, J53).	<b>OK</b>
Transfer to Debt Service to Pay Principal on Capital Leases (Fund 30 - Acct 7400 - Cell E39) must equal (Funds 10, 20 & 60 - Acct 8400 Cells C57:H60).	<b>OK</b>
Transfer to Debt Service to Pay Interest on Capital Leases (Fund 30 - Acct 7500 - Cell E40) must equal (Funds 10, 20 & 60 - Acct 8500 - Cells C61:H64).	<b>OK</b>
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds (Fund 30 - Acct 7600 - Cell E41) must equal (Funds 10 & 20 - Acct 8600 - Cells C65:D68).	<b>OK</b>
Transfer to Debt Service to Pay Interest on Revenue Bonds (Fund 30 - Acct 7700 - Cell E42) must equal (Funds 10 & 20 - Acct 8700 - Cells C69:D72).	<b>OK</b>
Transfer to Capital Projects Fund (Fund 60 - Acct 7800 - Cell H43) must equal (Fund 10 & 20, Acct 8800 - Cells C73:D76).	<b>OK</b>
<b>3. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2020, (CashSum 4, All Funds), cannot be negative.</b>	
Educational (Fund 10 - Cell C3)	<b>OK</b>
Operations & Maintenance (Fund 20 - Cell D3)	<b>OK</b>
Debt Service (Fund 30 - Cell E3)	<b>OK</b>
Transportation (Fund 40 - Cell F3)	<b>OK</b>
Municipal Retirement/Social Security (Fund 50 - Cell G3)	<b>OK</b>
Capital Projects (Fund 60 - Cell H3)	<b>OK</b>
Working Cash (Fund 70 - Cell I3)	<b>OK</b>
Tort (Fund 80 - Cell J3)	<b>OK</b>
Fire Prevention & Safety (Fund 90 - Cell K3)	<b>OK</b>
Activity Funds (Cell C23)	<b>OK</b>
<b>4. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2021, (Page CashSum 4 - All Funds), cannot be negative.</b>	
Educational (Fund 10 - Cell C21)	<b>OK</b>
Operations & Maintenance (Fund 20 - Cell D21)	<b>OK</b>
Debt Service (Fund 30 - Cell E21)	<b>OK</b>

Transportation <b>(Fund 40 - F21)</b>	<b>OK</b>
Municipal Retirement/Social Security <b>(Fund 50 - Cell G21)</b>	<b>OK</b>
Capital Projects <b>(Fund 60 - H21)</b>	<b>OK</b>
Working Cash <b>(Fund 70 - Cell I21)</b>	<b>OK</b>
Tort <b>(Fund 80 - Cell J21)</b>	<b>OK</b>
Fire Prevention & Safety <b>(Fund 90 - Cell K21)</b>	<b>OK</b>
<b>5. Summary of Cash Transactions: Other Receipts, (Page CashSum 4), must equal Other Disbursements, (Page CashSum 4).</b>	
Interfund Loans Payable <b>(Funds 10:60, 80, 90 - Acct 411 - Cells C6:H6, J6:K6)</b> must equal Interfund Loans Receivable <b>(Funds 10:20, 40, 70 - Acct 141 - Cells C15:D15, F15, I15).</b>	<b>OK</b>
Interfund Loans Receivable <b>(Funds 10, 20, 40 &amp; 70 - Acct 141 - Cells C7:D7, F7, I7)</b> must equal Interfund Loans Payable <b>(Funds 10:60, 80, 90 - Acct 411 - Cells C16:H16, J16, K16).</b>	<b>OK</b>

*End of Balancing*

***School districts are reminded that, in addition to the budget template, they are required to submit an annual EBF Spending Plan. The IWAS application for the EBF Spending Plan will open on August 1, 2020. All EBF Spending Plans are due by September 30, 2020. The budget template is envisioned to include the EBF Spending Plan by FY 2023. More information is available at [www.isbe.net/ebfspendingplan](http://www.isbe.net/ebfspendingplan). Questions not addressed there may be directed to [ebfspendingplan@isbe.net](mailto:ebfspendingplan@isbe.net).***

Revisions appear in bold

Personnel Matters						
<b>Resignations/Retirements/Releases/Terminations</b>						
	Homebase	Assignment	Action	Effective		
<b><u>Certified</u></b>						
Klingler, Kristie	Brigham	ECE	Resignation	5/27/2021		
Heimer, Casey	Fox Creek	4th Grade	Resignation	5/27/2021		
Garceau, Arora	Hoose	5th Grade	Resignation	5/27/2021		
Smith, Teresa	Prairieland	5th Grade	Retirement	6/22/2022		
Brenton, Jamie	EJHS	Orientation to FACS	Resignation	5/27/2021		
						326
<b><u>Educational Support Personnel</u></b>						
Pollitt, Jamie	Benjamin	Noon Hour Supervisor	Resignation	5/27/2021		
Glennon, Carol	Glenn	Noon Hour Supervisor	Resignation	5/27/2021		
Sharp, Tammy	Glenn	Noon Hour Supervisor	Resignation	5/27/2021		
Uphoff, Gayle	Hoose	Para - Spec Ed	Resignation	5/27/2021		
Hicks, Sierra	Pepper	Para - Spec Ed	Resignation	5/27/2021		
Oakley, Melinda	Sugar	Food Service - 6hrs	Retirement	5/27/2021		
Agrawal, Sony	CJHS	Para - Spec Ed	Resignation	5/27/2021		
Hoffmann, Kristi	EJHS	Para - Spec Ed	Release	5/27/2021		
Dwyer, Dorothy	PJHS	Food Service - 173 Days	Retirement	5/27/2021		
<b><u>Substitutes</u></b>						

Employment	(R = Replacement; A = Additional; LR = Leave Replacement; RE=Reemployment)						
	Homebase	Assignment	Step	Lane	FTE	Effective	
<b><u>Certified</u></b>							
(A) Stack, Andrea	Glenn	MTSS Interventionist	Step 9	M+24	1.0	8/16/2021	
(R) Workman, Kimberly	Northpoint	LBS1	Step 8	M+0	1.0	8/16/2021	
(LR) Roig, Jessica	Oakdale	2nd Grade	Step 5	B+0	1.0	8/16/2021	
(A) Abner, Megan	Sugar	4th Grade	Step 9	M+6	1.0	8/16/2021	
(A) Garcia, Stephanie	Sugar	MTSS Interventionist	Step 2	B+0	1.0	8/16/2021	
(R) Jacobs, Jody	EJHS	Guidance	Step 11	M+0	1.0	8/16/2021	
(R) Raney, Christen	EJHS	FACS	Step 10	M+0	1.0	8/16/2021	
(LR) Kiewewetter, Jennifer	KJHS	8th Grade - Science	Step 1	B+24	1.0	8/16/2021	
(R) Noel, Bethany	KJHS	LBS1	Step 3	M+48	1.0	8/16/2021	
(R) Collins, Sharon	PJHS	Orientation to Business	Step 15	M+6	1.0	8/16/2021	
(R) Lawent, Jessica	PJHS	7th Grade - Math/LA	Step 11	M+42	1.0	8/16/2021	
(R) Borrull, Papachya	NCHS	LBS1	Step 8	M+0	1.0	8/16/2021	
(R) Morgan, Ryan	NCHS	English	Step 5	B+0	1.0	8/16/2021	
(R) Poncin, Jennifer	NCHS	LBS1	Step 1	B+0	1.0	8/16/2021	
<b><u>Certified - Administration - Returning</u></b>							
Allen, Jimmie Danford	Gliege, Terry A	Pennington, Kristine D					
Alt, Jessica L	Harr, Matthew W	Peters, Scott D					
Aslinger, Melanie Renee	Hayward, Tracy L	Rogers, Heather V					
Backe, Maureen Elizabeth	Hernandez, Rachael E	Romagnoli, Leslie Marie					
Barnard, Jeffrey Dale	Hill, Shane Padraic	Roop, Cari Elizabeth					
Bennington, Marlys	Holtz, Elizabeth Marie	Shumaker, Natalie Elise					
Caffey, Brandon L	Jensen, Karrah Barnes	Steffes, Jill R					
Chapman, Carrie J	Johnson, David	Stricklin, Julie Cristine					
Chapman, Trevor Michael	Kearfott, Nicolas	Temples, Wesley G					
Clark, Anthony L	Kendrick-Weikle, Kristen	Tenuta, Gina Johanna					
Codron, Angela R	Knepler, Julia	Vogel, Scott D					
Collins, Jane	Lambolely, Daniel L	Zbrozek, Adam W					
Cooper, Darrin M	Lambolely, Michelle Marie						
Cox, Holly M	Larson, Dennis J						
Davenport, Leslie A	Leipold, Gregory D						

Davis, Wendy Leigh	Maurer, Nicole L								
Edwards, Sarah Lynn	McClure, Courtney								
Ellis, Christina Lynn	McGraw, Christopher R								
Fogal, Tina Marie	O'Grady, Erin A								
France, Stacie M	Palmer, Elisa L								
Frangella, Rebecca	Peifer, Kristina Mae								
Gibler, Ashleigh Kate									
<b><u>Certified - Returning</u></b>									
Adams, Candice Fern	Hammer, Kristen Renee	Petersen, Jamith L G							
Adams, Mckenzie Kay	Hancock, Amy Jenneal	Petersen, Vanessa Marie							
Adams, Melissa J	Hansen, Amanda M	Peterson, Sarah Jean							
Ahrens, Tamara Kay	Hansen, Carla L	Petsas, Christina Sophia							
Akyuz, Ali	Hansen, Courtney Laura	Peyton, Caitlan Elizabeth							
Albrechtsen, Donette Britton	Harden, Lashonna Nicole	Pfleger, Carley Ann							
Albritton, Kathryn Ann	Harkins, Anna H	Phelps, Dawn M							
Alcorn, Stephanie D	Harmon, Kimberly Ann	Phillips, David J							
Alexander, Jason Paul	Harms, Kristin Elizabeth	Piepenbrink, Brady S							
Alsene, Lauren Judith	Harris, Elizabeth Rae	Piercy, Nikki A							
Alvarez, Annalyssa	Harris, Rebert Harvey	Pilon, Michelle Marie							
Anderson, Heather Marie	Harrison, Robert W	Pirtle, Grace							
Anderson, Mary E	Harroun, Hayley Elizabeth	Plattner, Heather Paullin							328
Anderson, Shawn	Hartke, Colleen K	Ploense, Rae Ann							
Andres, Amanda Michelle	Hartke, Jill Marie	Pocic, Hailey J							
Andris, Emily Joyce	Hartseil, Barbara Jean	Polley, Melissa Joan							
Angsten, Alesha Kristine	Haseman, Jamie K	Pommier, Patrick Scott							
Aper, Mary A	Hawkins, Christopher M	Pond, Craig A							
Armstrong Mitchell, Britta	Hawkins, Jennifer Kathleen	Porter, Jeffrey							
Armstrong, Amanda Renee	Hawkins, Karrin R	Poskonka, Bryann N							
Arnold, Nicholas Ryne	Hawkins, Meghan Therese	Potts, Analiese Dee							
Arnold, Rebekah Louise	Hayes, Mallory Kay	Poulos, Alyssa Breanne							
Arns, Susan C	Hazewinkel, Lisa M	Powell, Andrea N							
Atteberry, Anne Marie	Headrick, Abigail E	Powell, April P							
Aubin, Chad Stephen	Heaser, Lisa Marie	Pratt, Cynthia R							
Aubin, Kaitlin	Hedgespeth, Stephanie	Pratte, Diana Lynn							
Auskings, Erin Nicole	Hedman, Shannon Michelle	Prazma, Taylor							
Babbs, Susan Danyelle	Hedrick, Brandy Gayle	Prescott, Ericka J							
Baez, Kaitlyn Michele	Heidemann, Elizabeth Anne	Preston, Lisa							
Bafna, Sarika	Heimer, Casey Blaine	Price, Steven B							
Bain, Leeann Janette	Heller, Bradley P	Priller, Kimberly Erin							
Baker, Latishia Marie	Henderson, Rachel Elizabeth	Primo, Abigail Emma							
Baldwin, Jolene Joan	Hendren, Jara Kay	Pufahl, Kathleen S							
Baldwin, Mary Esther	Hendricks, Carly E	Quakenbush, Maxine J							
Bane, Parker J	Hensley, Audrey Jo	Quist, Margaret Hope							

Banks, Stephanie A	Henson, Miranda Michele	Rackauskas, Jarrod Anthony
Barbeau, Kimberly Ann	Hereford, Kara Sue	Rapp, Susan
Barbour, Keri Lynn	Hernandez, Elisabeth A	Rasch, Kathryn Lee
Bare, Anne Michelle	Herrren, Kelly Lynn	Ratzsch, Jack
Barnes, Marivic Balberona	Herrren, Stacy Lynn	Ray, Angela
Barrettsmith, Stacy J	Herrmann, Michele Schmitgall	Raycraft, Erica Danielle
Bartels, Lisa Dawn	Hertzner, Daniel C	Reardon, Kelly J
Batty, Ronda K	Herzovi, Brittany Taylor	Recker, Randon M
Beal, Jeffrey David	Hess, Darren	Reckers, Tricia M
Beal, Laura Ruth	Hieser, Laura B	Reeves, Rebecca J
Beaty, Shawn M	Higby, Daniel L	Reichard, Karen Ann
Beaver, Matthew P	Higby, Valerie Maria	Rennels, Karen
Beckman, Elizabeth Logan	Highland, Abby Elizabeth	Renollet, Mary K
Beddigs, Krista	Hille, Alexandra J	Rice, Keith
Bedell, Jennifer Elizabeth	Hilsgen, Diana	Rich, Erik Michael
Beemer, Lori L	Hinman, Julia F	Rich, Morgan M
Beer, Julia Renee	Hinshaw, Rachel M	Richards, Adam J
Beggs, Elizabeth Sue	Hitchins, Tracy Lynn	Richardson, Marcy Lynn
Beirne, Corey Thomas John	Hobson, Katie Jean	Ried, Alyssa K
Belt, Christopher Mckinley	Hoder, Christa L	Rigali, Michael Christopher
Bender, Abigail	Hoder, Matthew T	Riley, Sara M
Benedict, Julie Ann	Holder, Jennifer Denise	Rippey, Angela Rainia
Bennett, Tara Marie	Holland, Anita Lynn	Ritchason, Jennifer
Bensko, Josie Dee	Hooten, Jessica M	Roberts, Adrienne Grace
Beoletto, Lacey Nicole	Hopper, Daniele A	Robinson, Stefen J
Berardi, Anthony S	Horn, Jessica Christine	Robison, Amanda Rae
Bergmann, John D	Horton, Julie M	Rockhold, Stacia Dannette
Bernardini, Tiffany M	Horvath, Joselyn	Rohling, Kimberly Sue Bohlmann
Bettis, Sheri L	Hospelhorn, Jodi Marie	Roller, R Michael
Bierbaum, John Ryan	Houk, Emily Elaine	Romero, Lauren A
Bill, Kimberly	Howe, Jessica Susan	Roop, Jennifer L
Birky, Alicia M	Hucal, Heather Lynn	Roper, Keri A
Birsa, Paula Jean	Hughes, Tammy M	Rosel, Joseph R
Bishop, Sarah Tretter	Hughs, John	Rosenberger, Sheryl L
Bishop, Stephanie A	Hull, Sarah C	Rosenlund, Kathleen
Black, Christine E	Hunt, Amanda Louise	Ross, Kenneth Allen
Black, Crishon L	Hunt, Lauren Marie	Ruestman, Karrie L
Blair, Annetta M	Hutson, Cally L	Ruff, Olivia A
Blaum, Melissa Marie	Hutson, Christi Lee	Rumps, James
Blue, Melynda Ann	Ince, Addie L	Runyon, Jayne E
Boehm, Kimberley Ruth	James, Danae Marie	Ruyle, Hilary L
Bogner, Amy Lynn	Janssen, Diana J	Ruyle, Jason E
Bohl, Karen D	Jefferson, Andrea Lynn	Rybarczyk, Claire Christine
Boline, Angela Renee	Jennings, Chad	Saal, Patricia A
Bollmann, Brooke M	Jessee, Sara Janelle	Sadicoff, Dawn Mc Guire

Bordner, Kelly L	Johns, Sara Lyn	Safranek, Haley B					
Borst, Edward A	Johnson, Amanda Jean	Safranek, Jason Allen					
Bostic, Nathaniel Robert	Johnson, Kimberly Nadine	Salm, Mackenzie L					
Boudeman, Jenna Leigh	Johnson, Lindsay Christine	Salrin, Jason Darrell					
Bovenkerk, Bradley Alan	Johnson, Rebecca D	Salvati, Dawn					
Bovenkerk, Katherine J	Johnson, Terra Kay	Sams, Christina Lee					
Bowman, Erin Marie	Jones, Suzanne Marie	Samuel, Latrice					
Boyd, Lora Beth	Jordan, Latavia	Sanders, Erin E					
Bozarth, Samantha	Kagy, Tara M	Sanders, Kelli M					
Braman, Rebecca Jane	Kapchinske, Jennifer A	Sanders, Neil W					
Brawner, Natalie Michelle	Kardas, Gabrielle J	Sargent, Zachary Philip					
Breuning, Jeffrey S	Karr, Natalie Ann	Sarver, Michael Scott					
Brewster, Jamale Alicia	Kath, Olivia Ann	Saunches, Michael T					
Brienen, Nicole E	Kaufman, Mark E	Sauve, Haley Rose					
Brigham, Amy B	Kaufman, Trevor Allen	Schaber, Michelle Lynn					
Broach, James C	Kauten, Emily Christine	Schaschwary, Hannah R					
Brobston, Stacy L	Keag, Sara E	Scheffers, Kelly Nicole					
Brockman, Bridget Ann	Kearfott, Nicolas	Schenk, Gillian S					
Broker, Blair Elizabeth	Keeler, Bradford J	Schermann, April M					
Broker, Brittany A	Keeney, Kimberly K	Schertz, Suzanne Marie					
Brown, Curtiss Henry	Keller, Brock A	Schlais, Kathleen T					
Brown, Deborah	Kelley Lett, Dawn Marie	Schlipf, Jamie M					
Brown, Jill Lynette	Kelley, Patricia Mary	Schlouch, Kelly					330
Brown, Megan N	Kelly-Schierholz, Karen	Schmidt-Goveia, Lauren					
Bruce, Amanda Christine	Kelly, Colleen Katherine	Schnabel, Mirjam Magdalena					
Bruck, Steven Kenneth	Kelly, Jana H	Schonauer, Derrick J					
Bruer, Shelbie Grace	Kelly, Jennifer Lynn	Schroen, Staci Nicole					
Bruton, Katie Ann	Keneipp, Sabin Rose	Schultz, Abigail					
Budak, Heather L	Keogh, Kelly J	Schultz, Bryan Christopher					
Budzinski, Ryan A	Kepuraitis, Alec James	Schultz, Christina					
Bullock, Jeannie Marie	Kerber, Geri L	Schupbach, Mary Ellen					
Bunting, Alicia Marie	Kerr, Ryan D	Schwartz, Andrew Isaac					
Burgess, Joe Franklin	Keyser, Chelsea D	Schweinberg, Carlyn Ann					
Burnett, Cory	Killam-Davis, Mallory N	Schweinberg, Matthew S					
Burns, Jennifer S	Kimmel, Tamara	Scornavacco, Robert A					
Burns, Laura M	King, Abigail Christine	Scott, Amy J					
Burroughs, Jill A	King, Jessica R	Scott, Bridget					
Burt, Michael B	King, Ricardo D	Scott, Lori Anne					
Byrd, Lisa M	Kinley, Michele Sue	Scott, Rebecca J					
Caldwell, Kali Ann	Kintner, Jared Michael	Scott, Robert W					
Callis, Lisa A	Kintner, Jill Diane	Sebeny, Janel Nichole					
Carden, Clinton Alec	Kintner, Rachael E	Sefton, Nathaniel J					
Cardiff, Angela R	Kirshenbaum, Leza R	Seibert, Max William					
Cardiff, Benjamin R	Kitterman, Linda Marie	Seibold, Samantha N					
Carey, Jennifer	Klendworth, Sherilyn	Sennett, Timothy E					

Carey, Kathleen Susan	Klockenga-Goss, Rhonda S		Shackley, Julie Ann				
Carlock, Kimberly Jill	Klokkenga, Jason I		Shackley, Kevin Patrick				
Carlson, Denise Renee	Klokkenga, Joshua D		Shanks, Katherine Alice				
Carqueville, Kelsey Brandt	Kloster, Heather Ann		Sharer-Barbee, Molly Bosche				
Carter, Kory	Knauf, Amy Lynne		Shaw, Karen L				
Carter, Lyn Marie	Kniery, Debbie		Shay, Natalie Marie				
Carter, Michel	Knight, Janelle C		Shelby, Karen Lynn				
Castrejon, Emily L	Knott, Stanley Allen		Shelton, Michaela H				
Causarano, Pei-ni	Knowles, Courtney L		Shempf, Charles Howard				
Cave, Tammy A	Kobel, Victoria R Stout		Sheppelman, Dawn Demlow				
Cawley, Kaylyn Michelle	Koechle, Chelsea Lamar		Sherrick, Brandy J				
Cerne Kaufman, Lauren Jessica	Koechle, Cristie Lamar		Sherrill, Lindsey J				
Chalmers, Nathan Andrew	Koestner, Lyndsey C		Sherrill, Matthew David Micah				
Chandler, Payton	Kokotek, Leslie Susan		Shields, Heather Michelle				
Chapman, Matthew Alan	Konopasek, Christine Marie		Short, Ryan E				
Chase, Kristina Ann	Kopp, Margaret C		Shoukry, Kaitlin				
Chedister, Jennifer E	Kosier, Naomi Rae		Showalter, Karen R				
Cherry, Jill E	Koski, Barbara E		Siebenthal, Melissa A				
Chessare, Lauren M	Kotiw, Brittney K		Siebert, Kristy K				
Childers, Leonard James	Kraft, Grace Michelle		Sikes, Jennifer Ann				
Chlebowski, Jennifer Susanne	Kraus, Elizabeth A		Simmons, Sondra Jean				
Christopherson, Jeff S	Kraus, Morgan E		Sims-King, Siobhan Duvelle				
Clement, Margaret	Krogmeier, Paul Jeffrey		Sivyer, Darcie Lynne				331
Coe, Elizabeth Anne	Krut, Elizabeth Joy		Smith, Julia A				
Coffey, Christopher John	Kummer, Melissa Brianne		Smith, Kerra Lynn				
Cole, Jeffery D	Kuras, Amy L		Smith, Stacy R				
Cole, Kelly M	Kutemeier, Andrew M		Smith, Teresa Maureen				
Collier, Amanda	Lake, Tracey E		Snyder, Jennifer L				
Collins, Deann D	Lakebrink, Margaret Christina		Soard, Brandee Leigh				
Collins, Veronica	Lamotte, Emma		Sokulski, Jennifer L				
Comincioli, Carrie C	Lange, Stacie L		Soliday, Mackenzie Grace				
Conrad, Alyssa N	Lanier, Erexenia W		Southerd, Michele D				
Conrad, Andrew James	Lanning, Suzanne Lee		Spath, Natalie				
Conway, Sara J	Lanning, Todd A		Spears, Rebecca Nicole				
Cooper, Kathy	Latzke, Jennifer L		Spencer, Lori				
Copass, Joanna Kay	Laudeman, Julia Ann		Sprau-Hayden, Tena M				
Copenhaver, Jill Kristen	Lawler, Patrick D		Springwood, Cheryl L				
Copple, Amy	Lawless, Melissa K		Stack, Erin Jane				
Corbly, Jennifer Lee	Lawrence, Kathryn Ann		Stahmer, Jeremy				
Coyle, Cynthia Marie	Leake, Kayla Nicole		Stalter, Angela S				
Cramer, Megan Jane	Leamer, Donna Lee		Stanczak, Connie J				
Cunningham, Annette Suzanne	Learned, Nicole Rae		Stanton, Autumn J				
Cunningham, Julie Michelle	Leddell, Chasity T		Stark, Kacy Lynn				
Cunningham, Stephanie Lynn	Lee, Andrea Bernice		Stark, Layna				
Cupples, Brian A	Lee, Cassandra Leigh		Starkey, Bret H				

Curby, Dana M	Leff, Karen Rosene	Starkey, Dana L
Current, Julia Marie	Lehr, David M	Starkey, Jennifer Susan
Current, Mary D	Leib, Cassandra	Starkey, Megan Ruth
Dabler, Amy D	Leim, Misty Charlene	Starr, David E
Damery, Heather K	Lenart, Anna Rose	Staver, Carla Sue
Dauenbaugh, Chelsea Jo	Lenz, Andrea Lynn	Stawick, Carol A
Davidson, Josiah B	Lenz, Linda	Steadman, Kelcey A
Davison, Britt H	Lessen, Beth Anne	Steers, Priscilla Dawn
Dawson, Katherine Lynn	Leverton, Doris Melinda	Stegemann, Eric S
De Freese, Ashley Sue	Lewis, Connor James	Steinbach, Susan L
Deal, Emily Elizabeth	Lewis, Emily Anne	Stelmaszek, Anabel
Dehner, Meredith R	Lishka, Blake A	Stephens, Debra K
Delashmit, Sadie Lin	Litwiller, Laurel E	Stephens, Elizabeth Ann
Deterding-Krueger, Hannah M	Logue, Megan Lorraine	Stephens, Jessica Lee
Deti, Megan N	Long, Amanda Danielle	Stephenson, Daniel P
Di Vita, Margherita	Long, Jennifer Ann	Stephenson, Laura Beth
Dickinson, Lindsey Megan	Long, Stephanie	Steve, Justin A
Dillow, Nicole M	Lopez, Kathryn L	Stevens, Carrie Ann
Dinges, Abigail Marie	Lord, Michele Ann	Stevens, Lori Joann
Dischert, Susan Marie	Lovell, Heidi Ann	Stevenson, Calley Fjaere
Dixon, Ellen Norinne	Lucas, Amy Linn	Stiers, Brianna M
Doak, Toni Christine	Luchtefeld, Mishele Nikole	Stille, Kimberly Ann
Dobson, Erin	Luring, Elizabeth A	Stillwell, Tonya M
Dodds, Heidi C	Lueschen, Heather Lynn	Stolbom, Jennifer Ann
Donovan, Lori A	Luginbuhl, Benjamin	Stolfa, Molly M
Doty, Ashton C	Lynch, Jessica Ann	Stroh, Rebecca Ann
Drengwitz, Jason	Lynch, Kimberly M	Strupek, Ashley Ann
Dryer, Karen S	Maas, Megan Dawn	Stuczynski, Victoria Lynn
Duff, Julie A	Mackinson, John E	Studebaker, Kristyn R
Duggins, Brian K	Mackinson, Nicole A	Stutz, Jessica Lynn
Duncan, William N	Magnus, Melissa	Sudkamp, Alisha R
Dunn, Emily	Main, Ellen M	Suess, Kevin
Durdan, Ashley M	Malcom, Allison S	Summers, Ashley Shae
Durdan, Michelle M	Mandros, Staci L	Sunkel, Carolyn Anne
Dytrych, Amanda	Mann, Marcus Chamar	Swanson, Joel E
Eckert, Emily Marie	Mann, Shawn M	Swartzentruber, Gretchen L
Edwards, Angela K	Manning, Rachael M	Szarek, Jessica L
Egge, Sarah Ann	Marcum, Nancy S	Szwajka, Kristyn Marie
Ehrhardt, Michelle E	Marsaglia, Shelley Quinn	Tague, Amy L
Eilers, Sara	Martin Bixby, Lynnette	Tamburini, Jodi S
Eilts, Karen Sue	Martin Boyd, Kimberly N	Tanner-Dixon, Danny Ray
Elias, Faye	Martinez, John Arthur Joseph	Tanner-Dixon, Hillary Beth
Elias, Mason A	Marvin, Ellie M	Taylor, Robyn Irene Elaine
Ellinger, Nicole Lynee	Masker, Karli	Taylor, Tiffany A
Ellison, Aaron T	Masla, Katherine Louise	Temples, Shea

