Rescheduled Regular Meeting
Thursday, July 31, 2025 5:15 Construction Tour/6:00 p.m. Meeting

Elementary Library-Conference Rm. 2
600 Cedar St
New Berlin, IL 62670

Agenda

1. Call to Order
2. Pretzel Shoutouts
3. Public Comment *(Policy 2:230)*
4. IASB Liaison Talking Points
5. Adjustments to Agenda
6. Reports and Recommendations
   - 6.a. Director Reports
     - 6.a.1. Transportation Director
     - 6.a.2. Food Services Director
     - 6.a.3. Facility Director
   - 6.b. Administrator(s)
     - 6.b.1. Mr. Matthew Jokisch, Elementary Principal
     - 6.b.2. Mr. Brandon Radford, JH Principal
     - 6.b.3. Mrs. Hattie Llewellyn, High School Principal
     - 6.b.4. Mr. Dillon Binkley, District Athletic and Activities Director
   - 6.c. Superintendent
     - 6.c.1. Mrs. Jill Larson, Superintendent
       - Construction Update
       - Staffing Update 25-26
       - Exit Interviews
       - New Teacher Orientation
       - Student Registration
       - Student Growth
       - Board Book Study
7. Consent Agenda
   - 7.a. Financial Report(s)
     - 7.a.1. Bills Payable & Imprest Fund
     - 7.a.2. Student Activity Funds
     - 7.a.3. Payroll
     - 7.a.4. Treasurer's Report
   - 7.b. Open Session Minutes of June 26, 2025
   - 7.c. Closed Session Minutes of June 26, 2025
   - 7.d. Destroying of Executive Session Tapes for the Month(s) of December 2023 and prior
8. New Business
   - 8.a. Approve Second Reading of Press Policy Issue #119
   - 8.b. Approve the Facility Use/Rental Agreement
   - 8.c. Approve the Springfield Pepsi-Cola Bottling Co. contract - five (5) years
   - 8.d. Approve the New Berlin Faculty (Certified) Staff Handbook 25-26

8.e. Approve the 25-26 Support Staff Handbook
8.f. Approve the HS Student Handbook 25-26
8.g. Approve the 25-26 Athletic Code of Conduct
8.h. Approve JH Baseball Team Rules
8.i. Approve the NB Coaches Manual
8.j. Approve Policy 5:330-Sick days, Vacation, Holidays & Leaves

9. Executive Session - For the purpose of:
   9.a. *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(2)*
10. *Personnel Consent Agenda - *All Hires Pending Proper Certifications and/or Requirements (Policy 5:280)*
    10.a. Erik Lehnen as Custodian-Full Time
    10.b. Rena Lacy as Custodian
    10.c. Karie Bullard as Elementary Structured Teacher
    10.d. Nick Skinner as HS Social Science Teacher
    10.e. Breanna Dion at NBE Paraprofessional
    10.f. Brooke Fuchs as NBE Paraprofessional
    10.g. Kimberly Glynn as Freshman Class Sponsor
    10.h. Jason Royer as Athletic Trainer
    10.i. Jennifer Ogden-Tom as JH Student Council Co-Sponsor (split stipend)
    10.j. Lu Bauman as JH Student Council Co-Sponsor (split stipend)
    10.k. Sean Tacke as FT Cook
    10.l. Laura Kapinus as Scholastic Bowl Coach
    10.m. Trina Clair as JV Scholastic Bowl Coach
    10.n. Lu Bauman as Lead Mentor
    10.o. Brad Olysav as Asst. Football Coach (split stipend)
    10.p. Robert Dunn as Asst. Football Coach (split stipend)
    10.q. Tanner Knox as Volunteer Football Coach
    10.r. Jeff Harres as Volunteer Football Coach
11. Approve Tyler Berola as NBE Assistant Principal (2025-2028)
12. Approve Addendum to Principal Matthew Jokisch Contract (unused vacation days roll to sick days)
13. Approve Addendum to Principal Brandon Radford Contract (unused vacation days roll to sick days)
14. Approve Addendum to District Athletic and Activities Director Dillon Binkley Contract (unused vacation days roll to sick days)
15. Resignations:

- Ritch King-Title 1 Paraprofessional
- Brian Bandy-Lead Mentor
- Corrine Price-Elementary Spec. Ed Teacher
- Cassie Dorsey-Athletic Trainer
- Lauren Hemmerle-HS Soc. Science Teacher
- Jodi Acree-Elementary Asst. Principal
- James Dambacher-Elem P.E. Teacher
- Kaylie Rowland-Food Services Cook
- Tyler Berola-Career Day Coordinator & Student Council Sponsor
- Angie Marr-NBE Yearbook Coordinator (1/3 resignation)
- Whitney Sutera-Pre-K Paraprofessional

16. Adjournment

Brandon Radford, Junior High Principal
New Berlin Junior High
300 E. Ellis St.
New Berlin, IL 62670
217-488-6012 ext. 240
Fax: 217-488-3107

July Board Report

Updated Jul 15, 2025

TO: NBCUSD #16 Board of Education, Jill Larson, Superintendent
From: Brandon Radford , Jr. High Principal

School/Building Improvement:

- Worked with other Admin and SSO's to move to Crisis Go

Curriculum and Instruction

- Purchased new vocabulary to supplement 6-8th ELA classrooms
- Purchased new curriculum for JH Electives

Assessment

- None at this time

Pretzel Positives

- Shoutout to Matt Brown and the custodian team as they have been doing a wonderful job getting the building ready for staff and students to return.

Recommendations:

- None at this time.

Other:

- None at this time

New Berlin Athletic Department

Mr. Dillon Binkley
Athletic and Activities Director

July Board Report

Summer Update:

- Upgraded out athletic registration system
    - All forms, fees, and physicals can be submitted digitally (parents can still submit physical copies)
- Student-Athlete Code of Conduct has been changed and submitted for approval.
    - Major changes were to the drug testing policy
    - 2017 IHSA decided to discontinue their performance-enhancing substance testing program and we have not done any drug testing since 2020
    - Change: Any substance violation will require students to conduct (and pass) a drug test (from a facility approved by the Board of Education) at the parents'/guardian's expense BEFORE they can participate again.
- Coaches Manual Update: Added a clause on the responsibilities of using the kitchen area for events

Pretzel Positives:

- Matt Brown and crew- They have been nonstop on getting the football locker room ready for the season.
- Coach Q and football team- They helped move all of the weights from the old weight room into the new one.

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S / ADJ AMT / QTY	INV DATE	DUE DATE	C / CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
A. MAEST000	A. MAESTRANZI SONS KNIFE SERVICES,	857157	0000000000	0625	BNK5	ELEM BLDG-KNIFE SERVICE	H 24-25		05/14/2025	06/26/2025	A 242500399	$27.00 $27.00
A. MAEST000	A. MAESTRANZI SONS KNIFE SERVICES,	857158	0000000000	0625	BNK5	JH/HS BLDG-KNIFE SERVICE	H 24-25		05/14/2025	06/26/2025	A 242500399	$27.00 $27.00
						NUMBER OF INVOICES: 2						**$54.00**
AEC 000	AEC	286325	0000000000	0725	BNK5	ELEM BLDG-FIRE EXTINGUISHER INSP	B 25-26		07/14/2025	07/17/2025	R	$408.00 $408.00
AEC 000	AEC	286326	0000000000	0725	BNK5	TRANS-FIRE EXTINGUISHER INSP	B 25-26		07/14/2025	07/17/2025	R	$1,062.00 $1,062.00
AEC 000	AEC	286327	0000000000	0725	BNK5	JH/HS BLDG-FIRE EXTINGUISHER INSPECT	B 25-26		07/14/2025	07/17/2025	R	$1,024.00 $1,024.00
						NUMBER OF INVOICES: 3						**$2,494.00**
AFAFLEX 000	AMERICAN FIDELITY ASSURANCE CO	20250701ADFSA	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025	W 202500009	$843.83 $843.83
AFAFLEX 000	AMERICAN FIDELITY ASSURANCE CO	20250701BDFSA	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025	W 202500017	$75.00 $75.00
AFAFLEX 000	AMERICAN FIDELITY ASSURANCE CO	20250715ADFSA	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500032	$668.83 $668.83
AFAFLEX 000	AMERICAN FIDELITY ASSURANCE CO	20250715BDFSA	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500055	$250.00 $250.00
						NUMBER OF INVOICES: 4						**$1,837.66**
AFAHSA 000	AMERICAN FIDELITY H.S.A.	20250701ADHSA01	0000000000	P1	BNK5	Payroll accrual	H		07/01/2025	07/01/2025	W	$408.20

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AFAHSA 000	AMERICAN FIDELITY H.S.A.	20250701ADHSA01	******CONTINUED******										
							25-26					202500010	$408.20
AFAHSA 000	AMERICAN FIDELITY H.S.A.	20250701BDHSA01	0000000000	P1	BNK5	Payroll accrual		H	07/01/2025	07/01/2025	W		$109.28
							25-26					202500010	$109.28
AFAHSA 000	AMERICAN FIDELITY H.S.A.	20250715ADHSA01	0000000000	P1	BNK5	Payroll accrual		B	07/15/2025	07/15/2025	W		$408.20
							25-26					202500033	$408.20
AFAHSA 000	AMERICAN FIDELITY H.S.A.	20250715BDHSA01	0000000000	P1	BNK5	Payroll accrual		B	07/15/2025	07/15/2025	W		$109.28
							25-26					202500082	$109.28
						NUMBER OF INVOICES: 4							**$1,034.96**
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701ADAFA1	0000000000	P9	BNK5	Payroll accrual		B	07/01/2025	07/01/2025	W		$789.34
							25-26					202500008	$789.34
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701ADAFA10	0000000000	P9	BNK5	Payroll accrual		B	07/01/2025	07/01/2025	W		$7.27
							25-26					202500016	$7.27
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701ADAFA11	0000000000	P9	BNK5	Payroll accrual		B	07/01/2025	07/01/2025	W		$46.35
							25-26					202500008	$46.35
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701ADAFA12	0000000000	P9	BNK5	Payroll accrual		B	07/01/2025	07/01/2025	W		$19.90
							25-26					202500016	$19.90
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701ADAFA2	0000000000	P9	BNK5	Payroll accrual		B	07/01/2025	07/01/2025	W		$414.80
							25-26					202500008	$414.80
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701ADAFA5	0000000000	P9	BNK5	Payroll accrual		B	07/01/2025	07/01/2025	W		$158.35
							25-26					202500008	$158.35
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701ADAFA6	0000000000	P9	BNK5	Payroll accrual		B	07/01/2025	07/01/2025	W		$107.63
							25-26					202500008	$107.63

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AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701ADAFA7	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025 202500008	W	$25.56 $25.56
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701ADAFA8	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025 202500008	W	$113.66 $113.66
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701ADAFA9	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025 202500008	W	$16.45 $16.45
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701BDAFA1	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025 202500016	W	$138.93 $138.93
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701BDAFA11	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025 202500016	W	$16.35 $16.35
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701BDAFA2	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025 202500016	W	$164.70 $164.70
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701BDAFA5	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025 202500016	W	$36.60 $36.60
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701BDAFA6	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025 202500016	W	$82.50 $82.50
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701BDAFA7	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025 202500016	W	$230.04 $230.04
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250701BDAFA8	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025 202500016	W	$68.91 $68.91
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715ADAFA1	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025 202500031	W	$789.34 $789.34
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715ADAFA10	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025 202500081	W	$7.27 $7.27

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AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715ADAFA11	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W	202500031	$39.25 $39.25
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715ADAFA12	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W	202500081	$19.90 $19.90
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715ADAFA2	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W	202500031	$361.10 $361.10
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715ADAFA5	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W	202500031	$158.35 $158.35
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715ADAFA6	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W	202500031	$107.63 $107.63
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715ADAFA7	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W	202500031	$25.56 $25.56
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715ADAFA8	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W	202500031	$113.66 $113.66
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715ADAFA9	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W	202500031	$16.45 $16.45
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715BDAFA1	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W	202500081	$109.23 $109.23
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715BDAFA11	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W	202500081	$23.45 $23.45
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715BDAFA2	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W	202500081	$218.40 $218.40
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715BDAFA5	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W	202500081	$19.90 $19.90

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AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715BDAFA6	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025 202500081	W	$32.00 $32.00
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715BDAFA7	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025 202500081	W	$210.54 $210.54
AFASUP 000	AMERICAN FIDELITY ASSURANCE	20250715BDAFA8	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025 202500081	W	$68.91 $68.91
						NUMBER OF INVOICES: 34						**$4,758.28**
AFFOS 000	AFFORDABLE SHRED	106104	0000000000	0625	BNK5	SHRED SERVICE DISTRICT	H 24-25		05/31/2025	06/26/2025 61972	R	$90.00 $90.00
AFFOS 000	AFFORDABLE SHRED	106739	0000000000	0725	BNK5	SHRED SERVICE DISTRICT	B 25-26		06/30/2025	07/17/2025	R	$80.00 $80.00
						NUMBER OF INVOICES: 2						**$170.00**
AFLAC 000	AMERICAN FAMILY LIFE ASSUR	20250701ADAF2	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025 202500001	W	$19.63 $19.63
AFLAC 000	AMERICAN FAMILY LIFE ASSUR	20250715ADAF2	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025 202500023	W	$19.63 $19.63
						NUMBER OF INVOICES: 2						**$39.26**
AMEC 001	AMEREN CIPS	AME0089-0625	0000000000	0625	BNK5	JH/HS BLDG-NATURAL GAS	H 24-25		05/05/2025	06/26/2025 890625	W	$895.79 $895.79
AMEC 001	AMEREN CIPS	AME3013-0625	0000000000	0625	BNK5	JH/HS BLDG-ELECTRICITY	H 24-25		06/11/2025	06/26/2025 30130625	W	$10,015.42 $10,015.42
						NUMBER OF INVOICES: 2						**$10,911.21**
APPTEGY 000	APPTEGY	INV29390	0312026007	0725	BNK5	THRILLSHARE MEDIA	P B		07/01/2025	07/17/2025	A	$6,825.00

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APPTEGY 000	APPTEGY	INV29390	******CONTINUED******			SUBSCRIPTION							
							25-26						$6,825.00
	100	THRILLSHARE MEDIA SUBSCRIPTION							1.00				$6,825.00
APPTEGY 000	APPTEGY	INV30394	0312026006	0725	BNK5	THRILLSHARE ROOMS SUBSCRIPTION	P	B	07/01/2025	07/17/2025	A		$8,431.50
							25-26						$8,431.50
	100	THRILLSHARE ROOMS SUBSCRIPTION							1.00				$8,431.50
						NUMBER OF INVOICES: 2							**$15,256.50**
AREADIST000	AREADISTRIBUTORS, INC	14946	0000000000	0625	BNK5	REFUND ON STATEMENT		H	09/09/2024	06/26/2025	R		$-3,000.00
							24-25					61974	$-3,000.00
AREADIST000	AREADISTRIBUTORS, INC	492482	0000000000	0625	BNK5	JH/HS BLDG-FLOOR PADS		H	05/20/2025	06/26/2025	R		$925.00
							24-25					61974	$925.00
AREADIST000	AREADISTRIBUTORS, INC	492716	0000000000	0625	BNK5	JH/HS BLDG-FLOOR PAD		H	05/27/2025	06/26/2025	R		$1,295.00
							24-25					61974	$1,295.00
AREADIST000	AREADISTRIBUTORS, INC	492719	0000000000	0625	BNK5	JH/HS BLDG-ROUD WITH BUMPER		H	05/27/2025	06/26/2025	R		$168.20
							24-25					61974	$168.20
AREADIST000	AREADISTRIBUTORS, INC	492746	0000000000	0625	BNK5	ELEM BLDG-TOWEL TANDEM		H	05/27/2025	06/26/2025	R		$1,081.80
							24-25					61974	$1,081.80
AREADIST000	AREADISTRIBUTORS, INC	493378	0000000000	0625	BNK5	JH/HS BLDG-CARPET WAND, HOSE ASSEMBLY		H	06/10/2025	06/26/2025	R		$986.42
							24-25					61974	$986.42
AREADIST000	AREADISTRIBUTORS, INC	493406	0000000000	0625	BNK5	JH/HS BLDG-BLUE POWDERFREE		H	06/10/2025	06/26/2025	R		$225.00
							24-25					61974	$225.00

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AREADIST000	AREADISTRIBUTORS, INC	494621	0000000000	0725	BNK5	JH/HS BLDG-BUFFER	B 25-26		07/08/2025	07/17/2025	R	$108.00 $108.00
						NUMBER OF INVOICES: 8						**$1,789.42**
AT&T MOB000	AT&T MOBILITY	28729396239805192025	0000000000	0625	BNK5	TRANS-HOT SPOTS	H 24-25		05/11/2025	06/26/2025	W 19334874	$114.69 $114.69
AT&T MOB000	AT&T MOBILITY	287301684006032025	0000000000	0625	BNK5	STUDENT HOT SPOTS	H 24-25		05/25/2025	06/26/2025	W 40100625	$206.20 $206.20
AT&T MOB000	AT&T MOBILITY	28730168401007032025	0000000000	0725	BNK5	STUDENT HOT SPOTS	B 25-26		06/25/2025	07/17/2025	W 16310725	$207.71 $207.71
						NUMBER OF INVOICES: 3						**$528.60**
AUTOGS 000	AUTO GLASS SYSTEMS	132176	0000000000	0625	BNK5	TRANS-TEMPERED CLEAR	H 24-25		05/12/2025	06/26/2025	R 61975	$92.00 $92.00
						NUMBER OF INVOICES: 1						**$92.00**
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20250701ADAXA	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500007	$2,370.00 $2,370.00
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20250701ADAXA%	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500007	$2,998.40 $2,998.40
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20250701BDAXA	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500015	$45.00 $45.00
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20250715ADAXA	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500029	$2,270.00 $2,270.00
AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20250715ADAXA%	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500029	$2,998.40 $2,998.40

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AXA EQUI000	AXA EQUITABLE LIFE INSURANCE COMPA	20250715BDAXA	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025 202500069	W	$145.00 $145.00
						NUMBER OF INVOICES: 6						**$10,826.80**
BARNETER000	BARNETT, TERI	16.85	0000000000	0625	BNK5	REFUND LUNCH FEES	H 24-25		06/05/2025	06/26/2025 61976	R	$16.85 $16.85
						NUMBER OF INVOICES: 1						**$16.85**
BIFFLJAM000	BIFFLE, JAMES	10300.00	0000000000	0725	BNK5	WHOLE BRAIN TEACHING	B 25-26		06/26/2025	07/17/2025	R	$10,300.00 $10,300.00
						NUMBER OF INVOICES: 1						**$10,300.00**
BLDD ARC000	BLDD ARCHITECTS	5962	0000000000	0625	BNK5	PROJECT 216EX21.400	H 24-25		05/31/2025	06/26/2025 242500400	A	$16,681.21 $16,681.21
BLDD ARC000	BLDD ARCHITECTS	6006	0000000000	0725	BNK5	PROJECT 216EX21.400	B 25-26		06/30/2025	07/17/2025	A	$16,681.24 $16,681.24
						NUMBER OF INVOICES: 2						**$33,362.45**
BMO FINA000	BMO FINANCIAL GROUP	0221-0625-1	0000000000	BMO 0625	BNK5	8113-REFUND TAX 5 BELOW	H 24-25		04/21/2025	06/26/2025 202400455	W	$-46.83 $-46.83
BMO FINA000	BMO FINANCIAL GROUP	0221-0625-2	0000000000	BMO 0625	BNK5	8110-SAMS-CAREER DAY	H 24-25		04/23/2025	06/26/2025 202400455	W	$26.26 $26.26
BMO FINA000	BMO FINANCIAL GROUP	0221-0625-3A	0000000000	BMO 0625	BNK5	9218-WALMART-CINCO DE MAYO	H 24-25		05/05/2025	06/26/2025 202400455	W	$26.16 $26.16
BMO FINA000	BMO FINANCIAL GROUP	0221-0625-3B	0000000000	BMO 0625	BNK5	9208-WALMART-CINCO DE MAYO	H 24-25		05/05/2025	06/26/2025 202400455	W	$26.16 $26.16

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BMO FINA000	BMO FINANCIAL GROUP	0221-0625-4	0000000000	BMO 0625	BNK5	8101-HENSON ROBINSON ZOO		H	05/09/2025	06/26/2025	W	$262.50
							24-25				202400455	$262.50
BMO FINA000	BMO FINANCIAL GROUP	0704-0625-1	0012025005	BMO 0625	BNK5	IMPROVING LEARNING-SCIENCE-TUITION REIMBURSEMENT ALLOCATION - 24-25- JOHNSON	P	H	04/18/2025	06/26/2025	W	$295.00
							24-25				202400455	$295.00
	100	TUITION REIMBURSEMENT ALLOCATION - 24-25- JOHNSON							1.00			$295.00
BMO FINA000	BMO FINANCIAL GROUP	0704-0625-2	0000000000	BMO 0625	BNK5	9236-DOLLAR TREE-TABLECLOTH		H	04/18/2025	06/26/2025	W	$165.00
							24-25				202400455	$165.00
BMO FINA000	BMO FINANCIAL GROUP	0704-0625-3	0000000000	BMO 0625	BNK5	9236-WINGSTOP		H	04/26/2025	06/26/2025	W	$115.03
							24-25				202400455	$115.03
BMO FINA000	BMO FINANCIAL GROUP	0704-0625-4	3012025057	BMO 0625	BNK5	WALGREENS-PICS-VANVELDENHUIZEN-JH & HS CBE GEN SUPPLIES	P	H	05/08/2025	06/26/2025	W	$43.82
							24-25				202400455	$43.82
	100	VANVELDHUIZEN-JH & HS CBE GEN SUPPLIES							1.00			$43.82
BMO FINA000	BMO FINANCIAL GROUP	0704-0625-5	3012025057	BMO 0625	BNK5	WALMART-VANVELDENHUIZEN-JH & HS CBE GEN SUPPLIES	P	H	05/10/2025	06/26/2025	W	$83.51
							24-25				202400455	$83.51
	100	VANVELDHUIZEN-JH & HS CBE GEN SUPPLIES							1.00			$83.51
BMO FINA000	BMO FINANCIAL GROUP	0704-0625-6	3012025057	BMO 0625	BNK5	WALGREENS-VANVELDENHUIZEN-JH & HS CBE GEN SUPPLIES	P	H	05/12/2025	06/26/2025	W	$24.57
							24-25				202400455	$24.57
	100	VANVELDHUIZEN-JH & HS CBE GEN SUPPLIES							1.00			$24.57
BMO FINA000	BMO FINANCIAL GROUP	0704-0625-7	0000000000	BMO 0625	BNK5	9294-BUFFALO WILD WINGS		H	05/17/2025	06/26/2025	W	$1,109.94
							24-25				202400455	$1,109.94

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BMO FINA000	BMO FINANCIAL GROUP	1923-0725-1	0000000000	BMO 0725	BNK5	DRURY INN CHARGED FOR 2ND ROOM THAT WAS CANCELLED	25-26	B	05/19/2025	07/17/2025 202500035	W	$122.03 $122.03
BMO FINA000	BMO FINANCIAL GROUP	2436-0625-1	0000000000	BMO 0625	BNK5	TRANS-DOLLAR GEN-SUPPLIES	24-25	H	04/21/2025	06/26/2025 202400455	W	$43.65 $43.65
BMO FINA000	BMO FINANCIAL GROUP	2436-0625-2	0000000000	BMO 0625	BNK5	TRANS-CASEY'S-DONUTS	24-25	H	04/25/2025	06/26/2025 202400455	W	$26.00 $26.00
BMO FINA000	BMO FINANCIAL GROUP	2436-0625-3	0000000000	BMO 0625	BNK5	TRANS-WALLY'S-GAS	24-25	H	04/25/2025	06/26/2025 202400455	W	$34.39 $34.39
BMO FINA000	BMO FINANCIAL GROUP	2436-0625-4	0000000000	BMO 0625	BNK5	TRANS-WALLY'S-GAS	24-25	H	04/27/2025	06/26/2025 202400455	W	$67.53 $67.53
BMO FINA000	BMO FINANCIAL GROUP	2436-0625-5	0000000000	BMO 0625	BNK5	TRANS-CASEY'S-DONUTS	24-25	H	05/02/2025	06/26/2025 202400455	W	$36.00 $36.00
BMO FINA000	BMO FINANCIAL GROUP	2436-0625-6	0000000000	BMO 0625	BNK5	TRANS-DOLLAR GENERAL-SUPPLIES	24-25	H	05/08/2025	06/26/2025 202400455	W	$45.25 $45.25
BMO FINA000	BMO FINANCIAL GROUP	2436-0625-7	0000000000	BMO 0625	BNK5	TRANS-CASEY'S-DONUTS	24-25	H	05/09/2025	06/26/2025 202400455	W	$28.00 $28.00
BMO FINA000	BMO FINANCIAL GROUP	2436-0625-8	0000000000	BMO 0625	BNK5	TRANS-CASEY'S-DONUTS	24-25	H	05/16/2025	06/26/2025 202400455	W	$28.00 $28.00
BMO FINA000	BMO FINANCIAL GROUP	2436-0725-1	0000000000	BMO 0725	BNK5	24/25-TRANS-CASEY'S-DONUTS	25-26	B	05/23/2025	07/17/2025 202500035	W	$28.00 $28.00
BMO FINA000	BMO FINANCIAL GROUP	2436-0725-2	0000000000	BMO 0725	BNK5	24/25-TRANS-NOTHING BUNDT CAKES	25-26	B	05/23/2025	07/17/2025 202500035	W	$85.87 $85.87

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BMO FINA000	BMO FINANCIAL GROUP	2436-0725-3	0000000000	BMO 0725	BNK5	24/25-TRANS-SAMS		B	05/27/2025	07/17/2025	W		$183.43
							25-26					202500035	$183.43
BMO FINA000	BMO FINANCIAL GROUP	2436-0725-4	0000000000	BMO 0725	BNK5	24/25-TRANS-DOLLAR GENERAL		B	06/04/2025	07/17/2025	W		$33.25
							25-26					202500035	$33.25
BMO FINA000	BMO FINANCIAL GROUP	3061-0625-1	0000000000	BMO 0625	BNK5	9236-SAMS-SNACKS FOR PROM		H	04/18/2025	06/26/2025	W		$172.54
							24-25					202400455	$172.54
BMO FINA000	BMO FINANCIAL GROUP	3061-0625-10	0000000000	BMO 0625	BNK5	IMSE-ORTON GILLINGHAM PLUS		H	05/14/2025	06/26/2025	W		$1,593.75
							24-25					202400455	$1,593.75
BMO FINA000	BMO FINANCIAL GROUP	3061-0625-11	0000000000	BMO 0625	BNK5	IMSE-REFUND OF TAXES		H	05/15/2025	06/26/2025	W		$-93.75
							24-25					202400455	$-93.75
BMO FINA000	BMO FINANCIAL GROUP	3061-0625-12	0000000000	BMO 0625	BNK5	8123-AMAZON-BOOKS		H	05/15/2025	06/26/2025	W		$118.92
							24-25					202400455	$118.92
BMO FINA000	BMO FINANCIAL GROUP	3061-0625-2	1252025001	BMO 0625	BNK5	THE MEASURED MOM-FLESHMAN - TITLE I CURRICULUM & MATERIALS		P H	04/22/2025	06/26/2025	W		$149.00
							24-25					202400455	$149.00
	100								1.00				$149.00
BMO FINA000	BMO FINANCIAL GROUP	3061-0625-3	0000000000	BMO 0625	BNK5	9263-AMAZON-IRL HARDCOVER		H	04/25/2025	06/26/2025	W		$26.28
							24-25					202400455	$26.28
BMO FINA000	BMO FINANCIAL GROUP	3061-0625-4	0000000000	BMO 0625	BNK5	8113-ORIENTAL TRADING-SALTY DOUGH		H	05/01/2025	06/26/2025	W		$256.45
							24-25					202400455	$256.45
BMO FINA000	BMO FINANCIAL GROUP	3061-0625-5	0000000000	BMO 0625	BNK5	9236-SAMS-TRUE LIME		H	05/07/2025	06/26/2025	W		$8.77
							24-25					202400455	$8.77

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BMO FINA000	BMO FINANCIAL GROUP	3061-0625-6	0000000000	BMO 0625	BNK5	8125-PAPA JOHNS-PIZZA		H	05/08/2025	06/26/2025	W		$45.94
							24-25					202400455	$45.94
BMO FINA000	BMO FINANCIAL GROUP	3061-0625-7	3012025058	BMO 0625	BNK5	AMAZON-VANVELDENHUIZEN-JH/HS CBE TEXTBOOK SPED	P	H	05/09/2025	06/26/2025	W		$114.98
							24-25					202400455	$114.98
	100	VANVELDENHUIZEN-CBE TEXTBOOK SPED							1.00				$114.98
BMO FINA000	BMO FINANCIAL GROUP	3061-0625-8	0000000000	BMO 0625	BNK5	8121-AMAZON-ART SUPPLIES		H	05/10/2025	06/26/2025	W		$449.22
							24-25					202400455	$449.22
BMO FINA000	BMO FINANCIAL GROUP	3061-0625-9	6032025001	BMO 0625	BNK5	HOLIDAY INN-CARBONDALE-JOKISCH/ACREE-PRINCIPAL TRAVEL	P	H	05/12/2025	06/26/2025	W		$151.85
							24-25					202400455	$151.85
	100	JOKISCH/ACREE- PRINCIPAL TRAVEL							1.00				$151.85
BMO FINA000	BMO FINANCIAL GROUP	3061-0725-1	0000000000	BMO 0725	BNK5	8125-AMAZON-BOOKS		B	05/21/2025	07/17/2025	W		$58.33
							25-26					202500035	$58.33
BMO FINA000	BMO FINANCIAL GROUP	3061-0725-2	0000000000	BMO 0725	BNK5	SAM'S CLUB-TRASH BAGS		B	05/23/2025	07/17/2025	W		$539.40
							25-26					202500035	$539.40
BMO FINA000	BMO FINANCIAL GROUP	3061-0725-3	0000000000	BMO 0725	BNK5	VENTRIS LEARNING-UFLI TEACHER MANUAL		B	06/02/2025	07/17/2025	W		$1,505.00
							25-26					202500035	$1,505.00
BMO FINA000	BMO FINANCIAL GROUP	3061-0725-4	0000000000	BMO 0725	BNK5	PAPA JOHN'S-SAFETY MEETING		B	06/03/2025	07/17/2025	W		$52.96
							25-26					202500035	$52.96
BMO FINA000	BMO FINANCIAL GROUP	3061-0725-5	0000000000	BMO 0725	BNK5	WILSON LEARNING-LEVEL 1 WORKSHOP		B	06/03/2025	07/17/2025	W		$330.00
							25-26					202500035	$330.00

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BMO FINA000	BMO FINANCIAL GROUP	3061-0725-6	0000000000	BMO 0725	BNK5	WILSON LEARNING-LEVEL 2 WORKSHOP	B 25-26		06/03/2025	07/17/2025	W 202500035	$330.00 $330.00
BMO FINA000	BMO FINANCIAL GROUP	3061-0725-7	0000000000	BMO 0725	BNK5	MENARDS-AG GRANT	B 25-26		06/16/2025	07/17/2025	W 202500035	$695.91 $695.91
BMO FINA000	BMO FINANCIAL GROUP	3061-0725-8	0000000000	BMO 0725	BNK5	REALITYWORKS-BEEF AND PORK POSTER	B 25-26		06/16/2025	07/17/2025	W 202500035	$537.35 $537.35
BMO FINA000	BMO FINANCIAL GROUP	3061-0725-9	0000000000	BMO 0725	BNK5	LINCON ELECTRIC-AG GRANT	B 25-26		06/18/2025	07/17/2025	W 202500035	$418.00 $418.00
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-1	0000000000	BMO 0625	BNK5	AMAZON-JH/HS SAW	H 24-25		04/25/2025	06/26/2025	W 202400455	$299.00 $299.00
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-10	0000000000	BMO 0625	BNK5	AMAZON-ELEM-SAW	H 24-25		05/12/2025	06/26/2025	W 202400455	$362.49 $362.49
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-11	0000000000	BMO 0625	BNK5	AMAZON-ELEM-CLEANING TOWELS	H 24-25		05/13/2025	06/26/2025	W 202400455	$88.69 $88.69
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-12	0000000000	BMO 0625	BNK5	AMAZON-ELEM-PIPE FITTING	H 24-25		05/14/2025	06/26/2025	W 202400455	$12.73 $12.73
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-13	0000000000	BMO 0625	BNK5	AMAZON-ELEM-BRASS FITTINGS	H 24-25		05/14/2025	06/26/2025	W 202400455	$142.73 $142.73
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-14	0000000000	BMO 0625	BNK5	AMAZON-ELEM LAUNDRY DETERGENT	H 24-25		05/14/2025	06/26/2025	W 202400455	$31.96 $31.96
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-15	0000000000	BMO 0625	BNK5	AMAZON-REFUND RETURN CLOTH	H 24-25		05/15/2025	06/26/2025	W 202400455	$-112.94 $-112.94

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BMO FINA000	BMO FINANCIAL GROUP	3285-0625-16	0000000000	BMO 0625	BNK5	AMAZON-JH/HS BLDG-CARPET SHAMPOO	H 24-25		05/15/2025	06/26/2025 202400455	W	$115.14 $115.14
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-17	0000000000	BMO 0625	BNK5	AMAZON-ELEM-DUST CLOTH	H 24-25		05/15/2025	06/26/2025 202400455	W	$112.94 $112.94
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-18	0000000000	BMO 0625	BNK5	AMAZON-JH/HS BLDG-MAGIC ERASERS	H 24-25		06/16/2025	06/26/2025 202400455	W	$115.59 $115.59
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-19	0000000000	BMO 0625	BNK5	AMAZON-ELEM BLDG-V-BELT	H 24-25		05/16/2025	06/26/2025 202400455	W	$11.74 $11.74
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-2	0000000000	BMO 0625	BNK5	AMAZON-JH/HS DRILL	H 24-25		04/25/2025	06/26/2025 202400455	W	$88.90 $88.90
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-20	0000000000	BMO 0625	BNK5	AMAZON-ELEM-WIRE TIES	H 24-25		05/16/2025	06/26/2025 202400455	W	$9.99 $9.99
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-21	0000000000	BMO 0625	BNK5	AMAZON-JH/HS-OIL MIX, STRING	H 24-25		05/17/2025	06/26/2025 202400455	W	$36.43 $36.43
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-3	0000000000	BMO 0625	BNK5	AMAZON-JH/HS BLDG-SUPPLIES	H 24-25		04/27/2025	06/26/2025 202400455	W	$74.52 $74.52
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-4	0000000000	BMO 0625	BNK5	AMAZON-JH/HS BLDG-ELEVATOR PERMIT	H 24-25		04/29/2025	06/26/2025 202400455	W	$139.68 $139.68
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-5	0000000000	BMO 0625	BNK5	AMAZON-ELEM BLDG-FLOOR PADS	H 24-25		05/01/2025	06/26/2025 202400455	W	$36.24 $36.24
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-6	0000000000	BMO 0625	BNK5	AMAZON-JH/HS BLDG-NO PARKING SIGNS	H		05/02/2025	06/26/2025	W	$55.41

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BMO FINA000	BMO FINANCIAL GROUP	3285-0625-6	******CONTINUED******										
							24-25					202400455	$55.41
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-7	0000000000	BMO 0625	BNK5	AMAZON-ELEM -REFUND-RETURN		H	05/10/2025	06/26/2025	W		$-299.00
							24-25					202400455	$-299.00
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-8	0000000000	BMO 0625	BNK5	AMAZON-ELEM-MESH		H	05/12/2025	06/26/2025	W		$135.98
							24-25					202400455	$135.98
BMO FINA000	BMO FINANCIAL GROUP	3285-0625-9	0000000000	BMO 0625	BNK5	AMAZON-ELEM BASE PLUG		H	05/12/2025	06/26/2025	W		$49.88
							24-25					202400455	$49.88
BMO FINA000	BMO FINANCIAL GROUP	3285-0725-1	0000000000	BMO 0725	BNK5	ELEM BLDG-SUPPLIES		B	05/22/2025	07/17/2025	W		$35.22
							25-26					202500035	$35.22
BMO FINA000	BMO FINANCIAL GROUP	3285-0725-2	0000000000	BMO 0725	BNK5	AMAZON-GLASS CLEANER		B	05/24/2025	07/17/2025	W		$86.88
							25-26					202500035	$86.88
BMO FINA000	BMO FINANCIAL GROUP	3285-0725-3	0000000000	BMO 0725	BNK5	JH/HS BLDG-AMAZON-SUPPLIES		B	05/31/2025	07/17/2025	W		$184.88
							25-26					202500035	$184.88
BMO FINA000	BMO FINANCIAL GROUP	3285-0725-4	0000000000	BMO 0725	BNK5	B2B PRIME-RENEWAL		B	06/01/2025	07/17/2025	W		$129.00
							25-26					202500035	$129.00
BMO FINA000	BMO FINANCIAL GROUP	3285-0725-5	0000000000	BMO 0725	BNK5	AMAZON-SUPPLIES		B	06/05/2025	07/17/2025	W		$81.03
							25-26					202500035	$81.03
BMO FINA000	BMO FINANCIAL GROUP	3285-0725-6	0000000000	BMO 0725	BNK5	AMAZON-SCREEN DOOR MESH		B	06/07/2025	07/17/2025	W		$189.57
							25-26					202500035	$189.57
BMO FINA000	BMO FINANCIAL GROUP	3285-0725-7	0000000000	BMO 0725	BNK5	AMAZON-CARPET SHAMPOO		B	06/09/2025	07/17/2025	W		$230.28
							25-26					202500035	$230.28
BMO FINA000	BMO FINANCIAL GROUP	3285-0725-8	0000000000	BMO 0725	BNK5	ELEM BLDG-SUPPLIES		B	06/18/2025	07/17/2025	W		$56.52
							25-26					202500035	$56.52

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BMO FINA000	BMO FINANCIAL GROUP	3285-0725-9	0000000000	BMO 0725	BNK5	ELEM BLDG-AMAZON-SEALANT SPRAY	B	06/19/2025	07/17/2025	W	$53.19
							25-26		202500035		$53.19
BMO FINA000	BMO FINANCIAL GROUP	4009-0625-1	3012025057	BMO 0625	BNK5	SHOWTIME LANES-BOWLING-VANVELDENHUIZEN -JH & HS CBE GEN SUPPLIES	P H	04/23/2025	06/26/2025	W	$221.78
							24-25		202400455		$221.78
	100	VANVELDHUIZEN-JH & HS CBE GEN SUPPLIES						1.00			$221.78
BMO FINA000	BMO FINANCIAL GROUP	4069-0625-1	0312025071	BMO 0625	BNK5	labels and label maker	P H	04/18/2025	06/26/2025	W	$278.45
							24-25		202400455		$278.45
	100	Labels 1/2 inch						4.00			$51.92
	110	Label maker for HS IT Office						1.00			$226.53
BMO FINA000	BMO FINANCIAL GROUP	4069-0625-2	0312025077	BMO 0625	BNK5	labels for label printer	P H	04/30/2025	06/26/2025	W	$67.96
							24-25		202400455		$67.96
	100	Labels 3/8 inch						4.00			$67.96
BMO FINA000	BMO FINANCIAL GROUP	4069-0625-3	0312025079	BMO 0625	BNK5	HDMI Cables for Elementary	P H	05/09/2025	06/26/2025	W	$229.90
							24-25		202400455		$229.90
	100	HDMI Cables for elementary						10.00			$229.90
BMO FINA000	BMO FINANCIAL GROUP	4069-0625-4	0312025080	BMO 0625	BNK5	HDMI Cables for elementary	P H	05/14/2025	06/26/2025	W	$359.80
							24-25		202400455		$359.80
	100	HDMI Cables for elementary						20.00			$359.80
BMO FINA000	BMO FINANCIAL GROUP	4069-0725-1	0312026002	BMO 0725	BNK5	Senturo Software renewal	P B	06/18/2025	07/17/2025	W	$1,700.00
							25-26		202500035		$1,700.00
	100	Software renewal for tracking equipment and broadcasting						1.00			$1,700.00
BMO FINA000	BMO FINANCIAL GROUP	4127-0625-1	0000000000	BMO 0625	BNK5	9232-WALMART-SNACK CART	H	04/20/2025	06/26/2025	W	$110.03
							24-25		202400455		$110.03

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BMO FINA000	BMO FINANCIAL GROUP	4127-0625-2	3012025031	BMO 0625	BNK5	IPA ABE LINCOLN-RECOG BREAKFAST-LLEWELLYN-CHARACTER ED GEN SUPPLIES	P	H	04/21/2025	06/26/2025		W	$140.00
							24-25				202400455		$140.00
	100	LLEWELLYN- PBIS/CHARACTER ED GEN SUPPLIES							1.00				$140.00
BMO FINA000	BMO FINANCIAL GROUP	4127-0625-3	0000000000	BMO 0625	BNK5	9232-SAMS-BREAKFAST FOR STAFF		H	04/22/2025	06/26/2025		W	$65.80
							24-25				202400455		$65.80
BMO FINA000	BMO FINANCIAL GROUP	4127-0625-4	0000000000	BMO 0625	BNK5	9232-AMAZON-TEACHER APPRECIATION		H	04/29/2025	06/26/2025		W	$42.96
							24-25				202400455		$42.96
BMO FINA000	BMO FINANCIAL GROUP	4127-0625-4B	2022025024	BMO 0625	BNK5	AMAZON-TEACHER APPRICATION-RADFORD -JH SCHOOL IMPROVEMENT	P	H	05/14/2025	06/26/2025		W	$43.96
							24-25				202400455		$43.96
	100	JH SCHOOL IMPROVEMENT							1.00				$43.96
BMO FINA000	BMO FINANCIAL GROUP	4127-0625-5	6012025003	BMO 0625	BNK5	KEY-RING0TAGS-LLEWELLYN-PRINCIPAL'S OFFICE SUPPLIES/ENVELOPES/LAMINATING FILM	P	H	05/14/2025	06/26/2025		W	$4.99
							24-25				202400455		$4.99
	100	LLEWELLYN- PRINCIPAL'S OFFICE SUPPLIES/ENVELOPES/LAMINATING FILM							1.00				$4.99
BMO FINA000	BMO FINANCIAL GROUP	4127-0625-6	3012025040	BMO 0625	BNK5	WALMART-FOOD FOR STAFF-LLEWELLYN-SIP/MENTORING GEN SUPPLIES	P	H	05/14/2025	06/26/2025		W	$37.32
							24-25				202400455		$37.32
	100	LLEWELLYN-RTI/MTSS GEN SUPPLIES							1.00				$37.32

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BMO FINA000	BMO FINANCIAL GROUP	4127-0625-7	0000000000	BMO 0625	BNK5	9232-HOBBY LOBBY-FLOWERS FOR GRADUATION	H 24-25	05/17/2025	06/26/2025	W	202400455	$208.77 $208.77
BMO FINA000	BMO FINANCIAL GROUP	4127-0725-1	3012026002	BMO 0725	BNK5	LLEWELLYN-24/25 HS GRAD CARRYOVER	P 25-26	B 05/20/2025	07/17/2025	W	202500035	$-10.96 $-10.96
	100	LLEWELLYN-24/25/HS GRAD CARRYOVER						1.00				$-10.96
BMO FINA000	BMO FINANCIAL GROUP	4127-0725-2	3012026002	BMO 0725	BNK5	LLEWELLYN-24/25 HS GRAD CARRYOVER	P 25-26	B 05/20/2025	07/17/2025	W	202500035	$-197.80 $-197.80
	100	LLEWELLYN-24/25/HS GRAD CARRYOVER						1.00				$-197.80
BMO FINA000	BMO FINANCIAL GROUP	4127-0725-3	3012026002	BMO 0725	BNK5	LLEWELLYN-24/25 HS GRAD CARRYOVER	P 25-26	B 05/20/2025	07/17/2025	W	202500035	$180.23 $180.23
	100	LLEWELLYN-24/25/HS GRAD CARRYOVER						1.00				$180.23
BMO FINA000	BMO FINANCIAL GROUP	4135-0725-1-8	0000000000	BMO 0725	BNK5	L. NIEMEIER PAID THE DIST FOR CHARGES	 25-26	B 05/21/2025	07/17/2025	W	202500035	$259.07 $259.07
BMO FINA000	BMO FINANCIAL GROUP	4163-0625-1	0000000000	BMO 0625	BNK5	9233-WHIRL A WHIP-TEAM MEAL	H 24-25	05/12/2025	06/26/2025	W	202400455	$178.39 $178.39
BMO FINA000	BMO FINANCIAL GROUP	4163-0725-1	0000000000	BMO 0725	BNK5	9216-WALMART-ICE CREAM	B 25-26	05/22/2025	07/17/2025	W	202500035	$25.67 $25.67
BMO FINA000	BMO FINANCIAL GROUP	4163-0725-10	0000000000	BMO 0725	BNK5	9216-AMAZING XCAPES	B 25-26	06/18/2025	07/17/2025	W	202500035	$245.00 $245.00
BMO FINA000	BMO FINANCIAL GROUP	4163-0725-2	0000000000	BMO 0725	BNK5	9223-WALMART-END OF SEASON	B 25-26	06/02/2025	07/17/2025	W	202500035	$115.94 $115.94

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BMO FINA000	BMO FINANCIAL GROUP	4163-0725-3	0000000000	BMO 0725	BNK5	NATIONAL FFA-GRANT		B	06/06/2025	07/17/2025	W	$549.00
							25-26				202500035	$549.00
BMO FINA000	BMO FINANCIAL GROUP	4163-0725-4	0000000000	BMO 0725	BNK5	9216-PAPA JOHNS-		B	06/10/2025	07/17/2025	W	$8.00
							25-26				202500035	$8.00
BMO FINA000	BMO FINANCIAL GROUP	4163-0725-5	0000000000	BMO 0725	BNK5	9216-BOS-LUNCH		B	06/10/2025	07/17/2025	W	$9.00
							25-26				202500035	$9.00
BMO FINA000	BMO FINANCIAL GROUP	4163-0725-6	0000000000	BMO 0725	BNK5	9216-BOS PARKING		B	06/10/2025	07/17/2025	W	$7.00
							25-26				202500035	$7.00
BMO FINA000	BMO FINANCIAL GROUP	4163-0725-7	0000000000	BMO 0725	BNK5	9216-BOS PARKING		B	06/12/2025	07/17/2025	W	$5.00
							25-26				202500035	$5.00
BMO FINA000	BMO FINANCIAL GROUP	4163-0725-8	0000000000	BMO 0725	BNK5	9216-BRICKHOUSE-LUNCH AFTER CONVENTION		B	06/12/2025	07/17/2025	W	$136.13
							25-26				202500035	$136.13
BMO FINA000	BMO FINANCIAL GROUP	4163-0725-9	0000000000	BMO 0725	BNK5	AMAZON-BUZZER SYSTEM, TOTES-GRANT		B	06/17/2025	07/17/2025	W	$312.99
							25-26				202500035	$312.99
BMO FINA000	BMO FINANCIAL GROUP	6542-0625-1	0000000000	BMO 0625	BNK5	POSTER COMPLIANCE-		H	04/25/2025	06/26/2025	W	$291.80
							24-25				202400455	$291.80
BMO FINA000	BMO FINANCIAL GROUP	6542-0625-2	0000000000	BMO 0625	BNK5	USPS-CERTIFIED MAIL		H	04/28/2025	06/26/2025	W	$5.58
							24-25				202400455	$5.58
BMO FINA000	BMO FINANCIAL GROUP	6542-0625-3	0000000000	BMO 0625	BNK5	8123-AMAZON-BANDANAS		H	05/03/2025	06/26/2025	W	$57.98
							24-25				202400455	$57.98
BMO FINA000	BMO FINANCIAL GROUP	6542-0625-4	0000000000	BMO 0625	BNK5	8123-AMAZON-K-GRADUATION		H	05/04/2025	06/26/2025	W	$201.90
							24-25				202400455	$201.90

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BMO FINA000	BMO FINANCIAL GROUP	6542-0625-5	0000000000	BMO 0625	BNK5	8123-RETURN OF BANDANAS		H	05/07/2025	06/26/2025	W	$-27.99
							24-25				202400455	$-27.99
BMO FINA000	BMO FINANCIAL GROUP	6542-0625-6	0000000000	BMO 0625	BNK5	8123-RETURN BANDANAS		H	05/12/2025	06/26/2025	W	$-27.99
							24-25				202400455	$-27.99
BMO FINA000	BMO FINANCIAL GROUP	6542-0625-7	0000000000	BMO 0625	BNK5	AMAZON-THE ART OF SCHOOL BOARDING		H	05/17/2025	06/26/2025	W	$174.65
							24-25				202400455	$174.65
BMO FINA000	BMO FINANCIAL GROUP	6542-0625-8	0000000000	BMO 0625	BNK5	DRURY INN-FAIRVIEW HTS		H	05/19/2025	06/26/2025	W	$122.03
							24-25				202400455	$122.03
BMO FINA000	BMO FINANCIAL GROUP	6542-0725-1	0000000000	BMO 0725	BNK5	AMAZON-RETURN OF ART OF SCHOOL BOARDING BOOKS		B	05/22/2025	07/17/2025	W	$-174.65
							25-26				202500035	$-174.65
BMO FINA000	BMO FINANCIAL GROUP	6542-0725-2	2022026045	BMO 0725	BNK5	24/25 CARRYOVER-AMAZON-MEDALS	P	B	05/24/2025	07/17/2025	W	$55.94
							25-26				202500035	$55.94
	100	24/25 CARRYOVER						1.00				$55.94
BMO FINA000	BMO FINANCIAL GROUP	6542-0725-3	2022026045	BMO 0725	BNK5	24/25 CARRYOVER-AMAZON-REFUND MEDALS	P	B	05/31/2025	07/17/2025	W	$-16.98
							25-26				202500035	$-16.98
	110	24/25 CARRYOVER						1.00				$-16.98
BMO FINA000	BMO FINANCIAL GROUP	6542-0725-4	0000000000	BMO 0725	BNK5	AMAZON-ANXIOUS GENERATION		B	06/17/2025	07/17/2025	W	$66.52
							25-26				202500035	$66.52
BMO FINA000	BMO FINANCIAL GROUP	6559-0625-1	0000000000	BMO 0625	BNK5	IASB-NEW BOARD MEMB TRANING BUNDLE		H	04/21/2025	06/26/2025	W	$125.00
							24-25				202400455	$125.00

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BMO FINA000	BMO FINANCIAL GROUP	6559-0625-2	0000000000	BMO 0625	BNK5	IASB-THE ART OF SCHOOL BOARDING BOOKS		H	05/15/2025	06/26/2025	W		$174.65
							24-25					202400455	$174.65
BMO FINA000	BMO FINANCIAL GROUP	6559-0625-3	0000000000	BMO 0625	BNK5	IASB-BOARD MEMB TRANING BUNDLE		H	05/15/2025	06/26/2025	W		$125.00
							24-25					202400455	$125.00
BMO FINA000	BMO FINANCIAL GROUP	6559-0725-1	0000000000	BMO 0725	BNK5	IASB-DIVISION MEETING		B	05/22/2025	07/17/2025	W		$50.00
							25-26					202500035	$50.00
BMO FINA000	BMO FINANCIAL GROUP	6559-0725-2	0000000000	BMO 0725	BNK5	IASB-EARLY BIRD ANNUAL JOINT CONF		B	06/02/2025	07/17/2025	W		$4,573.20
							25-26					202500035	$4,573.20
BMO FINA000	BMO FINANCIAL GROUP	6559-0725-3	0000000000	BMO 0725	BNK5	IASB-REFUND		B	06/03/2025	07/17/2025	W		$-25.00
							25-26					202500035	$-25.00
BMO FINA000	BMO FINANCIAL GROUP	6559-0725-4	0000000000	BMO 0725	BNK5	SMORE.COM RENEWAL		B	06/18/2025	07/17/2025	W		$179.00
							25-26					202500035	$179.00
BMO FINA000	BMO FINANCIAL GROUP	6575-0625-1	0000000000	BMO 0625	BNK5	8101-SCOVILLE ZOO		H	04/24/2025	06/26/2025	W		$552.00
							24-25					202400455	$552.00
BMO FINA000	BMO FINANCIAL GROUP	6575-0625-2	6032025001	BMO 0625	BNK5	HOLIDAY INN-JOKISCH/ACREE-PRINCIPAL TRAVEL		P H	05/12/2025	06/26/2025	W		$151.85
							24-25					202400455	$151.85
	100	JOKISCH/ACREE- PRINCIPAL TRAVEL							1.00				$151.85
BMO FINA000	BMO FINANCIAL GROUP	6583-0625-1	0000000000	BMO 0625	BNK5	9218-WALMART-SR. BREAKFAST		H	05/07/2025	06/26/2025	W		$193.14
							24-25					202400455	$193.14
BMO FINA000	BMO FINANCIAL GROUP	6591-0725-1	0000000000	BMO 0725	BNK5	9274-MENARDS-TOTES		B	06/17/2025	07/17/2025	W		$181.16
							25-26					202500035	$181.16