Ellison, Lori N	Matthews, Cullen Douglas	Temples, Wesley G
Ely, Kathleen	Matthews, Katie Sue	Thoennes, Gerald Duane
Emberson, Matthew David	May, Diane Kay	Thoennes, Kary B
Emerick, Drew Mathew	Maynerich, Sara Ann	Thomas, Amber Nicole
Emerson, Rosann Mary	Mc Cully, Julie Kay	Thomas, Bryan L
Enomoto, Rachel Kathryn	Mc Henry, Kimberly Ann	Thomas, Katrisha
Enright, Amy Christine	Mc Leod, Emily J	Thomas, Laura L
Ernat, Ranae Sue	Mc Mahill, Kara Ann	Thomas, Maureen T
Escher, Mackenzie E	Mc Morris, David G	Thompson, Kara L
Estes, Danielle Nicole	McCaw, Joelette Lea	Thornwell, Julie Marie
Evans, Rachel M	McCubbins, Hana L	Thorson Beaty, Elizabeth M
Everett, Abigail	McCullick, Teresa L	Thurwanger, Heather Joy
Ewalt, Melinda Jo	McKinney, Marleah K	Tilford, Mary K
Fairfield, Kristyn K	McReynolds, Joanna Catherine	Tinsley, Candace N
Feely, Laura Kristine	McWhorter, Tyler Wayne	Tippett, Mark
Feeney, Amy I	Meadows, Rebecca R	Tipps, Rachel
Feeney, David George	Meiss, Tanner J	Tomlin, Lisa A
Felix, Susan M	Mennenga, Hayley Jo	Topping, Elizabeth E
Ficek, Jennifer L	Mercer, Karen Jane	Trask, Angela
Fields, Jason Jerome	Meredith, Corey Grace	Traugott, Veronica W
Fields, Julie Marie	Meyer, Christine	Traynor, Grace M
Figueroa, Amanda Jane	Mier, Angela M	Triezenberg, Thomas N
Fillingham, Kari Lyn	Miglin, Katherine Marie	Trimpe, Julie Renee
Fincham, Nathan C	Miles, Lucas Gregory	Tripp, Kristen Ann
Fish, Jill E	Miller, Andrew M	Tucker, Emily Sue
Fisher, Charles E	Miller, Blake Andrew	Tucker, Mary Jane
Fisher, Rocio	Miller, Elizabeth Carol	Turnbow, Jennifer Lynn
Fisher, Shelly M	Miller, Emily S	Turner, Andrea Rene
Fitzgerald, Kathy J	Miller, Julie L	Turner, Laura A
Flood, Jessica Marie	Miller, Kaitlin M	Twork, Kayleigh Ann
Florida, Peter Alvaro	Milliken, Emma	Underwood, Dustin R
Fontana, Elizabeth Rose	Miner, Jeanne Elizabeth	Unsbee, Catherine B
Ford, Karen Terese	Minor, Michelle	Valverde, Douglas W
Ford, Nathan G	Mitchell, Lynda Jeanne	Vandegraft, April Nichole
Foster, Nathan C	Modglin, Margaret Kathleen	VanWinkle, George Ryan
Fox Anvick, Caroline	Montgomery, Rebecca N	Varner, Julie A
Franks, Rebecca L	Moore, Amy Elizabeth	Verdery, Traci Kay
Franz, Timothy P	Moore, Jaime M	Vernon, Kevin Yale
Frazier, Jill R	Mora, Christina L	Veselak, Amy Elizabeth
Freeman, Tracy	Morgan, Suzanne Marie	Vincent, Susan Anne
Freeze, Kirsten E	Morris, Kristina S	Vissering, Diana L
Freymann, Megan Marie	Mosby, Sarah J	Volker, Emily C
Frietsch, Marissa Kate	Mroz, Jennifer M	Voyles, Jerioth Rebekah
Froelich, Donald Scott	Mueller, Kelsey Rae	Walker, Jeanna L
Fudge, Dawn M	Murphy, Janet	Walker, Karen L

Fujimoto, Leann	Murray, Kelly M	Walker, Mary M
Funfar, Angela L	Murrin, Daniel Patrick	Walker, Valentine S
Galliart, Lisa Goeken	Murrin, Malea Masley	Wall, Brooke Elise
Gallick, Kelly J	Musselman, Tayler Marie	Ward, Maxwell D
Gallier, Nicole Marie	Musslewhite, Kylie E	Warner, Trisha L
Galvan, Tania	Mustard, Kellee Ann	Watson, Anna Kathleen
Gannaway, Rachel L	Myers, Gabriel Aaron	Watts, Hunter S
Gantert, Mollie Marie	Negley, Paula Jo	Webb, Lyndra S
Garard, Remy Christine	Nelson, Margaret Rose	Weber, David Jonathan
Gardner, Erin E	Nemtusiak, Melanie	Wehmeyer Wood, Candice Joe
Garman, Katelynn Elizabeth	Neuhouser, Tammy L	Welch, Meagan Leigh
Garneau, Jill R	Newkirk, Genevieve	West, Sarah M
Gawron, Julie	Newton-Gonzalez, Jordan B	Westhues, Stephanie S
Geiselman, Kailey A	Newton, Carlie A	Wheelwright, Jaime S
Gerharz, Kelly Kathleen	Niekamp, Tracy	Whitman, Donald Oliver
Gerike, Abigail R	Nord, Allison K	Wiechman, Jacob R
Gerriets, Jennifer Lee	Norris, Nina Yoana	Wiedman, Nicole Amber
Ghrist, Tracie Nicole	Norton, Andrea Nicole	Wiist, Deanna M
Gibler, Daniel M	Nourie, Cindy Lynn	Wilbourn, Armie Brown
Gibson, Jennifer Katherine	Nourie, Jason E	Williams, Cameo Lanette
Giermann, Jennifer R	Nourie, Julie A	Williams, Kristi Anne
Gillespie, Lindsey	Novotney, Megan E	Williams, Sara E
Glatt, Michelle L	Nuding, Gwendolyn Jane	Williamson, Laura
Goben, Denise L	Nutter, Christina Lynn	Wilson-Pridgen, Isoke Abeo
Goeke, Karl A	O Brien, Jennifer Anne	Wilson, Devin Wayne
Goeken, Beth M	O Connell, Kathleen	Wilson, Kimberly Marie
Goff, Amanda L	O Day, Amber Ann	Wilson, Morgan Elizabeth
Goluba-Melrose, Michelle Kay	O Dea, Colleen M	Wilson, Teri K
Gomez-Banks, Maria Concetta	O'Brien, Lindsay A	Winn, Carly A
Goodwin, Michael Howard	O'Connell, Erin D	Winstead, Casey A
Gordon, Angela Jo	O'Dell, Dawn M	Wirtz, Becca Lynn
Gotschall, Heather L	O'Donnell, Katherine	Wittrig, Haley Kylene
Gourley, Shauna Kate	O'Rourke, Madison M	Witzig, David G
Gozur, Marielena	Oates, Brandan	Witzig, Pamela A
Gray, Jill E	Ogdon, Tricia L	Wolfe, Kathryn Ellen
Green, Osha	Oliver, Jamie Von	Wollenweber, Sarah Kathleen
Greif Bolton, Jennifer L	Olsen, Cora R	Woodall, Jessica M
Gresham, Shelby J	Olson, Katherine Irene	Woodward, Kjersten Ann
Grieder, Erica Ann	Orr, Carla J	Woody, Stephanie Lynn
Griffin, Jade Marie	Ort, Ariane C	Wultzzen, Maggie Leigh
Groff, Mary S	Ortiz, Brianna Nicole	Wynn, Jason Joseph
Gross, Chelsea Elizabeth	Ostling, Corey Matthew	Yaklich, Megan Kathryn
Gross, Joshua J	Owens, Megan A	Yard, Karen Jean
Grubic, Angela Marie	Pabst, Rebecca J	Yehl, Staci Ann
Hackler, Justine	Pacey, Patricia Arlene	Yokley, Amy



<b>(R) Davis, Portia</b>		<b>Field</b>		<b>Para - Spec Ed</b>	<b>Step 1</b>		<b>1.0</b>	<b>8/16/2021</b>
<b><u>Non Certified - Administration - Returning</u></b>								
Adelman, Joseph R								
Baldwin, Roger L								
Brown, Dayna Robyn								
Fair, Ann M								
Hickman, Martin S								
Hicks, Norman V								
Hoerr, Thomas Dean III								
Leipold, Gregory D								
Malinowski, Jeffrey A								
Montgomery, Craig A								
Peterson, Megan								
Rewerts, JoAnna R								
Richardson, Micheal Curt								
Rockwell, Thomas K								
Schumer, David C								
Vale, Angela Gwyn								
Wilks, Monica Louise								
<b><u>Paraprofessionals - Returning</u></b>								
								336
Abel, Barbara Lynn	Haase, Rachel Ann			Obert, Kelly M				
Adcock, Kristine Kelly	Hack, Susan M			Orgler, Sherry Lynn				
Agrawal, Sony	Hahn, Christina Marie			Ortiz, Kevin				
Ahlemeyer, Michelle Rae	Hampton, Betty Ganser			Palafox- De La Rosa, Jessica				
Aravabhoomi, Pratibha	Hankins, Ashley A			Parac, Michele Dian				
Arora, Gitanjali	Hanshew, Jordon Joseph			Parks, Jennifer M				
Atkins, Alicia	Harrington, Rachel Marie			Pavlou, Kathryn Ann				
Augspurger, J'ne Lynn	Hartke, Payton k			Pedurti, Sessa Kumari				
Baker Smith, Monica Celeste	Hartry, Chad			Peebles, Gwen E				
Baker, Catherine	Hartung, Betty			Peters Jones, Mary Beth				
Banks, Lakeisha A	Hasty, Karyn Anne			Peterson, Scott R				
Barth, Emma F	Hatten, Molly Marie			Pile, Kelly J				
Bean, Timothy L	Heerde, Stephanie			Plourde, Lee				
Benjamin, Kelli	Heisel, Sarah J			Pomrenke, H Elizabeth				
Benway, Mary A	Henrichsmeyer, Krista Ann			Pope, Sommon				
Betts, Altheria	Hess, Latoya Racquel			Porter, Cindy Ann				
Bhukya, Gayathri	Hicks, Brittanie Jonelle			Pradhan, Mukta				
Bird, Jamie	Hitchins, Angela Rae			Presley, Deborah L				
Bishop, Janette Milagros	Hoang, Phuong T			Pruitt, Katelyn				
Blair, Elizabeth Marie	Hoff, Danielle			Puntoni, Janet				
Blanks, Elizabeth Micklem	Hoff, Emily A			Raglan, Melissa N				

Bliss, Jessica	Hofmann, Kristi D	Ramasetti, Sunanda
Bliss, Paul Andrew	Holt, Benjamin Pearce	Raper, Pamela
Block, RaeAnn C	Hopkins, Jillian	Ray, Melissa E
Blum, Nancy Obadia	Howes, Kailey	Reatherford, Brooke Alison
Blumenshine, Hannah	Huber, Julie Ann	Reeves, Cheryl E
Borne, Tiffany	Hughes, Kathy E	Reynolds, Deborah
Bradley, Kai Tene	Hussemann, Scott A	Riddle, Jennifer Kay
Bridges, Elizabeth	Irmeger, Kathryn Louise	Roe, Amy
Bridges, Kyndal	Jackson, George Edward III	Roseman-Mendoza, Natalie
Bridges, Nancy L	Jackson, Lakeia Raevin	Royal, Robert L
Briggs, Susan Kay	James, Marcy G	Ruhrup, Judy M
Brooks, Sue Ann	Janvrin, Kimberly R	Runyan, Sarah Christine
Browning, Colleen B	Johnson, Deborah	Rutledge, Kelly Lynn
Brozenec, Setthea	Jones, Lisa G	Rutter, Toni J
Brubaker, Nicholas	Jones, Ryan Kay	Ryan, Brenda L
Brunskill, Mark E	Jones, Sarah E	Salyer, Tisa Marie
Bruun-Regan, Peggy Jo	Kaley, Mark Aaron	Sampson, Sydney
Budak, Michael P	Kamineni, Sirisha Rani	Schenk, Haley Michelle
Byers, Dana L	Kearfott, Stephanie	Schofield, Noah
Cadieux, Carrie Boynton	Keller, Maria Del Rosario	Schroeder, Carly Erin
Carmody, Mary Ann	Keogh, Meg Elizabeth	Schroeder, Teresa L
Cavallaro, Carole Ann	Kiesewetter, Jennifer Ann	Scoma, Sandra Ann
Cimala, Dawn P	Kirk, Mary B	Scott, Elizabeth Ann
Clegg, Scott G	Knutson, Carol Elaine	Seth, Shruti
Clemons, Julieann	Koch, Kayley F	Sexton, Stephanie Evangeline
Cleveland, Marla Joan	Kommuri, Lakshmi Prasanna	Shay, Jennifer J
Collins, Paula Lynn	Komnick, Christine Kay	Sherman, Mary Kathleen
Connolly, Kerry Ann	Korattiparambil, Shama	Sikyta, Melanie Carol
Cools, Mary E	Kotecha, Vidya L	Singh, Sarita
Copp, Margaret A	Kotowski, Linda Jo	Slezak, Tammy Lannette
Correra, Karen A	Lamberti, Christina M	Snyder, Tiffani L
Cummings, Shantale Shan	Lamberti, Mariah C	Sohn, Helen Michelle
Dabney, Darlene Marie	Lankford, Taryn E	Sokal, Catherine Rae
Day, Kimberly Sue	Larimer, Mareka Nichole	Sowa, Frances
Dean-Wright, Rashanda Clarice	Leary, Jodi Lynne	Spaid, Robin L
Dean, Kimberly A	Leathery, Amy Lea	Spooner Nolan, Jane Elizabeth
Debord, Jill Anne	Legner, Lisa	Sreejith, Swati
Decker, Katelyn N	Lehr, Margaret Ambrose Legates	Srinadhuni, Chaitanya
Dejaynes, Cynthia Marie	Leichtenberg, Valerie	Stanek, Randa Lou
Dematteo, Susan Gail	Lentz, Bonnie Kae	Staudenmeier, Rachael Lynn
Detweiler, Barbara L	Lindsay, Travis	Stebel, Leslie
Detwiler, Scott Bruce	Livingston, Erin Ann	Steiger, Staci
Devore, Tammy M	Long, Jonathon Allen	Stover, Carolyn Beth
Dhulipalla, Indira	Lopez, Kathryn L	Taflinger, Ashley K
Dickinson, Lewis George	Lorsbach, Cynthia S	Taflinger, Vanneta Faye

Dizon, Regino Manalang	Lovell, Jessica S	Tallent, Tabbetha L
Douglas, Sarah Ann	Lowery, Jennifer Lynn	Tanner, Vicki Lynne
Dubose, Candace	Luedtke, Melissa	Terven, Cailee Lynn
Dulle, Donna M	Lyons, Olivia R	Thoennes, Teresa Rena
Dyson, Katie	Madix, Stephanie Michelle	Thompson, Frances
Easton, Charles A	Mahrt, Robin Lynn	Thompson, Ritchie D
Erickson, Monique Leigh	Maiden, Melanie K	Tiemann, Danielle N
Ernst, Josephine Rosalie	Manning, Tricia Ann	Tierney, Aimee M
Eveland, Christina Lynn	Marin, Shanna	Torres, Barbara A
Evers, Cari B	Martinez, Christine M	Traum, Melissa L
Eyer, Martha A	Matthews, Kari Ann	Tucker, Kyrin
Farha, Heather	Maubach, Barbara J	Tummala, Uma Devi
Farnsworth, Theresa	Mays, Melinda Jane	Van Spankeren, Amanda Jean
Fillipponi, Lisa Michelle	Mcandrews, Sherrilyn Ann	Vernon, Penny Sue
Fisher, Carla D	McCormick, Susan Clarissa Jane	Vickers, Darlene
Fitz Ayala, Lilia	McCoy, Hannah Rachel	Vogel, Carolyn Sue
Flegel, Kristi L	McGee, Mollie R	Waggoner, Mindy Renee
Fletcher, Cheryl L	McManaman, Sylvie	Walk, Christopher F
Floyd, Zakiya	Miller, Jennifer Irene	Walker, Lucinda K
Foland, Britney K	Miskulin, Geralyn Ploch	Webster, Shelley C
Forcade, Jo Ann	Mollet, Michelle	Weed, Jane A
Franklin, Cindy E	Moore, Burlinda	West, Kaitlyn Michelle
Fuller-Milan, Traci L	Moore, Sarah Francis	Wheeler, Patricia L
Gardner, Todd D	Morley, Deborah R	Whiting, Judy
Gemberling, Katie L	Morris, Bennett C	Wilken, Emily Ann
Gibson, Erika Shantel	Muhlbauer, Jennifer Marie	Wilson, Tori S
Glatt, Daniel A	Murillo, Rodrigo	Winkle, Dana Sue
Goddard, Lisa Ann	Myers, Danielle E	Wong, Samantha Lynn
Gonzalez, Roman	Naber, Maggy A	Wood, Allison Elizabeth
Granacher, Sarah Ann	Naber, Susan Cheri	Yetter, Amy Jeanne
Greene, Karen Lynn	Nehmelman, Amy	Zeenath, Fnu
Greer-Hunt, Elizabeth Ann	Nichols, Nicole M	
Groetken, Amy Lee	Nimmakayala, Vasundhara	
Guo, Tonya Kristine	O'Connell, Yolanda M	
<b>EOP - Returning</b>		
Ahart, Carissa Jo	Hanson, Lori Ann	Rudge, Amber Dawn
Ahlers, Mary Susan	Hartrich, Michelle Lynn	Sampson, Michele Lynn
Ambrose, Valerie L	Heggie, Baylee Nicole	Sanders, Miranda
Bach, Linda J	Hull, Kathleen M	Schilkoski, Alice
Barlow, Jennifer Renee	Jerome, Ruth H	Schneider, Kandice
Belkowski, Laura Marie	Jordan, Jennifer	Segobiano, Nichole Renee
Bennett, Susan C	Kautz, Emily	Sharp, Tana Jean
Beyer, Laurie Dee	Keiser, Stacy Lyn Barron	Smeeton, Susan Ann

Bosquez, Heidi	Kemp, Tara Celeste		Sparrow, Elizabeth A				
Brandt, Kristin M	Klockenga, Leslie Ann		Sprouls, Jody Schillene				
Butler, Alicia	Klunke, Michelle Sylvie		Stanley, Mary A				
Carr, Belinda K	Knowles, Sherry Marie		Stewart, Kimberly Sue				
Chaddon, Patricia Ann	Kocar, Shannon Louise		Thompson, Therese Michele				
Cheli, Sharri Louise	Kohlhase, Sandra G		Tracey, Sara Elizabeth				
Conklin, Annette	Lavazza, Jennifer N		Tuggle, Lenora				
Conley, Rebecca Renae	Leal, Andrea D		Uphoff, Michelle L				
Crabill, Agnes Ming	Leu, Jeana Michelle		Vaughn, Doreen				
Cunliffe, Nancy Lynn	Manzanarez, Regina G		Vela, Vicki Joy				
Diamonika, Divine N	Mattocks, Kimberly		Wagner, Beth Ann				
Diaz, Marianela	Mattocks, Tabitha Kay		Watson, Julie Melinda				
Dierkes, Jennifer Sue	Moline, Tiffany		Werkman, Heather A				
Dillon, Lynn Marie	Mook, Stephanie Kay		Wheeler, Alicia				
Dyer, Tamara	Newton, Julie Suzanne		Williams, Michelle Lynn				
Eaton, Barbara K	Nichols, Lisa L'Hote		Wolff, Nancy A				
Egan, Paula	Nikolanci, Julie M		Zayas, Jill Andrea				
Fink, Julie A	Oakley, Kimberly		Zenger, Diane M				
Fisher, Penny S	Pasewald, Heather N S						
Grant, Nicole Diane	Payne, Catherine L						
Haas, Lisa Marie	Rich, Samantha						

**Custodial/Maintenance - Returning**

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Ahart, James D	Holley, Tyra Michael		Peoples, Derrick Lewis Jr				
Altieri, Joseph Paul	Hougham, Norman G		Pletsch, Daniel A				
Babaka Ntedika, John	Johnson, Thomas J		Powell, Mark L				
Barnhill, Robert W	Keagle, Michael P		Puckett, John D				
Birky, David Claire	Keller, James R		Pulliam, Joseph W				
Blumenshine, Joseph Gerald	Kessinger, Susan Marie		Raleigh, William G				
Bosquez, Robert J	Kimmel, Darrin D		Ratcliffe, Jeffery Allen				
Brandon, Michael Lynn	Kruse, Jeremy W		Rech, Rudolph C				
Burton, John E	Lawrence, Melissa Dawn		Riddle, Dustin Eugene				
Carr, Kevin R	Little, Jason S		Ruff, Dennis A				
Carter, Jacob James	Long, Matthew		Salazar, Ramon G				
Carter, Matthew A	Mahrt, David Vincent		Scogin, Zachary Ryan				
Connelly, Michael Patrick	Mattocks, Danny P		Sieg, Robert L				
Connour, Jared M	Mbanda, Dieu Merci		Smock, Eddie J				
Cook, Matt S	Mc Farlane, Michael Charles		Sperry, Gene W				
Correll, Lowell V	Mc Ginnis, David W		Stauffer, Dennis William				
Cottone, Anthony T	McBurney, Troy A		Stivers, Bradley K				
Decker, William E	McCambridge, Michael Tobias		Stoeckel, Anthony				
Dicken, Douglas R	Merritt, Chad Alan		Stoeckel, Paul Joseph				
Donaldson, Michael E	Merritt, Dylan Thomas		Sundberg, Ryan Edward				
Dow, Bubby W	Meyer, Damon		Tarbill, Brady A				

Easton, Kimberly Nicole	Morton, Bryce Alan	Thompson, Christy M
Fairand, Carl Richard	Mullen, Curtis D	Toca, Paul S
Fellows, John Steven	Murray, Merle David	Trent, James T
Freese, Daniel Jay	Nenne, Christopher J	Vannote, David Leslie
Fry, Lori E	Nettleton, Eric M	Volz, Stephen Jay
Gaddy, Brian G	Nuckolls, James Edward	West, Brandon M
Gemberling, David Tod	O Shea, Thomas William	Whalen, David James
Griffin, Rachelle A	Pacha, Zachary A	Wheeler, Nickey E
Grimm, Faelan S	Parker, Gregory Michael	Wilson, Kristi Ann
Harriel, Eric	Pascal, Jason David	Wolters, Benjamin Joseph
Henderson, George	Pascal, Kevin Peter	Yetimbi, Nicolas Mongombo
Hilt, Kaine Aaron	Pasewald, Michael J	Young, Christopher
Hinderliter, Joseph Andrew	Penn, Ryan G	Young, Patrick Lin
Hoesly, Robert J	Peoples, Derrick Lewis	

**Healthcare Assistants - Returning**

Ahrens, Tamara Kay
Anton, Melissa Jo Branaman
Barla, Kirsten
Blemler, Christa Ann
Depaz, Carmen B
Farney, Ellen Jean
Gentry, Christine R
Henson, Emily Jean
Jones, Amy L
McCaw, Joelette Lea
Murphy, Jessica
Pearl, Jennifer Lee
Tucker, Emily Sue

**OT/PT - Returning**

Blunier, Joy Lidee
Bronkhorst, Heather Rae
Conway, Jamie Marie
Davis, Jennifer Rebecca
Glasgow-Kuhns, Meegan Mary
Hinthorne, Diane Kay
Honzel, Kelly Jean
Kaliher, Susan E
Keller, Sheila Ann
Kennell, Sharon N



Kirchner, Amy Jean	Spanton, Julia								
Klein, Lisa A	Stark, Peggy E								
Knollenberg, Holly N	Sullivan, Angela R								
<b><u>Technology - Returning</u></b>									
Behrens, Dustin C									
Bennett, Debra R									
Cluver, Christopher									
Kerr, Sean C									
Kozik, Christopher Andrew									
Miner, Jeffrey J									
Olson, Timothy									
Pough, Eric Deionte									
Shuck, David M									
Smith, Nicholas Ray									
Uchtorff, Kerry K									
Venegas Medina, Sergio									
Zobel, Daniel B									
<b><u>Support Services - Returning</u></b>									
Bello, Juan A									342
Blumenshine, David									
Bryant, Jenny Sue									
Dodson, Franklin E									
Farnsworth, Jenetta Marie									
Hilt, Jodie Leann									
Holland, Lisa Peeler									
Jackson, Donnelly									
Johnson, Mark									
Kelley, Elizabeth Ann									
Kelly, Todd									
Mateer, Amanda Lynn									
Miskulin, Joseph									
Rients, Jennifer									
Sheppelman, Robert J									
Sonetz, Laura Lynn Golden									
Strader, Abbi Michele									
Young, Jill Susanne									
<b><u>Noon Hour Supervisors - Returning</u></b>									
Alsaqrey, Miad	Goodpaster, Nathasa Rea			Poole, Shirley Ann					
Alsberry, Charles Raymond	Greenwald, Virginia Crystal			Provin, Marla					

Anguiano, Meghan	Grubbs, Farrah	Raper, Jennifer S
Bays, Malinda	Hamilton, Rebecca	Robinson, Julie Ellen
Beard, Wandalene Ethel	Harris, Jacqueline D	Rowley, Rachel Ann
Bhookya, Manjula	Hartless, Ranelle Nicole	Saufley, Tracy Elizabeth
Bisaillon, Monica	Hawkins, Maria	Schild, Dylan
Bosola, Cynthia	Hitch, Mary Kathryn	Schwartz, John M
Browning, Austin S	Hume, Kristina J	Sethupathi, Kunguma Pavithra
Burks, Sharon J	Jones, Orman	Singh, Amritpal Kaur
Cavanaugh, JoAnn	Kavuri, Swathi	Slayback, Kristin
Charugundla, Yasoda	Kraft, Adam	Sohn, Andrew
Churchill, Ed J	Kuntz, Matthew	Starkey, Michelle R
Coughlin, Tina M	Kuraparathi, Lavanya	Strohkirch, Marilyn K
Daniels, Ervina Michelle	Kuricheti, Lavanya	Sullivan, Lilly Beatrice
Deubelbeiss, Holly	Lawson, Laura M	Sutton, Kiley
Dodge, Jeffrey M	Link, John A	Taha, Zeinab A
Dunham, Jeanie	McGraw, Katherine Elizabeth	Underwood, Amy Melissa
Eeten, Kimberly Lee	Miller, Carman	Urewicz, Dawn
Eilers, Angelita C	Miller, Linda	Waller, Amy Sue
Elliott, Matthew D	Morton, Deanna	Weber, Jordan L
Ester, Crystal	Mosher, Sandra	Wells, Cynthia A
Evers, Stacy	Mothikuru, Sathya	Wheeler, Sara
Fish, Kylee	Mueller, Jennifer Nadine	Willard, Natalie A
Fitzgerald, Heather A	Owens, Judy Frances	Williams, Olga
Fitzgerald, Ryan William	Pachigolla, Naga	Zaidi, Viola
Funk, Hannah R	Patel, Ritaben B	
Gemberling, Donna Jean	Pedurti, Sessa Kumari	
	Pollitt, Jamie Leigh	
<b>Substitutes</b>		
<b>Joseph Kiley</b>		
<b>Brady Schumer</b>		
<b>Samuel Blumenshine</b>		
<b>Matthew Wedig</b>		
<b>Makenzie Metroz</b>		
<b>Britton Morris</b>		
<b>Caleb Morse</b>		
<b>Gowathami Chandramohan</b>		
<b>George Dore</b>		
<b>Catherine Hartless</b>		
<b>Megan Kwilas</b>		
<b>Margaret Ovalle</b>		
<b>Raelyn Payne</b>		
<b>Kaylie Plnkston</b>		
<b>Pamela Rearden</b>		
<b>Jyotsnamayee Sahu</b>		