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BMO FINA000	BMO FINANCIAL GROUP	6591-0725-2	0000000000	BMO 0725	BNK5	24/25-HARBOR FREIGHT-GRANT-WARRENTY		B	06/19/2025	07/17/2025	W	$118.89
							25-26				202500035	$118.89
BMO FINA000	BMO FINANCIAL GROUP	6591-0725-3	0000000000	BMO 0725	BNK5	24/25-HARBOR FREIGHT-HELMENT		B	06/20/2025	07/17/2025	W	$449.90
							25-26				202500035	$449.90
BMO FINA000	BMO FINANCIAL GROUP	6673-0625-1	7002025016	BMO 0625	BNK5	UNIVERSAL SPORTS-CAS-PROF SERVICES/ASEP CERT/SCHEDULE STAR	P	H	04/25/2025	06/26/2025	W	$2,250.00
							24-25				202400455	$2,250.00
	100	CAS-PROF SERVICES/ASEP CERT/SCHEDULE STAR						1.00				$2,250.00
BMO FINA000	BMO FINANCIAL GROUP	6673-0725-1	0000000000	BMO 0725	BNK5	9241-PAPA FRANKS-END OF SEASON		B	05/30/2025	07/17/2025	W	$288.00
							25-26				202500035	$288.00
BMO FINA000	BMO FINANCIAL GROUP	6930-0625-1	0000000000	BMO 0625	BNK5	9294-TOP GOLF-FINAL PAYMENT		H	04/28/2025	06/26/2025	W	$559.96
							24-25				202400455	$559.96
BMO FINA000	BMO FINANCIAL GROUP	6930-0625-2	0000000000	BMO 0625	BNK5	9294-PUTTSHACK-SR TRIP		H	05/09/2025	06/26/2025	W	$875.12
							24-25				202400455	$875.12
BMO FINA000	BMO FINANCIAL GROUP	6930-0625-3	0000000000	BMO 0625	BNK5	9294-TOPGOLF-FOOD		H	05/09/2025	06/26/2025	W	$164.04
							24-25				202400455	$164.04
BMO FINA000	BMO FINANCIAL GROUP	6930-0625-4	0000000000	BMO 0625	BNK5	9202-MICHAELS-CANDY		H	05/12/2025	06/26/2025	W	$117.37
							24-25				202400455	$117.37
BMO FINA000	BMO FINANCIAL GROUP	6930-0625-5	0000000000	BMO 0625	BNK5	9202-MICHAELS-GIFT CARDS		H	05/12/2025	06/26/2025	W	$75.00
							24-25				202400455	$75.00
BMO FINA000	BMO FINANCIAL GROUP	6930-0725-1	3012026003	BMO 0725	BNK5	24/25 SMITH WALBRIDGE CAMP	P	B	05/21/2025	07/17/2025	W	$625.00
							25-26				202500035	$625.00

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BMO FINA000	BMO FINANCIAL GROUP 100	6930-0725-1 MAGRATH-JH/HS PURCHASED SERVICES	******CONTINUED******										
									1.00				$625.00
BMO FINA000	BMO FINANCIAL GROUP	7406-0625-1	0000000000	BMO 0625	BNK5	9223-AMAZON-BATTING NET		H	04/19/2025	06/26/2025	W		$149.99
							24-25					202400455	$149.99
BMO FINA000	BMO FINANCIAL GROUP	7406-0625-10	0000000000	BMO 0625	BNK5	9249-HYATT		H	04/27/2025	06/26/2025	W		$305.52
							24-25					202400455	$305.52
BMO FINA000	BMO FINANCIAL GROUP	7406-0625-11	0000000000	BMO 0625	BNK5	9249-HYATT		H	04/27/2025	06/26/2025	W		$291.84
							24-25					202400455	$291.84
BMO FINA000	BMO FINANCIAL GROUP	7406-0625-12	0000000000	BMO 0625	BNK5	9114-SAMS-SNACKS-SECTIONAL		H	05/09/2025	06/26/2025	W		$146.50
							24-25					202400455	$146.50
BMO FINA000	BMO FINANCIAL GROUP	7406-0625-13	0000000000	BMO 0625	BNK5	9114-SAMS-SNACKS-SECTIONAL		H	05/09/2025	06/26/2025	W		$99.68
							24-25					202400455	$99.68
BMO FINA000	BMO FINANCIAL GROUP	7406-0625-14	0000000000	BMO 0625	BNK5	9228-BAGS FOR FRESHMAN		H	05/12/2025	06/26/2025	W		$347.76
							24-25					202400455	$347.76
BMO FINA000	BMO FINANCIAL GROUP	7406-0625-15	0000000000	BMO 0625	BNK5	9294-SAMS-SR. BBQ		H	05/15/2025	06/26/2025	W		$468.61
							24-25					202400455	$468.61
BMO FINA000	BMO FINANCIAL GROUP	7406-0625-16	0000000000	BMO 0625	BNK5	9114-SAMS-END OF SEASON		H	05/16/2025	06/26/2025	W		$38.07
							24-25					202400455	$38.07
BMO FINA000	BMO FINANCIAL GROUP	7406-0625-2	0000000000	BMO 0625	BNK5	9296-AMAZON-NAPKINS,CUPS		H	04/21/2025	06/26/2025	W		$42.74
							24-25					202400455	$42.74
BMO FINA000	BMO FINANCIAL GROUP	7406-0625-3	0000000000	BMO 0625	BNK5	9114-AMAZON-FRAMES 8TH GRADERS		H	04/21/2025	06/26/2025	W		$33.77
							24-25					202400455	$33.77

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BMO FINA000	BMO FINANCIAL GROUP	7406-0625-4	0000000000	BMO 0625	BNK5	9106-PAPA JOHNS-PIZZA END OF THE YEAR		H	04/23/2025	06/26/2025	W		$138.86
							24-25					202400455	$138.86
BMO FINA000	BMO FINANCIAL GROUP	7406-0625-5	0000000000	BMO 0625	BNK5	9274-SAM'S-SIGNING DAY		H	04/23/2025	06/26/2025	W		$61.42
							24-25					202400455	$61.42
BMO FINA000	BMO FINANCIAL GROUP	7406-0625-6	0000000000	BMO 0625	BNK5	9296-SAMS-FRUIT TRAY,CHIPS		H	04/25/2025	06/26/2025	W		$128.73
							24-25					202400455	$128.73
BMO FINA000	BMO FINANCIAL GROUP	7406-0625-7	7002025015	BMO 0625	BNK5	PERFORMANCE HEALTH LUCAS -ATHLETIC SCREENING/TRAINING SUPPLIES	P	H	04/26/2025	06/26/2025	W		$46.03
							24-25					202400455	$46.03
	100 SUPPLIES	ATHLETIC SCREENING/TRAINING SUPPLIES							1.00				$46.03
BMO FINA000	BMO FINANCIAL GROUP	7406-0625-8	0000000000	BMO 0625	BNK5	9249-GIORDANOS-TEAM MEAL		H	04/26/2025	06/26/2025	W		$96.56
							24-25					202400455	$96.56
BMO FINA000	BMO FINANCIAL GROUP	7406-0625-9	0000000000	BMO 0625	BNK5	9249-HYATT-		H	04/27/2025	06/26/2025	W		$305.52
							24-25					202400455	$305.52
BMO FINA000	BMO FINANCIAL GROUP	7406-0725-1	0000000000	BMO 0725	BNK5	9105-PRIMO DESIGNS-SUMMER CAMP SHIRTS		B	05/20/2025	07/17/2025	W		$442.50
							25-26					202500035	$442.50
BMO FINA000	BMO FINANCIAL GROUP	7406-0725-10	0000000000	BMO 0725	BNK5	9229-JIFFY-T-SHIRTS		B	06/10/2025	07/17/2025	W		$277.29
							25-26					202500035	$277.29
BMO FINA000	BMO FINANCIAL GROUP	7406-0725-11	0000000000	BMO 0725	BNK5	9102-PRIMO DESIGNS-SHIRTS		B	06/11/2025	07/17/2025	W		$558.00
							25-26					202500035	$558.00
BMO FINA000	BMO FINANCIAL GROUP	7406-0725-2	0000000000	BMO 0725	BNK5	9114-PAPA JOHN'S PIZZA		B	05/20/2025	07/17/2025	W		$385.59
							25-26					202500035	$385.59

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BMO FINA000	BMO FINANCIAL GROUP	7406-0725-3	0000000000	BMO 0725	BNK5	9223-DOMINOS-TEAM MEAL		B	05/21/2025	07/17/2025	W	$106.33
							25-26				202500035	$106.33
BMO FINA000	BMO FINANCIAL GROUP	7406-0725-4	0000000000	BMO 0725	BNK5	9223-WALGREENS-TEAM DRINKS		B	05/21/2025	07/17/2025	W	$37.75
							25-26				202500035	$37.75
BMO FINA000	BMO FINANCIAL GROUP	7406-0725-5	0000000000	BMO 0725	BNK5	9116-AMAZON-BAT SENSORS		B	06/02/2025	07/17/2025	W	$100.00
							25-26				202500035	$100.00
BMO FINA000	BMO FINANCIAL GROUP	7406-0725-6	0000000000	BMO 0725	BNK5	9116-POWERNET-WEIGHT TRAINING BALLS		B	06/02/2025	07/17/2025	W	$94.99
							25-26				202500035	$94.99
BMO FINA000	BMO FINANCIAL GROUP	7406-0725-7	0000000000	BMO 0725	BNK5	9116-BASEBALL SAVINGS		B	06/03/2025	07/17/2025	W	$344.75
							25-26				202500035	$344.75
BMO FINA000	BMO FINANCIAL GROUP	7406-0725-8	0000000000	BMO 0725	BNK5	9226-PRIMO DESIGNS-SUMMER CAMP SHIRTS		B	06/06/2025	07/17/2025	W	$845.25
							25-26				202500035	$845.25
BMO FINA000	BMO FINANCIAL GROUP	7406-0725-9	0000000000	BMO 0725	BNK5	9116-BASEBALL SAVINGS		B	06/07/2025	07/17/2025	W	$299.90
							25-26				202500035	$299.90
BMO FINA000	BMO FINANCIAL GROUP	7693-0725-1	0000000000	BMO 0725	BNK5	TEXAS ROADHOUSE-TRAVEL		B	06/16/2025	07/17/2025	W	$117.18
							25-26				202500035	$117.18
BMO FINA000	BMO FINANCIAL GROUP	7693-0725-2	0000000000	BMO 0725	BNK5	EMBASSY SUITES-TRAVEL		B	06/17/2025	07/17/2025	W	$4.34
							25-26				202500035	$4.34
BMO FINA000	BMO FINANCIAL GROUP	7693-0725-3	0000000000	BMO 0725	BNK5	EMBASSY SUITES-TRAVEL		B	06/17/2025	07/17/2025	W	$134.40
							25-26				202500035	$134.40
BMO FINA000	BMO FINANCIAL GROUP	8707-0725-1	0000000000	BMO 0725	BNK5	9226-MEL-O-CREAM		B	05/23/2025	07/17/2025	W	$97.32
							25-26				202500035	$97.32

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BMO FINA000	BMO FINANCIAL GROUP	9165-0625-1	3012025058	BMO 0625	BNK5	AMAZON-VANVELDENHUIZEN-JH/HS CBE TEXTBOOK SPED	P 24-25	H	04/26/2025	06/26/2025	W 202400455	$42.29 $42.29
	100	VANVELDENHUIZEN-CBE TEXTBOOK SPED						1.00				$42.29
BMO FINA000	BMO FINANCIAL GROUP	9165-0625-10	0000000000	BMO 0625	BNK5	9103-TJMAXX-GIFT CARD	24-25	H	05/06/2025	06/26/2025	W 202400455	$25.00 $25.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0625-11	0000000000	BMO 0625	BNK5	9103-TJMAXX-GIFT CARD	24-25	H	05/07/2025	06/26/2025	W 202400455	$25.00 $25.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0625-2	0000000000	BMO 0625	BNK5	9103-WALMART-ICE CREAM TOPPINGS	24-25	H	05/01/2025	06/26/2025	W 202400455	$114.97 $114.97
BMO FINA000	BMO FINANCIAL GROUP	9165-0625-3	0000000000	BMO 0625	BNK5	9103-TARGET-GIFT CARDS	24-25	H	05/05/2025	06/26/2025	W 202400455	$25.00 $25.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0625-4	0000000000	BMO 0625	BNK5	9103-TARGET-GIFT CARD	24-25	H	05/05/2025	06/26/2025	W 202400455	$25.00 $25.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0625-5	0000000000	BMO 0625	BNK5	9103-TARGET-GIFT CARD	24-25	H	05/05/2025	06/26/2025	W 202400455	$25.00 $25.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0625-6	0000000000	BMO 0625	BNK5	9103-AMAZON-5 GIFT CARDS	24-25	H	05/05/2025	06/26/2025	W 202400455	$125.00 $125.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0625-7	0000000000	BMO 0625	BNK5	9103-ERINCONDREN-GIFT CARD	24-25	H	05/05/2025	06/26/2025	W 202400455	$25.00 $25.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0625-8	0000000000	BMO 0625	BNK5	9103-LOWES-GIFT CARDS	24-25	H	05/05/2025	06/26/2025	W 202400455	$75.00 $75.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0625-9	0000000000	BMO 0625	BNK5	9103-TARGET-GIFT CARDS	24-25	H	05/05/2025	06/26/2025	W 202400455	$25.00 $25.00

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BMO FINA000	BMO FINANCIAL GROUP	9165-0725-1	1032026052	BMO 0725	BNK5	24/25 CARRYOVER-COX K-CLASSROOM SUPPLIES	P 25-26	B	05/20/2025	07/17/2025	W	202500035	$16.97 $16.97
	100	24/25 CARRYOVER COX, K - CLASSROOM SUPPLIES							1.00				$16.97
BMO FINA000	BMO FINANCIAL GROUP	9165-0725-2	0000000000	BMO 0725	BNK5	9103-WALMART-ICE CREAM	 25-26	B	05/21/2025	07/17/2025	W	202500035	$69.77 $69.77
BMO FINA000	BMO FINANCIAL GROUP	9165-0725-3	0000000000	BMO 0725	BNK5	9103-TPT-GIFT CARDS	 25-26	B	05/23/2025	07/17/2025	W	202500035	$100.00 $100.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0725-4	0000000000	BMO 0725	BNK5	9103-TACO GRINGO-TACO BAR	 25-26	B	05/23/2025	07/17/2025	W	202500035	$160.70 $160.70
BMO FINA000	BMO FINANCIAL GROUP	9165-0725-5	0000000000	BMO 0725	BNK5	9103-ERINCONDREN-TEACHER LESSON PLAN	 25-26	B	05/23/2025	07/17/2025	W	202500035	$60.45 $60.45
BMO FINA000	BMO FINANCIAL GROUP	9165-0725-6	0000000000	BMO 0725	BNK5	9103-ERINCONDREN-GIFT CARDS	 25-26	B	05/23/2025	07/17/2025	W	202500035	$135.00 $135.00
BMO FINA000	BMO FINANCIAL GROUP	9165-0725-7	0000000000	BMO 0725	BNK5	9103-AMAZON-	 25-26	B	05/27/2025	07/17/2025	W	202500035	$23.57 $23.57
BMO FINA000	BMO FINANCIAL GROUP	9165-0725-8	0000000000	BMO 0725	BNK5	9103-AMAZON	 25-26	B	05/28/2025	07/17/2025	W	202500035	$67.83 $67.83
						NUMBER OF INVOICES: 188							**$38,488.28**
BOBOS 000	BOBCAT OF SPRINGFIELD	W05750	0000000000	0625	BNK5	SKID STEER SERVICE	H 24-25		04/22/2025	06/26/2025	R	61977	$1,516.89 $1,516.89
BOBOS 000	BOBCAT OF SPRINGFIELD	W05751	0000000000	0625	BNK5	SERVICE THE BOBCAT	H 24-25		04/22/2025	06/26/2025	R	61977	$1,381.34 $1,381.34

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						NUMBER OF INVOICES: 2					**$2,898.23**
BREWEDAV000	BREWER, DAVE	280.00	0000000000	0625	BNK5	BASEBALL SCOREKEEPER-3/28,3/29,5/3,5/8,5/14,5/16,5/17/25	H	05/23/2025	06/26/2025	R	$280.00
							24-25		61978		$280.00
						NUMBER OF INVOICES: 1					**$280.00**
BREWEZAC000	BREWER, ZACH	386.60	0000000000	0625	BNK5	TRS REFUND	H	06/13/2025	06/26/2025	R	$386.60
							24-25		61979		$386.60
						NUMBER OF INVOICES: 1					**$386.60**
CARBS 000	CAROLINA BIOLOGICAL SUPPLY	53012940	3012026001	0725	BNK5	JOHNSON-24/25-CARRYOVER	P B	05/23/2025	07/17/2025	A	$154.00
							25-26				$154.00
	100	JOHNSON-24/24 CARRYOVER						1.00			$154.00
CARBS 000	CAROLINA BIOLOGICAL SUPPLY	53054451RI	3012026001	0725	BNK5	JOHNSON-24/25-CARRYOVER-STARFISH	P B	07/03/2025	07/17/2025	A	$9.60
							25-26				$9.60
	110	24/25 CARRYOVER-						1.00			$9.60
						NUMBER OF INVOICES: 2					**$163.60**
CDWG 001	CDW GOVERNMENT, INC.	AD3HM9C	0312025072	0625	BNK5	Computers for Elementary	P H	03/18/2025	06/26/2025	A	$7,530.60
							24-25		242500402		$7,530.60
	120	HP 24" Monitors						42.00			$7,530.60
CDWG 001	CDW GOVERNMENT, INC.	AD45E5B	0312025064	0625	BNK5	Video intercom and door controller for HS	P H	03/31/2025	06/26/2025	A	$6,260.50
							24-25		242500402		$6,260.50
	100	verkada door controller for HS						1.00			$3,974.50
	110	Verkada video intercom system for HS						1.00			$1,349.25
	120	License for video intercom 5 years						1.00			$936.75

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CDWG 001	CDW GOVERNMENT, INC.	AD5J85J	0312026004	0725	BNK5	Toner for printers to finish out year and ink for Food service printer	P	B	04/02/2025	07/17/2025	A	$3,222.15
							25-26					$3,222.15
	100	Black toner for hP printers to end the year							10.00			$2,807.00
	110	Yellow Ink for Food service							1.00			$88.55
	120	Magenta Ink for Food service							1.00			$88.55
	130	Cyan Ink for Food service							1.00			$88.55
	140	Black Ink for Food service							1.00			$149.50
CDWG 001	CDW GOVERNMENT, INC.	AD5R17H	0312025072	0625	BNK5	Computers for Elementary	P	H	04/03/2025	06/26/2025	A	$18,020.55
							24-25			242500402		$18,020.55
	100	HP Computers							19.00			$18,020.55
CDWG 001	CDW GOVERNMENT, INC.	AD65P4H	0312025072	0625	BNK5	Computers for Elementary	P	H	04/14/2025	06/26/2025	A	$1,896.90
							24-25			242500402		$1,896.90
	100	HP Computers							2.00			$1,896.90
CDWG 001	CDW GOVERNMENT, INC.	AD7BV7X	0312025072	0625	BNK5	Computers for Elementary	P	H	04/15/2025	06/26/2025	A	$19,917.45
							24-25			242500402		$19,917.45
	100	HP Computers							21.00			$19,917.45
CDWG 001	CDW GOVERNMENT, INC.	AE1NK1J	0312025072	0625	BNK5	Computers for Elementary	P	H	05/09/2025	06/26/2025	A	$903.64
							24-25			242500402		$903.64
	110	3 year HP Care Pack							41.00			$903.64
CDWG 001	CDW GOVERNMENT, INC.	AE7QE8Z	0312026003	0725	BNK5	Cable for new gym sports cameras	P	B	06/26/2025	07/17/2025	A	$854.60
							25-26					$854.60
	100	Cat 6e Cable							4.00			$854.60
CDWG 001	CDW GOVERNMENT, INC.	ZR00705796	0312025073	0625	BNK5	Renewal of Google licenses for Google Admin	P	H	05/18/2025	06/26/2025	A	$3,825.00
							24-25			242500402		$3,825.00

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CDWG 001	CDW GOVERNMENT, INC. 100	ZR00705796 Renewal for Google Admin	******CONTINUED******										$3,825.00
						NUMBER OF INVOICES: 9							**$62,431.39**
CENTRAL 003	CENTRAL IL PRODUCE (JH/HS)	11315953	0000000000	0625	BNK5	JH/HS BLDG-DAIRY	H 24-25		05/16/2025	06/26/2025	A	242500403	$144.80 $144.80
CENTRAL 003	CENTRAL IL PRODUCE (JH/HS)	11315956	0000000000	0625	BNK5	JH/HS BLDG-FOOD, DAIRY	H 24-25		05/21/2025	06/26/2025	A	242500403	$394.50 $394.50
CENTRAL 003	CENTRAL IL PRODUCE (JH/HS)	11354210	0000000000	0625	BNK5	JH/HS BLDG-FOOD	H 24-25		05/23/2025	06/26/2025	A	242500403	$148.55 $148.55
						NUMBER OF INVOICES: 3							**$687.85**
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	11283526	0000000000	0625	BNK5	ELEM BLDG-DAIRY	H 24-25		05/14/2025	06/26/2025	A	242500404	$379.20 $379.20
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	11283531	0000000000	0625	BNK5	ELEM BLDG-DAIRY	H 24-25		05/16/2025	06/26/2025	A	242500404	$189.60 $189.60
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	11283565	0000000000	0625	BNK5	PRE-K-DAWDY-DAIRY	H 24-25		05/14/2025	06/26/2025	A	242500404	$55.20 $55.20
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	11283568	0000000000	0625	BNK5	PRE-K-RUPPEL-DAIRY	H 24-25		05/16/2025	06/26/2025	A	242500404	$55.20 $55.20
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	11297767	0000000000	0625	BNK5	ELEM BLDG-DAIRY	H 24-25		05/19/2025	06/26/2025	A	242500404	$315.20 $315.20
CENTRAL 004	CENTRAL IL PRODUCE (NBE)	11297770	0000000000	0625	BNK5	ELEM BLDG-FOOD, DAIRY	H 24-25		05/21/2025	06/26/2025	A	242500404	$1,140.15 $1,140.15

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						NUMBER OF INVOICES: 6							**$2,134.55**
CENTRS 000	CENTRAL SUPPLY CO	206637	0000000000	0625	BNK5	ELEM BLDG-EXPLORER	H		04/14/2025	06/26/2025	R		$94.24
							24-25					61980	$94.24
						NUMBER OF INVOICES: 1							**$94.24**
CHARACTE000	CHARACTER STRONG	34407	1032026045	0725	BNK5	KIRKPATRICK- CLASSROOM SUPPLIES+ CHARACTER STRONG	P	B	07/01/2025	07/17/2025	W		$3,996.00
							25-26					44070725	$3,996.00
	100	KIRKPATRICK - CLASSROOM SUPPLIES + CHARACTER STRONG							1.00				$3,996.00
						NUMBER OF INVOICES: 1							**$3,996.00**
CLEARGOV000	CLEARGOV INC	2025-17368	0000000000	0725	BNK5	DIGITAL BUDGET BOOK-RENEWAL		B	07/01/2025	07/17/2025	A		$5,665.00
							25-26						$5,665.00
						NUMBER OF INVOICES: 1							**$5,665.00**
COAL CRE000	COAL CREEK SOFTWARE, INC	Z-202572	0000000000	0725	BNK5	ANNUAL SUBSCRIPTION-EXPERIENCE VERF		B	06/26/2025	07/17/2025	R		$1,200.00
							25-26						$1,200.00
						NUMBER OF INVOICES: 1							**$1,200.00**
COLLEGE 001	COLLEGE BOARD	A261116651	3212025001	0625	BNK5	AP EXAMINATION-DOSS-GUIDANCE PROF SERVICES/ TESTING	P	H	05/27/2025	06/26/2025	R		$130.00
							24-25					61981	$130.00
	100	DOSS-GUIDANCE PROF. SERVICES/TESTING							1.00				$130.00
						NUMBER OF INVOICES: 1							**$130.00**
CONNOR C000	CONNOR CO	S011370665.001	0000000000	0625	BNK5	ELEM BLDG-PLEATED FILTERS		H	06/11/2025	06/26/2025	A		$145.42
							24-25					242500405	$145.42