Keely Theobald									
Kathryn Varland									
<b>Contract Revisions</b>									
		<b>Homebase</b>			<b>Revision</b>				<b>Effective</b>
<b><u>Certified</u></b>									
Kuras, Amy		CJHS			From CJHS/ESL to Cedar/Assistant Principal				8/9/2021
Martin-Boyd, Kimberly		NCWHS			From NCWHS/Orchestra to EJHS/Assistant Principal Add - ED 48				8/2/2021
<b><u>Schedule B</u></b>									
Fisher, Shelly		Benjamin			Add - 1/2 SX1.S				1/5/2021
Latzke, Jenn		Towanda			Drop - ELSC Drop - WEBE				5/27/2021 5/27/2021
Knapp, Brandon		CJHS			Drop - JHBE				5/27/2021
Lewis, Emily		CJHS			Drop - JHCC				5/27/2021
Aubin, Kaitlin		KJHS			Add - JHCC				8/1/2021
Lenz, Andrea		KJHS			Drop JHSB				5/27/2021
McClurg, Madison, Non-UFEA		KJHS			Add - DANJH				8/1/2021
Starkey, Jenny		KJHS			Add - ICTC				8/16/2021
Adelman, Brittany		PJHS			Drop - DANJH				5/27/2021
Bliss, Paul, Non-UFEA		PJHS			Add - JHCCL				8/16/2021
Kobel, Shawn, Non-UFEA		PJHS			Add-JHSB				8/16/2021
Marshall, Dall, Non-UFEA		PJHS			Add-JHBB				8/16/2021
Prazma, Taylor		PJHS			Add - WEBM				8/16/2021
Stack, Erin		PJHS			Add - JHCC				8/16/2021
Stahmer, Jeremy		PJHS			Add - JHYB				8/16/2021
Thoennes, Kary		PJHS			Add - CHR2 - Math				8/16/2021
Meredith, Corey		NCHS			Add - PBISHS				5/27/2021

Schonauer, Derrick	NCHS	Drop JHSB (PJHS)	5/27/2021
Klokkenga, Jason	NCWHS	Add - PBISHS	5/27/2021
Schenk, Gillian	NCWHS	Drop - PBISHS	5/27/2021
Sennett, Tim	NCWHS	Add - SHBASS	8/16/2021
Theobald, Keely, Non-UFEA	NCWHS	Add-AVSO	3/29/2021
Romagnoli, Lesli	Unit Office	Add - ED 32	5/14/2021
<b><u>Educational Support Personnel</u></b>			
Sanders, Miranda	EOP - 10 Month	From Step 1 to Step 2	8/16/2021
Jackson, Donnelly	NCWHS/Safety Monitor	From Safety Monitor to Para - Spec Ed	8/16/2021
<b>Leave Requests</b>			345
Homebase/Position		Leave Requested	Effective
<b><u>Certified</u></b>			
Shelby, Karen	Sugar/LBS1	Planned Extended Leave	2021-2022
West, Sarah	Oakdale/2nd Grade	Planned Extended Leave	2021-2022
<b><u>Educational Support Personnel</u></b>			
<b>Information Only</b>			
Baker, Catherine	NCWHS/Para - Spec Ed	From NCWHS to Field	8/16/2021
Batty, Rhonda	Cedar/1st Grade	From 1st Grade to MTSS Interventionist	8/16/2021
Bennett, Tara	Sugar/ECE	From Sugar/ECE to Brigham/Early Learning Enrollment/Student Support	8/16/2021
Bruun-Regan, Peggy	Field/Para - Spec Ed	From Field to KJHS	8/16/2021
Cannon, Kris	Oakdale/5th Grade	From 5th Grade to MTSS Interventionist	8/16/2021
Carlson, Denise	Parkside/4th Grade	4th Grade to 5th Grade	8/16/2021

<b>Ford, Karen</b>		<b>Parkside/LBS1</b>			<b>From PSE to PJHS</b>		<b>8/16/2021</b>
<b>Hendren, Jara</b>		<b>Cedar/LBS1</b>			<b>From LBS1 to Ele SEL/Behavioral Coach</b>		<b>8/16/2021</b>
<b>Jones, Sarah</b>		<b>Field/Para - Spec Ed</b>			<b>From Field to KJHS</b>		<b>8/16/2021</b>
<b>Konopasek, Christine</b>		<b>NCHS/English</b>			<b>From English to MTSS Interventionist</b>		<b>8/16/2021</b>
<b>Ruyle, Hilary</b>		<b>NCHS/LBS1-Specialized Voc</b>			<b>From LBS1-Specialized Voc to LBS1</b>		
<b>Sreejith, Swati</b>		<b>Hoose/Para-Spec Ed</b>			<b>From Hoose to Benjamin</b>		<b>8/16/2021</b>
<b>Sexton, Stephanie</b>		<b>EJHS/Para - Spec Ed</b>			<b>From PJHS to PSE</b>		<b>8/16/2021</b>
<b>Walker, Karen</b>		<b>NCHS/LBS1</b>			<b>From LBS1 to Specialized Voc Ed</b>		<b>8/16/2021</b>
<b>Woody, Stephanie</b>		<b>KJHS/6th Grade LA</b>			<b>From KJHS/6th Gr LA to Fox/MTSS Interventionist</b>		<b>8/16/2021</b>

## CUSD No. 5, McLean and Woodford Counties, Illinois

### Payroll Fund Totals

Fiscal Year: 2020-2021

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Certified - Semi	220	05/16/2021	05/31/2021	05/28/2021
Certified - Semi	221	05/16/2021	05/31/2021	05/28/2021
Certified - Semi	222	06/03/2021	06/03/2021	06/03/2021
Certified - Semi	230	06/01/2021	06/15/2021	06/15/2021
Certified - Semi	231	06/01/2021	06/15/2021	06/15/2021
Classified - Semi	220	05/16/2021	05/31/2021	05/28/2021
Classified - Semi	221	05/16/2021	05/31/2021	05/28/2021
Classified - Semi	230	06/01/2021	06/15/2021	06/15/2021
Classified - Semi	231	06/01/2021	06/15/2021	06/15/2021
Classified - Semi	232	06/01/2021	06/15/2021	06/15/2021

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
<b>Certified - Semi - Period Number: 220</b>					
10	3,093,620.21	0.00	138,814.06	334,537.00	3,566,971.27
50	0.00	42,968.62	0.00	0.00	42,968.62
80	454.45	0.00	17.20	0.00	471.65
<b>Period Total:</b>	<b>\$3,094,074.66</b>	<b>\$42,968.62</b>	<b>\$138,831.26</b>	<b>\$334,537.00</b>	<b>\$3,610,411.54</b>

<b>Certified - Semi - Period Number: 230</b>					
10	3,002,690.50	0.00	135,902.71	334,224.50	3,472,817.71
50	0.00	41,643.58	0.00	0.00	41,643.58
<b>Period Total:</b>	<b>\$3,002,690.50</b>	<b>\$41,643.58</b>	<b>\$135,902.71</b>	<b>\$334,224.50</b>	<b>\$3,514,461.29</b>

<b>Classified - Semi - Period Number: 220</b>					
10	624,162.88	0.00	0.00	155,008.75	779,171.63
20	253,515.27	0.00	0.00	2,383.50	255,898.77
40	7,251.42	0.00	0.00	1,562.50	8,813.92
50	0.00	64,720.86	0.00	0.00	64,720.86
51	0.00	0.00	89,257.58	0.00	89,257.58
80	8,686.81	0.00	0.00	1,113.50	9,800.31
<b>Period Total:</b>	<b>\$893,616.38</b>	<b>\$64,720.86</b>	<b>\$89,257.58</b>	<b>\$160,068.25</b>	<b>\$1,207,663.07</b>

<b>Classified - Semi - Period Number: 230</b>					
10	705,487.31	0.00	0.00	168,758.75	874,246.06
20	265,295.48	0.00	0.00	2,383.50	267,678.98
40	7,751.42	0.00	0.00	1,562.50	9,313.92
50	0.00	71,868.42	0.00	0.00	71,868.42
51	0.00	0.00	99,680.41	0.00	99,680.41
80	9,214.76	0.00	0.00	1,113.50	10,328.26
<b>Period Total:</b>	<b>\$987,748.97</b>	<b>\$71,868.42</b>	<b>\$99,680.41</b>	<b>\$173,818.25</b>	<b>\$1,333,116.05</b>

<b>Certified - Semi - Period Number: 221</b>					
10	17,638.25	0.00	0.00	0.00	17,638.25
50	0.00	1,349.31	0.00	0.00	1,349.31
<b>Period Total:</b>	<b>\$17,638.25</b>	<b>\$1,349.31</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,987.56</b>

<b>Classified - Semi - Period Number: 231</b>					
10	856.56	0.00	0.00	0.00	856.56

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
20	34,674.32	0.00	0.00	0.00	34,674.32
50	0.00	2,718.20	0.00	0.00	2,718.20
51	0.00	0.00	3,645.36	0.00	3,645.36
<b>Period Total:</b>	<b>\$35,530.88</b>	<b>\$2,718.20</b>	<b>\$3,645.36</b>	<b>\$0.00</b>	<b>\$41,894.44</b>

**Classified - Semi - Period Number: 221**

10	859.23	0.00	0.00	312.50	1,171.73
50	0.00	65.73	0.00	0.00	65.73
51	0.00	0.00	88.16	0.00	88.16
<b>Period Total:</b>	<b>\$859.23</b>	<b>\$65.73</b>	<b>\$88.16</b>	<b>\$312.50</b>	<b>\$1,325.62</b>

**Certified - Semi - Period Number: 222**

10	315.00	0.00	0.00	0.00	315.00
50	0.00	4.57	0.00	0.00	4.57
<b>Period Total:</b>	<b>\$315.00</b>	<b>\$4.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$319.57</b>

**Certified - Semi - Period Number: 231**

10	16,600.88	0.00	0.00	0.00	16,600.88
50	0.00	1,269.97	0.00	0.00	1,269.97
<b>Period Total:</b>	<b>\$16,600.88</b>	<b>\$1,269.97</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,870.85</b>

**Classified - Semi - Period Number: 232**

20	296.12	0.00	0.00	0.00	296.12
50	0.00	22.65	0.00	0.00	22.65
51	0.00	0.00	30.38	0.00	30.38
<b>Period Total:</b>	<b>\$296.12</b>	<b>\$22.65</b>	<b>\$30.38</b>	<b>\$0.00</b>	<b>\$349.15</b>

<b>Grand Totals:</b>	<b>\$8,049,370.87</b>	<b>\$226,631.91</b>	<b>\$467,435.86</b>	<b>\$1,002,960.50</b>	<b>\$9,746,399.14</b>
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End of Report

**Expenditure Summary Report**

From Date: 5/26/2021  
To Date: 5/26/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
American Red Cross	Inv 22345563	0	44870	5/26/2021	32.00	
<b>American Red Cross Total</b>					<b>32.00</b>	
Arbogast, John	V792471	0	19296	5/26/2021	-	
	V525570	0	125410	5/26/2021	55.00	
<b>Arbogast, John Total</b>					<b>55.00</b>	
Arendt, Steve	V919867	0	125411	5/26/2021	135.00	
<b>Arendt, Steve Total</b>					<b>135.00</b>	
Barlow, Jennifer Renee	V248728	0	3757	5/26/2021	136.59	
	V998684	0	3757	5/26/2021	249.80	
<b>Barlow, Jennifer Renee Total</b>					<b>386.39</b>	
Barnes & Noble Booksellers	V883348	0	3758	5/26/2021	159.60	
<b>Barnes &amp; Noble Booksellers Total</b>					<b>159.60</b>	
Bauer Crops & Cattle	817584	0	45196	5/26/2021	25.00	
<b>Bauer Crops &amp; Cattle Total</b>					<b>25.00</b>	
Beal, Laura Ruth	V627587	0	3759	5/26/2021	29.72	
	V85411	0	3759	5/26/2021	35.98	
	V867731	0	3759	5/26/2021	47.47	
<b>Beal, Laura Ruth Total</b>					<b>113.17</b>	
BTUCK Choreography, LLC.		1	0	44871	5/26/2021	3,250.00
<b>BTUCK Choreography, LLC. Total</b>					<b>3,250.00</b>	
Burgess, Joe Franklin	EDpuzzle	0	44872	5/26/2021	69.00	
<b>Burgess, Joe Franklin Total</b>					<b>69.00</b>	
Cacciatori, Richard B.	V546195	0	125412	5/26/2021	55.00	
<b>Cacciatori, Richard B. Total</b>					<b>55.00</b>	
Chapman, Trevor Michael	Reimb GC Jeff	0	45197	5/26/2021	105.95	
<b>Chapman, Trevor Michael Total</b>					<b>105.95</b>	
Davidson, Josiah B	V805690	0	23577	5/26/2021	23.78	
<b>Davidson, Josiah B Total</b>					<b>23.78</b>	
Donald, Ray	V546195	0	125413	5/26/2021	55.00	
<b>Donald, Ray Total</b>					<b>55.00</b>	
Elite Sportswear	10446269	0	44873	5/26/2021	137.42	
<b>Elite Sportswear Total</b>					<b>137.42</b>	
Fahnestock, Richard	V166543	0	125414	5/26/2021	78.00	
<b>Fahnestock, Richard Total</b>					<b>78.00</b>	
Fasig, Melissa	Girls soccer	0	44874	5/26/2021	200.00	
<b>Fasig, Melissa Total</b>					<b>200.00</b>	
Fogal, Tina Marie	Walgreens/Mr Softy	0	5428	5/26/2021	117.85	
<b>Fogal, Tina Marie Total</b>					<b>117.85</b>	
Griffin, Timothy E.	V495027	0	125417	5/26/2021	90.00	
<b>Griffin, Timothy E. Total</b>					<b>90.00</b>	
Hafermann, Eduard	Resistance bands	0	44875	5/26/2021	49.75	

**Expenditure Summary Report**

From Date: 5/26/2021  
To Date: 5/26/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Hafermann, Eduard Total</b>					<b>49.75</b>
Hardwick, Jackson	V186805	0	19297	5/26/2021	100.00
<b>Hardwick, Jackson Total</b>					<b>100.00</b>
Harr, Edward E.	V612795	0	19298	5/26/2021	-
<b>Harr, Edward E. Total</b>					<b>-</b>
Harris, Elizabeth Rae	Aroma Kit supply	0	45198	5/26/2021	223.99
	FFA t-shirts	0	45198	5/26/2021	612.00
<b>Harris, Elizabeth Rae Total</b>					<b>835.99</b>
Harrison, Pat	V536100	0	19299	5/26/2021	110.00
<b>Harrison, Pat Total</b>					<b>110.00</b>
Harter, Trish	V594036	0	3760	5/26/2021	87.50
<b>Harter, Trish Total</b>					<b>87.50</b>
Hawkins, Karrin R	Books	0	44876	5/26/2021	52.00
<b>Hawkins, Karrin R Total</b>					<b>52.00</b>
Healy Awards	INV043660	0	14096	5/26/2021	25.88
<b>Healy Awards Total</b>					<b>25.88</b>
Henry, Amy	Gift bags	0	44877	5/26/2021	103.00
<b>Henry, Amy Total</b>					<b>103.00</b>
Highland, Abby Elizabeth	V131570	0	14097	5/26/2021	60.00
<b>Highland, Abby Elizabeth Total</b>					<b>60.00</b>
Ho, Son	V919867	0	125415	5/26/2021	135.00
<b>Ho, Son Total</b>					<b>135.00</b>
Home Run, LLC	Senior Hats	0	45199	5/26/2021	510.00
<b>Home Run, LLC Total</b>					<b>510.00</b>
IDTA	V182079	0	14098	5/26/2021	1,200.00
<b>IDTA Total</b>					<b>1,200.00</b>
Jaggi, John	V642453	0	19300	5/26/2021	110.00
<b>Jaggi, John Total</b>					<b>110.00</b>
Junior Library Guild	567873	0	6255	5/26/2021	2,187.10
<b>Junior Library Guild Total</b>					<b>2,187.10</b>
Just For Kix/Dance Etc	INV-808	0	44878	5/26/2021	3,394.00
<b>Just For Kix/Dance Etc Total</b>					<b>3,394.00</b>
Kaufman, Trevor Allen	Coach membership	0	45200	5/26/2021	35.00
<b>Kaufman, Trevor Allen Total</b>					<b>35.00</b>
Kelly, Jennifer	Grad/Picture supply	0	45201	5/26/2021	453.05
<b>Kelly, Jennifer Total</b>					<b>453.05</b>
Kerr, Sean C	Sunset supplies	0	45202	5/26/2021	86.46
<b>Kerr, Sean C Total</b>					<b>86.46</b>
Knapp, Randall	V860815	0	125418	5/26/2021	78.00
<b>Knapp, Randall Total</b>					<b>78.00</b>

**Expenditure Summary Report**

From Date: 5/26/2021  
To Date: 5/26/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Knauss, Brandon	V607628	0	19301	5/26/2021	65.00
<b>Knauss, Brandon Total</b>					<b>65.00</b>
Landstrom, Brian	V527492	0	19302	5/26/2021	90.00
	V568722	0	19309	5/26/2021	90.00
<b>Landstrom, Brian Total</b>					<b>180.00</b>
Lavin, Charles	V514036	0	19303	5/26/2021	110.00
<b>Lavin, Charles Total</b>					<b>110.00</b>
Leake, Kayla Nicole	V59938	0	14099	5/26/2021	20.00
<b>Leake, Kayla Nicole Total</b>					<b>20.00</b>
Leverton, Doris	V266551	0	14100	5/26/2021	108.80
	V824835	0	14100	5/26/2021	44.37
<b>Leverton, Doris Total</b>					<b>153.17</b>
Luginbuhl, Benjamin	Reimbursement	0	45203	5/26/2021	221.94
<b>Luginbuhl, Benjamin Total</b>					<b>221.94</b>
Martin-Boyd, Kimberly	Prom	0	44879	5/26/2021	41.85
<b>Martin-Boyd, Kimberly Total</b>					<b>41.85</b>
Mcclurg, Madison	V51963	0	14101	5/26/2021	40.00
<b>Mcclurg, Madison Total</b>					<b>40.00</b>
McLean Co Unit Dist No 5	Reimb 100800-2021	0	45204	5/26/2021	2,271.07
	Reimb 100800-May Vis	0	45204	5/26/2021	51.87
	Reimb May Visa	0	45204	5/26/2021	1,302.75
<b>McLean Co Unit Dist No 5 Total</b>					<b>3,625.69</b>
McLean Co Unit Dist No 5 - Food Service	NC-05	0	45205	5/26/2021	75.60
<b>McLean Co Unit Dist No 5 - Food Service Total</b>					<b>75.60</b>
Meadows, Rebecca R	V109447	0	14103	5/26/2021	-
	V558678	0	14103	5/26/2021	-
<b>Meadows, Rebecca R Total</b>					<b>-</b>
Millikin University	Camp	0	44880	5/26/2021	150.00
<b>Millikin University Total</b>					<b>150.00</b>
Minerva Promotions	I91001	0	45206	5/26/2021	221.00
<b>Minerva Promotions Total</b>					<b>221.00</b>
National Cheerleaders Association	Reg-0010912858	0	44881	5/26/2021	1,100.00
	Reg-0010912903	0	44881	5/26/2021	650.00
<b>National Cheerleaders Association Total</b>					<b>1,750.00</b>
Ncwhs Booster Club	Concessions	0	44882	5/26/2021	42.34
<b>Ncwhs Booster Club Total</b>					<b>42.34</b>
Nelson, Kirk	V750696	0	19304	5/26/2021	100.00
<b>Nelson, Kirk Total</b>					<b>100.00</b>
Nichols, Roger L	V362100	0	19305	5/26/2021	110.00
<b>Nichols, Roger L Total</b>					<b>110.00</b>
Olsen, Cora R	V386821	0	6256	5/26/2021	60.00

**Expenditure Summary Report**

From Date: 5/26/2021  
To Date: 5/26/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Olsen, Cora R Total</b>					<b>60.00</b>
Puritan Springs	5/13/2021	0	44883	5/26/2021	38.06
<b>Puritan Springs Total</b>					<b>38.06</b>
Rk Dixon Co	V132333	0	6257	5/26/2021	79.54
<b>Rk Dixon Co Total</b>					<b>79.54</b>
Roberts Trophies	V493235	0	19306	5/26/2021	58.10
<b>Roberts Trophies Total</b>					<b>58.10</b>
Safranek, Jason Allen	Senior Sunset	0	45207	5/26/2021	142.78
<b>Safranek, Jason Allen Total</b>					<b>142.78</b>
Schmittner, Garen	ILS Worker	0	45208	5/26/2021	165.00
<b>Schmittner, Garen Total</b>					<b>165.00</b>
Scholastic Inc.	24011	0	6258	5/26/2021	2,854.92
	B4762370FR	0	5429	5/26/2021	1,914.72
<b>Scholastic Inc. Total</b>					<b>4,769.64</b>
Sewell, Christine Denise	V823925	0	23578	5/26/2021	86.46
<b>Sewell, Christine Denise Total</b>					<b>86.46</b>
Smith, Brad M	Rocket project	0	45209	5/26/2021	545.63
<b>Smith, Brad M Total</b>					<b>545.63</b>
Smith, Christopher	V525570	0	125416	5/26/2021	55.00
<b>Smith, Christopher Total</b>					<b>55.00</b>
Sokal, Catherine Rae	Outdoor games	0	44884	5/26/2021	45.50
<b>Sokal, Catherine Rae Total</b>					<b>45.50</b>
Soliday, Mackenzie	V350550	0	23579	5/26/2021	33.49
<b>Soliday, Mackenzie Total</b>					<b>33.49</b>
Spath, Natalie	PBIS reimb	0	44885	5/26/2021	125.00
<b>Spath, Natalie Total</b>					<b>125.00</b>
Spencer, Hunter	Reimbursement	0	44886	5/26/2021	24.00
<b>Spencer, Hunter Total</b>					<b>24.00</b>
Spitzzeri, Alfred A	V403672	0	19307	5/26/2021	90.00
<b>Spitzzeri, Alfred A Total</b>					<b>90.00</b>
Targett, Brandon	V60830	0	125419	5/26/2021	78.00
<b>Targett, Brandon Total</b>					<b>78.00</b>
Tyler, DeWayne	V860815	0	125420	5/26/2021	185.00
	V894860	0	125421	5/26/2021	200.00
<b>Tyler, DeWayne Total</b>					<b>385.00</b>
Williams, Sara E	Choir reimb	0	44887	5/26/2021	733.54
<b>Williams, Sara E Total</b>					<b>733.54</b>
Wittman, Andrew	V8461	0	19308	5/26/2021	100.00
<b>Wittman, Andrew Total</b>					<b>100.00</b>
Yard, Karen Jean	V61123	0	6259	5/26/2021	96.27

**Expenditure Summary Report**

From Date: 5/26/2021  
 To Date: 5/26/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Yard, Karen Jean Total</b>					<b>96.27</b>
Young, Jill Susanne	Joann receipt	0	5430	5/26/2021	8.68
<b>Young, Jill Susanne Total</b>					<b>8.68</b>
<b>Grand Total</b>					<b>29,327.17</b>

**Expenditure Summary Report**

From Date: 5/26/2021  
To Date: 5/26/2021

Fund	Amount
99	29,327.17
<b>Grand Total</b>	<b>29,327.17</b>

**Expenditure Summary Report**

From Date: 5/27/2021  
To Date: 6/15/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Acasio, Jenna	V403493	0	125429	6/2/2021	78.00
<b>Acasio, Jenna Total</b>					<b>78.00</b>
Allen, Jimmie Danford	V843532	0	23586	6/9/2021	595.08
<b>Allen, Jimmie Danford Total</b>					<b>595.08</b>
Ambrose, Valerie L	V720213	0	14109	6/9/2021	30.42
<b>Ambrose, Valerie L Total</b>					<b>30.42</b>
American Red Cross	22346308	0	45223	6/9/2021	40.00
<b>American Red Cross Total</b>					<b>40.00</b>
AMLE	V493066	0	23580	5/27/2021	249.99
<b>AMLE Total</b>					<b>249.99</b>
Arbogast, John	V894405	0	125424	6/1/2021	63.00
<b>Arbogast, John Total</b>					<b>63.00</b>
Archer, Michael	V153767	0	14110	6/9/2021	400.00
<b>Archer, Michael Total</b>					<b>400.00</b>
Arendt, Steve	V875175	0	19342	6/9/2021	110.00
	V430935	0	19327	6/2/2021	110.00
<b>Arendt, Steve Total</b>					<b>220.00</b>
Arumilli, Pullaiah	Refund	0	45245	6/15/2021	78.00
<b>Arumilli, Pullaiah Total</b>					<b>78.00</b>
Aubin, Chad Stephen	V707973	0	19346	6/11/2021	165.00
<b>Aubin, Chad Stephen Total</b>					<b>165.00</b>
Avanti's Italian Restaurant - Normal	5269-21	0	44925	6/11/2021	117.04
	Soccer/musical	0	44925	6/11/2021	433.01
	5416	0	14111	6/9/2021	97.30
<b>Avanti's Italian Restaurant - Normal Total</b>					<b>647.35</b>
Avanti's Italian Restaurant -Bloomington	5.60157E+11	0	21097	6/11/2021	277.86
	V571651	0	5785	6/8/2021	143.05
<b>Avanti's Italian Restaurant -Bloomington Total</b>					<b>420.91</b>
Bandhari, Rishi	SLCA-RB	0	45224	6/9/2021	37.50
<b>Bandhari, Rishi Total</b>					<b>37.50</b>
Bane, Parker J	Contests	0	44888	5/28/2021	70.00
<b>Bane, Parker J Total</b>					<b>70.00</b>
Bank Of New York Mellon	V521785	0	0	6/1/2021	4,056.25
<b>Bank Of New York Mellon Total</b>					<b>4,056.25</b>
Bertsche, Allison	Concessions	0	44889	5/28/2021	28.86
<b>Bertsche, Allison Total</b>					<b>28.86</b>
Bhatia, Shreya	SLC21-SB	0	45225	6/9/2021	37.50
<b>Bhatia, Shreya Total</b>					<b>37.50</b>
Bjk Welding Solutions	3514	0	45226	6/9/2021	554.40
<b>Bjk Welding Solutions Total</b>					<b>554.40</b>
Bloodworth, Bryan A.	V147606	0	19331	6/2/2021	63.00

**Expenditure Summary Report**

From Date: 5/27/2021  
To Date: 6/15/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Bloodworth, Bryan A. Total</b>					<b>63.00</b>
Bloomington High School	V98640	0	19335	6/3/2021	300.00
	V340313	0	125425	6/1/2021	125.00
<b>Bloomington High School Total</b>					<b>425.00</b>
Blue Cross Blue Shield Of Illinois	V217678	0	0	6/16/2021	301,253.00
	V715160	0	0	6/9/2021	365,415.77
	V80425	0	0	6/3/2021	318,682.65
<b>Blue Cross Blue Shield Of Illinois Total</b>					<b>985,351.42</b>
Blue Ribbon Book Fairs	V26729	0	1795	6/4/2021	1,045.41
<b>Blue Ribbon Book Fairs Total</b>					<b>1,045.41</b>
Blue Springs, Inc.	V433407	0	19338	6/7/2021	487.00
<b>Blue Springs, Inc. Total</b>					<b>487.00</b>
Bobbitt, Richard	V332149	0	125437	6/7/2021	63.00
	V888698	0	19332	6/2/2021	-
<b>Bobbitt, Richard Total</b>					<b>63.00</b>
Bohlmann, Michael	V617714	0	19313	6/1/2021	45.00
<b>Bohlmann, Michael Total</b>					<b>45.00</b>
Boitnott, Chloe	Banquet plaques	0	44890	5/28/2021	356.42
<b>Boitnott, Chloe Total</b>					<b>356.42</b>
Bond, Zachary R.	V735881	0	125447	6/10/2021	78.00
<b>Bond, Zachary R. Total</b>					<b>78.00</b>
Bowling, Justin	V395945	0	19314	6/1/2021	45.00
	V918817	0	19314	6/1/2021	45.00
<b>Bowling, Justin Total</b>					<b>90.00</b>
Broach, James C	V609903	0	2447	5/27/2021	95.88
<b>Broach, James C Total</b>					<b>95.88</b>
BSN Sports	Invoices-3	0	45227	6/9/2021	298.60
<b>BSN Sports Total</b>					<b>298.60</b>
Bullock, Jeannie Marie	V627817	0	23581	5/27/2021	8.94
<b>Bullock, Jeannie Marie Total</b>					<b>8.94</b>
Butler, Alicia	V497657	0	4892	6/3/2021	59.70
<b>Butler, Alicia Total</b>					<b>59.70</b>
Cacciatori, Richard B.	V703375	0	19317	6/2/2021	63.00
<b>Cacciatori, Richard B. Total</b>					<b>63.00</b>
Carlock, Kimberly Jill	V729046	0	4890	5/27/2021	69.00
<b>Carlock, Kimberly Jill Total</b>					<b>69.00</b>
Casey's Garden Center	419556	0	44926	6/11/2021	24.00
	424342	0	44926	6/11/2021	182.00
	412860	0	21098	6/11/2021	50.00
	422241	0	6088	6/8/2021	113.97
	V264736	0	2454	6/3/2021	80.00
<b>Casey's Garden Center Total</b>					<b>449.97</b>

**Expenditure Summary Report**

From Date: 5/27/2021  
To Date: 6/15/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
CCMSI	0104044-IN	0	0	6/7/2021	12,513.26	
<b>CCMSI Total</b>					<b>12,513.26</b>	
Central Illinois Cheer Bows		68	0	45246	6/15/2021	60.00
		62	0	45228	6/9/2021	990.00
<b>Central Illinois Cheer Bows Total</b>						<b>1,050.00</b>
Champion Cheer Culture		518	0	45247	6/15/2021	200.00
	513 & 514		0	45229	6/9/2021	900.00
<b>Champion Cheer Culture Total</b>						<b>1,100.00</b>
Champion Teamwear AR		11271066	0	44891	5/28/2021	3,402.13
<b>Champion Teamwear AR Total</b>						<b>3,402.13</b>
Chapman, Trevor Michael	New Teacher Lunch		0	45248	6/15/2021	120.72
	Air Fryer		0	45230	6/9/2021	171.98
	GC for 2021 Act		0	45230	6/9/2021	1,103.55
	GC Bovenkerk		0	45210	6/2/2021	175.00
	Lunch for staff		0	45210	6/2/2021	1,525.00
	Warranty Ext		0	45210	6/2/2021	94.09
<b>Chapman, Trevor Michael Total</b>						<b>3,190.34</b>
Chase, Kristina Ann	ICA Member dues		0	45211	6/2/2021	65.00
<b>Chase, Kristina Ann Total</b>						<b>65.00</b>
Coit, Ron	V463451		0	19343	6/9/2021	110.00
<b>Coit, Ron Total</b>						<b>110.00</b>
Collins, Lance	V328136		0	125422	5/28/2021	78.00
<b>Collins, Lance Total</b>						<b>78.00</b>
Confidential On-Site Paper Shreddin		117973	0	44927	6/11/2021	66.78
<b>Confidential On-Site Paper Shreddin Total</b>						<b>66.78</b>
Cooper, Jori Elizabeth	V27504		0	125438	6/7/2021	90.00
<b>Cooper, Jori Elizabeth Total</b>						<b>90.00</b>
Cross, Lynn		6/21/2021	0	44892	5/28/2021	75.00
		6/28/2021	0	44892	5/28/2021	75.00
<b>Cross, Lynn Total</b>						<b>150.00</b>
Culligan Water Conditioning	V175350		0	2795	6/7/2021	34.50
		68720	0	6085	6/1/2021	33.30
<b>Culligan Water Conditioning Total</b>						<b>67.80</b>
Cunningham, Annette Suzanne	V125545		0	6260	5/27/2021	242.50
<b>Cunningham, Annette Suzanne Total</b>						<b>242.50</b>
Dasari, Ronith	SLCA21-RD		0	45231	6/9/2021	25.00
<b>Dasari, Ronith Total</b>						<b>25.00</b>
Daugherty, Troy	V975551		0	19311	6/1/2021	55.00
<b>Daugherty, Troy Total</b>						<b>55.00</b>
Davis, Miranda	V644588		0	5779	6/1/2021	305.00
<b>Davis, Miranda Total</b>						<b>305.00</b>
Donald, Ray	V744564		0	19339	6/7/2021	63.00
<b>Donald, Ray Total</b>						<b>63.00</b>

**Expenditure Summary Report**

From Date: 5/27/2021  
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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Donny B's Gourmet Popcorn and Gifts	#12254	0	44928	6/11/2021	131.15
<b>Donny B's Gourmet Popcorn and Gifts Total</b>					<b>131.15</b>
Drengwitz, Jason	Reimbursement-snacks	0	45212	6/2/2021	222.74
<b>Drengwitz, Jason Total</b>					<b>222.74</b>
Fasig, Melissa	Reimb - softball	0	44893	5/28/2021	218.32
<b>Fasig, Melissa Total</b>					<b>218.32</b>
Feeney, Amy	Certificates	0	45213	6/2/2021	390.00
<b>Feeney, Amy Total</b>					<b>390.00</b>
Finck, Nick	V238002	0	19318	6/2/2021	63.00
<b>Finck, Nick Total</b>					<b>63.00</b>
Five Star Water	V468959	0	2570	6/4/2021	55.95
	V455196	0	6261	5/27/2021	19.45
<b>Five Star Water Total</b>					<b>75.40</b>
Fogal, Tina Marie	V589473	0	2794	6/3/2021	25.00
	V300106	0	2569	6/2/2021	50.00
<b>Fogal, Tina Marie Total</b>					<b>75.00</b>
Foster, Nathan C	Reimbursement 6/3/21	0	45232	6/9/2021	297.95
	Food	0	45214	6/2/2021	39.34
<b>Foster, Nathan C Total</b>					<b>337.29</b>
Freeman, Matthew Gregory	6/14/2021	0	44894	5/28/2021	75.00
	6/7/2021	0	44895	5/28/2021	75.00
<b>Freeman, Matthew Gregory Total</b>					<b>150.00</b>
Further	39848312	0	0	6/14/2021	14,619.00
	V894497	0	0	6/3/2021	3,787.48
	39842184	0	0	6/7/2021	9,550.62
	39834050	0	0	5/28/2021	11,028.47
<b>Further Total</b>					<b>38,985.57</b>
Garcia, Nancy	REIMB TRAVEL 4/30	0	244469	6/2/2021	44.86
<b>Garcia, Nancy Total</b>					<b>44.86</b>
Garrett, Sara	V582167	0	14112	6/9/2021	300.00
<b>Garrett, Sara Total</b>					<b>300.00</b>
Geiger	4421319 (2)	0	44896	5/28/2021	112.92
<b>Geiger Total</b>					<b>112.92</b>
Gerard, Raymond Jr.	Asst Coach-Baseball	0	45249	6/15/2021	3,049.00
<b>Gerard, Raymond Jr. Total</b>					<b>3,049.00</b>
Gerharz, Kelly Kathleen	V452739	0	1794	6/2/2021	60.00
<b>Gerharz, Kelly Kathleen Total</b>					<b>60.00</b>
Gotschall, Heather L	Coaching supplies	0	45250	6/15/2021	505.45
<b>Gotschall, Heather L Total</b>					<b>505.45</b>
Grissom, Marshall D.	V160942	0	19328	6/2/2021	110.00
<b>Grissom, Marshall D. Total</b>					<b>110.00</b>

**Expenditure Summary Report**

From Date: 5/27/2021  
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Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Gupta, Yatin	SCLA-YG	0	45251	6/15/2021	37.50	
<b>Gupta, Yatin Total</b>					<b>37.50</b>	
Hafermann, Eduard	Admissions	0	44929	6/11/2021	750.00	
<b>Hafermann, Eduard Total</b>					<b>750.00</b>	
Hahn, Christina Marie	V293697	0	5780	6/1/2021	63.45	
<b>Hahn, Christina Marie Total</b>					<b>63.45</b>	
Hall, Monique L	V952114	0	2451	5/27/2021	36.77	
<b>Hall, Monique L Total</b>					<b>36.77</b>	
Hamilton, Sarah M	V894787	0	9374	5/28/2021	42.77	
<b>Hamilton, Sarah M Total</b>					<b>42.77</b>	
Hansen, Michael Elvyn Zahradnik	V822460	0	125439	6/7/2021	63.00	
	V936578	0	19319	6/2/2021	63.00	
<b>Hansen, Michael Elvyn Zahradnik Total</b>					<b>126.00</b>	
Hanson, Lori Ann	V887188	0	5113	5/28/2021	115.14	
<b>Hanson, Lori Ann Total</b>					<b>115.14</b>	
Harr, Matthew	V942287	0	6263	5/28/2021	606.93	
<b>Harr, Matthew Total</b>					<b>606.93</b>	
Harris, Elizabeth Rae	Various Items	0	45252	6/15/2021	2,674.62	
	Reimb-5/24/21	0	45215	6/2/2021	462.07	
<b>Harris, Elizabeth Rae Total</b>					<b>3,136.69</b>	
Harrison, Pat	V681194	0	19333	6/2/2021	-	
	V173944	0	19320	6/2/2021	63.00	
<b>Harrison, Pat Total</b>					<b>63.00</b>	
Hassel, Steve	GC for Volunteers	0	45253	6/15/2021	625.00	
<b>Hassel, Steve Total</b>					<b>625.00</b>	
Henderson, DeAndre A	V993679	0	21095	5/27/2021	-	
<b>Henderson, DeAndre A Total</b>					<b>-</b>	
Hetz, Tanner	V429085	0	19315	6/1/2021	45.00	
<b>Hetz, Tanner Total</b>					<b>45.00</b>	
Hintz, Adam Alexander	V88822	0	14113	6/9/2021	440.00	
<b>Hintz, Adam Alexander Total</b>					<b>440.00</b>	
Ho, Son	V525019	0	19344	6/9/2021	110.00	
<b>Ho, Son Total</b>					<b>110.00</b>	
Hobson, Katie Jean	V622570	0	2448	5/27/2021	45.94	
<b>Hobson, Katie Jean Total</b>					<b>45.94</b>	
Hoffmann, Sally	V215339	0	14114	6/9/2021	400.00	
<b>Hoffmann, Sally Total</b>					<b>400.00</b>	
Huey, Douglas K	V470102	0	19321	6/2/2021	63.00	
<b>Huey, Douglas K Total</b>					<b>63.00</b>	
IAVAT		47897	0	44897	5/28/2021	160.00
<b>IAVAT Total</b>					<b>160.00</b>	

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From Date: 5/27/2021  
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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
lesa Illinois Elementary School Asn	V173778	0	5786	6/8/2021	80.00
	V685909	0	5784	6/8/2021	200.00
	V284496	0	23585	6/7/2021	400.00
	V452968	0	5782	6/1/2021	825.00
	V929695	0	14104	5/28/2021	160.00
<b>lesa Illinois Elementary School Asn Total</b>					<b>1,665.00</b>
Illinois FBLA	NLC Merch 21	0	45233	6/9/2021	464.00
<b>Illinois FBLA Total</b>					<b>464.00</b>
Illinois Ffa	48233	0	44898	5/28/2021	625.00
<b>Illinois Ffa Total</b>					<b>625.00</b>
Illinois State University Alumni Ce	94763	0	44899	5/28/2021	125.00
<b>Illinois State University Alumni Ce Total</b>					<b>125.00</b>
Instrumentalist Awards	2102	0	44930	6/11/2021	114.00
<b>Instrumentalist Awards Total</b>					<b>114.00</b>
Jason's Deli - Ibm #185	V825344	0	2449	5/27/2021	290.20
<b>Jason's Deli - Ibm #185 Total</b>					<b>290.20</b>
Johnson, David	Reimb 6-11-21	0	44931	6/11/2021	100.12
	Retiree lunch	0	44900	5/28/2021	79.05
<b>Johnson, David Total</b>					<b>179.17</b>
JOSTEN'S	Normal West HS	0	44901	5/28/2021	21.66
	26638818	0	44932	6/11/2021	13.36
	V430019	0	1556	6/4/2021	12.93
<b>JOSTEN'S Total</b>					<b>47.95</b>
Juers, Roger Alan	V806347	0	125445	6/8/2021	210.00
<b>Juers, Roger Alan Total</b>					<b>210.00</b>
Kapsalis, Dimitri	V761894	0	19322	6/2/2021	63.00
<b>Kapsalis, Dimitri Total</b>					<b>63.00</b>
Kearfott, Nicolas	IHSA Mtg	0	45234	6/9/2021	99.20
	IHSA Tennis	0	45234	6/9/2021	41.08
<b>Kearfott, Nicolas Total</b>					<b>140.28</b>
Kelly, Jennifer	Food/grad supplies	0	45235	6/9/2021	84.92
<b>Kelly, Jennifer Total</b>					<b>84.92</b>
Kelly-Schierholz, Karen	V62526	0	5781	6/1/2021	32.00
<b>Kelly-Schierholz, Karen Total</b>					<b>32.00</b>
Kintner, Jared Michael	V197460	0	21090	5/27/2021	423.02
<b>Kintner, Jared Michael Total</b>					<b>423.02</b>
Kinzinger, Stephanie	V835574	0	14115	6/9/2021	300.00
<b>Kinzinger, Stephanie Total</b>					<b>300.00</b>
Kline, Morgan & Degenhart, Grace	Reunion Money	0	45254	6/15/2021	2,000.00
<b>Kline, Morgan &amp; Degenhart, Grace Total</b>					<b>2,000.00</b>
Klingler, Kristie Sue	V826346	0	1370	6/1/2021	46.95
<b>Klingler, Kristie Sue Total</b>					<b>46.95</b>

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From Date: 5/27/2021  
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Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Klockenga-Goss, Rhonda S	V175121	0	23582	5/27/2021	150.00	
<b>Klockenga-Goss, Rhonda S Total</b>					<b>150.00</b>	
Knapp, Randall		6/21/2021	0	44933	6/11/2021	75.00
	V328136	0	125423	5/28/2021	78.00	
<b>Knapp, Randall Total</b>					<b>153.00</b>	
Kraus, Elizabeth	V935249	0	23583	5/27/2021	10.00	
<b>Kraus, Elizabeth Total</b>					<b>10.00</b>	
Kurtz, Cameron	Showcase	0	44934	6/11/2021	700.00	
	Showcase (2)	0	44935	6/11/2021	4,100.00	
<b>Kurtz, Cameron Total</b>					<b>4,800.00</b>	
Lampert, Jackie	Post Season Coverage	0	45236	6/9/2021	160.00	
<b>Lampert, Jackie Total</b>					<b>160.00</b>	
Landes, Jason	V664603	0	14116	6/9/2021	400.00	
<b>Landes, Jason Total</b>					<b>400.00</b>	
Landstrom, Brian	V51601	0	125426	6/1/2021	55.00	
	V961437	0	19310	5/28/2021	90.00	
<b>Landstrom, Brian Total</b>					<b>145.00</b>	
Latzke, Jennifer	V605877	0	5112	5/28/2021	19.95	
<b>Latzke, Jennifer Total</b>					<b>19.95</b>	
Lenz, Andrea Lynn	V590786	0	2565	5/27/2021	276.91	
<b>Lenz, Andrea Lynn Total</b>					<b>276.91</b>	
Leverton, Doris	V648128	0	14105	5/28/2021	14.34	
<b>Leverton, Doris Total</b>					<b>14.34</b>	
Limelite Graphics		3992	0	44936	6/11/2021	1,172.00
<b>Limelite Graphics Total</b>					<b>1,172.00</b>	
Maffett, Kevin		6/14/2021	0	44903	5/28/2021	75.00
		6/21/2021	0	44904	5/28/2021	75.00
		6/28/2021	0	44905	5/28/2021	75.00
		6/7/2021	0	44902	5/28/2021	75.00
<b>Maffett, Kevin Total</b>					<b>300.00</b>	
Mandros, Staci L	V220801	0	3957	5/28/2021	127.16	
<b>Mandros, Staci L Total</b>					<b>127.16</b>	
Mann, Marcus Chamar	V467144	0	125446	6/8/2021	300.00	
<b>Mann, Marcus Chamar Total</b>					<b>300.00</b>	
Mason, Keith	V157145	0	19334	6/2/2021	63.00	
	V6435	0	19312	6/1/2021	55.00	
<b>Mason, Keith Total</b>					<b>118.00</b>	
Mccormick, Susan Clarissa Jane	Sr night/Away game	0	45237	6/9/2021	201.16	
<b>Mccormick, Susan Clarissa Jane Total</b>					<b>201.16</b>	
Mccullick, Teresa L	Gill St staff party	0	5431	6/2/2021	151.93	
<b>Mccullick, Teresa L Total</b>					<b>151.93</b>	

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Mcgraw, Christopher R	V943386	0	5775	5/27/2021	40.00	
<b>Mcgraw, Christopher R Total</b>					<b>40.00</b>	
<b>McLean Co Unit Dist No 5</b>						
	V506222	0	4893	6/3/2021	931.88	
	V660366	0	6086	6/1/2021	103.84	
	V360622	0	5059	5/28/2021	506.68	
	JE 1981 265574jahart	0	5432	6/2/2021	544.20	
	V476438	0	44907	5/28/2021	700.00	
	100800 reimbursement	0	44906	5/28/2021	5,691.27	
	V589840	0	21091	5/27/2021	2,194.30	
	V477855	0	1557	6/4/2021	235.11	
<b>McLean Co Unit Dist No 5 Total</b>					<b>10,907.28</b>	
<b>McLean Co Unit Dist No 5 - Food Service</b>						
	V304073	0	2453	6/3/2021	84.50	
	V396541	0	2566	6/1/2021	120.25	
<b>McLean Co Unit Dist No 5 - Food Service Total</b>					<b>204.75</b>	
<b>McMullen, Jeffrey</b>						
	V694149	0	125430	6/2/2021	63.00	
<b>McMullen, Jeffrey Total</b>					<b>63.00</b>	
<b>Meadows, Rebecca R</b>						
	V615136	0	14117	6/9/2021	524.23	
	V695353	0	14108	5/28/2021	-	
	V621454	0	14108	5/28/2021	-	
<b>Meadows, Rebecca R Total</b>					<b>524.23</b>	
<b>Menards Lumber</b>						
		49980	0	45238	6/9/2021	69.66
		49983	0	45238	6/9/2021	64.11
<b>Menards Lumber Total</b>					<b>133.77</b>	
<b>Minerva Promotions</b>						
	I90814	0	21099	6/11/2021	18.00	
	I91240	0	45239	6/9/2021	1,635.00	
	S89124	0	14118	6/9/2021	1,646.50	
	Normal West Cheer	0	44908	5/28/2021	2,579.00	
<b>Minerva Promotions Total</b>					<b>5,878.50</b>	
<b>Modglin, Margaret Kathleen</b>						
	Social	0	44909	5/28/2021	201.49	
<b>Modglin, Margaret Kathleen Total</b>					<b>201.49</b>	
<b>Moore, Tina</b>						
		6/9/2021	0	44937	6/11/2021	1,949.00
<b>Moore, Tina Total</b>					<b>1,949.00</b>	
<b>Morris Boys Shootout</b>						
	Shootout-Joe Blumber	0	45216	6/2/2021	325.00	
<b>Morris Boys Shootout Total</b>					<b>325.00</b>	
<b>Moser, Kate</b>						
		1	0	44910	5/28/2021	550.00
<b>Moser, Kate Total</b>					<b>550.00</b>	
<b>Mueller, Kelsey Rae</b>						
	Team gifts	0	44911	5/28/2021	81.00	
<b>Mueller, Kelsey Rae Total</b>					<b>81.00</b>	
<b>Myers, Elizabeth A</b>						
	V988781	0	23584	5/27/2021	273.88	
<b>Myers, Elizabeth A Total</b>					<b>273.88</b>	
<b>National Ffa Organization</b>						
	mds235478	0	44912	5/28/2021	123.00	
<b>National Ffa Organization Total</b>					<b>123.00</b>	
<b>Nca Summer Camps</b>						
	2 invoices	0	45217	6/2/2021	1,650.00	
<b>Nca Summer Camps Total</b>					<b>1,650.00</b>	

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From Date: 5/27/2021  
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Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Nelson, Kirk	V694149	0	125431	6/2/2021	63.00	
	V977272	0	125434	6/2/2021	63.00	
<b>Nelson, Kirk Total</b>					<b>126.00</b>	
Nichols, Roger L	V894405	0	125427	6/1/2021	63.00	
<b>Nichols, Roger L Total</b>					<b>63.00</b>	
Niepagen Flower Shop	V380077	0	19340	6/8/2021	69.38	
<b>Niepagen Flower Shop Total</b>					<b>69.38</b>	
Normal Community High School	V270046	0	5776	5/27/2021	30.00	
<b>Normal Community High School Total</b>					<b>30.00</b>	
Normal West High School	Soph League	0	45218	6/2/2021	280.00	
<b>Normal West High School Total</b>					<b>280.00</b>	
Novotney, Megan	V243953	0	5777	5/27/2021	45.00	
<b>Novotney, Megan Total</b>					<b>45.00</b>	
O'Connell, Kathleen	V861338	0	21092	5/27/2021	108.54	
<b>O'Connell, Kathleen Total</b>					<b>108.54</b>	
Ostling, Corey Matthew	Ed Rising	0	44938	6/11/2021	17.48	
	Reimb 6-11-21	0	44938	6/11/2021	51.96	
<b>Ostling, Corey Matthew Total</b>					<b>69.44</b>	
Payne, Catherine L	V725109	0	9373	5/27/2021	39.97	
<b>Payne, Catherine L Total</b>					<b>39.97</b>	
Pendleton, Tara D	Senior Picnic Food	0	45255	6/15/2021	45.96	
	106	0	45240	6/9/2021	127.96	
	Icee Treats	0	45240	6/9/2021	83.52	
	NLC Reg	0	45240	6/9/2021	2,275.00	
	Sidwalk Chalk	0	45240	6/9/2021	29.99	
<b>Pendleton, Tara D Total</b>					<b>2,562.43</b>	
Pepper Ridge Elementary School	V762798	0	2793	5/27/2021	-	
<b>Pepper Ridge Elementary School Total</b>					<b>-</b>	
Peters, Scott D	V687786	0	3955	5/28/2021	15.00	
<b>Peters, Scott D Total</b>					<b>15.00</b>	
Peterson, Scott R	V522686	0	19347	6/11/2021	45.00	
<b>Peterson, Scott R Total</b>					<b>45.00</b>	
Piercy, Nikki A	V605046	0	5778	5/27/2021	19.95	
<b>Piercy, Nikki A Total</b>					<b>19.95</b>	
Pommier, Patrick Scott	V363781	0	4891	5/27/2021	299.98	
<b>Pommier, Patrick Scott Total</b>					<b>299.98</b>	
Powell, Joseph W	V885723	0	125428	6/1/2021	55.00	
	V441308	0	19323	6/2/2021	45.00	
<b>Powell, Joseph W Total</b>					<b>100.00</b>	
Pressburger, Jolie Kate		35.25	0	44913	5/28/2021	35.25
<b>Pressburger, Jolie Kate Total</b>					<b>35.25</b>	
Price, Dennis C.	V74489	0	19336	6/3/2021	63.00	

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From Date: 5/27/2021  
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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Price, Dennis C. Total</b>					<b>63.00</b>
Puritan Springs	1274737-5/27	0	44939	6/11/2021	139.32
<b>Puritan Springs Total</b>					<b>139.32</b>
Quill Corporation	16739844	0	44940	6/11/2021	29.69
<b>Quill Corporation Total</b>					<b>29.69</b>
Racey, Christopher D	V14444	0	19329	6/2/2021	110.00
<b>Racey, Christopher D Total</b>					<b>110.00</b>
Raglan, Melissa N	V309902	0	2452	5/27/2021	610.85
<b>Raglan, Melissa N Total</b>					<b>610.85</b>
RevTrak	V393245	0	0	6/9/2021	2,075.59
<b>RevTrak Total</b>					<b>2,075.59</b>
Roberts, Brett	V922374	0	19330	6/2/2021	110.00
<b>Roberts, Brett Total</b>					<b>110.00</b>
Robinson, Jadon	IWCOA Memebership	0	45219	6/2/2021	35.00
<b>Robinson, Jadon Total</b>					<b>35.00</b>
Rogers, Heather V	V235469	0	2567	6/1/2021	71.50
<b>Rogers, Heather V Total</b>					<b>71.50</b>
Rohlwing, Kimberly Sue Bohlmann	Freshman VB	0	44914	5/28/2021	37.48
<b>Rohlwing, Kimberly Sue Bohlmann Total</b>					<b>37.48</b>
Roop, Cari Elizabeth	V50563	0	6089	6/8/2021	154.56
	V238428	0	6087	6/1/2021	25.00
<b>Roop, Cari Elizabeth Total</b>					<b>179.56</b>
Rutter, Douglas	V784937	0	125440	6/7/2021	78.00
	V977272	0	125435	6/2/2021	63.00
<b>Rutter, Douglas Total</b>					<b>141.00</b>
Sareddy, Lineeth	SLCA21-LS	0	45241	6/9/2021	25.00
<b>Sareddy, Lineeth Total</b>					<b>25.00</b>
Sawyer, Vance	6/14/2021	0	44916	5/28/2021	75.00
	6/28/2021	0	44917	5/28/2021	75.00
	6/7/2021	0	44915	5/28/2021	75.00
<b>Sawyer, Vance Total</b>					<b>225.00</b>
Scholastic Inc.	V144401	0	4894	6/3/2021	3,372.24
<b>Scholastic Inc. Total</b>					<b>3,372.24</b>
Schonauer, Derrick J	GC for Captains	0	45242	6/9/2021	400.00
<b>Schonauer, Derrick J Total</b>					<b>400.00</b>
School Datebooks	V36922	0	5783	6/2/2021	1,197.01
<b>School Datebooks Total</b>					<b>1,197.01</b>
School Specialty	V973594	0	9375	6/8/2021	277.93
	V564800	0	2701	6/1/2021	165.57
<b>School Specialty Total</b>					<b>443.50</b>
Scott, Lori Anne	V921947	0	3956	5/28/2021	120.28