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S	INV DATE / ADJ AMT / QTY	DUE DATE	C	CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
						NUMBER OF INVOICES: 1							**$145.42**
COR INST000	COR INSTALLATION	1533	0000000000	0625	BNK5	SCIENCE TABLES	H 24-25		06/13/2025	06/26/2025	R	61982	$3,602.00 $3,602.00
COR INST000	COR INSTALLATION	1535	0000000000	0625	BNK5	FURNITURE	H 24-25		06/13/2025	06/26/2025	R	61982	$9,847.56 $9,847.56
COR INST000	COR INSTALLATION	1536	0000000000	0625	BNK5	SECURITY LOCKER	H 24-25		06/13/2025	06/26/2025	R	61982	$5,740.36 $5,740.36
						NUMBER OF INVOICES: 3							**$19,189.92**
CORE CON000	CORE CONSTRUCTION	259714.75	0000000000	0725	BNK5	APP 25 PROJECT 22-01-005	B 25-26		06/30/2025	07/17/2025	A		$259,714.75 $259,714.75
CORE CON000	CORE CONSTRUCTION	586529.44	0000000000	0625	BNK5	APP 24 PROJECT 22-01-005	H 24-25		05/31/2025	06/26/2025	A	242500406	$586,529.44 $586,529.44
						NUMBER OF INVOICES: 2							**$846,244.19**
CRISISGO000	CRISISGO. INC	0006418	0000000000	0725	BNK5	SAFETY IRESPONSE-3 YR CONTRACT	B 25-26		07/11/2025	07/17/2025	A		$6,740.00 $6,740.00
						NUMBER OF INVOICES: 1							**$6,740.00**
DE LAGE 000	DE LAGE LANDEN PUBLIC FINANCE LLC	590364310	0000000000	0625	BNK5	COPIER LEASE 6/12/25-7/11/25	H 24-25		05/28/2025	06/26/2025	A	242500407	$1,376.00 $1,376.00
DE LAGE 000	DE LAGE LANDEN PUBLIC FINANCE LLC	590795191	0000000000	0725	BNK5	COPIER LEASE 7/12/25-8/11/25	B 25-26		06/29/2025	07/17/2025	A		$1,376.00 $1,376.00
						NUMBER OF INVOICES: 2							**$2,752.00**
DEMI 000	DEMCO, INC.	7666528	0212026002	0725	BNK5	PECORARO - LIBRARY GENERAL	P B		07/07/2025	07/17/2025	A		$296.83

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DEMI 000	DEMCO, INC.	7666528	******CONTINUED******			SUPPLIES							
							25-26						$296.83
	100	PECORARO - LIBRARY GENERAL SUPPLIES							1.00				$296.83
DEMI 000	DEMCO, INC.	7666554	0212026005	0725	BNK5	PECORARO - LIBRARY REPAIRS & MAINTENANCE	P	B	07/07/2025	07/17/2025	A		$116.77
							25-26						$116.77
	100	PECORARO - LIBRARY RPRS & MAINT							1.00				$116.77
						NUMBER OF INVOICES: 2							**$413.60**
DIRECT E000	DIRECT ENERGY BUSINESS	251330056939571	0000000000	0625	BNK5	ELEM BLDG-ELECTRICITY		H	05/13/2025	06/26/2025	W		$8,341.41
							24-25					3076303	$8,341.41
DIRECT E000	DIRECT ENERGY BUSINESS	251330056939572	0000000000	0625	BNK5	TRANS-BUS GARAGE		H	05/13/2025	06/26/2025	W		$92.95
							24-25					3076304	$92.95
DIRECT E000	DIRECT ENERGY BUSINESS	251330056939573	0000000000	0625	BNK5	JH/HS BASEBALL FIELD		H	05/13/2025	06/26/2025	W		$72.72
							24-25					3076302	$72.72
DIRECT E000	DIRECT ENERGY BUSINESS	251350056960391	0000000000	0625	BNK5	JH/HS BLDG-ELECTRICITY		H	05/15/2025	06/26/2025	W		$144.19
							24-25					3076305	$144.19
DIRECT E000	DIRECT ENERGY BUSINESS	251630057138094	0000000000	0625	BNK5	ELEM BLDG-ELECTRICITY		H	06/12/2025	06/26/2025	W		$8,584.97
							24-25					3095755	$8,584.97
DIRECT E000	DIRECT ENERGY BUSINESS	251630057138095	0000000000	0625	BNK5	TRANS-BUS GARAGE-ELECTRICITY		H	06/12/2025	06/26/2025	W		$88.56
							24-25					3095756	$88.56
DIRECT E000	DIRECT ENERGY BUSINESS	251630057138096	0000000000	0625	BNK5	JH/HS BASEBALL FIELD ELECTRICITY		H	06/12/2025	06/26/2025	W		$70.22
							24-25					3095754	$70.22

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DIRECT E000	DIRECT ENERGY BUSINESS	251670057159685	0000000000	0725	BNK5	JH/HS BLDG-ELECTRICITY	B 25-26		06/16/2025	07/17/2025	W	78410725	$141.25 $141.25
						NUMBER OF INVOICES: 8							**$17,536.27**
DUGOC 001	DUGAN OIL COMPANY	218521	0000000000	0625	BNK5	TRANS-BUS TIRE REPAIR	H 24-25		05/14/2025	06/26/2025	R	61983	$240.00 $240.00
DUGOC 001	DUGAN OIL COMPANY	219145	0000000000	0725	BNK5	TRANS-TIRES/BALANCE	B 25-26		07/09/2025	07/17/2025	R		$734.00 $734.00
						NUMBER OF INVOICES: 2							**$974.00**
ECHO ELE000	ECHO ELECTRIC	S011251065.001	0000000000	0625	BNK5	ELEM BLDG-CEILING FAN	H 24-25		05/01/2025	06/26/2025	R	61984	$139.42 $139.42
						NUMBER OF INVOICES: 1							**$139.42**
EMBRACE 000	EMBRACE EDUCATION	18359	0000000000	0625	BNK5	IL EMBRACE504 PLAN 7/1/25-6/30/26	H 24-25		06/01/2025	06/26/2025	R	61985	$687.96 $687.96
						NUMBER OF INVOICES: 1							**$687.96**
ERTOI 001	ERTHAL OIL	303658	0000000000	0625	BNK5	TRANS-DIESEL	H 24-25		05/16/2025	06/26/2025	R	61986	$2,784.02 $2,784.02
						NUMBER OF INVOICES: 1							**$2,784.02**
FAMILY Z000	FAMILY ZONE INC	INUS0007421	0312026001	0725	BNK5	Linewize software renewal	P B 25-26		06/30/2025	07/17/2025	A		$5,123.88 $5,123.88
	100	Filtering software							1.00				$3,074.33
	110	Cipafilter							1.00				$2,049.55

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH	BANK	DESCRIPTION / DISC AMT / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S	INV DATE / ADJ AMT / QTY	DUE DATE	C	CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
						NUMBER OF INVOICES: 1							**$5,123.88**
FRANTDAW000	FRANTZ, DAWN	15.30	0000000000	0625	BNK5	REFUND LUNCH FEES	H 24-25		06/03/2025 61987	06/26/2025	R		$15.30 $15.30
						NUMBER OF INVOICES: 1							**$15.30**
FRONTIER000	FRONTIER	2171980288	0000000000	0625	BNK5	SECONDARY INTERNET CONNECTION 5/11/25-6/10/25	H 24-25		05/11/2025 2880625	06/26/2025	W		$480.00 $480.00
FRONTIER000	FRONTIER	2171980288	0000000000	0725	BNK5	SECONDARY INTERNET CONNECTION 6/11/25-7/10/25	B 25-26		06/11/2025 2880725	07/17/2025	W		$480.00 $480.00
FRONTIER000	FRONTIER	2174882040	0000000000	0625	BNK5	NEW BERLIN DISTRICT OFFICE PHONES - 5/16/25-6/15/25	H 24-25		05/16/2025 20400625	06/26/2025	W		$524.85 $524.85
FRONTIER000	FRONTIER	2174882040	0000000000	0725	BNK5	NEW BERLIN DISTRICT OFFICE PHONES - 6/16/25-7/15/25	B 25-26		06/16/2025 20400725	07/17/2025	W		$524.85 $524.85
FRONTIER000	FRONTIER	2174883107	0000000000	0625	BNK5	JH FAX MACHINE -5/22/25-6/21/25	H 24-25		05/22/2025 31070625	06/26/2025	W		$293.50 $293.50
FRONTIER000	FRONTIER	2174883107	0000000000	0725	BNK5	JH FAX MACHINE -6/22/25-7/21/25	B 25-26		06/22/2025 31070725	07/17/2025	W		$293.50 $293.50
FRONTIER000	FRONTIER	2174886011	0000000000	0625	BNK5	JH PHONES 5/22/25-6/21/25	H 24-25		05/22/2025 60110625	06/26/2025	W		$674.66 $674.66

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FRONTIER000	FRONTIER	2174886011	0000000000	0725	BNK5	JH PHONES 6/22/25-7/21/25		B	06/22/2025	07/17/2025	W	$674.66
							25-26				202500084	$674.66
FRONTIER000	FRONTIER	2174886111-	0000000000	0625	BNK5	HS PRINCIPALS OFFICE PHONE-5/22/25-6/21/25		H	05/22/2025	06/26/2025	W	$659.58
							24-25				61110625	$659.58
FRONTIER000	FRONTIER	2174886111-	0000000000	0725	BNK5	HS PRINCIPALS OFFICE PHONE-06/22/25-7/21/25		B	06/22/2025	07/17/2025	W	$659.58
							25-26				61110725	$659.58
FRONTIER000	FRONTIER	2174886412	0000000000	0625	BNK5	AD PHONES - 5/22/25-6/21/25		H	05/22/2025	06/26/2025	W	$184.48
							24-25				64120626	$184.48
FRONTIER000	FRONTIER	2174886412	0000000000	0725	BNK5	AD PHONES - 6/22/25-7/21/25		B	06/22/2025	07/17/2025	W	$184.48
							25-26				64120725	$184.48
FRONTIER000	FRONTIER	2174886482	0000000000	0625	BNK5	NB ELEM SCHOOL PHONE - 5/22/25-6/21/25		H	05/22/2025	06/26/2025	W	$965.49
							24-25				64820625	$965.49
FRONTIER000	FRONTIER	2174886482	0000000000	0725	BNK5	NB ELEM SCHOOL PHONE - 6/22/25-7/21/25		B	06/22/2025	07/17/2025	W	$965.49
							25-26				64820725	$965.49
						NUMBER OF INVOICES: 14						**$7,565.12**
FRONTLE 000	FRONTLINE EDUCATION	INVUS225282	0000000000	0725	BNK5	ANALYTIC SUBSCRIPTION		B	07/01/2025	07/17/2025	A	$6,928.37
							25-26					$6,928.37
						NUMBER OF INVOICES: 1						**$6,928.37**
GFS-JHHS000	GORDON FOOD SERVICE (JH/HS)	841342490	0000000000	0625	BNK5	JH/HS BLDG-FOOD		H	05/12/2025	06/26/2025	W	$34.70
							24-25				3010625	$34.70

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GFS-JHHS000	GORDON FOOD SERVICE (JH/HS)	841342926	0000000000	0625	BNK5	JH/HS BLDG-FOOD	H 24-25		05/21/2025	06/26/2025	W 3010625	$103.91 $103.91
GFS-JHHS000	GORDON FOOD SERVICE (JH/HS)	841343845	0000000000	0725	BNK5	CUSD-JILL'S MEETING	B 25-26		06/09/2025	07/17/2025	W 20250725	$57.83 $57.83
GFS-JHHS000	GORDON FOOD SERVICE (JH/HS)	9022155530	0000000000	0625	BNK5	CUSD-ICE CREAM JH STUDENT COUNCIL	H 24-25		05/06/2025	06/26/2025	W 3040625	$23.16 $23.16
GFS-JHHS000	GORDON FOOD SERVICE (JH/HS)	9022427541	0000000000	0625	BNK5	JH/HS BLDG-FOOD, DAIRY, DISP	H 24-25		05/13/2025	06/26/2025	W 3010625	$1,811.90 $1,811.90
GFS-JHHS000	GORDON FOOD SERVICE (JH/HS)	9022686038	0000000000	0625	BNK5	JH/HS BLDG-FOOD, DAIRY, DISP	H 24-25		05/20/2025	06/26/2025	W 3010625	$1,483.77 $1,483.77
						NUMBER OF INVOICES: 6						**$3,515.27**
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	841343030	0000000000	0625	BNK5	ELEM BLDG-FOOD	H 24-25		05/23/2025	06/26/2025	W 1030625	$62.98 $62.98
GFS-NBE 000	GORDON FOOD SERVICE (NBE)	9022427542	0000000000	0625	BNK5	ELEM BLDG-FOOD, DAIRY, DISP	H 24-25		05/13/2025	06/26/2025	W 1030625	$1,819.28 $1,819.28
						NUMBER OF INVOICES: 2						**$1,882.26**
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	23310	0000000000	0625	BNK5	LEGAL FEES-ADMINISTRATION	H 24-25		06/16/2025	06/26/2025	A 242500408	$559.00 $559.00
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	23311	0000000000	0625	BNK5	LEGAL FEES-CIVIL APPEAL	H 24-25		06/16/2025	06/26/2025	A 242500408	$45.00 $45.00
GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	23312	0000000000	0625	BNK5	LEGAL FEES-GENERAL LITIGATION	H 24-25		06/16/2025	06/26/2025	A 242500408	$255.00 $255.00

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GIFFIN,W000	GIFFIN,WINNING,COHEN & BODEWES, P.	23389	0000000000	0625	BNK5	LEGAL FEES-BUSINESS GENERAL	H 24-25		06/16/2025	06/26/2025	A 242500408	$100.00 $100.00
						NUMBER OF INVOICES: 4						**$959.00**
GOODHET 000	GOODMAN, HAROLD EXCAVATING & TRUCK	11478	0000000000	0625	BNK5	BALL DIAMOND DIRT	H 24-25		05/23/2025	06/26/2025	R 61988	$1,470.00 $1,470.00
						NUMBER OF INVOICES: 1						**$1,470.00**
HEART TE000	HEART TECHNOLOGIES, INC	10263353	0000000000	0625	BNK5	VERKADA 5 YR ACC CTRL	H 24-25		05/22/2025	06/26/2025	A 242500409	$3,701.30 $3,701.30
HEART TE000	HEART TECHNOLOGIES, INC	10263358	0000000000	0625	BNK5	FIBER TO FOOTBALL FIELD	H 24-25		05/30/2025	06/26/2025	A 242500409	$857.01 $857.01
						NUMBER OF INVOICES: 2						**$4,558.31**
HOPE SCH000	HOPE SCHOOL (THE)	SINV010078	0000000000	0625	BNK5	TUITION AND TRANSPORTATION	H 24-25		05/31/2025	06/26/2025	R 61989	$3,427.92 $3,427.92
HOPE SCH000	HOPE SCHOOL (THE)	SINV010385	0000000000	0725	BNK5	TUITION AND TRANSPORTATION	B 25-26		06/30/2025	07/17/2025	R	$5,008.88 $5,008.88
						NUMBER OF INVOICES: 2						**$8,436.80**
IASA 001	IASA	1376.59	0000000000	0725	BNK5	MEMBERSHIP DUES-J. LARSON	B 25-26		06/30/2025	07/17/2025	R	$1,376.59 $1,376.59
IASA 001	IASA	84-060925-AA 3858	0000000000	50	BNK5	JOKISCH-SAFETY SITE ASSESSMENT	H 24-25		05/09/2025	06/30/2025	R 61920	$200.00 $200.00
IASA 001	IASA	84-060925-AA 3858	0000000000	50	BNK5	EDWARDS-SAFETY SITE ASSESSMENT	H		05/21/2025	06/30/2025	R	$200.00

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IASA 001	IASA	84-060925-AA 3858	******CONTINUED******				24-25				61957	$200.00
IASA 001	IASA	84-060925-AA 3858-	0000000000	50	BNK5	CUMMINGS-SAFETY SITE ASSESSMENT	24-25	H	05/09/2025	06/30/2025	R 61920	$200.00 $200.00
IASA 001	IASA	84-060925-AA 3858--	0000000000	50	BNK5	PIOTROWSKI-SAFETY SITE ASSESSMENT	24-25	H	05/09/2025	06/30/2025	R 61920	$200.00 $200.00
IASA 001	IASA	84-060925AA-3858---	0000000000	50	BNK5	RADFORD-SAFETY SITE ASSESSMENT	24-25	H	05/09/2025	06/30/2025	R 61920	$200.00 $200.00
IASA 001	IASA	84-090925-AA 3858---	0000000000	50	BNK5	LLEWELLYN-SAFETY SITE ASSESSMENT	24-25	H	05/09/2025	06/30/2025	R 61920	$200.00 $200.00
						NUMBER OF INVOICES: 7						**$2,576.59**
IASB 001	IASB	460903	0000000000	0625	BNK5	ISAB MEMBERSHIP DUES	24-25	H	05/02/2025	06/26/2025	A 242500410	$3,982.00 $3,982.00
IASB 001	IASB	462383	0000000000	0625	BNK5	BOARD BOOK SUBSCRIPTION	24-25	H	05/02/2025	06/26/2025	A 242500410	$6,055.00 $6,055.00
						NUMBER OF INVOICES: 2						**$10,037.00**
IASBO 000	ILLINOIS ASSOC. OF SCHOOL BUSINESS	0068535	0000000000	0725	BNK5	NIEMEIER SCHOOL DIST MEMBERSHIP FEE	25-26	B	06/17/2025	07/17/2025	R	$835.00 $835.00
						NUMBER OF INVOICES: 1						**$835.00**
IDEAEE 000	IDEAL ENVIRONMENTAL ENGINEERING, I	65723	0000000000	0625	BNK5	ASBESTOS ACM SERVICE FOR		H	06/05/2025	06/26/2025	R	$2,450.00

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IDEAEE 000	IDEAL ENVIRONMENTAL ENGINEERING, I	65723	******CONTINUED******			RENOVATIONS					
							24-25			61990	$2,450.00
IDEAEE 000	IDEAL ENVIRONMENTAL ENGINEERING, I	65725	0000000000	0625	BNK5	ASBESTOS AND BUILDING DEMO	H	06/05/2025	06/26/2025	R	$4,144.66
							24-25			61990	$4,144.66
						NUMBER OF INVOICES: 2					**$6,594.66**
IDSIGNS 000	ID SIGNS	237973	3012025049	0625	BNK5	INVITATIONS-MCCLAREY-GOLDEN HONORS SUPPLIES	P H	04/30/2025	06/26/2025	A	$378.33
							24-25			242500411	$378.33
	100	MCCLAREY-GOLDEN HONORS SUPPLIES						1.00			$378.33
IDSIGNS 000	ID SIGNS	238056	0000000000	0625	BNK5	BOARD MEMB NAME PLATES	H	05/20/2025	06/26/2025	A	$25.00
							24-25			242500411	$25.00
						NUMBER OF INVOICES: 2					**$403.33**
ILLDQ 001	ILLINOIS DEPT OF REVENUE	1ST QTR 2025	0000000000	LDN	BNK5	Payroll accrual	H	07/07/2025	07/07/2025	W	$326.52
							25-26			202500024	$326.52
ILLDQ 001	ILLINOIS DEPT OF REVENUE	20250630ADSTX	0000000000	P1	BNK5	Payroll accrual	H	06/30/2025	06/30/2025	W	$651.92
							24-25			202400472	$651.92
ILLDQ 001	ILLINOIS DEPT OF REVENUE	20250630BDSTX	0000000000	P1	BNK5	Payroll accrual	DH	06/30/2025	06/30/2025	W	$-344.91
							24-25			202400477	$-344.91
ILLDQ 001	ILLINOIS DEPT OF REVENUE	20250630BDSTX	0000000000	P1	BNK5	Payroll accrual	H	06/30/2025	06/30/2025	W	$-344.91
							24-25			202400472	$-344.91
ILLDQ 001	ILLINOIS DEPT OF REVENUE	20250630BDSTX	0000000000	P1	BNK5	Payroll accrual	VH	06/30/2025	06/30/2025	W	$-344.91
							24-25			202400477	$-344.91

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S / ADJ AMT / QTY	INV DATE	DUE DATE	C / CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
ILLDQ 001	ILLINOIS DEPT OF REVENUE	20250630CDSTX	0000000000	P1	BNK5	Payroll accrual	DH 24-25		06/30/2025	06/30/2025	W 202400481	$344.91 $344.91
ILLDQ 001	ILLINOIS DEPT OF REVENUE	20250630CDSTX	0000000000	P1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W 202400472	$344.91 $344.91
ILLDQ 001	ILLINOIS DEPT OF REVENUE	20250630CDSTX	0000000000	P1	BNK5	Payroll accrual	VH 24-25		06/30/2025	06/30/2025	W 202400481	$344.91 $344.91
ILLDQ 001	ILLINOIS DEPT OF REVENUE	20250701ADSTA	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500002	$40.00 $40.00
ILLDQ 001	ILLINOIS DEPT OF REVENUE	20250701ADSTX	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500002	$8,912.49 $8,912.49
ILLDQ 001	ILLINOIS DEPT OF REVENUE	20250701BDSTX	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500002	$2,446.80 $2,446.80
ILLDQ 001	ILLINOIS DEPT OF REVENUE	20250701CDSTX	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500002	$10.08 $10.08
ILLDQ 001	ILLINOIS DEPT OF REVENUE	20250715ADSTA	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500078	$40.00 $40.00
ILLDQ 001	ILLINOIS DEPT OF REVENUE	20250715ADSTX	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500024	$7,618.47 $7,618.47
ILLDQ 001	ILLINOIS DEPT OF REVENUE	20250715BDSTX	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500078	$3,880.66 $3,880.66
						NUMBER OF INVOICES: 15						**$23,926.94**
ILLINSS 000	ILLINI SEPTIC & SEWER	8443	0000000000	0725	BNK5	JH/HS PUMP GREASE TRAP	B 25-26		06/30/2025	07/17/2025	R	$650.00 $650.00

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S	INV DATE / ADJ AMT / QTY	DUE DATE	C	CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
						NUMBER OF INVOICES: 1							**$650.00**
ILMLR 001	IL MUNICIPAL RETIREMENT	070225	0000000000	LDN	BNK5	Payroll accrual	H 25-26		07/02/2025	07/02/2025	W	202500021	$23.62 $23.62
ILMLR 001	IL MUNICIPAL RETIREMENT	20250701ADIM	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025	W	202500013	$2,361.43 $2,361.43
ILMLR 001	IL MUNICIPAL RETIREMENT	20250701ADIMV2	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025	W	202500013	$918.11 $918.11
ILMLR 001	IL MUNICIPAL RETIREMENT	20250701AFRM	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025	W	202500013	$3,263.98 $3,263.98
ILMLR 001	IL MUNICIPAL RETIREMENT	20250701BDIM	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025	W	202500021	$9.59 $9.59
ILMLR 001	IL MUNICIPAL RETIREMENT	20250701BFRM	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/01/2025	07/01/2025	W	202500021	$13.26 $13.26
ILMLR 001	IL MUNICIPAL RETIREMENT	20250715ADIF	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W	202500085	$0.00 $0.00
ILMLR 001	IL MUNICIPAL RETIREMENT	20250715ADIM	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W	202500085	$2,203.31 $2,203.31
ILMLR 001	IL MUNICIPAL RETIREMENT	20250715ADIMV2	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W	202500085	$1,051.03 $1,051.03
ILMLR 001	IL MUNICIPAL RETIREMENT	20250715AFRM	0000000000	P9	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W	202500085	$3,045.46 $3,045.46
						NUMBER OF INVOICES: 10							**$12,889.79**
ILMP 000	ILMO PRODUCTS CO	0001562682	0000000000	0625	BNK5	WELDING CABLE, ELECTRODE	H		06/18/2025	06/26/2025	A		$234.94

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S	INV DATE / ADJ AMT / QTY	DUE DATE	C	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
ILMP	000 ILMO PRODUCTS CO	0001562682	******CONTINUED******			HOLDER	24-25			242500412		$234.94
ILMP	000 ILMO PRODUCTS CO	0001562682-01	0000000000	0625	BNK5	POWER CABLE	24-25	H	06/18/2025	06/26/2025 242500412	A	$32.78 $32.78
						NUMBER OF INVOICES: 2						**$267.72**
ILPA	000 IL. PRINCIPALS ASSOC.	350.00	0000000000	50	BNK5	ONLINE MODEL STUDENT HANDBOOK	24-25	H	06/09/2025	06/30/2025 61958	R	$350.00 $350.00
ILPA	000 IL. PRINCIPALS ASSOC.	350.00	0000000000	071525	BNK5	ONLINE MODEL STUDENT HANDBOOK	24-25	H	06/09/2025	07/15/2025 61958	V	$350.00 $350.00
						NUMBER OF INVOICES: 2						**$0.00**
ILSFM	000 ILLINOIS STATE FIRE MARSHALL	9711171	0000000000	0625	BNK5	JH/HS-BOILER-FIRETUBE	24-25	H	05/13/2025	06/26/2025 61991	R	$100.00 $100.00
						NUMBER OF INVOICES: 1						**$100.00**
INTRS	001 INTERNAL REVENUE SERVICE	20250630ADFIC	0000000000	P1	BNK5	Payroll accrual	24-25	H	06/30/2025	06/30/2025 202400473	W	$63.94 $63.94
INTRS	001 INTERNAL REVENUE SERVICE	20250630ADFTX	0000000000	P1	BNK5	Payroll accrual	24-25	H	06/30/2025	06/30/2025 202400473	W	$67.12 $67.12
INTRS	001 INTERNAL REVENUE SERVICE	20250630ADMED	0000000000	P1	BNK5	Payroll accrual	24-25	H	06/30/2025	06/30/2025 202400473	W	$197.94 $197.94
INTRS	001 INTERNAL REVENUE SERVICE	20250630AFFIC	0000000000	P1	BNK5	Payroll accrual	24-25	H	06/30/2025	06/30/2025 202400473	W	$63.94 $63.94