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Scott, Lori Anne Total</b>					<b>120.28</b>
Sebeny, Janel Nichole	V967296	0	14107	5/28/2021	100.00
<b>Sebeny, Janel Nichole Total</b>					<b>100.00</b>
Secretary Of State School Bus Safet	BUS DRIVER APP.	2104859	244468	5/27/2021	4.00
<b>Secretary Of State School Bus Safet Total</b>					<b>4.00</b>
Select Screen Prints	57169	0	45243	6/9/2021	76.00
	57120	0	45220	6/2/2021	161.00
	Senior Sunset tees	0	45220	6/2/2021	1,264.00
<b>Select Screen Prints Total</b>					<b>1,501.00</b>
Sieg, Derek L	V403493	0	125432	6/2/2021	78.00
<b>Sieg, Derek L Total</b>					<b>78.00</b>
Smith, Christopher	V332149	0	125441	6/7/2021	63.00
	V983431	0	19326	6/2/2021	-
	V30009	0	19324	6/2/2021	63.00
<b>Smith, Christopher Total</b>					<b>126.00</b>
Smith, Joshua E.	V735881	0	125448	6/10/2021	78.00
	V784937	0	125442	6/7/2021	78.00
<b>Smith, Joshua E. Total</b>					<b>156.00</b>
Smith, Llew	V676830	0	19345	6/9/2021	110.00
<b>Smith, Llew Total</b>					<b>110.00</b>
Spitzzeri, Alfred A	V248699	0	19325	6/2/2021	-
<b>Spitzzeri, Alfred A Total</b>					<b>-</b>
Stack, Erin Jane	V832210	0	21096	5/27/2021	30.00
<b>Stack, Erin Jane Total</b>					<b>30.00</b>
Stalter, Todd	V668529	0	14119	6/9/2021	440.00
<b>Stalter, Todd Total</b>					<b>440.00</b>
Steinbach, Susan L	V826748	0	2450	5/27/2021	55.41
<b>Steinbach, Susan L Total</b>					<b>55.41</b>
Stephan, Ellie	SLCA21-ES	0	45244	6/9/2021	25.00
<b>Stephan, Ellie Total</b>					<b>25.00</b>
Stillwell, Tonya	Reimb 5-27-21	0	44918	5/28/2021	87.86
<b>Stillwell, Tonya Total</b>					<b>87.86</b>
STRUBHAR, JAMES	6/14/2021	0	44920	5/28/2021	-
	6/21/2021	0	44921	5/28/2021	-
	6/28/2021	0	44922	5/28/2021	75.00
	6/7/2021	0	44919	5/28/2021	-
<b>STRUBHAR, JAMES Total</b>					<b>75.00</b>
Strubhar, Mike	6/14/2021	0	44942	6/11/2021	75.00
	6/21/2021	0	44941	6/11/2021	75.00
	6/28/2021	0	44943	6/11/2021	75.00
<b>Strubhar, Mike Total</b>					<b>225.00</b>
Tamilarasan, Sonika	SLCA-ST	0	45256	6/15/2021	37.50
<b>Tamilarasan, Sonika Total</b>					<b>37.50</b>

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The Music Shoppe, Inc	2 invoices	0	45221	6/2/2021	518.96
<b>The Music Shoppe, Inc Total</b>					<b>518.96</b>
Thoennes, Gerald	V306572	0	21093	5/27/2021	21.00
<b>Thoennes, Gerald Total</b>					<b>21.00</b>
Thompson, Therese Michele	V438396	0	2568	6/1/2021	3.45
<b>Thompson, Therese Michele Total</b>					<b>3.45</b>
Twin City Awards	V180643	0	6262	5/27/2021	67.00
	V926660	0	21094	5/27/2021	347.94
<b>Twin City Awards Total</b>					<b>414.94</b>
TYLER BUSINESS FORMS	V125347	0	19341	6/8/2021	355.50
<b>TYLER BUSINESS FORMS Total</b>					<b>355.50</b>
UMB Bank, N.A.	V131847	0	0	6/1/2021	6,424.00
	V386043	0	0	6/1/2021	13,864.00
<b>UMB Bank, N.A. Total</b>					<b>20,288.00</b>
Valencia Gracia, Pablo	IHSA Post Season	0	45257	6/15/2021	160.00
<b>Valencia Gracia, Pablo Total</b>					<b>160.00</b>
Visa Businesscard Commerce Bank	STMT-M.HICKMAN 5/17	2104689	0	6/7/2021	1,076.60
	STMT-E.OGRADY 5/17	2104688	0	6/7/2021	928.97
	STMT-L.DELGADO 5/17	2104719	0	6/7/2021	1,663.83
	STMT-G.TENUTA 5/17	2104735	0	6/7/2021	3,080.45
	STMT-C.ROOP 5/17	2104723	0	6/7/2021	781.86
	STMT-A.ZBROZEK 5/17	2104690	0	6/7/2021	668.88
	STMT-SPRINGWOOD 5/17	2104667	0	6/7/2021	71.97
	STMT-D.CURBY 5/17	2104668	0	6/7/2021	609.34
	STMT-C.MCGRAW 5/17	2104671	0	6/7/2021	1,386.75
	STMT-S.HESSER 5/17	2104737	0	6/7/2021	5,526.48
	STMT-S.RILEY 5/17	2104712	0	6/7/2021	53.93
	STMT-S.FRANCE 5/17	2104713	0	6/7/2021	1,438.35
	STMT-T.CHAPMAN 5/17	2104680	0	6/7/2021	9,372.33
	STMT-L.THOMAS 5/17	2104778	0	6/7/2021	558.07
	STMT-N.KEARFOTT 5/17	2104782	0	6/7/2021	698.45
	STMT-W.TEMPLLES 5/17	2104715	0	6/7/2021	59.80
	STMT-T.VERDERY 5/17	2104779	0	6/7/2021	633.91
	STMT-T.WILSON 5/17	2104780	0	6/7/2021	391.17
	STMT-DV.JOHNSON 5/17	2104783	0	6/7/2021	3,553.41
	STMT-E. BEGGS 5/17	2104784	0	6/7/2021	856.42
	STMT-J.COLLINS 5/17	2104736	0	6/7/2021	12,020.21
	STMT-J.KNEPLER 5/17	2104718	0	6/7/2021	3,163.73
	STMT-E.HOLTZ 5/17	2104686	0	6/7/2021	4,956.76
	STMT-K.PEIFER 5/17	2104720	0	6/7/2021	4,109.55
	STMT-T.FOGAL 5/17	2104697	0	6/7/2021	1,424.78
	STMT-S.PETERS 5/17	2104733	0	6/7/2021	1,932.45
	STMT-DAVENPORT 5/17	2104721	0	6/7/2021	2,277.82
	STMT-S.EDWARDS 5/17	2104863	0	6/7/2021	2,818.44
	STMT-C.ELLIS 5/17	2104781	0	6/7/2021	1,219.82
	STMT-M.HARR 5/17	2104681	0	6/7/2021	166.85
	STMT-K.JENSEN 5/17	2104814	0	6/7/2021	4,263.63
	STMT-BENNINGTON 5/17	2104762	0	6/7/2021	3,709.91
	STMT-M.STANLEY 5/17	2104679	0	6/7/2021	165.42
	STMT-J.ADELMAN 5/17	2104763	0	6/7/2021	5,536.50
	STMT-J.REWERTS 5/17	2104761	0	6/7/2021	19.23

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Visa Businesscard Commerce Bank	STMT-STANLEY 3-5/17	2104710	0	6/7/2021	17,453.85	
Visa Businesscard Commerce Bank	STMT-R.BALDWIN 5/17	2104852	0	6/7/2021	745.51	
Visa Businesscard Commerce Bank	STMT-K.STEWART 5/17	2104716	0	6/7/2021	36.41	
Visa Businesscard Commerce Bank	STMT-K.WEIKLE 5/17	2104722	0	6/7/2021	1,487.54	
Visa Businesscard Commerce Bank	STMT-RICHARDSON 5/17	2104734	0	6/7/2021	15.92	
Visa Businesscard Commerce Bank	STMT-M.LAMBOLEY 1	2104815	0	6/7/2021	1,079.77	
Visa Businesscard Commerce Bank	STMT-G.LEIPOLD 5/17	2104861	0	6/7/2021	894.40	
	STMT-D.BROWN 5/17	2104918	0	6/7/2021	2,575.36	
	STMT-M.BACKE 5/17	2104699	0	6/7/2021	5,429.99	
	STMT-M.LAMBOLEY 5/17	2104813	0	6/7/2021	460.00	
	STMT-D.LAMBOLEY 5/17	2104711	0	6/7/2021	3,702.05	
	STMT-STANLEY 2-5/17	2104714	0	6/7/2021	245.35	
	STMT-ROMAGNOLI 1	2104717	0	6/7/2021	2,080.78	
	STMT-C.CHAPMAN 5/17	2104860	0	6/7/2021	9,709.56	
	STMT-M.LAMBOLEY 2	2104862	0	6/7/2021	3,178.38	
	STMT-ROMAGNOLI 5/17	2104678	0	6/7/2021	89.56	
	STMT-PENNINGTON 5/17	2104706	0	6/7/2021	1,626.85	
	STMT-STANLEY-5/17	2104682	0	6/7/2021	893.65	
<b>Visa Businesscard Commerce Bank Total</b>					<b>132,901.00</b>	
Waldbesser, Michele	V694149	0	125433	6/2/2021	63.00	
	V977272	0	125436	6/2/2021	63.00	
<b>Waldbesser, Michele Total</b>					<b>126.00</b>	
Walker, Valentine S	Girls soccer	0	44946	6/11/2021	26.64	
<b>Walker, Valentine S Total</b>					<b>26.64</b>	
Weakly, Shelly	Camp shirts, deposit	0	44923	5/28/2021	435.00	
	Camp deposit	0	44923	5/28/2021	350.00	
<b>Weakly, Shelly Total</b>					<b>785.00</b>	
Willan, Eva	Reimb softball	0	44924	5/28/2021	249.02	
<b>Willan, Eva Total</b>					<b>249.02</b>	
Wilson, Landon	V370477	0	125443	6/7/2021	78.00	
<b>Wilson, Landon Total</b>					<b>78.00</b>	
Wilson, Michael	V735881	0	125449	6/10/2021	78.00	
<b>Wilson, Michael Total</b>					<b>78.00</b>	
Wilson, Stephen	V24425	0	19316	6/1/2021	180.00	
<b>Wilson, Stephen Total</b>					<b>180.00</b>	
Xperience Chicago		550	0	45222	6/2/2021	200.00
<b>Xperience Chicago Total</b>					<b>200.00</b>	
X-Treme Light And Sound	Luncheon video	0	44947	6/11/2021	700.00	
<b>X-Treme Light And Sound Total</b>					<b>700.00</b>	
Young, Wendy Marie	V507198	0	1371	6/1/2021	50.84	
<b>Young, Wendy Marie Total</b>					<b>50.84</b>	
Ziegler, Michael	V93807	0	19337	6/3/2021	45.00	
<b>Ziegler, Michael Total</b>					<b>45.00</b>	
<b>Grand Total</b>					<b>1,282,835.22</b>	

**Expenditure Summary Report**

From Date: 5/27/2021  
 To Date: 6/15/2021

Fund	Amount
07	35,198.09
08	989,138.90
10	129,917.10
20	3,989.17
30	24,344.25
40	1,103.26
80	12,529.18
99	86,615.27
<b>Grand Total</b>	<b>1,282,835.22</b>

**Expenditure Summary Report**

From Date: 6/16/2021  
To Date: 6/16/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
A Drain Doctor	5400 & 5406	2104931	244470	6/16/2021	2,242.50
		5390	2104928	6/16/2021	237.50
<b>A Drain Doctor Total</b>					<b>2,480.00</b>
Abbott, Debra	TRAVEL MAY 21	0	244471	6/16/2021	31.25
<b>Abbott, Debra Total</b>					<b>31.25</b>
Ace Hardware	V846228	2103491	244472	6/16/2021	70.17
	576356, 576646	2103491	244472	6/16/2021	274.08
	9 INVS 5/5-5/26	2103491	244472	6/16/2021	335.93
	3 INVS 3/09-5/25	2104970	244472	6/16/2021	20.02
	576447/5	2104891	244472	6/16/2021	17.98
	576228/5	2104848	244472	6/16/2021	4.58
<b>Ace Hardware Total</b>					<b>722.76</b>
Adelante Ed. Specialists Group, Inc.		1156	2105092	6/16/2021	9,000.00
<b>Adelante Ed. Specialists Group, Inc. Total</b>					<b>9,000.00</b>
Aercor Wireless Inc.		16925	2104424	6/16/2021	9,204.99
<b>Aercor Wireless Inc. Total</b>					<b>9,204.99</b>
Ahlemeyer, Michelle Rae	TRAVEL MAY 21	0	244475	6/16/2021	202.94
<b>Ahlemeyer, Michelle Rae Total</b>					<b>202.94</b>
Allendale Association		2.02105E+11	2104955	6/16/2021	14,929.68
<b>Allendale Association Total</b>					<b>14,929.68</b>
Alpha Baking Co., Inc.	STMT 05/31/21	2105084	244477	6/16/2021	3,595.45
<b>Alpha Baking Co., Inc. Total</b>					<b>3,595.45</b>
Alpha Controls & Services LLC	21S030-1	2104990	244478	6/16/2021	7,438.00
<b>Alpha Controls &amp; Services LLC Total</b>					<b>7,438.00</b>
Alsene, Lauren Judith	REIMB TRAVEL 05/28	0	244479	6/16/2021	124.26
<b>Alsene, Lauren Judith Total</b>					<b>124.26</b>
Alta Construction Equipment Illinois	SR423876	2105059	244480	6/16/2021	495.00
<b>Alta Construction Equipment Illinois Total</b>					<b>495.00</b>
Altorfer	WO430051538	2104986	244481	6/16/2021	11,143.60
<b>Altorfer Total</b>					<b>11,143.60</b>
Amazon Capital Services	1LDK-LHKY-YVK1	2104960	244482	6/16/2021	114.85
	IKNR-LMPY-LHTC	2104997	244482	6/16/2021	133.62
	1GT7-K7RP-6MND	2104917	244482	6/16/2021	30.98
	1LG7-NV13-YMV6	2104944	244482	6/16/2021	16.95
	16PF-VFXR-QQM6	2104899	244482	6/16/2021	266.96
	1WKH-RNGX-FL99	2104906	244482	6/16/2021	1,298.97
	1WKH-RNGX-7VKN	2104868	244482	6/16/2021	1,087.80
	1WKH-RNGX-33JT	2104897	244482	6/16/2021	36.99
	16C1-GMRW-1GYD	2104893	244482	6/16/2021	21.47
	1HDN-R9WR-YH9D	2104885	244482	6/16/2021	57.78
	1FWG-NLM1-6PNC	2104901	244482	6/16/2021	282.52
	19TY-JFN1-7C31	2104864	244482	6/16/2021	2,181.08
	1FVL-VFVR-PLCK	2104829	244482	6/16/2021	47.98
	2 INVS 05/31	2104824	244482	6/16/2021	123.63
	1VNN-37XN-WQW9	2104828	244482	6/16/2021	93.51
	1FVL-VFVR-KWMT	2104880	244482	6/16/2021	59.98
	14QL-VJR3-7PL3	2104881	244482	6/16/2021	376.93

**Expenditure Summary Report**

From Date: 6/16/2021  
To Date: 6/16/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Amazon Capital Services	1D3L-314J-X1N9	2104857	244482	6/16/2021	279.98	
	1Y1M-YKGN-FX3Y	2104856	244482	6/16/2021	46.77	
	2HTL-7J3N-TWM9	2104831	244482	6/16/2021	260.99	
	1WRH-FF6K-D6LM	2104866	244482	6/16/2021	28.95	
	1RC3-R9L7-FHGV	2104659	244482	6/16/2021	177.72	
	1JVV-14VD-LN7V	2104802	244482	6/16/2021	279.20	
	1CQ3-6JQV-JDQM 5/25	2104800	244482	6/16/2021	299.99	
	1977-3GKX-HWCP	2104565	244482	6/16/2021	189.19	
<b>Amazon Capital Services Total</b>					<b>7,794.79</b>	
American Pest Control		310197	2100246	244483	6/16/2021	1,080.00
<b>American Pest Control Total</b>					<b>1,080.00</b>	
Amplified IT LLC		31160.42857	2105020	244484	6/16/2021	1,500.00
<b>Amplified IT LLC Total</b>					<b>1,500.00</b>	
Arns, Susan	TRAVEL MAY 21		0	244485	6/16/2021	50.57
<b>Arns, Susan Total</b>					<b>50.57</b>	
B&H Photo-Video		189475378	2104894	244486	6/16/2021	607.89
		189195493	2104796	244486	6/16/2021	3,129.00
		189199296	2104801	244486	6/16/2021	2,430.91
<b>B&amp;H Photo-Video Total</b>					<b>6,167.80</b>	
Baby Fold		13314	2104870	244487	6/16/2021	41,451.06
		13383	2104874	244487	6/16/2021	36,132.60
		13350	2104871	244487	6/16/2021	21,679.56
		13335	2104872	244487	6/16/2021	21,679.56
		13367	2104873	244487	6/16/2021	29,607.90
<b>Baby Fold Total</b>					<b>150,550.68</b>	
Bane, Parker J	REIMB FUEL		2105098	244488	6/16/2021	87.52
<b>Bane, Parker J Total</b>					<b>87.52</b>	
Barnes & Noble Booksellers		4117035	2103796	244489	6/16/2021	138.90
<b>Barnes &amp; Noble Booksellers Total</b>					<b>138.90</b>	
Batteries Plus Bulbs		153040	2104753	244490	6/16/2021	6.25
<b>Batteries Plus Bulbs Total</b>					<b>6.25</b>	
Beer, Julia Renee	TRAVEL OCT 20		0	244491	6/16/2021	46.92
	TRAVEL NOV 20		0	244491	6/16/2021	54.74
	TRAVEL JAN 21		0	244491	6/16/2021	64.74
	TRAVEL FEB 21		0	244491	6/16/2021	72.35
	TRAVEL MAR 21		0	244491	6/16/2021	100.74
	TRAVEL APR 21		0	244491	6/16/2021	101.02
	TRAVEL MAY 21		0	244491	6/16/2021	74.37
<b>Beer, Julia Renee Total</b>					<b>514.88</b>	
Bennington, Marlys	REFUND REG FEE		0	244492	6/16/2021	0.45
	TRAVEL APR 21		0	244492	6/16/2021	12.77
	TRAVEL MAY 21		0	244492	6/16/2021	9.63
<b>Bennington, Marlys Total</b>					<b>22.85</b>	
Birkey's Farm Store	W27420		2105050	244493	6/16/2021	506.22
	W27339 5/12		2104984	244493	6/16/2021	370.20
<b>Birkey's Farm Store Total</b>					<b>876.42</b>	
Blaum, Melissa Marie	TRAVEL MAY 21		0	244494	6/16/2021	23.30

**Expenditure Summary Report**

From Date: 6/16/2021  
To Date: 6/16/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Blaum, Melissa Marie Total</b>					<b>23.30</b>
Blue Springs, Inc.	6 INVS 3/31-4/30	2105045	244495	6/16/2021	1,379.00
<b>Blue Springs, Inc. Total</b>					<b>1,379.00</b>
Blumenshine, David	REIMB PURCHASE	2105049	244496	6/16/2021	4.50
<b>Blumenshine, David Total</b>					<b>4.50</b>
Blunier, Joy Lidee	TRAVEL MAY 21	0	244497	6/16/2021	47.71
<b>Blunier, Joy Lidee Total</b>					<b>47.71</b>
Bobcat Of Peoria	02-60775	2104840	244498	6/16/2021	250.00
<b>Bobcat Of Peoria Total</b>					<b>250.00</b>
Bongo, Seke	REFUND REG FEES	0	244499	6/16/2021	13.65
<b>Bongo, Seke Total</b>					<b>13.65</b>
Book Systems	124377	2105061	244500	6/16/2021	21,712.00
<b>Book Systems Total</b>					<b>21,712.00</b>
Bridgman, Robert	REFUND REG FEES	0	244501	6/16/2021	20.79
<b>Bridgman, Robert Total</b>					<b>20.79</b>
Briggs, Susan Kay	TRAVEL MAY 21	0	244502	6/16/2021	83.33
<b>Briggs, Susan Kay Total</b>					<b>83.33</b>
Bruce, Mollie A	TRAVEL MAY 21	0	244503	6/16/2021	139.66
<b>Bruce, Mollie A Total</b>					<b>139.66</b>
BSN Sports	912891707	2104496	244504	6/16/2021	3,128.80
	912891717	2104504	244504	6/16/2021	1,006.87
	912802639	2104402	244504	6/16/2021	359.19
	912799770	2104498	244504	6/16/2021	352.05
	912760693	2104557	244504	6/16/2021	1,379.76
	912693630	2104500	244504	6/16/2021	534.29
	912675419	2104503	244504	6/16/2021	454.52
	912646687	2104499	244504	6/16/2021	220.37
	912510788	2104501	244504	6/16/2021	381.64
<b>BSN Sports Total</b>	912510800	2104502	244504	6/16/2021	<b>8,636.21</b>
Burriss Equipment	PS3003607-1	2105065	244505	6/16/2021	518.61
	SW3001143-1	2104982	244505	6/16/2021	1,537.49
<b>Burriss Equipment Total</b>					<b>2,056.10</b>
Bushue Background Screening	3 INVS BKGRD CHECKS	2104916	244506	6/16/2021	2,421.00
<b>Bushue Background Screening Total</b>					<b>2,421.00</b>
Carlock Water Operations	WATER BILL 05/31	0	244508	6/16/2021	115.07
<b>Carlock Water Operations Total</b>					<b>115.07</b>
Carl's Pro Band Instrument Repair	BILLING NCWHS 5/25	2104823	244507	6/16/2021	688.23
<b>Carl's Pro Band Instrument Repair Total</b>					<b>688.23</b>
Carmody, Christine A	2 HOURS-ONLY	2104910	244509	6/16/2021	50.00
<b>Carmody, Christine A Total</b>					<b>50.00</b>
Carolina Biological Supply Co	51412430 RI 6/01	2103677	244510	6/16/2021	358.82
<b>Carolina Biological Supply Co Total</b>					<b>358.82</b>

**Expenditure Summary Report**

From Date: 6/16/2021  
To Date: 6/16/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Carter, Kory	TRAVEL MAY 21	0	244511	6/16/2021	108.97
<b>Carter, Kory Total</b>					<b>108.97</b>
Casey's Garden Center	421981.2083	2105023	244512	6/16/2021	310.00
<b>Casey's Garden Center Total</b>					<b>310.00</b>
CCMSI	0133457-IN	2104911	244513	6/16/2021	4,033.33
<b>CCMSI Total</b>					<b>4,033.33</b>
Cdw Computer Centers, Inc	ZR00179266	2104877	244514	6/16/2021	1,714.91
<b>Cdw Computer Centers, Inc Total</b>					<b>1,714.91</b>
Central Illinois Electrical Service	AP1-PROJ25492321	2104999	244515	6/16/2021	189,900.00
<b>Central Illinois Electrical Service Total</b>					<b>189,900.00</b>
Central Supply Co	122288	2104825	244516	6/16/2021	222.00
	122286	2104826	244516	6/16/2021	222.00
	122287	2104827	244516	6/16/2021	222.00
<b>Central Supply Co Total</b>					<b>666.00</b>
Change Academy Lake Of The Ozarks	INV028320	2104948	244517	6/16/2021	3,637.20
<b>Change Academy Lake Of The Ozarks Total</b>					<b>3,637.20</b>
Chapman, Carrie J	REFUND REG FEE	0	244518	6/16/2021	65.00
<b>Chapman, Carrie J Total</b>					<b>65.00</b>
Chapman, Trevor Michael	REIMB AMAZON 6/10	2105071	244519	6/16/2021	144.98
	REIMB POTBELLYS	2105075	244519	6/16/2021	361.62
<b>Chapman, Trevor Michael Total</b>					<b>506.60</b>
Cheli, Sharri Louise	TRAVEL 7/7/20-4/29	0	244520	6/16/2021	310.71
<b>Cheli, Sharri Louise Total</b>					<b>310.71</b>
Chestnut Health Systems	MISC-21-167	2105014	244521	6/16/2021	2,535.00
	MISC-21-166	2105019	244521	6/16/2021	1,942.00
<b>Chestnut Health Systems Total</b>					<b>4,477.00</b>
Childers Door Service, Inc	294268	2104889	244522	6/16/2021	165.04
<b>Childers Door Service, Inc Total</b>					<b>165.04</b>
Cintas Corporation #396	STMT 05/31	2100236	244523	6/16/2021	1,975.75
<b>Cintas Corporation #396 Total</b>					<b>1,975.75</b>
City of Bloomington	BILLING WATER 06/04	0	244524	6/16/2021	2,111.53
	WATER BILL 05/28	0	244524	6/16/2021	1,137.38
<b>City of Bloomington Total</b>					<b>3,248.91</b>
Clean The Uniform Company	3 INVS 5/18-06/01	2100162	244525	6/16/2021	171.12
<b>Clean The Uniform Company Total</b>					<b>171.12</b>
Clear Talk Communications	213879-RE ISSUE	2104086	244526	6/16/2021	313.00
<b>Clear Talk Communications Total</b>					<b>313.00</b>
Clifton Larson Allen Llp	2905699	2104908	244527	6/16/2021	6,000.00
<b>Clifton Larson Allen Llp Total</b>					<b>6,000.00</b>
Collins, Veronica	TRAVEL MAY 21	0	244528	6/16/2021	52.42
<b>Collins, Veronica Total</b>					<b>52.42</b>

**Expenditure Summary Report**

From Date: 6/16/2021  
To Date: 6/16/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Comcast Business	ACCT PAYMT 05/22	2104966	244529	6/16/2021	467.98
<b>Comcast Business Total</b>					<b>467.98</b>
Confidential On-Site Paper Shreddin	118020	0	244530	6/16/2021	115.54
<b>Confidential On-Site Paper Shreddin Total</b>					<b>115.54</b>
Conklin, Annette	TRAVEL MAY 21	0	244531	6/16/2021	4.26
<b>Conklin, Annette Total</b>					<b>4.26</b>
Connor Co	2 INVS 67-6/08	2105078	244532	6/16/2021	100.13
	S9552897.001	2105036	244532	6/16/2021	1,745.48
	S9568393.001	2104992	244532	6/16/2021	441.39
	5 INVS 5/18-5/26	2104924	244532	6/16/2021	504.84
<b>Connor Co Total</b>					<b>2,791.84</b>
Conrad Sheet Metal Co	62061	2104920	244533	6/16/2021	29.50
<b>Conrad Sheet Metal Co Total</b>					<b>29.50</b>
Contreras-Cruz, Oyuki	REFUND CONF FEES	0	244534	6/16/2021	49.00
<b>Contreras-Cruz, Oyuki Total</b>					<b>49.00</b>
Cooper, Victor	REFUND REG FEES	0	244535	6/16/2021	211.30
<b>Cooper, Victor Total</b>					<b>211.30</b>
Corn Belt Energy Corporation	ELEC BILL 06/10	0	244536	6/16/2021	108,229.02
<b>Corn Belt Energy Corporation Total</b>					<b>108,229.02</b>
Correll, Zachary	HOURS 3/15	2105044	244537	6/16/2021	228.60
<b>Correll, Zachary Total</b>					<b>228.60</b>
Crescent Electric Supply Co	4 INVS 5/19-5/25	2104926	244538	6/16/2021	719.11
	S509113678.001	2105037	244538	6/16/2021	402.83
<b>Crescent Electric Supply Co Total</b>					<b>1,121.94</b>
Cunningham Children's Home	5909.16129	2105013	244539	6/16/2021	5,187.60
<b>Cunningham Children's Home Total</b>					<b>5,187.60</b>
Current, Julia Marie	TRAVEL APR 21	0	244540	6/16/2021	39.31
	TRAVEL MAY 21	0	244540	6/16/2021	32.48
<b>Current, Julia Marie Total</b>					<b>71.79</b>
Dasari, Goverdhan	REFUND REG FEES	0	244541	6/16/2021	126.67
<b>Dasari, Goverdhan Total</b>					<b>126.67</b>
Dearborn National Life Insurance Co	BILLING 05/19	2104854	244542	6/16/2021	9,013.95
<b>Dearborn National Life Insurance Co Total</b>					<b>9,013.95</b>
Deffenbaugh, Jamie	REFUND REG FEES	0	244543	6/16/2021	64.28
<b>Deffenbaugh, Jamie Total</b>					<b>64.28</b>
Demco, Inc	6939229	2104064	244544	6/16/2021	263.94
<b>Demco, Inc Total</b>					<b>263.94</b>
Developing Melodies	1062	2104956	244545	6/16/2021	1,755.00
<b>Developing Melodies Total</b>					<b>1,755.00</b>
Dgs Sports	19900	2104407	244546	6/16/2021	3,275.20
<b>Dgs Sports Total</b>					<b>3,275.20</b>

**Expenditure Summary Report**

From Date: 6/16/2021  
To Date: 6/16/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Diaz, Marianela	TRAVEL APR 21	0	244547	6/16/2021	19.66
	TRAVEL MAY 21	0	244547	6/16/2021	19.54
	REIMB WALMART 5/21-	2105094	244547	6/16/2021	33.96
<b>Diaz, Marianela Total</b>					<b>73.16</b>
Don Owen Tire Service, Inc	288322	2105058	244548	6/16/2021	802.12
	287463, 287920	2105033	244548	6/16/2021	230.00
	287169	2105051	244548	6/16/2021	394.00
<b>Don Owen Tire Service, Inc Total</b>					<b>1,426.12</b>
Eai Education	INV-1080844	2104564	244549	6/16/2021	516.54
<b>Eai Education Total</b>					<b>516.54</b>
Egan, Paula	TRAVEL AUG 20	0	244550	6/16/2021	31.33
	TRAVEL SEP 20	0	244550	6/16/2021	24.77
	TRAVEL NOV 20	0	244550	6/16/2021	22.14
	TRAVEL DEC 20	0	244550	6/16/2021	15.24
	TRAVEL JAN 21	0	244550	6/16/2021	23.24
	TRAVEL FEB 21	0	244550	6/16/2021	23.52
	TRAVEL MAR 21	0	244550	6/16/2021	30.07
	TRAVEL APR 21	0	244550	6/16/2021	37.35
	TRAVEL MAY 21	0	244550	6/16/2021	39.70
TRAVEL OCT20	0	244550	6/16/2021	28.05	
<b>Egan, Paula Total</b>					<b>275.41</b>
Ehlers, Lisa	REFUND REG FEES	0	244551	6/16/2021	140.15
<b>Ehlers, Lisa Total</b>					<b>140.15</b>
Emerick, Drew Mathew	TRAVEL MAY 21	0	244552	6/16/2021	61.60
<b>Emerick, Drew Mathew Total</b>					<b>61.60</b>
Fastenal Company	IBLM448046, 447971	2104936	244553	6/16/2021	363.14
<b>Fastenal Company Total</b>					<b>363.14</b>
Fee, Joan D	REFUND REG FEE	0	244554	6/16/2021	42.70
<b>Fee, Joan D Total</b>					<b>42.70</b>
Fellows, John Steven	CLOTH ALLOW 20/21	2105001	244555	6/16/2021	52.56
<b>Fellows, John Steven Total</b>					<b>52.56</b>
First Educational Resources, LLC	7713	2104996	244556	6/16/2021	1,050.00
<b>First Educational Resources, LLC Total</b>					<b>1,050.00</b>
FISHER, CARRIE	TRAVEL MAY 21	0	244557	6/16/2021	58.46
<b>FISHER, CARRIE Total</b>					<b>58.46</b>
Fitbit, Inc	QUOTE# 20004553	2104896	244558	6/16/2021	3,138.90
<b>Fitbit, Inc Total</b>					<b>3,138.90</b>
Flack, Scott	REFUND REG FEES	0	244559	6/16/2021	105.10
<b>Flack, Scott Total</b>					<b>105.10</b>
Flinn Scientific Inc	2552374, 2572468	2103887	244560	6/16/2021	1,064.24
<b>Flinn Scientific Inc Total</b>					<b>1,064.24</b>
Follett School Solutions, Inc.	315612	2104888	244561	6/16/2021	9,550.75
	315354	2104472	244561	6/16/2021	7,125.88
	315386	2104473	244561	6/16/2021	17,438.16

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Follett School Solutions, Inc.	781329F	2101923	244561	6/16/2021	29,899.68	
	781349F	2101924	244561	6/16/2021	20,068.53	
		887575	2104167	244561	6/16/2021	194.00
	867053 & 867053F	2103781	244561	6/16/2021	886.78	
	867055F	2103782	244561	6/16/2021	896.46	
<b>Follett School Solutions, Inc. Total</b>					<b>86,060.24</b>	
Frontier 1	BILLING - 05/20/21	0	244562	6/16/2021	535.96	
<b>Frontier 1 Total</b>					<b>535.96</b>	
Frontline Technologies Group, LLC.	RENEW ID-Q-70841	2104467	244563	6/16/2021	7,551.59	
<b>Frontline Technologies Group, LLC. Total</b>					<b>7,551.59</b>	
Fs Custom Turf		34001774	2104968	244564	6/16/2021	58.50
	3 INVS 5/12		2104845	244564	6/16/2021	409.80
		34001007	2104842	244564	6/16/2021	300.79
<b>Fs Custom Turf Total</b>					<b>769.09</b>	
Full Source, LLC.	FS4499676-IN	2104799	244565	6/16/2021	380.70	
	FS4499678-IN	2104795	244565	6/16/2021	380.70	
	FS-4499677-IN	2104798	244565	6/16/2021	761.40	
<b>Full Source, LLC. Total</b>					<b>1,522.80</b>	
Gannaway, Rachel L	TRAVEL MAY 21	0	244566	6/16/2021	62.16	
<b>Gannaway, Rachel L Total</b>					<b>62.16</b>	
Garcia, Nancy	TRAVEL MAY 21	0	244567	6/16/2021	48.38	
<b>Garcia, Nancy Total</b>					<b>48.38</b>	
Gatekeeper Systems USA, Inc.	U039764, U039785	2104462	244568	6/16/2021	3,469.94	
<b>Gatekeeper Systems USA, Inc. Total</b>					<b>3,469.94</b>	
Ggnet, Inc.	82223.03846	2102837	244569	6/16/2021	4,114.45	
<b>Ggnet, Inc. Total</b>					<b>4,114.45</b>	
Ghrist, Tracie Nicole	TRAVEL MAY 21	0	244570	6/16/2021	137.20	
<b>Ghrist, Tracie Nicole Total</b>					<b>137.20</b>	
Glatt, Daniel A	TRAVEL MAY 21	0	244571	6/16/2021	79.97	
<b>Glatt, Daniel A Total</b>					<b>79.97</b>	
Goodfield Disposal	RECYCLE BILLING	2105029	244572	6/16/2021	80.00	
<b>Goodfield Disposal Total</b>					<b>80.00</b>	
Gopher Sport	IN-29238	2103755	244573	6/16/2021	597.14	
<b>Gopher Sport Total</b>					<b>597.14</b>	
Gordon Food Service, Inc	7 INVS 5/21-5/26	2104904	244574	6/16/2021	13,912.68	
		210271203.2	2104907	244574	6/16/2021	731.06
	10 INVS 5/14-5/19	2104902	244574	6/16/2021	17,775.02	
<b>Gordon Food Service, Inc Total</b>					<b>32,418.76</b>	
Grainger Parts Operations Ww Graing		9914643920	2105069	244575	6/16/2021	226.00
	2 INVS 5/19-5/20		2104932	244575	6/16/2021	672.53
<b>Grainger Parts Operations Ww Graing Total</b>					<b>898.53</b>	
Gross, Chelsea Elizabeth	TRAVEL MAY 21	0	244576	6/16/2021	21.00	
<b>Gross, Chelsea Elizabeth Total</b>					<b>21.00</b>	

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Gross, Joshua J	TRAVEL MAY 21	0	244577	6/16/2021	60.48
<b>Gross, Joshua J Total</b>					<b>60.48</b>
Hanshaw, Jordon Joseph	TRAVEL APR 21	0	244578	6/16/2021	98.11
	TRAVEL MAY 21	0	244578	6/16/2021	81.98
<b>Hanshaw, Jordon Joseph Total</b>					<b>180.09</b>
Hawkins, Inc.	4955444 & 4955445	2105083	244579	6/16/2021	1,568.82
<b>Hawkins, Inc. Total</b>					<b>1,568.82</b>
Health Alliance Medical Plans	658684,85,86 & 87	2104898	244580	6/16/2021	70,392.00
<b>Health Alliance Medical Plans Total</b>					<b>70,392.00</b>
Heggie, Baylee Nicole	TRAVEL MAY 21	0	244581	6/16/2021	27.89
<b>Heggie, Baylee Nicole Total</b>					<b>27.89</b>
Heinemann	7322538	2104560	244582	6/16/2021	1,962.40
<b>Heinemann Total</b>					<b>1,962.40</b>
Heller Ford	429581/1	2105054	244583	6/16/2021	1,037.78
<b>Heller Ford Total</b>					<b>1,037.78</b>
Henrichsmeyer, Krista	TRAVEL MAY 21	0	244584	6/16/2021	173.66
<b>Henrichsmeyer, Krista Total</b>					<b>173.66</b>
Henson Robinson Company	AP1-PROJ25232320	2105000	244585	6/16/2021	4,690.80
<b>Henson Robinson Company Total</b>					<b>4,690.80</b>
Heritage Machine & Welding Inc	40369	2104983	244586	6/16/2021	78.84
	40268	2104850	244586	6/16/2021	409.00
<b>Heritage Machine &amp; Welding Inc Total</b>					<b>487.84</b>
Hinthorne, Diane Kay	TRAVEL FEB 21	0	244587	6/16/2021	81.31
	TRAVEL APR 21	0	244587	6/16/2021	84.11
	TRAVEL MAY 21	0	244587	6/16/2021	51.02
<b>Hinthorne, Diane Kay Total</b>					<b>216.44</b>
Hitchins, Tracy	TRAVEL MAY 21	0	244588	6/16/2021	65.24
<b>Hitchins, Tracy Total</b>					<b>65.24</b>
Hodges Loizzi Eisenhammer Rodick &	51760	2105079	244589	6/16/2021	328.60
<b>Hodges Loizzi Eisenhammer Rodick &amp; Total</b>					<b>328.60</b>
Holley, Tyra Michael	TRAVEL MAY 21	0	244590	6/16/2021	154.73
<b>Holley, Tyra Michael Total</b>					<b>154.73</b>
Houghton Mifflin Harcourt	955210097, 71021520	2104855	244591	6/16/2021	5,940.00
<b>Houghton Mifflin Harcourt Total</b>					<b>5,940.00</b>
Hudson Municipal Water	WATER BILL 05/17	0	244592	6/16/2021	224.94
<b>Hudson Municipal Water Total</b>					<b>224.94</b>
Huer, Julie	TRAVEL MAY 21	0	244593	6/16/2021	42.11
<b>Huer, Julie Total</b>					<b>42.11</b>
Ideal Environmental Engineering, In	59042	2105081	244594	6/16/2021	2,040.00
	58976	2104837	244594	6/16/2021	3,200.00
<b>Ideal Environmental Engineering, In Total</b>					<b>5,240.00</b>

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Illini Supply Inc	13170	2104967	244595	6/16/2021	4,059.70
<b>Illini Supply Inc Total</b>					<b>4,059.70</b>
Interstate All Battery Center	1.9004E+12	2104925	244596	6/16/2021	33.30
<b>Interstate All Battery Center Total</b>					<b>33.30</b>
Iron Mountain	DPXL379	2105004	244597	6/16/2021	3,227.36
<b>Iron Mountain Total</b>					<b>3,227.36</b>
J Spencer Construction LLC	1577	2105041	244598	6/16/2021	272.00
	1576	2104843	244598	6/16/2021	4,000.00
<b>J Spencer Construction LLC Total</b>					<b>4,272.00</b>
Janssen, Diana	TRAVEL MAY 21	0	244599	6/16/2021	58.80
<b>Janssen, Diana Total</b>					<b>58.80</b>
Jc Screenprinting	1975	2104945	244600	6/16/2021	1,048.00
<b>Jc Screenprinting Total</b>					<b>1,048.00</b>
Johnson, David	TRAVEL MAY 21	0	244601	6/16/2021	40.49
<b>Johnson, David Total</b>					<b>40.49</b>
Johnstone Supply	6 INVS 5/27-6/4	2105039	244602	6/16/2021	1,820.24
	261-S100264919.001	2105064	244602	6/16/2021	158.70
	61-S100264790.001	2105077	244602	6/16/2021	52.05
	261-S100261637.001	2104927	244602	6/16/2021	2,905.98
	5 INVS 5/20-5/25	2104940	244602	6/16/2021	717.28
<b>Johnstone Supply Total</b>					<b>5,654.25</b>
Jostens, Inc	26628386 & 26593174	2105072	244603	6/16/2021	32.79
	3 INVS 5/17-18	2104821	244603	6/16/2021	82.84
	2.64696E+15	2104683	244603	6/16/2021	416.06
<b>Jostens, Inc Total</b>					<b>531.69</b>
Kearfott, Nicolas	TRAVEL MAY 21	0	244605	6/16/2021	53.93
<b>Kearfott, Nicolas Total</b>					<b>53.93</b>
Kelley Lett, Dawn Marie	TRAVEL NOV 20	0	244606	6/16/2021	37.26
	TRAVEL JAN 21	0	244606	6/16/2021	40.82
	TRAVEL FEB 21	0	244606	6/16/2021	63.50
	TRAVEL MAR 21	0	244606	6/16/2021	63.50
	TRAVEL APR 21	0	244606	6/16/2021	63.50
	TRAVEL MAY21	0	244606	6/16/2021	63.50
<b>Kelley Lett, Dawn Marie Total</b>					<b>332.08</b>
Kelley, Elizabeth Ann	TRAVEL MAY 21	0	244607	6/16/2021	201.54
<b>Kelley, Elizabeth Ann Total</b>					<b>201.54</b>
Kemmerer Village	TUITION MAY 21	2105085	244608	6/16/2021	3,702.86
<b>Kemmerer Village Total</b>					<b>3,702.86</b>
Kennell, Sharon	TRAVEL MAY 21	0	244610	6/16/2021	71.79
<b>Kennell, Sharon Total</b>					<b>71.79</b>
Ken's OIL Service, Inc.	3 FUEL INVS 5/26-28	2105056	244609	6/16/2021	21,510.76
	88063	2104972	244609	6/16/2021	521.95
	100254	2104890	244609	6/16/2021	3,740.97
	782969	2104851	244609	6/16/2021	15,212.75
<b>Ken's OIL Service, Inc. Total</b>					<b>40,986.43</b>

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Kessinger, Susan	TRAVEL MAY 21	0	244611	6/16/2021	155.23
<b>Kessinger, Susan Total</b>					<b>155.23</b>
Keyser, Chelsea	TRAVEL APR 21	0	244612	6/16/2021	22.40
	TRAVEL MAY 21	0	244612	6/16/2021	19.60
<b>Keyser, Chelsea Total</b>					<b>42.00</b>
Kirby Risk Corporation	S111432492.002	2105070	244613	6/16/2021	208.56
<b>Kirby Risk Corporation Total</b>					<b>208.56</b>
K-Log	21-307760-1	2104527	244604	6/16/2021	2,435.70
<b>K-Log Total</b>					<b>2,435.70</b>
Knollenberg, Holly N	TRAVEL MAY 21	0	244614	6/16/2021	140.39
<b>Knollenberg, Holly N Total</b>					<b>140.39</b>
Knudson, Kendel	TRAVEL FEB 21	0	244615	6/16/2021	26.71
	TRAVEL MAR 21	0	244615	6/16/2021	25.76
	TRAVEL APR 21	0	244615	6/16/2021	16.41
<b>Knudson, Kendel Total</b>					<b>68.88</b>
Kotowski, Linda Jo	TRAVEL MAY 21	0	244616	6/16/2021	44.80
<b>Kotowski, Linda Jo Total</b>					<b>44.80</b>
Kulasinsky, Jamie	REFUND REG FEE	0	244617	6/16/2021	63.40
<b>Kulasinsky, Jamie Total</b>					<b>63.40</b>
Lakeshore Learning Materials	1681350521	2104321	244618	6/16/2021	3,419.60
	1681380521	2104322	244618	6/16/2021	3,077.64
<b>Lakeshore Learning Materials Total</b>					<b>6,497.24</b>
Learnwell	INV-75322	2104950	244619	6/16/2021	598.50
	INV-74271	2104958	244619	6/16/2021	665.00
	INV-74270	2104959	244619	6/16/2021	665.00
	INV-73727	2104951	244619	6/16/2021	332.50
<b>Learnwell Total</b>					<b>2,261.00</b>
Let's Party Rental	19543	2105102	244620	6/16/2021	7,649.12
<b>Let's Party Rental Total</b>					<b>7,649.12</b>
Lighty, Bernadette Panganiban	REIMB TRAVEL 05/26	0	244621	6/16/2021	39.20
<b>Lighty, Bernadette Panganiban Total</b>					<b>39.20</b>
Lincoln Prairie Behavioral Health C	2021-15766	2105017	244622	6/16/2021	250.00
<b>Lincoln Prairie Behavioral Health C Total</b>					<b>250.00</b>
Macon-Piatt Regional Ofc of Ed	STMT-5/28	2105086	244623	6/16/2021	135.00
<b>Macon-Piatt Regional Ofc of Ed Total</b>					<b>135.00</b>
Makemusic, Inc	INV-MM 6862280	2104832	244624	6/16/2021	679.83
<b>Makemusic, Inc Total</b>					<b>679.83</b>
Manzanarez, Regina G	REIMB TRAVLEL 06/03	0	244625	6/16/2021	23.86
<b>Manzanarez, Regina G Total</b>					<b>23.86</b>
Mark's Plumbing Parts	INV-001949829	2105034	244626	6/16/2021	293.20
<b>Mark's Plumbing Parts Total</b>					<b>293.20</b>

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Martin Sullivan Inc.	1282521	2104980	244627	6/16/2021	148.02
<b>Martin Sullivan Inc. Total</b>					<b>148.02</b>
Mathis-Kelley Const Supply Co	67297	2105038	244628	6/16/2021	5.44
	65261	2104934	244628	6/16/2021	183.48
<b>Mathis-Kelley Const Supply Co Total</b>					<b>188.92</b>
Mattocks, Danny P	CLOTHING ALLNCE	2104994	244629	6/16/2021	170.80
<b>Mattocks, Danny P Total</b>					<b>170.80</b>
Maurer, Nicole L	REIMB - QUILL	2105073	244630	6/16/2021	583.40
	REIMB PANERA 05/26	2105074	244630	6/16/2021	65.96
	REIMB AMAZON 5/18-20	2104691	244630	6/16/2021	977.11
	REIMB BLINDS	2104820	244630	6/16/2021	350.21
	REIMB ASUS	2104685	244630	6/16/2021	852.00
<b>Maurer, Nicole L Total</b>					<b>2,828.68</b>
Mauricio, Juan	REIMB REG. FEES	0	244631	6/16/2021	27.65
<b>Mauricio, Juan Total</b>					<b>27.65</b>
Mc Graw-Hill School Ed Holdings, LI	1.1782E+11	2104818	244632	6/16/2021	619.54
<b>Mc Graw-Hill School Ed Holdings, LI Total</b>					<b>619.54</b>
McBurney, Troy A	CLOTHING ALLWNC	2105026	244633	6/16/2021	170.80
<b>McBurney, Troy A Total</b>					<b>170.80</b>
McClure, Elizabeth A	REIMB TRAVEL 03/30	0	244634	6/16/2021	13.22
	REIMB TRAVEL 05/27	0	244634	6/16/2021	42.34
	REIMB TRAVEL 04/26	0	244634	6/16/2021	15.90
<b>McClure, Elizabeth A Total</b>					<b>71.46</b>
McLean County Glass & Mirror	53817	2104755	244635	6/16/2021	8,200.00
<b>McLean County Glass &amp; Mirror Total</b>					<b>8,200.00</b>
Menards Lumber	16-INVS, 4/1-5/27	2102859	244636	6/16/2021	867.93
	3-INVS, 6/1-6/4	2102859	244636	6/16/2021	285.11
	4.87145E+14	2102859	244636	6/16/2021	196.35
	9-INVS, 5/10-5/24	2104971	244636	6/16/2021	998.43
	49654	2104844	244636	6/16/2021	19.38
	49506, 49577	2104978	244636	6/16/2021	881.45
	48839	2104847	244636	6/16/2021	64.56
	48721	2102859	244636	6/16/2021	78.33
	48643	2105040	244636	6/16/2021	3,820.91
<b>Menards Lumber Total</b>					<b>7,212.45</b>
Merritt, Chad Alan	CLOTH ALLOW 20-21	2105099	244637	6/16/2021	121.80
<b>Merritt, Chad Alan Total</b>					<b>121.80</b>
METRO FIBERNET LLC	1399756 - 06/01	2105060	244638	6/16/2021	15,393.97
<b>METRO FIBERNET LLC Total</b>					<b>15,393.97</b>
Meyer, Damon	REIMB TRAVEL 05/30	0	244639	6/16/2021	47.04
<b>Meyer, Damon Total</b>					<b>47.04</b>
Middleton Associates Inc	INV-2,PROJ23472320	2104991	244640	6/16/2021	84,925.00
	INV-1,PROJ25492321	2105008	244640	6/16/2021	19,960.72
	24910019	2104974	244640	6/16/2021	710.00
<b>Middleton Associates Inc Total</b>					<b>105,595.72</b>

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Midwest Construction Rentals	151026-1	2104939	244641	6/16/2021	248.00
<b>Midwest Construction Rentals Total</b>					<b>248.00</b>
Midwest Equipment li	6-INV, 5/13-6/3	2105047	244642	6/16/2021	658.13
	536308, 535326	2104977	244642	6/16/2021	1,251.36
	5-INVS, 5/3-5/18	2104838	244642	6/16/2021	2,047.17
<b>Midwest Equipment li Total</b>					<b>3,956.66</b>
Midwest Fiber Inc	301536	2105082	244643	6/16/2021	495.00
<b>Midwest Fiber Inc Total</b>					<b>495.00</b>
Midwest Mailing & Shipping Systems,	S178983	2105009	244644	6/16/2021	192.00
<b>Midwest Mailing &amp; Shipping Systems, Total</b>					<b>192.00</b>
Mier, Angela M	REIMB TRAVEL 04/30	0	244645	6/16/2021	17.25
<b>Mier, Angela M Total</b>					<b>17.25</b>
Miller Janitor Supply Co.	103225-00	2105003	244646	6/16/2021	3,345.65
<b>Miller Janitor Supply Co. Total</b>					<b>3,345.65</b>
Miller, Hall & Triggs Law Offices	4763 M - 05/14	0	244647	6/16/2021	313.60
<b>Miller, Hall &amp; Triggs Law Offices Total</b>					<b>313.60</b>
Modglin, Margaret Kathleen	REIMB TRAVEL 02/22	0	244648	6/16/2021	7.56
	REIMB TRAVEL 04/26	0	244648	6/16/2021	20.16
	REIMB TRAVEL 05/24	0	244648	6/16/2021	20.16
	REIMB TRAVEL 03/29	0	244648	6/16/2021	12.60
	REIMB TRAVEL 01/25	0	244648	6/16/2021	2.52
<b>Modglin, Margaret Kathleen Total</b>					<b>63.00</b>
Montgomery, Craig A	REIMB DIAMOND VOGEL	2105048	244649	6/16/2021	50.16
<b>Montgomery, Craig A Total</b>					<b>50.16</b>
Moore, Burlinda	REIMB TRAVEL 05/25	0	244650	6/16/2021	167.55
<b>Moore, Burlinda Total</b>					<b>167.55</b>
Morris Avenue Garage	5-INVS, 5/7-5/24	2105052	244651	6/16/2021	343.67
<b>Morris Avenue Garage Total</b>					<b>343.67</b>
Motion Industries, Inc	IL66-141470	2104937	244652	6/16/2021	7.84
<b>Motion Industries, Inc Total</b>					<b>7.84</b>
Motorola Solutions - Starcom	1036693639-001	2101242	244653	6/16/2021	3,240.00
	5.66582E+12	2101242	244653	6/16/2021	3,240.00
<b>Motorola Solutions - Starcom Total</b>					<b>6,480.00</b>
MTI Distributing	1295979-00	2104769	244654	6/16/2021	81,669.30
<b>MTI Distributing Total</b>					<b>81,669.30</b>
MyFleetCenter.com	14414264	2105053	244655	6/16/2021	53.97
	14414432	2104882	244655	6/16/2021	25.48
	14413812	2104839	244655	6/16/2021	97.53
<b>MyFleetCenter.com Total</b>					<b>176.98</b>
National Business Furniture	ZK133921-TDQ	2104450	244656	6/16/2021	2,690.08
<b>National Business Furniture Total</b>					<b>2,690.08</b>
Negwer Materials Inc	NOR-5095300-00	2105068	244657	6/16/2021	504.61
	2-INVS, 5/7-5/19	2104981	244657	6/16/2021	886.34