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH	BANK	DESCRIPTION / DISC AMT / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S	INV DATE / ADJ AMT / QTY	DUE DATE	C	CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
INTRS	001 INTERNAL REVENUE SERVICE	20250630AFMED	0000000000	P1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W	202400473	$197.94 $197.94
INTRS	001 INTERNAL REVENUE SERVICE	20250630BDFTX	0000000000	P1	BNK5	Payroll accrual	DH 24-25		06/30/2025	06/30/2025	W	202400478	$0.00 $0.00
INTRS	001 INTERNAL REVENUE SERVICE	20250630BDFTX	0000000000	P1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W	202400473	$0.00 $0.00
INTRS	001 INTERNAL REVENUE SERVICE	20250630BDFTX	0000000000	P1	BNK5	Payroll accrual	VH 24-25		06/30/2025	06/30/2025	W	202400478	$0.00 $0.00
INTRS	001 INTERNAL REVENUE SERVICE	20250630BDMED	0000000000	P1	BNK5	Payroll accrual	DH 24-25		06/30/2025	06/30/2025	W	202400478	$-102.04 $-102.04
INTRS	001 INTERNAL REVENUE SERVICE	20250630BDMED	0000000000	P1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W	202400473	$-102.04 $-102.04
INTRS	001 INTERNAL REVENUE SERVICE	20250630BDMED	0000000000	P1	BNK5	Payroll accrual	VH 24-25		06/30/2025	06/30/2025	W	202400478	$-102.04 $-102.04
INTRS	001 INTERNAL REVENUE SERVICE	20250630BFMED	0000000000	P1	BNK5	Payroll accrual	DH 24-25		06/30/2025	06/30/2025	W	202400478	$-102.04 $-102.04
INTRS	001 INTERNAL REVENUE SERVICE	20250630BFMED	0000000000	P1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W	202400473	$-102.04 $-102.04
INTRS	001 INTERNAL REVENUE SERVICE	20250630BFMED	0000000000	P1	BNK5	Payroll accrual	VH 24-25		06/30/2025	06/30/2025	W	202400478	$-102.04 $-102.04
INTRS	001 INTERNAL REVENUE SERVICE	20250630CDFTX	0000000000	P1	BNK5	Payroll accrual	DH 24-25		06/30/2025	06/30/2025	W	202400482	$1,224.26 $1,224.26
INTRS	001 INTERNAL REVENUE SERVICE	20250630CDFTX	0000000000	P1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W	202400473	$1,224.26 $1,224.26

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INTRS	001 INTERNAL REVENUE SERVICE	20250630CDFTX	0000000000	P1	BNK5	Payroll accrual	VH 24-25		06/30/2025	06/30/2025	W 202400482	$1,224.26 $1,224.26
INTRS	001 INTERNAL REVENUE SERVICE	20250630CDMED	0000000000	P1	BNK5	Payroll accrual	DH 24-25		06/30/2025	06/30/2025	W 202400482	$102.04 $102.04
INTRS	001 INTERNAL REVENUE SERVICE	20250630CDMED	0000000000	P1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W 202400473	$102.04 $102.04
INTRS	001 INTERNAL REVENUE SERVICE	20250630CDMED	0000000000	P1	BNK5	Payroll accrual	VH 24-25		06/30/2025	06/30/2025	W 202400482	$102.04 $102.04
INTRS	001 INTERNAL REVENUE SERVICE	20250630CFMED	0000000000	P1	BNK5	Payroll accrual	DH 24-25		06/30/2025	06/30/2025	W 202400482	$102.04 $102.04
INTRS	001 INTERNAL REVENUE SERVICE	20250630CFMED	0000000000	P1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W 202400473	$102.04 $102.04
INTRS	001 INTERNAL REVENUE SERVICE	20250630CFMED	0000000000	P1	BNK5	Payroll accrual	VH 24-25		06/30/2025	06/30/2025	W 202400482	$102.04 $102.04
INTRS	001 INTERNAL REVENUE SERVICE	20250701ADFIC	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500003	$3,280.71 $3,280.71
INTRS	001 INTERNAL REVENUE SERVICE	20250701ADFTA	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500003	$1,593.75 $1,593.75
INTRS	001 INTERNAL REVENUE SERVICE	20250701ADFTX	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500003	$16,325.33 $16,325.33
INTRS	001 INTERNAL REVENUE SERVICE	20250701ADMED	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500003	$2,833.91 $2,833.91
INTRS	001 INTERNAL REVENUE SERVICE	20250701AFFIC	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500003	$3,280.71 $3,280.71

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INTRS 001	INTERNAL REVENUE SERVICE	20250701AFMED	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500003	$2,833.91 $2,833.91
INTRS 001	INTERNAL REVENUE SERVICE	20250701BDFIC	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500003	$13.22 $13.22
INTRS 001	INTERNAL REVENUE SERVICE	20250701BDFTA	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500003	$900.00 $900.00
INTRS 001	INTERNAL REVENUE SERVICE	20250701BDFTX	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500003	$3,497.07 $3,497.07
INTRS 001	INTERNAL REVENUE SERVICE	20250701BDMED	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500003	$767.27 $767.27
INTRS 001	INTERNAL REVENUE SERVICE	20250701BFFIC	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500003	$13.22 $13.22
INTRS 001	INTERNAL REVENUE SERVICE	20250701BFMED	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500003	$767.27 $767.27
INTRS 001	INTERNAL REVENUE SERVICE	20250701CDFTX	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500003	$0.00 $0.00
INTRS 001	INTERNAL REVENUE SERVICE	20250701CDMED	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500003	$3.09 $3.09
INTRS 001	INTERNAL REVENUE SERVICE	20250701CFMED	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500003	$3.09 $3.09
INTRS 001	INTERNAL REVENUE SERVICE	20250715ADFIC	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500079	$3,150.79 $3,150.79
INTRS 001	INTERNAL REVENUE SERVICE	20250715ADFTA	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500025	$1,053.75 $1,053.75

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INTRS 001	INTERNAL REVENUE SERVICE	20250715ADFTX	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025 202500025	W	$12,813.83 $12,813.83
INTRS 001	INTERNAL REVENUE SERVICE	20250715ADMED	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025 202500025	W	$2,440.79 $2,440.79
INTRS 001	INTERNAL REVENUE SERVICE	20250715AFFIC	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025 202500079	W	$3,150.79 $3,150.79
INTRS 001	INTERNAL REVENUE SERVICE	20250715AFMED	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025 202500025	W	$2,440.79 $2,440.79
INTRS 001	INTERNAL REVENUE SERVICE	20250715BDFTA	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025 202500079	W	$1,290.00 $1,290.00
INTRS 001	INTERNAL REVENUE SERVICE	20250715BDFTX	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025 202500079	W	$7,497.95 $7,497.95
INTRS 001	INTERNAL REVENUE SERVICE	20250715BDMED	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025 202500079	W	$1,199.60 $1,199.60
INTRS 001	INTERNAL REVENUE SERVICE	20250715BFMED	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025 202500079	W	$1,199.60 $1,199.60
						NUMBER OF INVOICES: 48						**$74,165.58**
JOHNCFP 000	JOHNSON CONTROLS FIRE PROTECTION L	24826564	0000000000	0725	BNK5	ELEM BLDG-ANUUAL BILLING	B 25-26		07/01/2025	07/17/2025 	R	$617.83 $617.83
						NUMBER OF INVOICES: 1						**$617.83**
JOSI 000	JOSTENS INC.	1046	2022025027	0625	BNK5	HONOR MEDALS-TOM- JH STUDENT COUNCIL AWARDS	P 24-25	H	05/12/2025	06/26/2025 242500413	A	$300.00 $300.00
	100	TOM- JH STUDENT COUNCIL AWARDS							1.00			$300.00

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JOSI 000	JOSTENS INC.	35661462	2022025018	0625	BNK5	RADFORD- JH DIPLOMAS/COVERS/PROGRAMS	P H	05/23/2025	06/26/2025	A	$221.15
							24-25		242500413		$221.15
	100	RADFORD-JH DIPLOMAS/COVERS/PROGRAMS						1.00			$221.15
JOSI 000	JOSTENS INC.	35987422	2022025018	0625	BNK5	RADFORD- JH DIPLOMAS/COVERS/PROGRAMS	P H	02/13/2025	06/26/2025	A	$282.40
							24-25		242500413		$282.40
	100	RADFORD-JH DIPLOMAS/COVERS/PROGRAMS						1.00			$282.40
JOSI 000	JOSTENS INC.	36345655	2022025018	0625	BNK5	RADFORD- JH DIPLOMAS/COVERS/PROGRAMS	P H	03/12/2025	06/26/2025	A	$19.40
							24-25		242500413		$19.40
	110	23/24 8TH GRADE CERTIFICATE						1.00			$19.40
						NUMBER OF INVOICES: 4					**$822.95**
KATTEJEN000	KATTERHENRY, JENNA	225.00	6032025036	0625	BNK5	DESIGN OF INSTRUCTION MEDIA-TUITION REIMBURSEMENT ALLOCATION - 24-25-CISCO	P H	05/13/2025	06/26/2025	A	$225.00
							24-25		242500414		$225.00
	100	TUITION REIMBURSEMENT ALLOCATION - 24-25-CISCO						1.00			$225.00
						NUMBER OF INVOICES: 1					**$225.00**
KINDRKEL000	KINDRED, KELLY	60.00	0000000000	0625	BNK5	REFUND ATHLETIC FEE	H	06/03/2025	06/26/2025	R	$60.00
							24-25		61992		$60.00
						NUMBER OF INVOICES: 1					**$60.00**
KOEHLWES000	KOEHLER, WESLEY	175.00	0000000000	0625	BNK5	WEBSITE SERVICES MONTHLY BILLING	H	06/11/2025	06/26/2025	R	$175.00
							24-25		61993		$175.00

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KOEHLWES000	KOEHLER, WESLEY	175.00	0000000000	0725	BNK5	WEBSITE SERVICES MONTHLY BILLING		B	07/09/2025	07/17/2025	R	$175.00
							25-26					$175.00
						NUMBER OF INVOICES: 2						**$350.00**
LAKSL 000	LAKESHORE LEARNING MATERIALS	91005306	0000000000	0625	BNK5	PRE-K-CHAIRS, TRIKE, CUSHION		H	06/13/2025	06/26/2025	R	$1,987.78
							24-25			61994		$1,987.78
LAKSL 000	LAKESHORE LEARNING MATERIALS	91053934	0000000000	0725	BNK5	PRE-K-SUPPLIES FOR ROOM		B	06/21/2025	07/17/2025	R	$5,219.76
							25-26					$5,219.76
LAKSL 000	LAKESHORE LEARNING MATERIALS	91101163	0000000000	0725	BNK5	PRE-CLASSIC CHAIR BLUE		B	06/28/2025	07/17/2025	R	$115.98
							25-26					$115.98
LAKSL 000	LAKESHORE LEARNING MATERIALS	91155366	0000000000	0725	BNK5	PRE-K-SENSORY SPACE		B	07/08/2025	07/17/2025	R	$2,129.00
							25-26					$2,129.00
						NUMBER OF INVOICES: 4						**$9,452.52**
LARSOJIL000	LARSON, JILINDA	196.00	0000000000	0625	BNK5	MILEAGE REIMB-4/22/25-5/20/25		H	06/18/2025	06/26/2025	A	$196.00
							24-25			242500415		$196.00
						NUMBER OF INVOICES: 1						**$196.00**
LEARNWEL000	LEARNWELL	INV254904	0000000000	0625	BNK5	HOSPITAL BOUND-JOURDAN		H	05/16/2025	06/26/2025	R	$993.54
							24-25			61995		$993.54
						NUMBER OF INVOICES: 1						**$993.54**
LEE O'KE000	LEE O'KEEFE INS. AGENCY	188645	0000000000	0625	BNK5	POLICY 106127590 RENEWAL		H	06/12/2025	06/26/2025	A	$2,460.00
							24-25			242500416		$2,460.00

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S	INV DATE / ADJ AMT / QTY	DUE DATE	C	CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
						NUMBER OF INVOICES: 1							**$2,460.00**
LEVIRS 000	LEVI, RAY & SHOUP, INC	343118	0000000000	0625	BNK5	LICENSE TO BACKUP SERVERS		H	06/04/2025	06/26/2025	A		$409.00
							24-25					242500417	$409.00
LEVIRS 000	LEVI, RAY & SHOUP, INC	343119	0000000000	0625	BNK5	NETWORK SUPPORT SERVICE		H	06/04/2025	06/26/2025	A		$67.50
							24-25					242500417	$67.50
LEVIRS 000	LEVI, RAY & SHOUP, INC	345212	0000000000	0725	BNK5	LICENSE TO BACKUP SERVERS		B	07/08/2025	07/17/2025	A		$409.00
							25-26						$409.00
						NUMBER OF INVOICES: 3							**$885.50**
LOWSHC 000	LOWE'S HOME IMPROVEMENT	3789536	0000000000	0725	BNK5	TECH-SUPPLIES		B	06/17/2025	07/17/2025	W		$66.54
							25-26					58250725	$66.54
						NUMBER OF INVOICES: 1							**$66.54**
LYONSLEA000	LYONS, LEAH	60.00	0000000000	0625	BNK5	REFUND ATHLETIC FEE		H	06/03/2025	06/26/2025	R		$60.00
							24-25					61996	$60.00
						NUMBER OF INVOICES: 1							**$60.00**
MALWBC 000	MALWAREBYTES CORP	IN100304416	0312025075	0625	BNK5	Malwarebytes renewal 6/3/25-6/2/26	P	H	05/16/2025	06/26/2025	A		$14,249.08
							24-25					242500418	$14,249.08
	100	Malware License							300.00				$13,884.00
	110	Server protection							4.00				$365.08
						NUMBER OF INVOICES: 1							**$14,249.08**
MASCO 001	MASCO PACKAGING & INDUSTRIAL SUPPL	0170409-IN	0000000000	0625	BNK5	JH/HS BLDG-SOAP		H	05/07/2025	06/26/2025	A		$589.00
							24-25					242500419	$589.00

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S / ADJ AMT / QTY	INV DATE	DUE DATE	C / CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
MASCO 001	MASCO PACKAGING & INDUSTRIAL SUPPL	0170465-IN	0000000000	0625	BNK5	JH/HS BLDG-FLOOR PAD	H 24-25		05/08/2025	06/26/2025	A 242500419	$44.00 $44.00
						NUMBER OF INVOICES: 2						**$633.00**
MCGL 001	MC GRAW-HILL LLC	137208762001	2022026030	0725	BNK5	RADFORDJH EXTRA TEXTBOOKS (YATES 4501.12) (MCDONALD 9755.32)	P 25-26	B	07/14/2025	07/17/2025	A	$6,832.25 $6,832.25
	110	RADFORD JH EXTRA TEXTBOOKS						1.00				$6,832.25
MCGL 001	MC GRAW-HILL LLC	137225854001	2022026030	0725	BNK5	TEEN HEALTH 6 YRS SUB-RADFORDJH EXTRA TEXTBOOKS (YATES 4501.12) (MCDONALD 9755.32)	P 25-26	B	07/09/2025	07/17/2025	A	$706.08 $706.08
	110	RADFORD JH EXTRA TEXTBOOKS						1.00				$706.08
						NUMBER OF INVOICES: 2						**$7,538.33**
MCMIRD 001	R.D. McMILLEN ENTERPRISES	1098575	0000000000	0625	BNK5	JH/HS BLDG-CLEANING SUPPLIES	H 24-25		06/04/2025	06/26/2025	R 61997	$489.25 $489.25
						NUMBER OF INVOICES: 1						**$489.25**
MEDIACOM000	MEDIACOM	60090109-JUN 25	0000000000	0725	BNK5	EXTRA BAN WIDTH	B 25-26		06/21/2025	07/17/2025	W 60090725	$550.00 $550.00
MEDIACOM000	MEDIACOM	60090109-MAY 25	0000000000	0625	BNK5	EXTRA BAN WIDTH	H 24-25		05/21/2025	06/26/2025	W 60090625	$550.00 $550.00
						NUMBER OF INVOICES: 2						**$1,100.00**
MENAR 001	MENARDS	4419	0000000000	0725	BNK5	JH/HS BLDG-SUPPLIES	B 25-26		06/04/2025	07/17/2025	A	$158.13 $158.13

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MENAR 001	MENARDS	6279	0000000000	0725	BNK5	JH/HS BLDG-SUPPLIES		B	06/25/2025	07/17/2025	A	$115.94
							25-26					$115.94
MENAR 001	MENARDS	7626	0000000000	0725	BNK5	JH/HS SUPPLIES		B	07/10/2025	07/17/2025	A	$268.80
							25-26					$268.80
MENAR 001	MENARDS	98793	0000000000	0625	BNK5	GANG SE BOX		H	04/01/2025	06/26/2025	A	$12.56
							24-25			242500420		$12.56
						NUMBER OF INVOICES: 4						**$555.43**
MIDWBS 000	MIDWEST BUS SALES, INC	C050075938:01	0000000000	0625	BNK5	TRANS-STROBE ROOF MT		H	06/06/2025	06/26/2025	A	$148.19
							24-25			242500421		$148.19
						NUMBER OF INVOICES: 1						**$148.19**
MIDWEST 002	MIDWEST ENGINEERING AND TESTING, I	C47002-506	0000000000	0725	BNK5	BUILDING CODE INSPECTOR		B	06/30/2025	07/17/2025	A	$665.00
							25-26					$665.00
MIDWEST 002	MIDWEST ENGINEERING AND TESTING, I	S35053-505	0000000000	0625	BNK5	SR. ENG TECH-BEARING		H	05/31/2025	06/26/2025	A	$392.50
							24-25			242500422		$392.50
MIDWEST 002	MIDWEST ENGINEERING AND TESTING, I	S35053-506	0000000000	0725	BNK5	SR. ENG TECH-COMPACTION		B	06/30/2025	07/17/2025	A	$2,377.50
							25-26					$2,377.50
						NUMBER OF INVOICES: 3						**$3,435.00**
MIDWOHA 000	MIDWEST OCCUPATIONAL HEALTH ASSOC	163637	0000000000	0725	BNK5	TRANS-PHYSICALS-K. NEUMAN		B	06/30/2025	07/17/2025	R	$130.00
							25-26					$130.00
						NUMBER OF INVOICES: 1						**$130.00**
MUSIC SH000	MUSIC SHOPPE, INC (THE)	3941258	3012026004	0725	BNK5	24/25 CARRYOVER JH/HS BAND GEN SUPPLIES	P	B	05/19/2025	07/17/2025	A	$50.99
							25-26					$50.99

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MUSIC SH000	MUSIC SHOPPE, INC (THE)	3941258	******CONTINUED******								
	130	24/25 CARRYOVER JH/HS BAND SUPPLIES									$50.99
						NUMBER OF INVOICES: 1					**$50.99**
MY BINDI000	MY BINDING	SI3046987	1032026024	0725	BNK5	JOKISCH-LAMINATING FILM	P	B 07/14/2025	07/17/2025	A	$1,365.00
							25-26				$1,365.00
	100	JOKISCH-LAMINATING FILM						1.00			$1,365.00
						NUMBER OF INVOICES: 1					**$1,365.00**
NAPAP 000	NAPA AUTO PARTS	452466	0000000000	0625	BNK5	TRANS-HEATER HOSE		H 06/06/2025	06/26/2025	R	$50.94
							24-25			61998	$50.94
						NUMBER OF INVOICES: 1					**$50.94**
NEW BERL015	NEW BERLIN CUSD #16	20250715ADMISC2	0000000000	P1	BNK5	Payroll accrual		B 07/15/2025	07/15/2025	W	$247.50
							25-26			202500030	$247.50
						NUMBER OF INVOICES: 1					**$247.50**
NEWBW 001	NEW BERLIN WATER & SEWER DPT	0010004900	0000000000	0625	BNK5	JH/HS BLDG- WATER AND SEWER CHARGE		H 06/01/2025	06/26/2025	S	$510.47
							24-25			61999	$510.47
NEWBW 001	NEW BERLIN WATER & SEWER DPT	0010004900	0000000000	0725	BNK5	JH/HS BLDG- WATER AND SEWER 6/1/25-6/30/25		B 07/01/2025	07/17/2025	R	$1,107.79
							25-26				$1,107.79
NEWBW 001	NEW BERLIN WATER & SEWER DPT	0010004900-	0000000000	0625	BNK5	JH/HS BLDG- WATER AND SEWER CHARGE		H 05/01/2025	06/26/2025	S	$1,725.00
							24-25			62000	$1,725.00
NEWBW 001	NEW BERLIN WATER & SEWER DPT	0020049300	0000000000	0625	BNK5	NEW BERLIN ELEMENTARY WATER & SEWER		H 05/01/2025	06/26/2025	S	$1,653.33

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NEWBW 001	NEW BERLIN WATER & SEWER DPT	0020049300	******CONTINUED******									
							24-25			62001		$1,653.33
NEWBW 001	NEW BERLIN WATER & SEWER DPT	0020049300	0000000000	0725	BNK5	NEW BERLIN ELEMENTARY WATER & SEWER 6/1/25-6/30/25		B	07/01/2025	07/17/2025	R	$531.16
							25-26					$531.16
NEWBW 001	NEW BERLIN WATER & SEWER DPT	0020049300-	0000000000	0625	BNK5	NEW BERLIN ELEMENTARY WATER & SEWER		H	06/01/2025	06/26/2025	S	$434.32
							24-25			62002		$434.32
						NUMBER OF INVOICES: 6						**$5,962.07**
NORMAL F000	NORMAL FFA	75.00	0000000000	50	BNK5	AROMA KIT		H	06/16/2025	06/30/2025	R	$85.00
							24-25			61969		$85.00
						NUMBER OF INVOICES: 1						**$85.00**
NRG BUSI000	NRG BUSINESS MARKETING	HS54869169	0000000000	0625	BNK5	JH/HS BLDG-NATURAL GAS		H	05/27/2025	06/26/2025	W	$8,929.79
							24-25			3087352		$8,929.79
						NUMBER OF INVOICES: 1						**$8,929.79**
PENNFS 000	PENNELL FORKLIFT SERVICE, INC	14061990	0000000000	0625	BNK5	ELEM BLDG-LIFT SERVICE		H	05/14/2025	06/26/2025	R	$319.04
							24-25			62003		$319.04
						NUMBER OF INVOICES: 1						**$319.04**
PEPPJW 001	J.W. PEPPER & SON, INC.	367532570	3012025044	0625	BNK5	INTO CLOUDS, STAIRWAY TO HEAVEN,	P	H	05/07/2025	06/26/2025	A	$148.79
							24-25			242500423		$148.79
	100	MAGRATH -JH/HS BAND GEN SUPPLIES						1.00				$148.79
PEPPJW 001	J.W. PEPPER & SON, INC.	367533098	3012025044	0625	BNK5	SUMMON THE HEROES-MAGRATH-JH/HS BAND	P	H	05/08/2025	06/26/2025	A	$65.00

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PEPPJW 001	J.W. PEPPER & SON, INC.	367533098	******CONTINUED******			GEN SUPPLIES					
							24-25		242500423		$65.00
	100	MAGRATH -JH/HS BAND GEN SUPPLIES						1.00			$65.00
						NUMBER OF INVOICES: 2					**$213.79**
PITBPP 001	PITNEY BOWES- PURCHASE POWER	2.25	0000000000	0625	BNK5	POSTAGE OVERAGE FEE	H	06/11/2025	06/26/2025	W	$2.25
							24-25		74961803		$2.25
PITBPP 001	PITNEY BOWES- PURCHASE POWER	500.00	0000000000	0625	BNK5	POSTAGE FOR MACHINE	H	05/14/2025	06/26/2025	W	$500.00
							24-25		74678708		$500.00
						NUMBER OF INVOICES: 2					**$502.25**
PLATFORM000	PLATFORM ATHLETICS, LLC	7406	2022026019	0725	BNK5	MCCLAREY-JH ELECTIVE PLT4M CURRICULUM	P B	07/07/2025	07/17/2025	R	$1,250.00
							25-26				$1,250.00
	100	MCCLAREY-JH ELECTIVE PLT4M CURRICULUM						1.00			$1,250.00
						NUMBER OF INVOICES: 1					**$1,250.00**
PLEASANT004	PLEASANT PLAINS CUSD #8	2024-25	0000000000	0625	BNK5	TECH SERVICES-SQUIRES	H	06/05/2025	06/26/2025	R	$37,858.04
							24-25		62004		$37,858.04
						NUMBER OF INVOICES: 1					**$37,858.04**
PORTSS 000	PORTABLE SANITATION SYSTEMS	I13919	0000000000	0625	BNK5	JH/HS BLDG-6/5/25-7/2/25	H	06/05/2025	06/26/2025	A	$1,374.00
							24-25		242500424		$1,374.00
PORTSS 000	PORTABLE SANITATION SYSTEMS	I14850	0000000000	0725	BNK5	JH/HS BLDG-7/3/25-7/30/25	B	07/03/2025	07/17/2025	A	$1,535.25
							25-26				$1,535.25
						NUMBER OF INVOICES: 2					**$2,909.25**
PRAILJ 000	PRAIRIELAND FS, INC- JACKSONVILLE	120033287	0000000000	0725	BNK5	JH/HS BLDG-BULLZEYE	B	06/23/2025	07/17/2025	A	$125.80

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PRAILJ 000	PRAIRIELAND FS, INC- JACKSONVILLE	120033287	******CONTINUED******									
							25-26					$125.80
PRAILJ 000	PRAIRIELAND FS, INC- JACKSONVILLE	120033288	0000000000	0725	BNK5	JH/HS BLDG-MOUND CLAY		B	06/23/2025	07/17/2025	A	$269.50
							25-26					$269.50
						NUMBER OF INVOICES: 2						**$395.30**
PRAIRIE 001	PRAIRIE STATE PLUMBING & HEATING,	37762	0000000000	0625	BNK5	ELEM BLDG-FOX LEAK FROM THE SCHRADER CORES		H	05/15/2025	06/26/2025	R	$802.00
							24-25			62005		$802.00
PRAIRIE 001	PRAIRIE STATE PLUMBING & HEATING,	37801	0000000000	0625	BNK5	ELEM BLDG-FIX A URINAL		H	05/28/2025	06/26/2025	R	$951.00
							24-25			62005		$951.00
PRAIRIE 001	PRAIRIE STATE PLUMBING & HEATING,	37837	0000000000	0625	BNK5	ELEM BLDG-GEOTHERMAL LEAK		H	06/09/2025	06/26/2025	R	$498.00
							24-25			62005		$498.00
PRAIRIE 001	PRAIRIE STATE PLUMBING & HEATING,	37965	0000000000	0725	BNK5	ELEM BLDG-ROOM 109 GEOTHERMAL LEAK		B	06/28/2025	07/17/2025	R	$605.00
							25-26					$605.00
PRAIRIE 001	PRAIRIE STATE PLUMBING & HEATING,	38005	0000000000	0725	BNK5	TRANS-BUS GARAGE FURNANCE		B	07/03/2025	07/17/2025	R	$2,797.00
							25-26					$2,797.00
PRAIRIE 001	PRAIRIE STATE PLUMBING & HEATING,	38009	0000000000	0725	BNK5	ELEM BLDG-WALK-IN FREEZER		B	07/03/2025	07/17/2025	R	$4,147.00
							25-26					$4,147.00
						NUMBER OF INVOICES: 6						**$9,800.00**
PRIDMGD 000	PRIDEMORE GARAGE DOORS	677-1	0000000000	50	BNK5	TRANS-GARAGE DOORS-1/2 OF PRICE		H	06/26/2025	06/30/2025	R	$6,300.00
							24-25			61971		$6,300.00

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PRIDMGD	000 PRIDEMORE GARAGE DOORS	677-1B	0000000000	50	BNK5	TRANS-GARAGE DOOR 2ND 1/2 OF PAYMENT	H		06/26/2025	06/30/2025	R	$6,300.00
							24-25			62021		$6,300.00
						NUMBER OF INVOICES: 2						**$12,600.00**
PSIC	000 PRAIRIE STATE INS CO (PSIC)	236645.29	0000000000	0725	BNK5	PROPERTY/CASUALTY PROTECTION	B		07/03/2025	07/17/2025	A	$236,645.29
							25-26					$236,645.29
PSIC	000 PRAIRIE STATE INS CO (PSIC)	47625.15	0000000000	0725	BNK5	WORKERS COMP PROTECTION	B		07/03/2025	07/17/2025	A	$47,625.15
							25-26					$47,625.15
						NUMBER OF INVOICES: 2						**$284,270.44**
PURT	001 PURITAN SPRING WATER	804517865	0000000000	0625	BNK5	TRANS-WATER	H		05/22/2025	06/26/2025	R	$15.79
							24-25			62006		$15.79
PURT	001 PURITAN SPRING WATER	804518892	0000000000	0625	BNK5	JH/HS BLDG-WATER	H		05/22/2025	06/26/2025	R	$114.77
							24-25			62006		$114.77
PURT	001 PURITAN SPRING WATER	804519017	0000000000	0625	BNK5	JH/HS BLDG-WATER	H		05/22/2025	06/26/2025	R	$71.53
							24-25			62006		$71.53
PURT	001 PURITAN SPRING WATER	804519314	0000000000	0625	BNK5	DIST OFFICE-WATER	H		05/21/2025	06/26/2025	R	$23.70
							24-25			62006		$23.70
PURT	001 PURITAN SPRING WATER	804533335	0000000000	0725	BNK5	TRANS-WATER	B		06/19/2025	07/17/2025	R	$7.50
							25-26					$7.50
PURT	001 PURITAN SPRING WATER	804534345	0000000000	0725	BNK5	JH/HS BLDG-WATER	B		06/19/2025	07/17/2025	R	$8.85
							25-26					$8.85
PURT	001 PURITAN SPRING WATER	804534467	0000000000	0725	BNK5	JH/HS BLDG-WATER	B		06/19/2025	07/17/2025	R	$8.50
							25-26					$8.50

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						NUMBER OF INVOICES: 7							**$250.64**
RAINBRC 000	RAINBOW RESOURCE CENTER	5124606	2022026042	0725	BNK5	RADFORD -JH VOCABULARY BOOKS	P	B	07/09/2025	07/17/2025	R		$25.59
							25-26						$25.59
	100	RADFORD-JH VOCABULARY BOOKS							1.00				$25.59
						NUMBER OF INVOICES: 1							**$25.59**
RAPTOR T000	RAPTOR TECHNOLOGIES LLC	INV173070	0000000000	0725	BNK5	ANNUAL FEES-TRAINING PROGRAM		B	07/01/2025	07/17/2025	R		$1,995.00
							25-26						$1,995.00
						NUMBER OF INVOICES: 1							**$1,995.00**
REPUBLIC000	REPUBLIC SERVICES	0352-003221929	0000000000	0725	BNK5	GARBAGE DISPOSAL SERVICES		B	06/30/2025	07/17/2025	W		$2,071.22
							25-26					10130725	$2,071.22
REPUBLIC000	REPUBLIC SERVICES	3-0352-280103	0000000000	0625	BNK5	GARBAGE DISPOSAL SERVICE		H	05/31/2025	06/26/2025	W		$2,116.65
							24-25					5150413	$2,116.65
						NUMBER OF INVOICES: 2							**$4,187.87**
RIDDALA 000	RIDDELL/ALL AMERICAN SPORTS CORP	60536102	7002025028	0625	BNK5	DAMBACHER - FOOTBALL PADS & HELMET RECONDITIONING	P	H	05/20/2025	06/26/2025	R		$8,887.26
							24-25					62007	$8,887.26
	100	DAMBACHER - FOOTBALL PADS & HELMET RECONDITIONING							1.00				$8,887.26
						NUMBER OF INVOICES: 1							**$8,887.26**
RIVECUSD000	RIVERTON CUSD # 14	3658.00	0000000000	0625	BNK5	TRANS-SHARED EXPENSE		H	06/06/2025	06/26/2025	R		$3,658.00
							24-25					62008	$3,658.00
						NUMBER OF INVOICES: 1							**$3,658.00**
ROCHS 001	ROCHESTER HIGH SCHOOL	100.00	3012026004	0725	BNK5	24/25 CARRYOVER-CONSORTIUM	P	B	06/30/2025	07/17/2025	R		$100.00

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ FY / LQ	S	INV DATE / ADJ AMT / QTY	DUE DATE	CHECK NBR	C	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
ROCHS 001	ROCHESTER HIGH SCHOOL	100.00	******CONTINUED******			FOR COMMISSION-	25-26						$100.00
	120	24/25 CARRYOVER JH/HS BAND SUPPLIES							1.00				$100.00
						NUMBER OF INVOICES: 1							**$100.00**
ROE 51 S000	ROE 51 SAFE SCHOOLS	QTR4	0000000000	0625	BNK5	SAFE SCHOOLS ENROLLMENT - 4TH QTR	H		06/06/2025	06/26/2025	R		$3,360.00
							24-25				62009		$3,360.00
						NUMBER OF INVOICES: 1							**$3,360.00**
ROOM REA000	ROOM READY	192563	0000000000	0725	BNK5	TECH-MOVING OF EQUIPMENT	B		06/24/2025	07/17/2025	R		$10,067.05
							25-26						$10,067.05
						NUMBER OF INVOICES: 1							**$10,067.05**
RUBEI 001	RUBY ELECTRIC INC.	63193	0000000000	0725	BNK5	ELEM BLDG-ADD OUTLET FOR TV	B		06/13/2025	07/17/2025	R		$596.92
							25-26						$596.92
RUBEI 001	RUBY ELECTRIC INC.	7450.00	0000000000	50	BNK5	JH/HS BLDG-24KW GENERAC GENERATOR	H		06/16/2025	06/30/2025	R		$7,450.00
							24-25				61970		$7,450.00
						NUMBER OF INVOICES: 2							**$8,046.92**
SANDS 001	SANGAMON DIESEL SERVICE	104340	0000000000	0625	BNK5	TRANS-BUS TEST-11 AMD 10	H		05/05/2025	06/26/2025	R		$150.00
							24-25				62010		$150.00
SANDS 001	SANGAMON DIESEL SERVICE	104484	0000000000	0725	BNK5	TRANS-BUS TEST-13,9,15,1,	B		06/02/2025	07/17/2025	R		$300.00
							25-26						$300.00
						NUMBER OF INVOICES: 2							**$450.00**
SANGMROE000	SANGAMON-MENARD CO. R O E	29-16-0425	0000000000	0625	BNK5	FINGERPRINTING/BACKGROUND	H		05/21/2025	06/26/2025	R		$138.00

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S	INV DATE / ADJ AMT / QTY	DUE DATE / CHECK NBR	C	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
SANGMROE000	SANGAMON-MENARD CO. R O E	29-16-0425	******CONTINUED******									
							24-25			62011		$138.00
SANGMROE000	SANGAMON-MENARD CO. R O E	29-16-0525	0000000000	0725	BNK5	FINGERPRINTING/BACKGROUND		B	06/18/2025	07/17/2025	R	$138.00
							25-26					$138.00
						NUMBER OF INVOICES: 2						**$276.00**
SASED 001	SANGAMON AREA SPECIAL EDUCATION	19001	0000000000	0725	BNK5	COPY PAPER CASES		B	06/11/2025	07/17/2025	R	$8,475.00
							25-26					$8,475.00
						NUMBER OF INVOICES: 1						**$8,475.00**
SASEDLF 000	SASED LUNCH FUND	LUNCH-MAY 25	0000000000	0625	BNK5	STUDENT LUNCH PROGRAM		H	06/13/2025	06/26/2025	R	$178.00
							24-25			62012		$178.00
						NUMBER OF INVOICES: 1						**$178.00**
SECRETAR000	SECRETARY OF STATE - ILLINOIS	4.50	0000000000	0725	BNK5	TRANS-PERMIT- K. NEUMAN		B	07/11/2025	07/17/2025	W	$4.50
							25-26			31498835		$4.50
						NUMBER OF INVOICES: 1						**$4.50**
SENIC 001	SENTINEL INSECT CONTROL	347389	0000000000	0725	BNK5	JH/HS BLDG-PEST CONTROL		B	07/01/2025	07/17/2025	R	$76.00
							25-26					$76.00
SENIC 001	SENTINEL INSECT CONTROL	347390	0000000000	0725	BNK5	ELEM BLDG-PEST CONTROL		B	07/01/2025	07/17/2025	R	$46.00
							25-26					$46.00
						NUMBER OF INVOICES: 2						**$122.00**
SHERW 001	SHERWIN-WILLIAMS	9029-8	0000000000	0725	BNK5	ELEM BLDG-PAINT		B	07/01/2025	07/17/2025	R	$863.90
							25-26					$863.90

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S	INV DATE / ADJ AMT / QTY	DUE DATE / CHECK NBR	C	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
SHERW 001	SHERWIN-WILLIAMS	9424-1	0000000000	0725	BNK5	ELEM BLDG-PAINT		B	07/11/2025	07/17/2025	R	$592.10
							25-26					$592.10
SHERW 001	SHERWIN-WILLIAMS	9640-4	0000000000	0625	BNK5	ELEM BLDG-TAP, DOVER WHITE		H	06/06/2025	06/26/2025	R	$427.52
							24-25			62013		$427.52
SHERW 001	SHERWIN-WILLIAMS	9785-1	0000000000	0725	BNK5	ELEM BLDG-WHITE, NEW RED, YELLOW, ORANGE		B	06/22/2025	07/17/2025	R	$118.42
							25-26					$118.42
SHERW 001	SHERWIN-WILLIAMS	9843-8	0000000000	0725	BNK5	ELEM BLDG-WHITE, BLACK, BLUE, MAGENTA		B	06/24/2025	07/17/2025	R	$592.10
							25-26					$592.10
						NUMBER OF INVOICES: 5						**$2,594.04**
SKY 001	SKYWARD	0000236805	0312026010	0725	BNK5	SKYWARD-ANNUAL LICENSE FEE	P	B	07/01/2025	07/17/2025	A	$52,598.00
							25-26					$52,598.00
	100	SKYWARD ANNUAL LICENSE FEE							1.00			$52,598.00
						NUMBER OF INVOICES: 1						**$52,598.00**
SKYUG 000	SKYWARD USER'S GROUP, NFP	202528.7	0000000000	0625	BNK5	USER GROUP ANNUAL DUES		H	05/21/2025	06/26/2025	R	$350.00
							24-25			62014		$350.00
						NUMBER OF INVOICES: 1						**$350.00**
SLOAN IM000	SLOAN IMPLEMENT	3937984	0000000000	0725	BNK5	GENERAL REPAIR-GATOR		B	06/02/2025	07/17/2025	R	$290.00
							25-26					$290.00
						NUMBER OF INVOICES: 1						**$290.00**
SOAR LEA000	SOAR LEARNING INC	34026	2022026004	0725	BNK5	DELANEY-STUDY SKILLS ELECTIVE-BOOKS/CURRICULUM	P	B	07/07/2025	07/17/2025	R	$3,095.09
							25-26					$3,095.09

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S	INV DATE / ADJ AMT / QTY	DUE DATE	C	CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
SOAR LEA000	SOAR LEARNING INC 100	34026 DELANEY STUDY SKILLS ELECTIVE	******CONTINUED******						1.00				$3,095.09
						NUMBER OF INVOICES: 1							**$3,095.09**
SOUCP 001	SOUTH COUNTY PUBLICATIONS, LTD	22582	0000000000	0625	BNK5	LEGAL-SIDEWALK REPAIR PUBLE HEARING	H 24-25		05/08/2025	06/26/2025	A	242500425	$18.60 $18.60
SOUCP 001	SOUTH COUNTY PUBLICATIONS, LTD	22613	0000000000	0625	BNK5	LEGALS-TENTATIVE AMENDED BUDGET	H 24-25		05/22/2025	06/26/2025	A	242500425	$19.20 $19.20
SOUCP 001	SOUTH COUNTY PUBLICATIONS, LTD	22645	0000000000	0625	BNK5	DISPLAY AD-BUS DRIVER NEEDED	H 24-25		05/29/2025	06/26/2025	A	242500425	$42.00 $42.00
SOUCP 001	SOUTH COUNTY PUBLICATIONS, LTD	22703	0000000000	0725	BNK5	DISPLAY AD-SCREENING NOTICE	B 25-26		06/19/2025	07/17/2025	A		$44.00 $44.00
						NUMBER OF INVOICES: 4							**$123.80**
SPANISH 000	SPANISH BITS LLC	101018	0000000000	0625	BNK5	ELEM-TRANSLATION AND INTERPRETATION	H 24-25		05/22/2025	06/26/2025	R	62015	$120.00 $120.00
						NUMBER OF INVOICES: 1							**$120.00**
STALESTE000	STALEY, STEVEN	154.64	0000000000	0625	BNK5	5/30/25 TRS REFUND	H 24-25		06/13/2025	06/26/2025	A	242500426	$154.64 $154.64
						NUMBER OF INVOICES: 1							**$154.64**
SYSEMC 000	SYSTEMAX CORP	512891	0000000000	0625	BNK5	JH/HS ACTIVITY FUND CHECKS	H 24-25		06/18/2025	06/26/2025	A	242500427	$188.16 $188.16

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S / ADJ AMT / QTY	INV DATE	DUE DATE	C / CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
						NUMBER OF INVOICES: 1						**$188.16**
T-MOBILE000	T-MOBILE	990259433-JUNE 25	0000000000	0725	BNK5	TRANS-TABLETS-5/21/25-6/20/25		B	07/02/2025	07/17/2025	W	$282.20
							25-26				94330725	$282.20
T-MOBILE000	T-MOBILE	990259433-MAY 25	0000000000	0625	BNK5	TRANS-TABLETS 4/21/25-5/20/25		H	06/04/2025	06/26/2025	W	$278.80
							24-25				94330625	$278.80
						NUMBER OF INVOICES: 2						**$561.00**
TEXAS LI000	TEXAS LIFE INSURANCE CO.	20250701ADAFA3	0000000000	P9	BNK5	Payroll accrual		B	07/01/2025	07/01/2025	W	$138.97
							25-26				202500011	$138.97
TEXAS LI000	TEXAS LIFE INSURANCE CO.	20250701BDAFA3	0000000000	P9	BNK5	Payroll accrual		B	07/01/2025	07/01/2025	W	$36.29
							25-26				202500019	$36.29
TEXAS LI000	TEXAS LIFE INSURANCE CO.	20250715ADAFA3	0000000000	P9	BNK5	Payroll accrual		B	07/15/2025	07/15/2025	W	$138.97
							25-26				202500034	$138.97
TEXAS LI000	TEXAS LIFE INSURANCE CO.	20250715BDAFA3	0000000000	P9	BNK5	Payroll accrual		B	07/15/2025	07/15/2025	W	$36.29
							25-26				202500083	$36.29
						NUMBER OF INVOICES: 4						**$350.52**
THIS 001	THIS	20250630ADT88EE	0000000000	T1	BNK5	Payroll accrual		H	06/30/2025	06/30/2025	W	$84.35
							24-25				202400474	$84.35
THIS 001	THIS	20250630ADT88TA	0000000000	T1	BNK5	Payroll accrual		H	06/30/2025	06/30/2025	W	$40.46
							24-25				202400474	$40.46
THIS 001	THIS	20250630AFT66EE	0000000000	T1	BNK5	Payroll accrual		H	06/30/2025	06/30/2025	W	$62.81
							24-25				202400474	$62.81

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S / ADJ AMT / QTY	INV DATE	DUE DATE	C / CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
THIS	001 THIS	20250630AFT69SU	0000000000	T1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W 202400474	$30.12 $30.12
THIS	001 THIS	20250630BDT88EE	0000000000	T1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W 202400474	$-69.60 $-69.60
THIS	001 THIS	20250630BFT66EE	0000000000	T1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W 202400474	$-51.82 $-51.82
THIS	001 THIS	20250630CDT88EE	0000000000	T1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W 202400474	$69.60 $69.60
THIS	001 THIS	20250630CFT66EE	0000000000	T1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W 202400474	$51.81 $51.81
THIS	001 THIS	20250701ADT88EE	0000000000	T1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500004	$1,733.20 $1,733.20
THIS	001 THIS	20250701ADT88TA	0000000000	T1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500004	$109.96 $109.96
THIS	001 THIS	20250701ADT92SU	0000000000	T1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500004	$154.92 $154.92
THIS	001 THIS	20250701AFT66EE	0000000000	T1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500004	$1,290.41 $1,290.41
THIS	001 THIS	20250701AFT66TA	0000000000	T1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500004	$54.25 $54.25
THIS	001 THIS	20250701AFT69SU	0000000000	T1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500004	$143.00 $143.00
THIS	001 THIS	20250715ADT88EE	0000000000	T1	BNK5	Payroll accrual	H 25-26		07/15/2025	07/15/2025	W 202500026	$1,683.14 $1,683.14

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S / ADJ AMT / QTY	INV DATE	DUE DATE	C / CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
THIS	001 THIS	20250715ADT88TA	0000000000	T1	BNK5	Payroll accrual	H 25-26		07/15/2025	07/15/2025	W 202500026	$38.67 $38.67
THIS	001 THIS	20250715ADT92SU	0000000000	T1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500086	$163.37 $163.37
THIS	001 THIS	20250715AFT66EE	0000000000	T1	BNK5	Payroll accrual	H 25-26		07/15/2025	07/15/2025	W 202500026	$1,253.14 $1,253.14
THIS	001 THIS	20250715AFT66TA	0000000000	T1	BNK5	Payroll accrual	H 25-26		07/15/2025	07/15/2025	W 202500026	$28.84 $28.84
THIS	001 THIS	20250715AFT69SU	0000000000	T1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500086	$150.61 $150.61
THIS	001 THIS	20250715BDT88EE	0000000000	T1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500086	$52.57 $52.57
THIS	001 THIS	20250715BDT88TA	0000000000	T1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500086	$107.82 $107.82
THIS	001 THIS	20250715BFT66EE	0000000000	T1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500086	$39.14 $39.14
THIS	001 THIS	20250715BFT66TA	0000000000	T1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500086	$51.28 $51.28
						NUMBER OF INVOICES: 24						**$7,272.05**
TIMBBS	000 TIMBERLINE BILLING SERVICE LLC	31730	0000000000	0625	BNK5	MEDICAID CHECK 12/20/24	H 24-25		05/31/2025	06/26/2025	A 242500428	$36.16 $36.16
TIMBBS	000 TIMBERLINE BILLING SERVICE LLC	31935	0000000000	0625	BNK5	MEDICAID CHECK 1/17/25	H 24-25		06/15/2025	06/26/2025	A 242500428	$287.26 $287.26

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S / ADJ AMT / QTY	INV DATE	DUE DATE	C / CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
TIMBBS	000 TIMBERLINE BILLING SERVICE LLC	32065	0000000000	0725	BNK5	FY23 COST SETTLEMENT REC	B 25-26		06/30/2025	07/17/2025	A	$2,594.23 $2,594.23
TIMBBS	000 TIMBERLINE BILLING SERVICE LLC	32159	0000000000	0725	BNK5	MEDICAID 2/21/25, 3/21/25, 5/16/25	B 25-26		06/30/2025	07/17/2025	A	$300.19 $300.19
						NUMBER OF INVOICES: 4						**$3,217.84**
TRS	001 TRS STATE OF ILLINOIS	07082025TRS	0000000000	LDN	BNK5	Payroll accrual	H 25-26		07/08/2025	07/08/2025	W 202500068	$150.00 $150.00
TRS	001 TRS STATE OF ILLINOIS	20250630AFT58EE	0000000000	T1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W 202400475	$54.36 $54.36
TRS	001 TRS STATE OF ILLINOIS	20250630AFT58SU	0000000000	T1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W 202400475	$26.08 $26.08
TRS	001 TRS STATE OF ILLINOIS	20250630AFT94EE	0000000000	T1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W 202400475	$843.54 $843.54
TRS	001 TRS STATE OF ILLINOIS	20250630AFT94SU	0000000000	T1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W 202400475	$404.59 $404.59
TRS	001 TRS STATE OF ILLINOIS	20250630AFTFED	0000000000	T1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W 202400475	$110.79 $110.79
TRS	001 TRS STATE OF ILLINOIS	20250630BFT58EE	0000000000	T1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W 202400475	$-44.86 $-44.86
TRS	001 TRS STATE OF ILLINOIS	20250630BFT94EE	0000000000	T1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W 202400475	$-696.02 $-696.02
TRS	001 TRS STATE OF ILLINOIS	20250630CFT58EE	0000000000	T1	BNK5	Payroll accrual	H 24-25		06/30/2025	06/30/2025	W 202400475	$44.86 $44.86

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
	REF CATALOG	DESCRIPTION					LQ		QTY			LINE AMOUNT
TRS 001	TRS STATE OF ILLINOIS	20250630CFT94EE	0000000000	T1	BNK5	Payroll accrual	H		06/30/2025	06/30/2025	W	$696.00
							24-25			202400475		$696.00
TRS 001	TRS STATE OF ILLINOIS	20250701AFT58EE	0000000000	T1	BNK5	Payroll accrual	H		07/01/2025	07/01/2025	W	$1,117.09
							25-26			202500005		$1,117.09
TRS 001	TRS STATE OF ILLINOIS	20250701AFT58SU	0000000000	T1	BNK5	Payroll accrual	H		07/01/2025	07/01/2025	W	$123.76
							25-26			202500005		$123.76
TRS 001	TRS STATE OF ILLINOIS	20250701AFT58TA	0000000000	T1	BNK5	Payroll accrual	H		07/01/2025	07/01/2025	W	$46.96
							25-26			202500005		$46.96
TRS 001	TRS STATE OF ILLINOIS	20250701AFT94EE	0000000000	T1	BNK5	Payroll accrual	H		07/01/2025	07/01/2025	W	$17,332.93
							25-26			202500005		$17,332.93
TRS 001	TRS STATE OF ILLINOIS	20250701AFT94SU	0000000000	T1	BNK5	Payroll accrual	H		07/01/2025	07/01/2025	W	$1,920.17
							25-26			202500005		$1,920.17
TRS 001	TRS STATE OF ILLINOIS	20250701AFT94TA	0000000000	T1	BNK5	Payroll accrual	H		07/01/2025	07/01/2025	W	$728.76
							25-26			202500005		$728.76
TRS 001	TRS STATE OF ILLINOIS	20250701AFTFED	0000000000	T1	BNK5	Payroll accrual	H		07/01/2025	07/01/2025	W	$263.03
							25-26			202500005		$263.03
TRS 001	TRS STATE OF ILLINOIS	20250715AFT58EE	0000000000	T1	BNK5	Payroll accrual	H		07/15/2025	07/15/2025	W	$1,084.83
							25-26			202500027		$1,084.83
TRS 001	TRS STATE OF ILLINOIS	20250715AFT58SU	0000000000	T1	BNK5	Payroll accrual	B		07/15/2025	07/15/2025	W	$130.39
							25-26			202500087		$130.39
TRS 001	TRS STATE OF ILLINOIS	20250715AFT58TA	0000000000	T1	BNK5	Payroll accrual	H		07/15/2025	07/15/2025	W	$24.92
							25-26			202500027		$24.92
TRS 001	TRS STATE OF ILLINOIS	20250715AFT94EE	0000000000	T1	BNK5	Payroll accrual	H		07/15/2025	07/15/2025	W	$16,832.30
							25-26			202500027		$16,832.30

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S / ADJ AMT / QTY	INV DATE	DUE DATE	C / CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
TRS 001	TRS STATE OF ILLINOIS	20250715AFT94SU	0000000000	T1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500087	$2,023.15 $2,023.15
TRS 001	TRS STATE OF ILLINOIS	20250715AFT94TA	0000000000	T1	BNK5	Payroll accrual	H 25-26		07/15/2025	07/15/2025	W 202500027	$386.64 $386.64
TRS 001	TRS STATE OF ILLINOIS	20250715BFT58EE	0000000000	T1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500087	$33.88 $33.88
TRS 001	TRS STATE OF ILLINOIS	20250715BFT58TA	0000000000	T1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500087	$44.40 $44.40
TRS 001	TRS STATE OF ILLINOIS	20250715BFT94EE	0000000000	T1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500087	$525.68 $525.68
TRS 001	TRS STATE OF ILLINOIS	20250715BFT94TA	0000000000	T1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500087	$688.80 $688.80
						NUMBER OF INVOICES: 27						**$44,897.03**
TRSSP 000	TRS STATE OF ILLINOIS	20250701ADSSP%	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500006	$268.66 $268.66
TRSSP 000	TRS STATE OF ILLINOIS	20250701ADSSPA	0000000000	P1	BNK5	Payroll accrual	H 25-26		07/01/2025	07/01/2025	W 202500006	$650.00 $650.00
TRSSP 000	TRS STATE OF ILLINOIS	20250715ADSSP%	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500028	$268.66 $268.66
TRSSP 000	TRS STATE OF ILLINOIS	20250715ADSSPA	0000000000	P1	BNK5	Payroll accrual	B 25-26		07/15/2025	07/15/2025	W 202500028	$650.00 $650.00
						NUMBER OF INVOICES: 4						**$1,837.32**
TRUCI 001	TRUCK CENTERS, INC.	F120381263:01	0000000000	0625	BNK5	TRANS-TENSION PULLEY	H		06/10/2025	06/26/2025	R	$241.39