**Expenditure Summary Report**

From Date: 6/16/2021  
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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Negwer Materials Inc	NOR5095123-00	2104989	244657	6/16/2021	438.74
<b>Negwer Materials Inc Total</b>					<b>1,829.69</b>
Nenne, Christopher J	CLOTHING ALLWNC	2104993	244658	6/16/2021	34.91
<b>Nenne, Christopher J Total</b>					<b>34.91</b>
Nevco Sports, LLC	PR-3348	2105096	244659	6/16/2021	38,234.12
<b>Nevco Sports, LLC Total</b>					<b>38,234.12</b>
Nicor Gas	BILL 6/3-6/07	0	244660	6/16/2021	467.70
	GAS BILLING 06/01	0	244660	6/16/2021	224.28
	BILLING 5/19-5/24	0	244660	6/16/2021	777.82
<b>Nicor Gas Total</b>					<b>1,469.80</b>
Niekamp, Tracy	REIMB TRAVEL 05/27	0	244661	6/16/2021	81.54
<b>Niekamp, Tracy Total</b>					<b>81.54</b>
Nu-Air Corporation	0144614-IN	2104921	244662	6/16/2021	1,218.44
<b>Nu-Air Corporation Total</b>					<b>1,218.44</b>
Nybakke Vacuum Shop, Inc	052921-6, 060421-3	2105055	244663	6/16/2021	139.72
	<b>Nybakke Vacuum Shop, Inc Total</b>				
Oconomowoc Developmental Training	548777	2104952	244664	6/16/2021	21,743.38
	INV-548776	2104961	244664	6/16/2021	18,195.13
<b>Oconomowoc Developmental Training Total</b>					<b>39,938.51</b>
OSF OCCUPATIONAL HEALTH	00114761-00	2105006	244665	6/16/2021	171.00
<b>OSF OCCUPATIONAL HEALTH Total</b>					<b>171.00</b>
Pacha, Zachary A	CLOTHING ALWN BLN	2105028	244666	6/16/2021	73.01
<b>Pacha, Zachary A Total</b>					<b>73.01</b>
Parac, Michele Dian	REIMB TRAVEL 05/25	0	244667	6/16/2021	18.14
<b>Parac, Michele Dian Total</b>					<b>18.14</b>
Parker, Kerrie	REIMB - PARKING PASS	0	244668	6/16/2021	15.00
<b>Parker, Kerrie Total</b>					<b>15.00</b>
Parts Town, LLC	26977080, 26973431	2104922	244669	6/16/2021	183.52
<b>Parts Town, LLC Total</b>					<b>183.52</b>
Peoples, Derrick	CLOTHING ALLWNC	2105002	244670	6/16/2021	170.80
<b>Peoples, Derrick Total</b>					<b>170.80</b>
Peoria Co Reg.Ofc Ed.	OT-HB 2-DAYS	2105088	244671	6/16/2021	70.00
	OT-HB - 4DAYS	2105089	244671	6/16/2021	140.00
<b>Peoria Co Reg.Ofc Ed. Total</b>					<b>210.00</b>
Pepsi Cola General Bot, Inc	5.31947E+15	2104905	244672	6/16/2021	280.25
	53657553	2105015	244672	6/16/2021	22.42
<b>Pepsi Cola General Bot, Inc Total</b>					<b>302.67</b>
Pioneer Valley Books	I207410	2103858	244673	6/16/2021	2,231.28
<b>Pioneer Valley Books Total</b>					<b>2,231.28</b>
Pipco Companies, Ltd	52595	2105035	244674	6/16/2021	1,045.59
<b>Pipco Companies, Ltd Total</b>					<b>1,045.59</b>

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From Date: 6/16/2021  
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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Plattner, Heather Paullin	REIMB TRAVEL 05/25	0	244675	6/16/2021	163.18
<b>Plattner, Heather Paullin Total</b>					<b>163.18</b>
Powell, Mark L	CLOTHING ALLWNC	2105032	244676	6/16/2021	170.80
<b>Powell, Mark L Total</b>					<b>170.80</b>
Prairie Farms Dairy Inc	STMT-MAY 21	2105010	244677	6/16/2021	27,840.72
<b>Prairie Farms Dairy Inc Total</b>					<b>27,840.72</b>
Praxair Distribution Inc	63763426	2104919	244678	6/16/2021	194.85
	63742703	2104975	244678	6/16/2021	41.66
	63762945	2105057	244678	6/16/2021	111.29
<b>Praxair Distribution Inc Total</b>					<b>347.80</b>
Prentice, Megan	REIMB LUNCH ACT.BLN	0	244679	6/16/2021	29.70
<b>Prentice, Megan Total</b>					<b>29.70</b>
Presidio Networked Solutions Group,	6.01352E+12	2104876	244680	6/16/2021	5,400.85
	6.01352E+12	2104878	244680	6/16/2021	22,223.02
<b>Presidio Networked Solutions Group, Total</b>					<b>27,623.87</b>
Professional Electric Motor Repair	70940	2105076	244682	6/16/2021	14.55
	70895	2104933	244682	6/16/2021	71.56
	70863, 70872	2104935	244682	6/16/2021	68.98
<b>Professional Electric Motor Repair Total</b>					<b>155.09</b>
Project Lead The Way, Inc.	#16161650202878	2104830	244683	6/16/2021	830.75
<b>Project Lead The Way, Inc. Total</b>					<b>830.75</b>
Pro-Type Printing	661613	2104446	244681	6/16/2021	748.00
<b>Pro-Type Printing Total</b>					<b>748.00</b>
Quadient Finance USA, Inc.	7.90004E+15	2105024	244684	6/16/2021	1,000.00
<b>Quadient Finance USA, Inc. Total</b>					<b>1,000.00</b>
Quality Truck Equipment	0102P49286	2105067	244685	6/16/2021	419.99
	0102P48902	2104849	244685	6/16/2021	888.00
<b>Quality Truck Equipment Total</b>					<b>1,307.99</b>
Quill Corporation	16832920	2104957	244686	6/16/2021	34.19
<b>Quill Corporation Total</b>					<b>34.19</b>
Quizlet, Inc.	12077	2104887	244687	6/16/2021	76.60
<b>Quizlet, Inc. Total</b>					<b>76.60</b>
Ratcliffe, Jeffery Allen	CLOTHING ALLWNC	2105027	244688	6/16/2021	166.38
<b>Ratcliffe, Jeffery Allen Total</b>					<b>166.38</b>
Ready, Taylor	REIMB LUNCH ACT BLN	0	244689	6/16/2021	36.50
<b>Ready, Taylor Total</b>					<b>36.50</b>
Reatherford, Brooke Alison	REIMB TRAVEL 05/25	0	244690	6/16/2021	112.11
<b>Reatherford, Brooke Alison Total</b>					<b>112.11</b>
Redneck Trailer Supplies, Inc	2-INVS, 4/22-5/17	2104846	244691	6/16/2021	63.83
<b>Redneck Trailer Supplies, Inc Total</b>					<b>63.83</b>
Regional Office Of Education #17	2002100043	2104942	244692	6/16/2021	21,937.50
	1002100470	2104915	244692	6/16/2021	2,500.00

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Regional Office Of Education #17	1002100463	2104946	244692	6/16/2021	9,537.31
	4002100109	2104965	244692	6/16/2021	19,500.00
	4002100118	2105012	244692	6/16/2021	17,820.00
	1002100459	2104886	244692	6/16/2021	800.00
	4002100106	2104949	244692	6/16/2021	3,588.00
	1002100390	2103880	244692	6/16/2021	51,027.50
<b>Regional Office Of Education #17 Total</b>					<b>126,710.31</b>
Republic Services - #368	0368-000994465	2100247	244693	6/16/2021	5,286.58
<b>Republic Services - #368 Total</b>					<b>5,286.58</b>
Rients, Jennifer	REIMB TRAVEL 04/30	0	244694	6/16/2021	91.06
	REIMB TRAVEL 05/26	0	244694	6/16/2021	114.18
<b>Rients, Jennifer Total</b>					<b>205.24</b>
Riveredge Hospital	20210805	2104947	244695	6/16/2021	450.00
<b>Riveredge Hospital Total</b>					<b>450.00</b>
Rogers Supply Company Inc	BL015998	2104938	244696	6/16/2021	9.09
<b>Rogers Supply Company Inc Total</b>					<b>9.09</b>
Romagnoli, Leslie Marie	REIMB TRAVEL 05/24	0	244697	6/16/2021	26.04
<b>Romagnoli, Leslie Marie Total</b>					<b>26.04</b>
Rutledge, Kelly	REIMB TRAVEL 05/25	0	244698	6/16/2021	52.64
<b>Rutledge, Kelly Total</b>					<b>52.64</b>
Ruyle, Hilary L	REIMB TRAVEL 05/25	0	244699	6/16/2021	131.49
<b>Ruyle, Hilary L Total</b>					<b>131.49</b>
Rybarczyk, Claire Christine	REIMB TRAVEL 05/25	0	244700	6/16/2021	93.24
<b>Rybarczyk, Claire Christine Total</b>					<b>93.24</b>
S & S Builders Hardware Co	0568529, 0569017	2104923	244701	6/16/2021	2,087.00
	568857	2104751	244701	6/16/2021	710.27
<b>S &amp; S Builders Hardware Co Total</b>					<b>2,797.27</b>
Salyer, Tisa Marie	REIMB TRAVEL 05/24	0	244702	6/16/2021	44.80
<b>Salyer, Tisa Marie Total</b>					<b>44.80</b>
Samant, Amandeep	REIMB LUNCH ACT BLN	0	244703	6/16/2021	55.95
<b>Samant, Amandeep Total</b>					<b>55.95</b>
Santander Leasing LLC	2647791	2105101	244704	6/16/2021	33,420.00
<b>Santander Leasing LLC Total</b>					<b>33,420.00</b>
Schenk, Gillian S	REIMB TRAVEL 05/20	0	244705	6/16/2021	89.54
<b>Schenk, Gillian S Total</b>					<b>89.54</b>
Scholastic Inc.	M7114555, 7126798	2104102	244706	6/16/2021	12,396.00
	30247759	2104661	244706	6/16/2021	212.55
<b>Scholastic Inc. Total</b>					<b>12,608.55</b>
School Outfitters	ORD-11406332	2104419	244707	6/16/2021	1,717.40
<b>School Outfitters Total</b>					<b>1,717.40</b>
School Specialty	3.08104E+11	2105011	244708	6/16/2021	489.18
	3.08104E+11	2104314	244708	6/16/2021	3,095.92
	7-INV5, 5/21-6/08	2104101	244708	6/16/2021	6,022.44

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From Date: 6/16/2021  
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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
School Specialty	2.08128E+11	2104858	244708	6/16/2021	1,241.09
	2.08128E+11	2104909	244708	6/16/2021	31.64
	57359202	2104584	244708	6/16/2021	3,026.85
<b>School Specialty Total</b>					<b>13,907.12</b>
Schupbach, Mary Ellen	REIMB TRAVEL 01/29	0	244709	6/16/2021	58.97
	REIMB TRAVEL 02/26	0	244709	6/16/2021	104.83
	REIMB TRAVEL 03/30	0	244709	6/16/2021	91.73
	REIMB TRAVEL 04/30	0	244709	6/16/2021	98.28
	REIMB TRAVEL 05/27	0	244709	6/16/2021	88.93
<b>Schupbach, Mary Ellen Total</b>					<b>442.74</b>
Scott, Robert W	REIMB TRAVEL 05/26	0	244710	6/16/2021	107.86
<b>Scott, Robert W Total</b>					<b>107.86</b>
Sennett, Timothy E	REIMB-ST TOURN	2105022	244711	6/16/2021	966.83
<b>Sennett, Timothy E Total</b>					<b>966.83</b>
Sheffield Pottery, Inc.	427853	2104943	244712	6/16/2021	215.98
	427294	2104834	244712	6/16/2021	6,577.96
<b>Sheffield Pottery, Inc. Total</b>					<b>6,793.94</b>
Sheppelman, Dawn Demlow	REIMB TRAVEL 05/27	0	244713	6/16/2021	88.48
<b>Sheppelman, Dawn Demlow Total</b>					<b>88.48</b>
Sherwin Williams Company	1777-6,1776-8,2671-4	2104969	244714	6/16/2021	334.34
<b>Sherwin Williams Company Total</b>					<b>334.34</b>
Shiffler Equipment Sales, Inc	2112300600	2104835	244715	6/16/2021	3,537.60
<b>Shiffler Equipment Sales, Inc Total</b>					<b>3,537.60</b>
Shoemaker, Bayleigh	HOURS - 5/18-5/27	2104953	244716	6/16/2021	431.25
<b>Shoemaker, Bayleigh Total</b>					<b>431.25</b>
Showalter, Karen R	REIMB CONF. FEES	0	244717	6/16/2021	75.00
<b>Showalter, Karen R Total</b>					<b>75.00</b>
SINGLEWIRE SOFTWARE	44339	2104964	244718	6/16/2021	9,360.00
<b>SINGLEWIRE SOFTWARE Total</b>					<b>9,360.00</b>
Siteone Landscape Supply,LLC	109048404-01	2104973	244719	6/16/2021	480.71
<b>Siteone Landscape Supply,LLC Total</b>					<b>480.71</b>
Slabe, Frank	REIMB=TILLER REPAIR	2105030	244720	6/16/2021	72.00
<b>Slabe, Frank Total</b>					<b>72.00</b>
Slosson Educational Publications, Inc.	210801	2104726	244721	6/16/2021	1,145.17
<b>Slosson Educational Publications, Inc. Total</b>					<b>1,145.17</b>
Smartwork Solutions	INV-3-17-2021	2104836	244722	6/16/2021	667.35
<b>Smartwork Solutions Total</b>					<b>667.35</b>
Spear Corporation	310728	2104976	244723	6/16/2021	50.00
<b>Spear Corporation Total</b>					<b>50.00</b>
Springfield Electric	s6879862.001	2104979	244724	6/16/2021	50.69
	S6846993.001	2104987	244724	6/16/2021	1,017.80
<b>Springfield Electric Total</b>					<b>1,068.49</b>

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Sprint	477027196-49	0	244725	6/16/2021	2,160.00
	828343387-057	0	244725	6/16/2021	7,581.50
<b>Sprint Total</b>					<b>9,741.50</b>
Starcrest Cleaners	21154-1703, 1704	2105025	244726	6/16/2021	487.26
<b>Starcrest Cleaners Total</b>					<b>487.26</b>
Starr, David E	REIMB TRAVEL 11/24	0	244727	6/16/2021	26.39
	REIMB TRV JAN-MAY	0	244727	6/16/2021	133.06
<b>Starr, David E Total</b>					<b>159.45</b>
State Of Illinois - State Fire Mars	9645619	2104883	244730	6/16/2021	210.00
<b>State Of Illinois - State Fire Mars Total</b>					<b>210.00</b>
State Of Il-State Fire Marshall	5125119003	2104892	244728	6/16/2021	125.00
	5125115478	2105031	244729	6/16/2021	75.00
<b>State Of Il-State Fire Marshall Total</b>					<b>200.00</b>
Steffen, Darla Jean	REIMB TRAVEL 05/25	0	244731	6/16/2021	46.98
<b>Steffen, Darla Jean Total</b>					<b>46.98</b>
SteinKoenig, Michael	REIMB REG. FEES	0	244732	6/16/2021	9.69
<b>SteinKoenig, Michael Total</b>					<b>9.69</b>
Stelmaszek, Anabel	REIMB TRAVEL 05/26	0	244733	6/16/2021	78.12
<b>Stelmaszek, Anabel Total</b>					<b>78.12</b>
Stenhouse Publishers	10293101	2105007	244734	6/16/2021	3,592.00
<b>Stenhouse Publishers Total</b>					<b>3,592.00</b>
Stuebaker, Kristyn R	REIMB TRAVEL 05/26	0	244735	6/16/2021	84.17
<b>Stuebaker, Kristyn R Total</b>					<b>84.17</b>
Success By Design, Inc.	185401	2104630	244736	6/16/2021	85.10
<b>Success By Design, Inc. Total</b>					<b>85.10</b>
Systemic Educational Equity	INV-2020003-77-8	2104865	244737	6/16/2021	4,750.00
<b>Systemic Educational Equity Total</b>					<b>4,750.00</b>
Tci Companies, Inc.	AP-3, PROJ23462320	2105062	244739	6/16/2021	61,830.00
	AP-2,PROJ23462320	2104900	244739	6/16/2021	94,194.00
<b>Tci Companies, Inc. Total</b>					<b>156,024.00</b>
Technology Resource Advisors, Inc.	33308	2104043	244740	6/16/2021	259,000.00
<b>Technology Resource Advisors, Inc. Total</b>					<b>259,000.00</b>
Terminix Int'L	3206426 - 4/26	2104941	244741	6/16/2021	673.00
<b>Terminix Int'L Total</b>					<b>673.00</b>
Texas State University	INV - #100	2105043	244742	6/16/2021	250.00
<b>Texas State University Total</b>					<b>250.00</b>
The Great Display Company	5013	2104406	244743	6/16/2021	803.30
<b>The Great Display Company Total</b>					<b>803.30</b>
The Lifeguard Store	ORD-000975707	2104867	244744	6/16/2021	3,030.00
<b>The Lifeguard Store Total</b>					<b>3,030.00</b>
The Omni Group	2106-7601	2105095	244745	6/16/2021	38.00

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The Omni Group	2104-7601	2104853	244745	6/16/2021	38.00
<b>The Omni Group Total</b>					<b>76.00</b>
The Traffic Sign Store	T21859	2104985	244746	6/16/2021	69.00
<b>The Traffic Sign Store Total</b>					<b>69.00</b>
Thoennes, Lisa	HOURS - 6/2-6/4	2105016	244747	6/16/2021	325.00
	HOURS - 5/24-5/26	2104954	244747	6/16/2021	260.00
	HOURS - 5/17-5/21	2104869	244747	6/16/2021	1,105.00
<b>Thoennes, Lisa Total</b>					<b>1,690.00</b>
Thompson, Therese Michele	REIMB TRAVEL 05/28	0	244748	6/16/2021	62.72
<b>Thompson, Therese Michele Total</b>					<b>62.72</b>
Thresholds	TR21-11-6	2105090	244749	6/16/2021	7,570.00
<b>Thresholds Total</b>					<b>7,570.00</b>
T-MOBILE	STMT-05/21/21	0	244738	6/16/2021	3,133.34
<b>T-MOBILE Total</b>					<b>3,133.34</b>
Touchtone Communications	1293688	0	244750	6/16/2021	510.76
<b>Touchtone Communications Total</b>					<b>510.76</b>
Towanda Water Department	WATER BILL - 05/28	0	244751	6/16/2021	225.57
<b>Towanda Water Department Total</b>					<b>225.57</b>
Town Of Normal Water Dept.	WATER BILL -	0	244752	6/16/2021	245.70
<b>Town Of Normal Water Dept. Total</b>					<b>245.70</b>
Tractor Supply Co	463565	2104841	244753	6/16/2021	86.97
<b>Tractor Supply Co Total</b>					<b>86.97</b>
TRAFERA	I000206549	2104914	244754	6/16/2021	10,404.02
<b>TRAFERA Total</b>					<b>10,404.02</b>
Twin City Awards	2804	2104819	244755	6/16/2021	28.00
<b>Twin City Awards Total</b>					<b>28.00</b>
Twin Supplies, LTD.	14643H	2105097	244756	6/16/2021	3,965.00
	19861N	2105005	244756	6/16/2021	1,740.00
<b>Twin Supplies, LTD. Total</b>					<b>5,705.00</b>
TYLER BUSINESS FORMS	59793	2104482	244757	6/16/2021	573.50
<b>TYLER BUSINESS FORMS Total</b>					<b>573.50</b>
Uline	133732211	2104884	244758	6/16/2021	873.80
<b>Uline Total</b>					<b>873.80</b>
Vale, Angela Gwyn	REIMB TRAVEL 05/26	0	244759	6/16/2021	86.69
<b>Vale, Angela Gwyn Total</b>					<b>86.69</b>
Vanguard Energy Services,LLC	G404551060721 5/1-	0	244760	6/16/2021	19,095.19
<b>Vanguard Energy Services,LLC Total</b>					<b>19,095.19</b>
Vex Robotics, Inc.	506798	2104797	244761	6/16/2021	5,526.90
<b>Vex Robotics, Inc. Total</b>					<b>5,526.90</b>
Village Of Carlock	INVOICE - #41	2104913	244762	6/16/2021	213.15
	INVOICE - #40	2104879	244762	6/16/2021	473.66

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<b>Village Of Carlock Total</b>					<b>686.81</b>
Village of Carlock.	INV-2021-1	2104912	244763	6/16/2021	180.00
<b>Village of Carlock. Total</b>					<b>180.00</b>
Visions, LLC	MAY - 3/24-5/12	2105018	244764	6/16/2021	487.50
<b>Visions, LLC Total</b>					<b>487.50</b>
Watson, Anna Kathleen	REIMB TRAVEL 05/06	0	244765	6/16/2021	9.13
	REIMB TRAVEL 04/22	0	244765	6/16/2021	50.12
<b>Watson, Anna Kathleen Total</b>					<b>59.25</b>
Watson, Julie Melinda	REIMB TRAVEL 05/26	0	244766	6/16/2021	19.72
<b>Watson, Julie Melinda Total</b>					<b>19.72</b>
Watts Copy Systems, Inc	1062466	2104963	244767	6/16/2021	12,523.99
<b>Watts Copy Systems, Inc Total</b>					<b>12,523.99</b>
Watts Copy Systems, Inc.	29355483	2104875	244768	6/16/2021	1,848.00
<b>Watts Copy Systems, Inc. Total</b>					<b>1,848.00</b>
Weakly, Shelly	REIMB TRAVEL 05/26	0	244769	6/16/2021	240.86
<b>Weakly, Shelly Total</b>					<b>240.86</b>
Welch, Meagan Leigh	REIMB CONF. FEES	0	244770	6/16/2021	297.00
	REIMB TRAVEL 03/30	0	244770	6/16/2021	102.82
	REIMB TRAVEL 05/27	0	244770	6/16/2021	95.20
<b>Welch, Meagan Leigh Total</b>					<b>495.02</b>
Wenger Corporation	1808135	2104895	244771	6/16/2021	807.37
<b>Wenger Corporation Total</b>					<b>807.37</b>
West	844462404	0	244772	6/16/2021	1,059.07
<b>West Total</b>					<b>1,059.07</b>
Wilson, Teri	REIMB SUPPLS 5/20	2105021	244773	6/16/2021	586.23
<b>Wilson, Teri Total</b>					<b>586.23</b>
Winsupply	320657 01	2105046	244774	6/16/2021	5,935.22
	320928 01	2105066	244774	6/16/2021	72.08
	3-INVS, 5/10 - 5/18	2104930	244774	6/16/2021	599.55
<b>Winsupply Total</b>					<b>6,606.85</b>
Wrist-Band	220643322	2104471	244775	6/16/2021	265.14
<b>Wrist-Band Total</b>					<b>265.14</b>
Zuiderveen, Hanna Lynn	REIMB TRAVEL 05/21	0	244776	6/16/2021	2.52
<b>Zuiderveen, Hanna Lynn Total</b>					<b>2.52</b>
<b>Grand Total</b>					<b>2,074,983.99</b>

**Expenditure Summary Report**

From Date: 6/16/2021  
 To Date: 6/16/2021

Fund	Amount
10	1,324,675.51
20	391,238.00
40	79,949.93
80	32,770.75
90	246,349.80
<b>Grand Total</b>	<b>2,074,983.99</b>

**MCLEAN COUNTY UNIT DISTRICT NO. 5**  
**Authorization for Payment of Bills and Payrolls**  
**May 27, 2021 through June 16, 2021**

**SUMMARY OF BILLS & PAYROLLS BY FUND**

<b>Fund</b>	<b><sup>1</sup> Prepaid Bills</b>	<b><sup>2</sup> Bills To Be Paid</b>	<b><sup>3</sup> Payrolls</b>	<b>Total</b>
07 Flexible Benefit Plan Trust Fund	35,198.09	0.00	0.00	35,198.09
08 Unit 5 Self-Funded Insurance	989,138.90	0.00	0.00	989,138.90
10 Educational	129,917.10	1,324,675.51	8,729,789.09	10,184,381.70
20 Operations & Maintenance	3,989.17	391,238.00	558,548.19	953,775.36
30 Debt Service	24,344.25	0.00	0.00	24,344.25
40 Transportation	1,103.26	79,949.93	18,127.84	99,181.03
50 Social Security	0.00	0.00	226,631.91	226,631.91
51 IMRF	0.00	0.00	192,701.89	192,701.89
60 Capital Projects	0.00	0.00	0.00	0.00
70 Working Cash	0.00	0.00	0.00	0.00
80 Tort Immunity	12,529.18	32,770.75	20,600.22	65,900.15
90 Life Safety	0.00	246,349.80	0.00	246,349.80
99 Student Activity Funds <sup>4</sup>	115,942.44	0.00	0.00	115,942.44
<b>Grand Total</b>	<b>\$1,312,162.39</b>	<b>\$2,074,983.99</b>	<b>\$9,746,399.14</b>	<b>\$13,133,545.52</b>

<sup>1</sup> For funds 8 through 90, these bills were paid on and between 5/27/21 and 6/15/21. Please see the "Vendor Bill Listing - PREPAID" report for details.

<sup>2</sup> These bills have not been paid yet. Please see the "Vendor Bill Listing - TO BE PAID" report for details.

<sup>3</sup> Please see the "Payroll Fund Totals" report for details.

<sup>4</sup> These bills will always be listed as "prepaid" and include bills paid on the date of the last Board meeting. This is to ensure that all payments are captured for reporting purposes. For this report, these bills were paid on and between 5/26/21 and 6/15/21. Please see the Student Activity Funds section of the "Vendor Bill Listing - PREPAID" and the "Vendor Bill Listing - PREPAID - SA" report for details. The Student Activity Funds totals on these reports will equal the Student Activity Funds total on this summary.

**ATTEST:**

**I do certify that the Board of Education has reviewed and authorized the payment of bills and payrolls in the amount of \$13,133,545.52.**

\_\_\_\_\_  
 Amy Roser, President, Board of Education

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Barry Hitchins, Secretary, Board of Education

\_\_\_\_\_  
 Date

June 16, 2021

To: Board of Education

From: Martin Hickman

Re: District Insurance Renewals

### **Employed Lawyers Professional Liability Recommendation**

Approve the Employed Lawyers Professional Liability renewal from Intact Insurance Specialty Solutions for the 2021-2022 policy period. The annual premium for the 2021-2022 policy period would be \$2,289; which is the same as the expiring.

### **Treasurer's Bond Recommendation**

Approve the Treasurer's Bond renewal from Brokers' Risk for the 2021-2022 policy period. The Treasurer's Bond Amount increased from \$24,750,000 to \$27,250,000 per the District's request. The annual premium for the 2021-2022 policy period would be \$18,160.

### **Catastrophic Student Accident Recommendation**

Approve the Catastrophic Student Accident renewal from Philadelphia Insurance for the 2021-2022 policy period. The annual premium for the 2021-2022 policy period would be \$3,552; which is the same as the expiring.

### **Workers Compensation Recommendation**

Approve Option #1 from Safety National with a Self-Insured Retention (SIR) of \$500,000 for the 2021-2022 policy period. This renewal is set-up on a one (1) year term that locks in rates and has the lowest increase in risk on a per claim basis (SIR) from the expiring policy. The annual premium would be \$112,641; which is a decrease in premium of 1.43% from the expiring.

Approve the renewal from CCMSI as the third party administrator for an annual service fee of \$13,000. In addition, the District will be billed monthly: Indemnity Claims at \$1,025 per claim; Medical Only Claims at \$150 per claim; and Incident Only Claims at \$35 per claim.