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S / ADJ AMT / QTY	INV DATE	DUE DATE	C / CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
TRUCI 001	TRUCK CENTERS, INC.	F120381263:01	******CONTINUED******									
							24-25				62016	$241.39
TRUCI 001	TRUCK CENTERS, INC.	R120088512:01	0000000000	0625	BNK5	TRANS-TRANSMISSION CONTROL MODULE	H		05/22/2025	06/26/2025	R	$2,205.13
							24-25				62016	$2,205.13
						NUMBER OF INVOICES: 2						**$2,446.52**
TRUG 001	TRUGREEN CHEMLAWN # 2751	209165690	0000000000	0625	BNK5	JH/HS FOOTBALL FIELD-GRUB PREVENTION	H		05/21/2025	06/26/2025	W	$230.15
							24-25				2409606	$230.15
TRUG 001	TRUGREEN CHEMLAWN # 2751	209179150	0000000000	0625	BNK5	JH/HS FOOTBALL FIELD LAWN SERVICE	H		05/21/2025	06/26/2025	W	$230.15
							24-25				2409606	$230.15
TRUG 001	TRUGREEN CHEMLAWN # 2751	209187570	0000000000	0625	BNK5	JH/HS BASEBALL FIELD-GRUB PREVENTION	H		05/21/2025	06/26/2025	W	$103.04
							24-25				2409558	$103.04
TRUG 001	TRUGREEN CHEMLAWN # 2751	209191932	0000000000	0625	BNK5	JH/HS BASEBALL FIELD LAWN SERVICE	H		05/21/2025	06/26/2025	W	$230.15
							24-25				2409558	$230.15
TRUG 001	TRUGREEN CHEMLAWN # 2751	209192360	0000000000	0625	BNK5	JH/HS SOFTBALL FIELD GRUB PREVENTION	H		05/21/2025	06/26/2025	W	$163.46
							24-25				2409639	$163.46
TRUG 001	TRUGREEN CHEMLAWN # 2751	2092025666	0000000000	0625	BNK5	JH/HS SOFTBALL FIELD LAWN SERVICE	H		05/21/2025	06/26/2025	W	$163.46
							24-25				2409639	$163.46
TRUG 001	TRUGREEN CHEMLAWN # 2751	209204597	0000000000	0625	BNK5	ELEM GRUB PREVENTION	H		05/21/2025	06/26/2025	W	$134.55
							24-25				2409762	$134.55

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH / DISC AMT	BANK	DESCRIPTION / ADJUSTMENT DESCRIPTION	LQ S / FY / LQ	INV DATE / ADJ AMT / QTY	DUE DATE	C / CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
TRUG 001	TRUGREEN CHEMLAWN # 2751	209220482	0000000000	0625	BNK5	ELEM LAWN SERVICE	H 24-25	05/21/2025	06/26/2025	W 2409762	$134.55 $134.55
						NUMBER OF INVOICES: 8					**$1,389.51**
TURF TAN000	TURF TANK	INV00008014	0000000000	0725	BNK5	TURF TANK TWO PRO 3 YEAR SUBSCRIPTION	B 25-26	06/18/2025	07/17/2025	A	$15,000.00 $15,000.00
						NUMBER OF INVOICES: 1					**$15,000.00**
TYE AND000	TYE, ANDY	750.00	3012025044	50	BNK5	25/25-DRILL DEPOSIT-MAGRATH-JH/HS BAND GEN SUPPLIES	P H 24-25	04/01/2025	06/30/2025	R 61959	$750.00 $750.00
	100	MAGRATH -JH/HS BAND GEN SUPPLIES						1.00			$750.00
						NUMBER OF INVOICES: 1					**$750.00**
USHMAAMA000	USHMAN, AMANDA	11.90	0000000000	0625	BNK5	REFUNDING LUNCH FEE	H 24-25	06/05/2025	06/26/2025	R 62017	$11.90 $11.90
						NUMBER OF INVOICES: 1					**$11.90**
WATTS CO000	WATTS COPY SYSTEMS INC.	1414467	0000000000	0625	BNK5	TRANS-COPIER LEASE	H 24-25	06/03/2025	06/26/2025	A 242500429	$62.55 $62.55
WATTS CO000	WATTS COPY SYSTEMS INC.	1414769	0000000000	0625	BNK5	COPIER USAGE	H 24-25	06/04/2025	06/26/2025	A 242500429	$843.94 $843.94
WATTS CO000	WATTS COPY SYSTEMS INC.	1421230	0000000000	0725	BNK5	TRANS-COPIER LEASE	B 25-26	07/02/2025	07/17/2025	A	$65.33 $65.33
WATTS CO000	WATTS COPY SYSTEMS INC.	1421822	0000000000	0725	BNK5	COPIER USAGE	B 25-26	07/03/2025	07/17/2025	A	$148.59 $148.59

VEN-KEY	VENDOR NAME / ACH VOID DOWNLOAD / REF / CATALOG	INVOICE # / DISCOUNT DESCRIPTION / DESCRIPTION	PO NUMBER	BATCH	BANK	DESCRIPTION / DISC AMT / ADJUSTMENT DESCRIPTION	LQ / FY / LQ	S	INV DATE / ADJ AMT / QTY	DUE DATE	C	CHECK NBR	NET AMOUNT / INVOICE AMOUNT / LINE AMOUNT
						NUMBER OF INVOICES: 4							**$1,120.41**
WAVAS 000	WAVERLY AUTO SUPPLY	008525	0000000000	0725	BNK5	TRANS-OIL FILTER,	B 25-26		07/08/2025	07/17/2025	W	202500073	$139.93 $139.93
						NUMBER OF INVOICES: 1							**$139.93**
WILKIJES000	WILKIN, JESSICA	114.80	0000000000	0625	BNK5	REFUND LUNCH FEES	H 24-25		06/02/2025	06/26/2025	R	62018	$114.80 $114.80
						NUMBER OF INVOICES: 1							**$114.80**
WILSLTC 000	WILSON LANGUAGE TRAINING CORP	INV104410	0000000000	0725	BNK5	WRS INTRO SET, STUDENT PROFILE, STUDENT READERS	B 25-26		06/30/2025	07/17/2025	R		$2,839.32 $2,839.32
						NUMBER OF INVOICES: 1							**$2,839.32**
ZEPMC 000	ZEP MANUFACTURING CO	9011261540	0000000000	0625	BNK5	ELEM BLDG-POLY SHIELD	H 24-25		05/28/2025	06/26/2025	R	62019	$892.50 $892.50
						NUMBER OF INVOICES: 1							**$892.50**

TOTAL NUMBER OF BATCH INVOICES:	**258**	**$874,085.05**
TOTAL NUMBER OF HISTORY INVOICES:	**387**	**$1,012,166.17**
98 ACH CHECK INVOICES		$1,397,084.26
119 COMPUTER CHECK INVOICES		$204,128.87
1 VOID CHECK INVOICES		$-350.00
427 WIRE TRAN CHECK INVOICES		$285,388.09
TOTAL INVOICES:	**645**	**$1,886,251.22**

BANK TOTALS:	**BANK**	**BANK ACCOUNT #**	**INVOICE AMOUNT**	**NET AMOUNT**

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION		DISC AMT		ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
	REF	CATALOG	DESCRIPTION				LQ		QTY			LINE AMOUNT
				BNK5	**A000 1010 0000 00 000000					$1,886,251.22		$1,886,251.22

LIQUIDATION STATUS (LQ) CODE LEGEND:

L = LIQUIDATION PENDING C = CLOSED PO/NOT RECEIVING

P = PARTIAL LIQUIDATION F = FULL LIQUIDATION

BLANK = NO LIQUIDATION

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

Description: SBAA Entity 103 Acct. Receipt/Disbursement Summary Rpt - BOARD REPORT - MONTHLY

Account	Description	Jul. 1, 2024 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	Jun. 30, 2025 Ending Balance
95L103 8101 0000 00 000000	NBE GENERAL FND/NONCATE/NBE GENERAL FUND	-8,820.11	-9,314.92	6,180.68	-11,954.35
95L103 8102 0000 00 000000	NBE CONSUMBABLE/NONCATE/NBE CONSUMABLES	-120.62	0.00	0.00	-120.62
95L103 8103 0000 00 000000	NBE SHOE DONAT/NONCATE/NBE SHOE DONATION	46.80	-35.00	0.00	11.80
95L103 8104 0000 00 000000	NBE MKT DAY K-5/NONCATE/NBE MARKET DAY K-5	0.00	0.00	0.00	0.00
95L103 8105 0000 00 000000	NBE OFFICE/NONCATE/NBE OFFICE	-747.51	0.00	0.00	-747.51
95L103 8106 0000 00 000000	NBE MKT DAY LIB/NONCATE/NBE MARKET DAY LIBRARY	0.00	0.00	0.00	0.00
95L103 8107 0000 00 000000	NBE YEARKBOOK/NONCATE/NBE YEARBOOK	-1,250.22	-1,028.84	935.84	-1,343.22
95L103 8108 0000 00 000000	NBE SANG AUDITO/NONCATE/NBE SANGAMON AUDITORIUM	-6.00	0.00	0.00	-6.00
95L103 8109 0000 00 000000	NBE PEPSI/NONCATE/NBE PEPSI	-583.36	-183.51	0.00	-766.87
95L103 8110 0000 00 000000	NBE FUND & GRNT/NONCATE/NBE FALL FUNDRAISER	-10,356.38	-140.40	26.26	-10,470.52
95L103 8111 0000 00 000000	NBE LOST LIB BK/NONCATE/NBE GENERAL LIBRARY	183.93	-324.00	268.58	128.51
95L103 8112 0000 00 000000	NBE AUTHOR VIST/NONCATE/NBE AUTHOR VISIT FUND	-738.07	0.00	0.00	-738.07
95L103 8113 0000 00 000000	NBE PBIS REW/BT/NONCATE/NBE PBIS REWARDS / BOX TO	-3,547.36	-2,417.05	3,973.85	-1,990.56
95L103 8114 0000 00 000000	NBE TEACH GRANT/NONCATE/NBE TEACHERS GRANT	-150.00	0.00	0.00	-150.00
95L103 8115 0000 00 000000	NBE BEHAV SUPPS/NONCATE/NBE STAFF BEHAVOIR SUPPLI	538.00	0.00	0.00	538.00
95L103 8116 0000 00 000000	NBE NURSE'S DON/NONCATE/NBE NURSE'S DONATION	-34.33	0.00	0.00	-34.33
95L103 8117 0000 00 000000	NBE SCHOOL INT/NONCATE/NBE WHOLD SCHOOL INT	-1,437.04	0.00	0.00	-1,437.04
95L103 8119 0000 00 000000	NBE MENTORING/NONCATE/NBE MENTORING	-336.41	0.00	0.00	-336.41
95L103 8120 0000 00 000000	NBE ART FUND/NONCATE/NBE ART FUND	-175.00	0.00	0.00	-175.00
95L103 8121 0000 00 000000	NBE ART DON/NONCATE/NBE ART DONATION	-4,046.66	0.00	3,842.70	-203.96
95L103 8122 0000 00 000000	DO SOCIAL FUND/NONCATE/NBE D.O. SOCIAL FUND	-40.00	0.00	0.00	-40.00
95L103 8123 0000 00 000000	NBE K-GRAD/NONCATE/K-GRADUATION	-1,205.29	-1,290.00	1,878.91	-616.38
95L103 8124 0000 00 000000	NBE SOC WORK/NONCATE/SOCIAL WORK/STUDENT SUPPORT	-91.11	0.00	17.49	-73.62
95L103 8125 0000 00 000000	NBE LIB BDAY/NONCATE/NBE LIBRARY BIRTHDAY BOOK CL	-225.00	-186.00	219.33	-191.67
95L103 8126 0000 00 000000	NBE LIB FINES/NONCATE/NBE LIBRARY FINES	-107.40	-29.00	0.00	-136.40
95L103 8127 0000 00 000000	NBE STUD CNCL/NONCATE/NBE STUDENT COUNCIL	0.00	-238.25	0.00	-238.25
95L103 8128 0000 00 000000	NONCATE/ELEM THEATER SUMMER CAMP	0.00	-870.00	327.00	-543.00
	Total Liability Accounts:	-33,249.14	-16,056.97	17,670.64	-31,635.47
	Total Liability Accounts:	-33,249.14	-16,056.97	17,670.64	-31,635.47
	Grand Total:	-33,249.14	-16,056.97	17,670.64	-31,635.47

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

Description: SBAA Entity 103 Account Activity Report - MONTHLY BOARD REPORT

Account: 95L103 8101 0000 00 000000 NBE GENERAL FND///NONCATE /NBE GENERAL FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		12,768.85CR	
06/27/2025	Check	200562	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-SCOVILLE ZOO	552.00	12,216.85CR	L 8101 0000 00 000000
06/27/2025	Check	200562	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-HENSON ROBINSON ZOO	262.50	11,954.35CR	L 8101 0000 00 000000
				Ending balance		11,954.35CR	

Account: 95L103 8102 0000 00 000000 NBE CONSUMBABLE///NONCATE /NBE CONSUMABLES

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		120.62CR	
				Ending balance		120.62CR	

Account: 95L103 8103 0000 00 000000 NBE SHOE DONAT///NONCATE /NBE SHOE DONATION

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		11.80	
				Ending balance		11.80	

Account: 95L103 8104 0000 00 000000 NBE MKT DAY K-5///NONCATE /NBE MARKET DAY K-5

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L103 8105 0000 00 000000 NBE OFFICE///NONCATE /NBE OFFICE

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		747.51CR	
				Ending balance		747.51CR	

Account: 95L103 8106 0000 00 000000 NBE MKT DAY LIB///NONCATE /NBE MARKET DAY LIBRARY

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L103 8107 0000 00 000000 NBE YEARKBOOK///NONCATE /NBE YEARBOOK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,343.22CR	
				Ending balance		1,343.22CR	

Account: 95L103 8108 0000 00 000000 NBE SANG AUDITO///NONCATE /NBE SANGAMON AUDITORIUM

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		6.00CR	
				Ending balance		6.00CR	

Account: 95L103 8109 0000 00 000000 NBE PEPSI///NONCATE /NBE PEPSI

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		766.87CR	
				Ending balance		766.87CR	

Account: 95L103 8110 0000 00 000000 NBE FUND & GRNT///NONCATE /NBE FALL FUNDRAISER

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		10,496.78CR	
06/27/2025	Check	200562	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-SAMS CAREER DAY	26.26	10,470.52CR	L 8110 0000 00 000000
				Ending balance		10,470.52CR	

Account: 95L103 8111 0000 00 000000 NBE LOST LIB BK///NONCATE /NBE GENERAL LIBRARY

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		128.51	
				Ending balance		128.51	

Account: 95L103 8112 0000 00 000000 NBE AUTHOR VIST///NONCATE /NBE AUTHOR VISIT FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		738.07CR	
				Ending balance		738.07CR	

Account: 95L103 8113 0000 00 000000 NBE PBIS REW/BT///NONCATE /NBE PBIS REWARDS / BOX TOPS

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,257.18CR	
06/16/2025	Check	200560	SOUTH COUNTY PUBLICATIONS, L	NEW BERLIN BEE-ELEMENTARY SCHOOL OFFICE	57.00	2,200.18CR	L 8113 0000 00 000000
06/27/2025	Check	200562	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-5 BELOW	46.83CR	2,247.01CR	L 8113 0000 00 000000
06/27/2025	Check	200562	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-ORIENTAL TRADING	256.45	1,990.56CR	L 8113 0000 00 000000
				Ending balance		1,990.56CR	

Account: 95L103 8114 0000 00 000000 NBE TEACH GRANT///NONCATE /NBE TEACHERS GRANT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		150.00CR	
				Ending balance		150.00CR	

Account: 95L103 8115 0000 00 000000 NBE BEHAV SUPPS///NONCATE /NBE STAFF BEHAVOIR SUPPLIES

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		538.00	
				Ending balance		538.00	

Account: 95L103 8116 0000 00 000000 NBE NURSE'S DON///NONCATE /NBE NURSE'S DONATION

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		34.33CR	
				Ending balance		34.33CR	

Account: 95L103 8117 0000 00 000000 NBE SCHOOL INT///NONCATE /NBE WHOLD SCHOOL INT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,437.04CR	
				Ending balance		1,437.04CR	

Account: 95L103 8118 0000 00 000000 NBE TECH FUNDRA///NONCATE /NBE TECH FUNDRAISER

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L103 8119 0000 00 000000 NBE MENTORING///NONCATE /NBE MENTORING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		336.41CR	
				Ending balance		336.41CR	

Account: 95L103 8120 0000 00 000000 NBE ART FUND///NONCATE /NBE ART FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		175.00CR	
				Ending balance		175.00CR	

Account: 95L103 8121 0000 00 000000 NBE ART DON///NONCATE /NBE ART DONATION

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		653.18CR	
06/27/2025	Check	200563	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-AMAZON	449.22	203.96CR	L 8121 0000 00 000000
				Ending balance		203.96CR	

Account: 95L103 8122 0000 00 000000 DO SOCIAL FUND///NONCATE /NBE D.O. SOCIAL FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		40.00CR	
				Ending balance		40.00CR	

Account: 95L103 8123 0000 00 000000 NBE K-GRAD///NONCATE /K-GRADUATION

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		939.20CR	
06/27/2025	Check	200562	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-AMAZON-BANDANA	57.98	881.22CR	L 8123 0000 00 000000
06/27/2025	Check	200562	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-AMAZON-K GRAD	201.90	679.32CR	L 8123 0000 00 000000
06/27/2025	Check	200562	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-AMAZON-BANDANA	27.99CR	707.31CR	L 8123 0000 00 000000
06/27/2025	Check	200562	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-AMAZON BANDANA	27.99CR	735.30CR	L 8123 0000 00 000000
06/27/2025	Check	200562	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-AMAZON BOOKS	118.92	616.38CR	L 8123 0000 00 000000
				Ending balance		616.38CR	

Account: 95L103 8124 0000 00 000000 NBE SOC WORK///NONCATE /SOCIAL WORK/STUDENT SUPPORT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		73.62CR	
				Ending balance		73.62CR	

Account: 95L103 8125 0000 00 000000 NBE LIB BDAY///NONCATE /NBE LIBRARY BIRTHDAY BOOK CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		237.61CR	
06/27/2025	Check	200563	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-PAPA JOHNS	45.94	191.67CR	L 8125 0000 00 000000
				Ending balance		191.67CR	

Account: 95L103 8126 0000 00 000000 NBE LIB FINES///NONCATE /NBE LIBRARY FINES

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		136.40CR	
				Ending balance		136.40CR	

Account: 95L103 8127 0000 00 000000 NBE STUD CNCL///NONCATE /NBE STUDENT COUNCIL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		238.25CR	
				Ending balance		238.25CR	

Account: 95L103 8128 0000 00 000000 NONCATE /ELEM THEATER SUMMER CAMP

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		870.00CR	
06/18/2025	Check	200561	PRIMO DESIGNS	SUMMER CAMP SHIRTS	327.00	543.00CR	L 8128 0000 00 000000
				Ending balance		543.00CR	

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

Description: SBAA Entity 400 Acct. Receipt/Disbursement Summary Rpt - MONTHLY BOARD REPORT

Account	Description	Jul. 1, 2024 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	Jun. 30, 2025 Ending Balance
95L400 9101 0000 00 000000	JH GENERAL FUND/NONCATE/JH FUND	-614.05	-2,258.65	797.82	-2,074.88
95L400 9102 0000 00 000000	JH CHEER/NONCATE/JH CHEERLEADING	-4,653.74	-8,185.41	7,942.56	-4,896.59
95L400 9103 0000 00 000000	JH STUD COUNCIL/NONCATE/JH STUDENT COUNCIL	-9,527.15	-19,470.06	18,121.98	-10,875.23
95L400 9104 0000 00 000000	JH BOYS BASK/NONCATE/JH BOYS BASKETBALL	-2,595.67	-4,551.53	5,344.45	-1,802.75
95L400 9105 0000 00 000000	JH GIRLS BASKET/NONCATE/JH GIRLS BASKETBALL	-3,488.56	-4,395.00	4,106.47	-3,777.09
95L400 9106 0000 00 000000	JH VOLLEYBALL/NONCATE/JH VOLLEYBALL	-8,542.65	-8,265.50	5,661.71	-11,146.44
95L400 9108 0000 00 000000	JH YEARBOOK/NONCATE/JH YEARBOOK	-4,441.59	-331.92	596.90	-4,176.61
95L400 9110 0000 00 000000	JH SOFTBALL/NONCATE/JH SOFTBALL	-3,886.69	-10,199.00	12,678.90	-1,406.79
95L400 9114 0000 00 000000	JH TRACK/NONCATE/JH TRACK	-5,286.37	-815.00	2,508.94	-3,592.43
95L400 9115 0000 00 000000	JH BOX TOPS/NONCATE/JH BOX TOPS	0.00	0.00	0.00	0.00
95L400 9116 0000 00 000000	JH BOYS BASE/NONCATE/JH BOYS BASEBALL	-3,102.41	-8,132.26	7,750.64	-3,484.03
95L400 9119 0000 00 000000	6TH GRADE FUNDR/NONCATE/6TH GRADE FUNDRAISING	0.00	-1,677.00	373.60	-1,303.40
95L400 9120 0000 00 000000	6TH BOYS BASKET/NONCATE/6TH BOYS BASKETBALL	-1,146.07	0.00	936.22	-209.85
95L400 9121 0000 00 000000	JH SCHOL BOWL/NONCATE/JH SCHOLASTIC BOWL	-146.19	-1,580.00	1,625.00	-101.19
95L400 9122 0000 00 000000	JH SCIENCE CLUB/NONCATE/JH SCIENCE CLUB	0.00	0.00	0.00	0.00
95L400 9123 0000 00 000000	JH PE/NONCATE/JH PE	-567.20	-180.00	0.00	-747.20
95L400 9124 0000 00 000000	JH FLOWER FUND/NONCATE/JH FLOWER FUND	33.33	0.00	0.00	33.33
95L400 9125 0000 00 000000	JH PBIS FUND/NONCATE/JH PBIS FUND	-1,873.81	-1,000.00	1,257.26	-1,616.55
95L400 9201 0000 00 000000	HS YEARBOOK/NONCATE/HS YEARBOOK	-814.66	-3,888.41	6,026.35	1,323.28
95L400 9202 0000 00 000000	HS ART FUND/NONCATE/HS ART FUND	-981.99	-1,755.76	537.46	-2,200.29
95L400 9203 0000 00 000000	HS BAND/NONCATE/HS BAND	-578.07	-2,400.50	1,783.45	-1,195.12
95L400 9204 0000 00 000000	HS BRICK FUND/NONCATE/HS BRICK FUND	0.00	0.00	0.00	0.00
95L400 9205 0000 00 000000	HS FLOWER/NONCATE/HS FLOWER	0.00	0.00	0.00	0.00
95L400 9206 0000 00 000000	HS CLASS 2001/NONCATE/HS CLASS OF 2001	0.00	0.00	0.00	0.00
95L400 9207 0000 00 000000	HS PEP CLUB/NONCATE/HS PEP CLUB	0.00	0.00	0.00	0.00
95L400 9208 0000 00 000000	HS SPANISH/NONCATE/HS SPANISH CLUB	-903.35	-1,003.00	1,272.85	-633.50
95L400 9210 0000 00 000000	HS CLASS 1999/NONCATE/HS CLASS OF 1999	0.00	0.00	0.00	0.00
95L400 9211 0000 00 000000	HS CLASS 2000/NONCATE/HS CLASS OF 2000	0.00	0.00	0.00	0.00
95L400 9212 0000 00 000000	HS CLASS 2002/NONCATE/HS CLASS OF 2002	0.00	0.00	0.00	0.00
95L400 9213 0000 00 000000	HS CLASS 2003/NONCATE/HS CLASS OF 2003	0.00	0.00	0.00	0.00
95L400 9214 0000 00 000000	HS JOINT CONC/NONCATE/HS JOINT CONCESSION	0.00	0.00	0.00	0.00
95L400 9215 0000 00 000000	HS DRAMA CLUB/NONCATE/HS DRAMA CLUB	0.00	0.00	0.00	0.00
95L400 9216 0000 00 000000	HS FFA/NONCATE/HS FFA	-554.17	-31,780.76	30,280.61	-2,054.32
95L400 9217 0000 00 000000	HS HOMECOMING/NONCATE/HS HOMECOMING	-5,306.56	-1,913.05	1,807.72	-5,411.89
95L400 9218 0000 00 000000	HS FCCLA/NONCATE/HS FCCLA	-2,491.64	-6,049.48	5,869.23	-2,671.89
95L400 9219 0000 00 000000	HS CHARACT SCH/NONCATE/HS CHARACTER SCHOLARSHIP	0.00	-1,200.00	1,200.00	0.00
95L400 9220 0000 00 000000	HS PE/NONCATE/HS PE	0.00	0.00	0.00	0.00
95L400 9223 0000 00 000000	HS BASEBALL/NONCATE/HS BASEBALL	-2,776.61	-3,450.00	2,463.35	-3,763.26