**RESOLUTION OF THE BOARD OF EDUCATION OF COMMUNITY UNIT DISTRICT NO. 5**

**MCLEAN & WOODFORD COUNTIES, ILLINOIS**

**Designating that Interest earned during the Fiscal Year ended June 30, 2021 and all prior**

**Fiscal Years shall continue to be considered Interest in accordance with Title 23 of the**

**Illinois Administrative Code 100.500 (a-4)**

**BE IT RESOLVED** by the Board of Education of Community Unit District No. 5, McLean & Woodford Counties, Illinois that interest earned from investment of monies maintained in any District fund and accrued to the balance of such District fund during fiscal year 2021 (July 1, 2020 - June 30, 2021) or during any fiscal year prior to fiscal year 2021, shall remain as interest at the close of fiscal year 2021 and available for transfer as interest to other funds pursuant to state law and shall not become principal as of June 30, 2021, pursuant to Title 23 of the Illinois Administrative Code Section 100.500 (a-4).

**ADOPTED** this 16th day of June, 2021 by the following roll call vote:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_

President, Board of Education

**ATTEST:**

\_\_\_\_\_

Secretary, Board of Education

**To: Board of Education**

**From: Roger Baldwin - Director of Human Resources, Martin Hickman – CFO**

**CC: Dr. Kendrick-Weikle, Superintendent**

**Date: 06/16/2021**

**Re: Salary Settlements 2021-2022**

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**Food Service**

Recommend increasing each step in Tier 1 and Tier 2 by \$0.40.

There are 13 employees currently on Tier 1 Step 15, which is the top step, and they have been with the District between 16 and 37 years. The average increase, including step movement, is 3.35%.

The Food Service Salary schedule is included at the bottom of this memo.

**Certified Administrators, Non-Certified Administrators**

Recommend individual salary increases ranging from 1.5% to 5% determined by the percentage of penetration toward the maximum pay rate for each position. The total increase for all eligible members is 3.02%.

**EOP Exempt, OT/PT/OTA/PTA, Medical Personnel and Educational Support Staff**

Recommend a 3.5% increase for all eligible members in these groups, with the exception of the Family Coordinators. The District is hiring several new Family Coordinators for the first time in four years (ESSER Funds). There has been no previous compensation schedule for family coordinators and the wage level of two of the existing seven employees is significantly lower. These two employees required a manual adjustment to bring them in line with their peers. The added expense above the 3.5% is \$4,905. This adjustment enables the district to establish a more competitive entry level for additional new Family Coordinators.

**Technology**

Administration recommends a 4% increase for the Technology group, with the exception of one job title; Technician, Level 1. Upon review, this small group was particularly lagging in comparison to similarly situated school districts. The five employees in this group are recommended to receive a 5% increase.

**Food Service Salary Schedule 21-22**

	2020-2021	2021-2022					
Special Increments							
Satellite Manager	1.80	1.80					
Elementary Manager	2.90	2.90					
Junior High Manager	3.60	3.60	<b>Step</b>	<b>Tier 1</b>		<b>Tier 2</b>	
Senior High Manager	4.80	4.80		2020-2021	2021-2022	2020-2021	2021-2022
Senior High Floating Asst Mgr	3.25	3.25					
Associate Floating Manager	5.00	5.00	15	19.51	19.91	15.90	16.30
			14	19.36	19.76	15.80	16.20
			13	19.21	19.61	15.70	16.10
			12	19.05	19.45	15.60	16.00
Longevity (beginning 10 yrs)	2020-2021	2021-2022	11	18.91	19.31	15.50	15.90
To 2 hours per day	100.00	100.00	10	18.77	19.17	15.40	15.80
Over 2 to 4 hrs per day	150.00	150.00	9	18.63	19.03	15.30	15.70
Over 4 to 6 hrs per day	250.00	250.00	8	18.50	18.90	15.20	15.60
Over 6 hrs per day	300.00	300.00	7	18.38	18.78	15.10	15.50
			6	17.96	18.36	15.00	15.40
<i>Longevity</i>			5	17.83	18.23	14.90	15.30
Longevity (beginning 15 yrs)	2020-2021	2021-2022	4	16.84	17.24	14.80	15.20
To 2 hours per day	400.00	400.00	3	16.71		14.70	15.10
Over 2 to 4 hrs per day	450.00	450.00	2			14.60	15.00
Over 4 to 6 hrs per day	550.00	550.00	1			14.50	14.90
Over 6 hrs per day	600.00	600.00	0			14.40	14.80
Longevity (beginning 20 yrs)	2020-2021	2021-2022					
To 2 hours per day	600.00	600.00					
Over 2 to 4 hrs per day	650.00	650.00					
Over 4 to 6 hrs per day	750.00	750.00					
Over 6 hrs per day	800.00	800.00					

# SUBSTITUTE PAY RATES 2021-2022

<b>Certified Teacher Substitute Long Term Daily Rates (Same Position)</b>	\$150.00/Day \$175.00/Day Unit 5 Retiree
<b>Certified Teacher Substitute Regular Daily Rates (Any Position)</b>	Regular Substitute \$100/Day  Unit 5 Retiree Substitute \$110/Day
<b>Nurse</b>	\$136.50/Day for 1-30 Days \$160/Day for 31+Days
<b>Custodial/Maintenance Substitute</b>	\$12.00/Hour
<b>Administrative Assistant Substitute</b>	\$12.00/Hour
<b>Food Service Substitute</b>	\$12.00/Hour
<b>Teaching Assistant Substitute</b>	\$85.00/Day \$42.50/Half Day
<b>Noon-Hour Supervisors</b>	\$12.00/Hour
<b>Homebound Teachers</b>	\$28.26/hour

To: Board of Education

From: Martin Hickman, Chief Financial Officer

Date: 6/16/2021

Re: Chromebook Case Bid Recommendation for Elementary 1 to 1 Program

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Unit 5 advertised for bids to purchase 2,500 Chromebook cases. The cases will be used for the Elementary 1 to 1 program.

Bids were received on Wednesday, June 9<sup>th</sup>, 2021.

- 26 bids were received from 12 different vendors.
- Vendors were required to send a sample case for evaluation.
- The bid evaluation included total cost, case evaluation, and conformance with the bidding specifications.

Recommendation is to approve the bid from LightBox Systems for \$42,000.

**The Chromebook case purchase will be fully funded by the ESSER II grant.**

EXTRACT OF MINUTES of a regular public meeting of the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, held in the Normal West High School Building, 501 North Parkside Road, Normal, Illinois, in said School District at 6:30 o'clock P.M., on the 16th day of June, 2021.

\* \* \*

The President called the meeting to order and directed the Secretary to call the roll.

The meeting was called to order by the President, and upon the roll being called, Amy Roser, the President, and the following members were physically present at said location:

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The following members were allowed by a majority of the members of the Board of Education in accordance with and to the extent allowed by rules adopted by the Board of Education to attend the meeting by video or audio conference: \_\_\_\_\_

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No member was not permitted to attend the meeting by video or audio conference.

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

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The President announced that in view of the current financial condition of the District, the Board of Education would consider the adoption of a resolution abating the working cash fund of the District.

Whereupon Member \_\_\_\_\_ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Education prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION abating the working cash fund of Community Unit School District Number 5, McLean and Woodford Counties, Illinois.

\* \* \*

WHEREAS, the Board of Education (the “*Board*”) of Community Unit School District Number 5, McLean and Woodford Counties, Illinois (the “*District*”), has heretofore created and maintained a working cash fund in and for the District (the “*Fund*”); and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District that the Fund be abated; and

WHEREAS, Section 20-10 of the School Code of the State of Illinois, as amended (the “*Code*”), authorizes the Board to abate the Fund:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. Amount of Abatement.* The Fund shall be abated as of the date hereof by the amount of \$13,000,000 (the “*Abatement Amount*”).

*Section 3. Permanent Transfer.* The School Treasurer of the District is hereby authorized and directed to forthwith permanently transfer \$12,775,998 of the Abatement Amount to the Educational Fund of the District and the balance to the Operations and Maintenance Fund of the District, the same being the funds of the District most in need of the Abatement Amount. It is also hereby found and determined that (a) the Abatement Amount, when added to the Educational and Operations and Maintenance Funds of the District and regardless of any subsequent transfers of the Abatement Amount, will not result in an excessive accumulation of assets in the Educational and Operations and Maintenance Funds of the District, and (b) the

balance remaining in the Educational and Operations and Maintenance Funds after said abatement, including the amount of any taxes heretofore levied by the District for the Fund pursuant to Section 20-3 of the Code, but not yet collected and deposited into the Fund, and amounts transferred pursuant to Section 20-4 of the Code and to be reimbursed to the Fund, is at least equal to 0.05% of the value, as equalized or assessed by the Department of Revenue, of the taxable property in the District.

*Section 4. Outstanding Loans.* If necessary to effectuate such abatement and permanent transfer, any outstanding loans from the Fund to other funds of the District in an amount, together with any cash immediately transferred pursuant to Section 2 above, equal in the aggregate to the Abatement Amount shall be paid to the Educational and Operations and Maintenance Funds of the District, and any remaining outstanding loans shall be paid to the Fund at the time and in the manner required by the Code.

*Section 5. Transfer to Capital Projects Fund.* In accordance with the rules and regulations of the Illinois State Board of Education and specifically Section 100.50(d)(2) of Title 23 of the Illinois Administrative Code, the Abatement Amount shall be transferred from the Operations and Maintenance Fund to the District's Capital Projects Fund to be used as provided in said rules and regulations.

*Section 6. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 7. Repealer and Effective Date.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted June 16, 2021.

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President, Board of Education

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Secretary, Board of Education

Member \_\_\_\_\_ moved and Member \_\_\_\_\_  
seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the President directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following members voted AYE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following members voted NAY: \_\_\_\_\_

Whereupon the President declared the motion carried and said resolution adopted, and in open meeting approved and signed said resolution and directed the Secretary to record the same in full in the records of the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

\_\_\_\_\_  
Secretary, Board of Education

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF MCLEAN         )

**CERTIFICATION OF MINUTES AND RESOLUTION**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 16th day of June, 2021, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the working cash fund of Community Unit School District Number 5, McLean and Woodford Counties, Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 16th day of June, 2021.

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Secretary, Board of Education

McLean County Unit 5  
Milk and Milk Products  
2018-2019

DESCRIPTION	PRAIRIE FARMS DAIRY*, INC.				ECO INC	
	Escalator Price*		Firm Price		Escalator Price	
	With Equipment*	Without Equipment	With Equipment*	Without Equipment	With Equipment	Without Equipment
	Paper Carton	Paper Carton	Paper Cartons	Paper Cartons	Paper Cartons	Paper Cartons
Price per half-pint, chocolate,	skim .255 1% .255	skim .241 1% .241	skim .285 1% .285	Skim .271 1% .271	skim .265 1% .271	
Price per half-pint, white, 1%	0.249	0.234	0.279	0.264	0.234	
Price per half-pint, white, skim	0.239	0.224	0.269	0.254	0.230	
Price per half pint, strawberry, cookies & cream, vanilla skim (List additional flavors available)	0.255	0.241	0.285	0.271	0.255 (Strawberry and Vanilla)	
Price 4 oz. lowfat yogurt (list flavors available)	0.52 (6 oz cartons)	0.51(6 oz cartons)	0.54 (6 oz cartons)	0.53 (6 oz cartons)	0.360	
Price per 4 oz Cottage Cheese Cup	0.550	0.540	0.580	0.560	0.550	
Price per half-pint, juice 4 oz., 100% apple, orange	0.190	0.185	0.200	0.195	0.48 (no orange flavor)	
Price per 5# Vanilla, low fat Yogurt	6.10	5.85	6.50	6.25	6.75	
Price per 5# Low Fat Cottage Cheese	7.25	7.00	7.75	7.50	8.54	
Price per 5# Plain Yogurt	6.10	5.85	6.50	6.25	6.75	
Price per 5# Sour Cream	7.00	6.75	7.50	7.25	6.88	
Price per 1# Low Fat Sour Cream	1.75	1.65	1.85	1.75	1.98	
Price per 12 or 10 oz flavored, fat free milk, that meets USDA Smart Snacks Standards, in plastic bottle. List flavors available (specify size)	NA				1.03 (14 oz bottle)	
Price per 12 or 10 oz unflavored milk that meets USDA Smart Snacks Standards, in plastic bottle (specify size)	NA				1.03 (14 oz bottle)	

**\*Recommended Bidder**

This contract is effective for a one-year period commencing July 1, 2021 through June 30, 2022, with options to renew (without Rebid) on an annual basis for the 2022-2023 and 2023-2024 school years. Renegotiation of the firm price charged to the District in subsequent (rollover) years of the agreement must not exceed the Consumer Price Index for all Urban Consumers. Before price increases can be implemented, the vendor shall document through cost analysis the need for such increase.

PRAIRIE FARMS DAIRY, INC.  
2004 N. UNIVERSITY STREET  
PEORIA, IL 61604-3103



PHONE: 309-686-2400  
FAX: 309-686-3788

June 1, 2021

McLean County Unit School District No. 5  
Attn: JoAnna Rewerts  
Food Service Office  
1999 Eagle Road  
Normal, IL 61761

**Milk Escalator / De-Escalator Pricing Clause**

The pricing quoted is based on the current month's (June 2021) Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and changes in over order premium charges.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$.10 per CWT (up or down) will move the cost of a half pint \$.00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate and re-sale products. Supporting documentation will be supplied upon request. Please note that Prairie Farms Dairy will not be held liable for any product losses due to any act of God (i.e.; weather, loss of power, etc.).

All price changes will become effective on the 1<sup>st</sup> day of the month following the price announcement.

Thank you for the opportunity to bid on your business.

Sincerely,

A handwritten signature in cursive script that reads "Tom Segneri".

Tom Segneri  
Sales Manager

**UNIFORM DAIRY PROPOSAL / BID FORM - BID APPENDIX A**  
**TERMS, CONDITIONS, & REPRESENTATIONS**

**ESCALATOR CLAUSE:**

The above is based on minimum Federal Order Pricing for raw milk in Class 1 / Zone 1. Per unit pricing will change +\$.0003 per 1/2 pint for each \$.05 change per hundredweight based on applicable raw milk, plus or minus manufacturing, USDA, butterfat differential, market and burden increase, costs, margin retention and logistical changes.

**DELIVERY / ORDER STANDARDS:**

As agreed or represented. Pre-order may be required for products. Pre-ordered product will be credited for product defect only

**PRODUCT GUARANTEE / PRODUCTION STANDARDS / rBGH and HFCS STATEMENT**

All product is kosher. Delivery in full cases only. Artificial rBGH/rBST is not knowingly a component to any dairy product provided by our firm. HFCS is not used as a sweetener in half pint products. Product is guaranteed to be free of manufacturing defect upon delivery.

**BIDDER CERTIFICATION / COMPLIANCE STATEMENT:**

MariGold Dairies, a Division of ECO, Incorporated hereby certifies that it is eligible to bid under all applicable state and federal laws, and shall maintain compliance with same.

**EQUIPMENT PROVIDED OR LOANED**

It is understood and agreed that any repair to ECO, Inc.'s equipment outside of normal wear and tear is the express responsibility of the entity in possession of said equipment, including all maintenance costs. Borrower further agrees to charges and costs for relocation and use of non-specified equipment needs.

**SPECIAL TERMS AND CONDITIONS**

(none unless specified)

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Bid is based on the current CMPC pricing in effect at date of bid signature unless otherwise specified. It is hereby understood and agreed that this bid is a complete and accurate representation of the offer as presented, and supersedes any and all other requirements, terms and conditions upon acceptance.

McLean County Unit 5  
Bread Products  
2021-2022

Bread Products	Alpha Baking*	Aunt Millie's Bakeries
		<b>NO BID</b>
4" Hamburger Buns (minimum wt. 2.0 oz. ea.), Whole Grain - per dozen	\$ 1.49	
6" Hot Dog Buns, bulk, (minimum wt. 2.0 oz. ea.) Whole Grain - per dozen	\$ 1.49	
4" Sesame Hamburger Buns, (minimum wt. 2.0 oz. ea.) - per dozen	\$ 1.53	
4" Hoagie Bun, Whole Grain Rich (minimum wt. 2.0 oz. ea.)	\$ 1.72/ 6 ct	
Whole Grain Rich White Bread, (1.0 oz. slice) (specify wt)	\$ 1.40	
Whole Grain Rich Wheat Bread, 24 slices/loaf, (1.0 oz. slice)	\$ 1.45	
Sandwich Whole Grain Rich Wheat Bread, 24 slices/loaf, (1.0 oz. slice)	\$ 1.75/28 sl	
Sandwich Rye Bread (specify wt)	\$ 2.28/32 sl	
12 ct. Dinner Rolls, whole grain rich (specify wt – 1 or 2 oz) - per dozen	\$2.12/ 24 ct	
Onion Bun	\$ 2.07/ 8 ct	
5" Steak Roll, hinged (split top)	\$ 3.80/ 24ct	
Other Whole Grain Bread items available:		
Delivery specification: am delivery on school days.	7 am -9:30 am daily deliveries	

**\*Recommended Bidder**

This contract is effective for a one-year period commencing **July 1, 2021 through June 30, 2022**, with options to renew (without Rebid) on an annual basis for the **2022-2023 and 2023-2024** school years. Renegotiation of the firm price charged to the District in subsequent (rollover) years of the agreement must not exceed the Consumer Price Index for all Urban Consumers. Before price increases can be implemented, the vendor shall document through cost analysis the need for such increase.

Approved by  
Fac. lity Committee  
6/4/21

McLean County Unit District No. 5  
**REQUEST FOR DONATION APPROVAL**

\_\_\_\_\_

**Name of Donation/  
Organization:** Sam Leman Auto Group

\_\_\_\_\_

**Address of Donor/  
Organization:** 1508 Morrissey Dr, Bloomington, IL, 61701

\_\_\_\_\_

**Description of  
Donation:**  
*(Include drawings  
if applicable)*

A new Scoreboard at Parkside Junior High Baseball Field

\_\_\_\_\_

**Total Value:** \$6300.00

\_\_\_\_\_

**Current/Future  
Costs To the  
School District:** None

**Approval  
Signatures:**  
*(As Applicable)*

<b>Building Principal:</b>	_____ <i>Jan. Thun</i> _____
<b>Athletic Director:</b>	<b>Wes Temples</b> _____
<b>Supervisor of Maintenance:</b>	_____ <i>Jim Dahl</i> _____
<b>City Official:</b>	_____
<b>Superintendent:</b>	_____ <i>Kristen Weikle</i> _____
<b>Date:</b>	_____

**Thank you for your donation!**

*In an effort to provide adequate information to the Board of Education, it is necessary to provide a complete description of any project donation. This must include all current and potential costs to the school district for project completion and/or maintenance.*

**Your support of Unit 5 Schools is greatly appreciated.**

# Normal Community High School

## Athletic Department

3900 East Raab Road, Normal, IL 61761

Nic Kearfott: Athletic Director Beth Wagner: Administrative Assistant

PHONE #: (309) 557-4571 FAX # (309) 557-4540 PHONE #: (309) 557-4570

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June, 2021

The following dates are requests that the Normal Community High School athletic teams anticipate needing overnight approval from the Unit 5 School District for the 2021-22 school year. Thank you for your consideration of this request.

### **Summer 2021**

Dance Camp	7/19-22/21	Team Camp	Wisconsin Dells, WI
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### **Fall 2021**

Girls Tennis	9/3/21	Edwardsville Invite	Edwardsville
	10/15/21	IHSA Sectional	TBA
	10/22-23/21	IHSA State	Buffalo Grove
Girls Golf	9/30/21	IHSA Regional	TBD
	10/4/21	IHSA Sectional	TBD
	10/8-10/21	IHSA State	Decatur
Boys Golf	8/27/21	Edwardsville Invite	Edwardsville
	9/10/21	Mattoon Invite	Mattoon
	9/29/21	IHSA Regional	TBD
	10/4/21	IHSA Sectional	TBD
Boys Soccer	10/1/21	Great River Classic	Burlington, IA
	11/4-6/21	IHSA State	Naperville
	8/27/21	Plainfield North Invite	Plainfield
Volleyball	10/1/21	Belleville Invite	Belleville
	10/15/21	Autumn Fest Invite	Glenbard East
	10/8/21	United Township Invite	East Moline
Girls Swim	11/5/20	IHSA Sectional	TBD
	11/11-13/21	IHSA State	Evanston
	10/22/21	IHSA Regional	TBD
	10/29/21	IHSA Sectional	TBD
Cross Country	11/5/21	IHSA State	Peoria

### **Winter 2021-22**

Wrestling	1/14/22	Geneseo Invite	Geneseo
	2/4/22	IHSA Regional	TBD
	2/11/22	IHSA Sectional	TBD
	2/16-19/22	IHSA State	Champaign
Boys Swim	1/14/2022	Jefferson Invite	Rockford
	1/21/22	United Township Invite	East Moline
	2/18/22	IHSA Sectional	TBD
	2/24-26/22	IHSA State	Evanston
Boys Basketball	1/14-17/22	Hononegah MLK Tourney	Rockton

**Spring 2022**

Boys Tennis	3/21-26/22	Spring Break Trip	Orlando, FL
	4/15/22	Moline Invite	Moline
	4/22/22	Springfield Invite	Springfield
	5/25-28/22	IHSA State	Chicago Suburbs
Baseball	3/20-26/22	Gulf Shores Invite	Gulf Shores, AL
Girls Soccer	4/29/22	Tournament of Champions	Burlington, IA
	5/26-28/22	IHSA State	Naperville
Girls Track	5/18-21/22	IHSA State	Charleston
Boys Track	5/25-28/22	IHSA State	Charleston
Softball	3/20-27/22	Spring Break Trip	Tennessee/Collinsville

**Exhibit - Overnight Trip Request Form**

*This form is to be submitted to the Board of Education for prior approval of all trips by students that involve overnight stays, out-of-state destinations, and/or a distance of 200 or more miles from school.*

School(s): Normal Community High School

Student(s)/Grade(s)/Group(s) Participating: Future Business Leaders of America

Dates of Trip (inclusive): 7/28/21-7/31/21 No. of School Days Missed: 0

Destination(s): Northfield Inn Hotel and Conference Center, Springfield, IL

Reason for Trip: Summer Leadership Workshop

Educational  Club  Athletic  Contests  Special Education  Team  Other

Name(s) of Supervisor(s): Tara Pendleton

Mode of Transportation: Activity Bus/School Bus Provided by: Unit 5

Participant Costs: \$190 Paid by: Club Funds

District Cost: \$0

Other Pertinent Information: Our FBLA officers and committee chairs will spend these days attending leadership workshops and planning events with other officer teams from around the state.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Principal: Tren M. Chapman

Date: 6/8/21

Board of Education Approval Yes No

Date: \_\_\_\_\_

Adopted: April 24, 2013  
Reviewed:  
Amended:

# NORMAL WEST HIGH SCHOOL - WILDCATS

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Wes Temples  
Athletic Director  
NORMAL WEST HIGH SCHOOL  
501 N. Parkside Road  
Normal, Illinois, 61761

Telephone (309) 557-4976  
Fax (309) 557-4594  
Email templesw@unit5.org

MEMO TO: Dr. Kristen Kendrick-Weikle, Superintendent  
FROM: Wes Temples, Athletic Director  
DATE: June 2, 2021  
SUBJECT: Normal West High School Athletic Overnight Requests – 2021-22

The following overnight requests are for those activities that we anticipate needing approval for at this time for the 2020-21 school year. Thank you for your consideration of this request.

## SUMMER 2021

Boys Soccer-	7/9-11/21	Team Camp	Burlington Iowa
Girls Soccer-	7/9-11/21	Team Camp	Burlington Iowa

## FALL, 2021

Girls Tennis-	10/15/21	IHSA Sectionals	TBD
	10/22-23/21	IHSA State	Buffalo Grove
Girls Golf-	9/30/21	IHSA Regionals	TBD
	10/4/21	IHSA Sectionals	TBD
	10/8-10/21	IHSA State	Decatur
Boys Golf-	8/27/21	Edwardsville Invite	Edwardsville
	9/10/21	Mattoon Invite	Mattoon
	9/29/21	IHSA Regionals	TBD
	10/4/21	IHSA Sectionals	TBD
Boys Soccer-	9/30-10/1/21	Burlington Invite	Burlington, Iowa
	11/4-6/21	IHSA State	Naperville
Volleyball-	10/8/21	St. Charles Invite	St. Charles
	10/22/21	Lyons Invite	LaGrange
Girls Swim-	10/15-16/21	Deerfield Invite	Deerfield
	11/5/21	IHSA Sectionals	TBD
	11/11-13/21	IHSA State	Evanston
Cross Country-	10/22/21	IHSA Regionals	TBD
	10/29/21	IHSA Sectionals	TBD
	11/5/21	IHSA State	Peoria

## WINTER, 2021-22

Wrestling-	12/17/21	Niles Invite	Niles
	2/4/22	IHSA Regionals	TBD
	2/11/22	IHSA Sectionals	TBD
	2/16-19/22	IHSA State	Champaign



Boys Swim-	2/18/22 2/24-26/22	IHSA Sectionals IHSA State	TBD Evanston
Boys Basketball-	1/14-14/22	Hononegah MLK Tourn.	Rockton
Girls Basketball-	1/14-16/22	MLK Tournament	Dekalb
<b><u>SPRING, 2022</u></b>			
Boys Tennis-	5/21/22 5/25-28	IHSA Sectionals IHSA State	TBD Chicago Area
Baseball-	3/17-18/22 3/19-26/22 5/13/22	O'Fallon Gulf Shores Invite Maple Park Kaneland	O'Fallon Gulf Shores Alabama Maple Park
Softball-	3/19-26/22 5/13/22	Spring Break Tournament Rockridge Invite	Orlando, Florida Taylor Ridge
Girls Track-	5/18-21/22	IHSA State	Charleston
Boys Track-	5/25-28	IHSA State	Charleston
Girls Soccer-	3/18/22 4/28-29/22 5/26-28/22	Glenbrook North Invite Burlington Tournament IHSA State	Glenview Burlington, Iowa Naperville

Please let me know if you have any questions. Thanks!

Wes Temples  
Athletic Director  
Normal West High School



Exhibit - Request for Establishment of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to establish a Student Activity Fund for the purposes below:

School Name PJHS

Student Activity Fund Name NIDS (Not in Our School)

<b>To be completed by Accounting Department:</b>	
Account Number - Revenue	_____
Account Number - Expenditure	_____

- The purpose of the proposed Student Activity Fund is to keep money from fundraising in an account for the club's future purchases, --
- Income in support of this Student Activity Fund will be obtained from the following sources: School Store Fundraisers + donations (PTO) + Club activities <sup>Schoolwide, Community</sup>
- Expenditures from this Student Activity Fund will be for these purposes: Club, schoolwide, + community activities/events as well as supplies for marketing the social justice clubs <sup>(NIDS, BSU, + GSA)</sup>
- Authorized Signatures:**

The following individuals are authorized to initiate expenditures from this fund:

[Signature] N/A  
Student Representative

[Signature]  
Faculty Advisor

Sheri Bettis  
PJHS Teacher

(if necessary: Suhm Kaeb)

5. Other Comments: This is a student-led club that fosters the BSU + GSA clubs as well. We carry the "You Belong at PJHS" and are an all-inclusive, anti-bullying club

[Signature]  
Principal

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Date