Account	Description	Jul. 1, 2024 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	Jun. 30, 2025 Ending Balance
95L400 9224 0000 00 000000	HS STUDENT COUN/NONCATE/HS STUDENT COUNCIL	-1,436.06	-21.63	288.30	-1,169.39
95L400 9226 0000 00 000000	HS BOYS BASKETB/NONCATE/HS BOYS BASKETBALL	-42,149.39	-31,448.50	30,485.72	-43,112.17
95L400 9227 0000 00 000000	HS FB CHEERLEAD/NONCATE/HS FOOTBALL CHEERLEADING	0.00	0.00	0.00	0.00
95L400 9228 0000 00 000000	HS BB CHEERLEAD/NONCATE/HS BASKETBALL CHEERLEADIN	-195.37	-32,183.00	28,290.67	-4,087.70
95L400 9229 0000 00 000000	HS FOOTBALL/NONCATE/HS FOOTBALL	-20,636.49	-30,084.80	23,880.10	-26,841.19
95L400 9230 0000 00 000000	HS BOYS TRACK/NONCATE/HS BOYS TRACK	0.00	0.00	0.00	0.00
95L400 9231 0000 00 000000	HS VOLLEYBALL/NONCATE/HS VOLLEYBALL	-17,623.79	-12,028.88	13,435.80	-16,216.87
95L400 9232 0000 00 000000	HS GENERAL FUND/NONCATE/HS GENERAL FUND	-26,322.68	-3,073.45	4,115.45	-25,280.68
95L400 9233 0000 00 000000	HS GIRLS SOFTBA/NONCATE/HS SOFTBALL	-7,114.44	-850.00	2,323.67	-5,640.77
95L400 9236 0000 00 000000	HS SADD/NONCATE/HS SADD	-2,060.21	-4,166.52	5,057.77	-1,168.96
95L400 9239 0000 00 000000	HS ROESCH TRUST/NONCATE/HS ROESCH TRUST	0.00	0.00	0.00	0.00
95L400 9241 0000 00 000000	HS TRACK/NONCATE/HS CO-ED TRACK	-3,677.52	-6,820.00	6,669.97	-3,827.55
95L400 9242 0000 00 000000	HS CHOIR/NONCATE/HS CHOIR	-124.48	-3,034.00	2,605.92	-552.56
95L400 9246 0000 00 000000	HS KEY CLUB/NONCATE/HS KEY CLUB	-898.74	-300.00	391.00	-807.74
95L400 9249 0000 00 000000	HS SCHOL BOWL/NONCATE/HS SCHOLASTIC BOWL	-855.86	-1,805.35	1,129.44	-1,531.77
95L400 9250 0000 00 000000	HS CLASS 2005/NONCATE/HS CLASS OF 2005	0.00	0.00	0.00	0.00
95L400 9251 0000 00 000000	HS TECH PREP/NONCATE/HS TECHNICAL PREP	0.00	0.00	0.00	0.00
95L400 9252 0000 00 000000	HS CLASS 2006/NONCATE/HS CLASS OF 2006	0.00	0.00	0.00	0.00
95L400 9255 0000 00 000000	HS DISCRETION/NONCATE/HS DISCRETIONARY	0.00	0.00	0.00	0.00
95L400 9258 0000 00 000000	HS SPORTS COMP/NONCATE/HS SPORTS COMPLEX	0.00	0.00	0.00	0.00
95L400 9260 0000 00 000000	HS CLASS 2009/NONCATE/HS CLASS OF 2009	0.00	0.00	0.00	0.00
95L400 9262 0000 00 000000	HS CLASS 2010/NONCATE/HS CLASS OF 2010	0.00	0.00	0.00	0.00
95L400 9263 0000 00 000000	HS LIBRARY FUND/NONCATE/HS LIBRARY FUND	-1,646.53	-2,495.00	1,814.27	-2,327.26
95L400 9264 0000 00 000000	HS PRETZL PRIDE/NONCATE/HS PRETZEL PRIDE	0.00	0.00	0.00	0.00
95L400 9265 0000 00 000000	HS CLASS 2011/NONCATE/HS CLASS OF 2011	0.00	0.00	0.00	0.00
95L400 9266 0000 00 000000	HS CLASS 2012/NONCATE/HS CLASS OF 2012	0.00	0.00	0.00	0.00
95L400 9267 0000 00 000000	HS CLASS 2013/NONCATE/HS CLASS OF 2013	0.00	0.00	0.00	0.00
95L400 9268 0000 00 000000	HS FLAGS/NONCATE/HS FLAGS	-748.80	0.00	0.00	-748.80
95L400 9269 0000 00 000000	HS CLASS 2014/NONCATE/HS CLASS OF 2014	0.00	0.00	0.00	0.00
95L400 9270 0000 00 000000	HS SAMSUNG GRNT/NONCATE/HS SAMSUNG GRANT	0.00	0.00	0.00	0.00
95L400 9271 0000 00 000000	POST SEASON ATH/NONCATE/POST SEASON ATHLETIC FUND	0.00	-7,222.00	7,222.00	0.00
95L400 9272 0000 00 000000	PRETZEL FESTIVA/NONCATE/PRETZEL FESTIVAL	-2,722.22	0.00	0.00	-2,722.22
95L400 9273 0000 00 000000	HS CLASS 2015/NONCATE/HS CLASS OF 2015	0.00	0.00	0.00	0.00
95L400 9274 0000 00 000000	ATH GENERAL FND/NONCATE/ATHLETICS GENERAL FUND	-22,819.96	-27,076.18	37,202.89	-12,693.25
95L400 9278 0000 00 000000	ACT PREP ACCT/NONCATE/ACT PREP ACCOUNT	0.00	0.00	0.00	0.00
95L400 9279 0000 00 000000	HS CLASS 2016/NONCATE/HS CLASS OF 2016	0.00	0.00	0.00	0.00
95L400 9280 0000 00 000000	HS CLASS 2017/NONCATE/HS CLASS OF 2017	0.00	0.00	0.00	0.00
95L400 9281 0000 00 000000	SANGAMON CONF./NONCATE/SANGAMON CONFERENCE ACCOUN	0.00	0.00	0.00	0.00
95L400 9282 0000 00 000000	GREENHOUSE ACCT/NONCATE/GREENHOUSE ACCOUNT	-5,493.84	-2,342.77	3,002.64	-4,833.97

Account	Description	Jul. 1, 2024 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	Jun. 30, 2025 Ending Balance
95L400 9283 0000 00 000000	HS CLASS 2018/NONCATE/HS CLASS OF 2018	0.00	0.00	0.00	0.00
95L400 9284 0000 00 000000	CREWS SCHOLARSH/NONCATE/DAMIEN CREWS SCHOLARSHIP	-2,176.72	0.00	1,000.00	-1,176.72
95L400 9285 0000 00 000000	ROYALTIES/NONCATE/ROYALTIES	0.00	0.00	0.00	0.00
95L400 9286 0000 00 000000	HS CLASS 2019/NONCATE/HS CLASS OF 2019	0.00	0.00	0.00	0.00
95L400 9287 0000 00 000000	HS WRESTLING/NONCATE/HS WRESTLING	-2,417.04	0.00	0.00	-2,417.04
95L400 9288 0000 00 000000	HS CLASS 2020/NONCATE/CLASS OF 2020	0.00	0.00	0.00	0.00
95L400 9289 0000 00 000000	HS CLASS 2021/NONCATE/HS CLASS OF 2021	0.00	0.00	0.00	0.00
95L400 9290 0000 00 000000	THORNTON AG SCH/NONCATE/THORNTON AG SCHOLARSHIP A	0.00	0.00	0.00	0.00
95L400 9291 0000 00 000000	HS CLASS 2022/NONCATE/HS CLASS OF 2022	0.00	0.00	0.00	0.00
95L400 9292 0000 00 000000	HS CLASS 2023/NONCATE/HS CLASS OF 2023	0.00	0.00	0.00	0.00
95L400 9293 0000 00 000000	HS CLASS 2024/NONCATE/HS CLASS OF 2024	0.00	0.00	0.00	0.00
95L400 9294 0000 00 000000	CLASS OF 2025/NONCATE/HS CLASS OF 2025	-7,425.01	-2,901.75	9,776.50	-550.26
95L400 9295 0000 00 000000	MASCOT FUND/NONCATE/HS-MASCOT FUNDRAISER	0.00	0.00	0.00	0.00
95L400 9296 0000 00 000000	HS CLASS 2026/NONCATE/HS CLASS OF 2026	-5,134.75	-2,006.00	1,963.37	-5,177.38
95L400 9297 0000 00 000000	HS CLASS 2027/NONCATE/HS CLASS OF 2027	-2,991.01	-1,381.00	1,195.60	-3,176.41
95L400 9298 0000 00 000000	HS CLASS 2028/NONCATE/HS CLASS OF 2028	0.00	-2,506.00	668.60	-1,837.40
95L400 9299 0000 00 000000	MAINT RECYCLE/NONCATE/MAINT RECYCLE FUND	0.00	-1,297.40	0.00	-1,297.40
	Total Liability Accounts:	-240,916.78	-299,526.52	303,463.15	-236,980.15
	Total Liability Accounts:	-240,916.78	-299,526.52	303,463.15	-236,980.15
	Grand Total:	-240,916.78	-299,526.52	303,463.15	-236,980.15

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

Description: SBAA Entity 400 Account Activity Report - MONTHLY BOARD REPORT

Account: 95L400 9101 0000 00 000000 JH GENERAL FUND///NONCATE /JH FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,074.88CR	
				Ending balance		2,074.88CR	

Account: 95L400 9102 0000 00 000000 JH CHEER///NONCATE /JH CHEERLEADING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,582.93CR	
06/11/2025	Receipt	2157	VARIOUS PAYORS	SUMMER CAMP-SEVERINO	250.00CR	3,832.93CR	L 9102 0000 00 000000
06/11/2025	Receipt	2158	VARIOUS PAYORS	SUMMER CAMP-WALTER	150.00CR	3,982.93CR	L 9102 0000 00 000000
06/11/2025	Receipt	2158	VARIOUS PAYORS	SUMMER CAMP-GOSSETT	100.00CR	4,082.93CR	L 9102 0000 00 000000
06/11/2025	Receipt	2158	VARIOUS PAYORS	SUMMER CAMP-ACKERMAN	100.00CR	4,182.93CR	L 9102 0000 00 000000
06/11/2025	Receipt	2158	VARIOUS PAYORS	SUMMER CAMP-KOTNER	300.00CR	4,482.93CR	L 9102 0000 00 000000
06/11/2025	Receipt	2158	VARIOUS PAYORS	SUMMER CAMP-WALTER-TAYLA-	100.00CR	4,582.93CR	L 9102 0000 00 000000
06/11/2025	Receipt	2158	VARIOUS PAYORS	SUMMER CAMP-MARKS	250.00CR	4,832.93CR	L 9102 0000 00 000000
06/11/2025	Receipt	2158	VARIOUS PAYORS	SUMMER CAMP-PRATHER	100.00CR	4,932.93CR	L 9102 0000 00 000000
06/11/2025	Receipt	2158	VARIOUS PAYORS	SUMMER CAMP-PRIOR	150.00CR	5,082.93CR	L 9102 0000 00 000000
06/11/2025	Receipt	2158	VARIOUS PAYORS	SUMMER CAMP-CATARINICCHIA	100.00CR	5,182.93CR	L 9102 0000 00 000000
06/12/2025	Receipt	2160	VARIOUS PAYORS	SUMMER CAMP-SEVERINO	250.00CR	5,432.93CR	L 9102 0000 00 000000
06/12/2025	Receipt	2171	VARIOUS PAYORS	SUMMER CAMP-SEVERINO (REVERSAL)	250.00	5,182.93CR	L 9102 0000 00 000000
06/17/2025	Check	305750	MEGWEAR INC/FROSTFETTI CHICA	SHIRTS FOR CAMP	286.34	4,896.59CR	L 9102 0000 00 000000
				Ending balance		4,896.59CR	

Account: 95L400 9103 0000 00 000000 JH STUD COUNCIL///NONCATE /JH STUDENT COUNCIL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		11,388.36CR	
06/18/2025	Check	305752	NEW BERLIN CUSD #16	REIMB CAFE FOR ICE CREAM	23.16	11,365.20CR	L 9103 0000 00 000000
06/27/2025	Check	305761	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-WALMART	114.97	11,250.23CR	L 9103 0000 00 000000
06/27/2025	Check	305761	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-TARGET	25.00	11,225.23CR	L 9103 0000 00 000000
06/27/2025	Check	305761	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-TARGET	25.00	11,200.23CR	L 9103 0000 00 000000
06/27/2025	Check	305761	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-TARGET	25.00	11,175.23CR	L 9103 0000 00 000000
06/27/2025	Check	305761	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-AMAZON	125.00	11,050.23CR	L 9103 0000 00 000000
06/27/2025	Check	305761	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-ERINCONDREN	25.00	11,025.23CR	L 9103 0000 00 000000
06/27/2025	Check	305761	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-LOWES	75.00	10,950.23CR	L 9103 0000 00 000000
06/27/2025	Check	305761	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-TARGET	25.00	10,925.23CR	L 9103 0000 00 000000
06/27/2025	Check	305761	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-TJ MAXX	25.00	10,900.23CR	L 9103 0000 00 000000
06/27/2025	Check	305762	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-TJ MAXX	25.00	10,875.23CR	L 9103 0000 00 000000
				Ending balance		10,875.23CR	

Account: 95L400 9104 0000 00 000000 JH BOYS BASK///NONCATE /JH BOYS BASKETBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,102.75CR	
06/09/2025	Check	305748	AUBURN HIGH SCHOOL	7TH/8TH GRADE SHOOTOUT	300.00	1,802.75CR	L 9104 0000 00 000000
				Ending balance		1,802.75CR	

Account: 95L400 9105 0000 00 000000 JH GIRLS BASKET///NONCATE /JH GIRLS BASKETBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,237.09CR	
06/03/2025	JE	000005432		TRANSFER TO SUMMER CAMP-9105 JH GIRLS BASKETBALL	540.00CR	3,777.09CR	L 9105 0000 00 000000
				Ending balance		3,777.09CR	

Account: 95L400 9106 0000 00 000000 JH VOLLEYBALL///NONCATE /JH VOLLEYBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		11,285.30CR	
06/27/2025	Check	305762	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-PAPA JOHNS	138.86	11,146.44CR	L 9106 0000 00 000000
				Ending balance		11,146.44CR	

Account: 95L400 9108 0000 00 000000 JH YEARBOOK///NONCATE /JH YEARBOOK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		4,176.61CR	
				Ending balance		4,176.61CR	

Account: 95L400 9110 0000 00 000000 JH SOFTBALL///NONCATE /JH SOFTBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,406.79CR	
				Ending balance		1,406.79CR	

Account: 95L400 9114 0000 00 000000 JH TRACK///NONCATE /JH TRACK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,910.45CR	
06/27/2025	Check	305762	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-AMAZON	33.77	3,876.68CR	L 9114 0000 00 000000
06/27/2025	Check	305762	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-SAMS	146.50	3,730.18CR	L 9114 0000 00 000000
06/27/2025	Check	305762	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-SAMS	99.68	3,630.50CR	L 9114 0000 00 000000
06/27/2025	Check	305762	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-SAMS	38.07	3,592.43CR	L 9114 0000 00 000000
				Ending balance		3,592.43CR	

Account: 95L400 9115 0000 00 000000 JH BOX TOPS///NONCATE /JH BOX TOPS

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	

Account: 95L400 9115 0000 00 000000 JH BOX TOPS///NONCATE /JH BOX TOPS

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Ending balance		0.00	

Account: 95L400 9116 0000 00 000000 JH BOYS BASE///NONCATE /JH BOYS BASEBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,484.03CR	
				Ending balance		3,484.03CR	

Account: 95L400 9119 0000 00 000000 6TH GRADE FUNDR///NONCATE /6TH GRADE FUNDRAISING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,303.40CR	
				Ending balance		1,303.40CR	

Account: 95L400 9120 0000 00 000000 6TH BOYS BASKET///NONCATE /6TH BOYS BASKETBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		209.85CR	
				Ending balance		209.85CR	

Account: 95L400 9121 0000 00 000000 JH SCHOL BOWL///NONCATE /JH SCHOLASTIC BOWL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		101.19CR	
				Ending balance		101.19CR	

Account: 95L400 9122 0000 00 000000 JH SCIENCE CLUB///NONCATE /JH SCIENCE CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9123 0000 00 000000 JH PE///NONCATE /JH PE

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		747.20CR	
				Ending balance		747.20CR	

Account: 95L400 9124 0000 00 000000 JH FLOWER FUND///NONCATE /JH FLOWER FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		33.33	
				Ending balance		33.33	

Account: 95L400 9125 0000 00 000000 JH PBIS FUND///NONCATE /JH PBIS FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,616.55CR	
				Ending balance		1,616.55CR	

Account: 95L400 9201 0000 00 000000 HS YEARBOOK///NONCATE /HS YEARBOOK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,323.28	
				Ending balance		1,323.28	

Account: 95L400 9202 0000 00 000000 HS ART FUND///NONCATE /HS ART FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,392.66CR	
06/27/2025	Check	305760	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-MICHAELS-CANDY	117.37	2,275.29CR	L 9202 0000 00 000000
06/27/2025	Check	305760	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-MICHAELS-GIFT CARDS	75.00	2,200.29CR	L 9202 0000 00 000000
				Ending balance		2,200.29CR	

Account: 95L400 9203 0000 00 000000 HS BAND///NONCATE /HS BAND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,195.12CR	
				Ending balance		1,195.12CR	

Account: 95L400 9204 0000 00 000000 HS BRICK FUND///NONCATE /HS BRICK FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9205 0000 00 000000 HS FLOWER///NONCATE /HS FLOWER

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9206 0000 00 000000 HS CLASS 2001///NONCATE /HS CLASS OF 2001

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9207 0000 00 000000 HS PEP CLUB///NONCATE /HS PEP CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	

Account: 95L400 9207 0000 00 000000 HS PEP CLUB///NONCATE /HS PEP CLUB

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Ending balance		0.00	

Account: 95L400 9208 0000 00 000000 HS SPANISH///NONCATE /HS SPANISH CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		659.66CR	
06/27/2025	Check	305759	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-WALMART-CINCO	26.16	633.50CR	L 9208 0000 00 000000
				Ending balance		633.50CR	

Account: 95L400 9210 0000 00 000000 HS CLASS 1999///NONCATE /HS CLASS OF 1999

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9211 0000 00 000000 HS CLASS 2000///NONCATE /HS CLASS OF 2000

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9212 0000 00 000000 HS CLASS 2002///NONCATE /HS CLASS OF 2002

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9213 0000 00 000000 HS CLASS 2003///NONCATE /HS CLASS OF 2003

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9214 0000 00 000000 HS JOINT CONC///NONCATE /HS JOINT CONCESSION

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9215 0000 00 000000 HS DRAMA CLUB///NONCATE /HS DRAMA CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9216 0000 00 000000 HS FFA///NONCATE /HS FFA

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,069.32CR	
06/04/2025	Check	305745	ILLINOIS ASSOCIATION FFA	ONSITE REGISTRATION	15.00	2,054.32CR	L 9216 0000 00 000000
				Ending balance		2,054.32CR	

Account: 95L400 9217 0000 00 000000 HS HOMECOMING///NONCATE /HS HOMECOMING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		5,411.89CR	
				Ending balance		5,411.89CR	

Account: 95L400 9218 0000 00 000000 HS FCCLA///NONCATE /HS FCCLA

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,891.19CR	
06/27/2025	Check	305759	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-WALMART-SR BREAKFAST	193.14	2,698.05CR	L 9218 0000 00 000000
06/27/2025	Check	305759	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-WALMART-CINCO	26.16	2,671.89CR	L 9218 0000 00 000000
				Ending balance		2,671.89CR	

Account: 95L400 9219 0000 00 000000 HS CHARACT SCH///NONCATE /HS CHARACTER SCHOLARSHIP

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9220 0000 00 000000 HS PE///NONCATE /HS PE

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9223 0000 00 000000 HS BASEBALL///NONCATE /HS BASEBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,673.25CR	
06/09/2025	JE	000005444		TRANSFER TO HS BASEBALL-SUMMER CAMPS	1,040.00CR	3,713.25CR	L 9223 0000 00 000000
06/24/2025	Receipt	2164	VARIOUS PAYORS	BASEBALL CAMP-W. BROWN	40.00CR	3,753.25CR	L 9223 0000 00 000000
06/24/2025	Receipt	2164	VARIOUS PAYORS	BASEBALL CAMP-STREEVAL	40.00CR	3,793.25CR	L 9223 0000 00 000000
06/24/2025	Receipt	2164	VARIOUS PAYORS	BASEBALL CAMP-RUOT	40.00CR	3,833.25CR	L 9223 0000 00 000000
06/24/2025	Receipt	2164	VARIOUS PAYORS	BASEBALL CAMP-MINDER	40.00CR	3,873.25CR	L 9223 0000 00 000000
06/24/2025	Receipt	2164	VARIOUS PAYORS	BASEBALL CAMP-CROWDER	40.00CR	3,913.25CR	L 9223 0000 00 000000
06/27/2025	Check	305762	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-AMAZON	149.99	3,763.26CR	L 9223 0000 00 000000
				Ending balance		3,763.26CR	

Account: 95L400 9224 0000 00 000000 HS STUDENT COUN///NONCATE /HS STUDENT COUNCIL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,169.39CR	
				Ending balance		1,169.39CR	

Account: 95L400 9226 0000 00 000000 HS BOYS BASKETB///NONCATE /HS BOYS BASKETBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		40,607.17CR	
06/09/2025	Check	305746	PANA HIGH SCHOOL	ENTRY FEE SUMMER SHOOTOUT 6/25/25	150.00	40,457.17CR	L 9226 0000 00 000000
06/09/2025	JE	000005443		TRANSFER TO HS BASKETBALL-SUMMER CAMPS	2,400.00CR	42,857.17CR	L 9226 0000 00 000000
06/12/2025	Receipt	2159	VARIOUS PAYORS	SUMMER CAMP	110.00CR	42,967.17CR	L 9226 0000 00 000000
06/12/2025	Receipt	2159	VARIOUS PAYORS	SUMMER CAMP-RUOT	40.00CR	43,007.17CR	L 9226 0000 00 000000
06/12/2025	Receipt	2159	VARIOUS PAYORS	SUMMER CAMP-BARBEE	40.00CR	43,047.17CR	L 9226 0000 00 000000
06/12/2025	Receipt	2159	VARIOUS PAYORS	SUMMER CAMP-BECKMAN	40.00CR	43,087.17CR	L 9226 0000 00 000000
06/13/2025	Receipt	2161	BSN SPORTS LLC	REFUND FOR INVOICE 927390386 FROM NOV 2024	110.00CR	43,197.17CR	L 9226 0000 00 000000
06/26/2025	Check	305758	ILLINOIS COLLEGE BASKETBALL	VARSITY BASKETBALL CAMP	165.00	43,032.17CR	L 9226 0000 00 000000
06/26/2025	Receipt	2165	VARIOUS PAYORS	SUMMER CAMP-KNELPLER	40.00CR	43,072.17CR	L 9226 0000 00 000000
06/26/2025	Receipt	2165	VARIOUS PAYORS	SUMMER CAMP-STREEVAL	40.00CR	43,112.17CR	L 9226 0000 00 000000
				Ending balance		43,112.17CR	

Account: 95L400 9227 0000 00 000000 HS FB CHEERLEAD///NONCATE /HS FOOTBALL CHEERLEADING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9228 0000 00 000000 HS BB CHEERLEAD///NONCATE /HS BASKETBALL CHEERLEADING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		6,370.46CR	
06/09/2025	JE	000005442		TRANSFER TO HS CHEER-SUMMER CAMPS	1,170.00CR	7,540.46CR	L 9228 0000 00 000000
06/24/2025	Check	305753	CAMP JEFF	CHEER CAMP	3,105.00	4,435.46CR	L 9228 0000 00 000000
06/27/2025	Check	305763	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-ARES	347.76	4,087.70CR	L 9228 0000 00 000000
				Ending balance		4,087.70CR	

Account: 95L400 9229 0000 00 000000 HS FOOTBALL///NONCATE /HS FOOTBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		24,961.19CR	
06/09/2025	JE	000005441		TRANSFER TO HS FOOTBALL-SUMMER CAMPS	1,880.00CR	26,841.19CR	L 9229 0000 00 000000
				Ending balance		26,841.19CR	

Account: 95L400 9230 0000 00 000000 HS BOYS TRACK///NONCATE /HS BOYS TRACK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9231 0000 00 000000 HS VOLLEYBALL///NONCATE /HS VOLLEYBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		18,620.87CR	
06/09/2025	JE	000005438		TRANSFER TO HS VOLLEYBALL-SUMMER CAMPS	690.00CR	19,310.87CR	L 9231 0000 00 000000
06/09/2025	JE	000005445		TRANSFER TO HS VOLLEYBALL-SUMMER CAMPS	1,190.00CR	20,500.87CR	L 9231 0000 00 000000
06/18/2025	Check	305751	CUBBY HOLE	SUMMER CAMP T-SHIRTS	544.35	19,956.52CR	L 9231 0000 00 000000
06/24/2025	Check	305756	BSN SPORTS LLC	VOLLEYBALL NETS NEW GYM	3,739.65	16,216.87CR	L 9231 0000 00 000000
				Ending balance		16,216.87CR	

Account: 95L400 9232 0000 00 000000 HS GENERAL FUND///NONCATE /HS GENERAL FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		25,694.12CR	
06/27/2025	Check	305760	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-WALMART-SNACK CART	110.03	25,584.09CR	L 9232 0000 00 000000
06/27/2025	Check	305760	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-SAMS-BREAKFAST STAFF	65.80	25,518.29CR	L 9232 0000 00 000000
06/27/2025	Check	305760	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-AMAZON TEACHER APPRE	42.96	25,475.33CR	L 9232 0000 00 000000
06/27/2025	Check	305760	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-HOBBY LOBBY-FLOWERS	208.77	25,266.56CR	L 9232 0000 00 000000
06/30/2025	JE	000005473		JUNE 2025 INTEREST	44.12CR	25,310.68CR	L 9232 0000 00 000000
06/30/2025	Receipt	2172	VARIOUS PAYORS	ADJUSTMENT FOR ERROR IN DEPOSITS - DEC 2024	30.00	25,280.68CR	L 9232 0000 00 000000
				Ending balance		25,280.68CR	

Account: 95L400 9233 0000 00 000000 HS GIRLS SOFTBA///NONCATE /HS SOFTBALL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		5,765.16CR	
06/03/2025	Check	305744	CUBBY HOLE	SOFTBALL AWARDS	94.00	5,671.16CR	L 9233 0000 00 000000
06/03/2025	JE	000005433		TRANSFER TO SUMMER CAMP 9233-HS SOFTBALL	280.00CR	5,951.16CR	L 9233 0000 00 000000
06/09/2025	Check	305747	BANDELOW RACHELLE M	T-SHIRTS FOR SUMMER CAMP-HS SOFTBALL	252.00	5,699.16CR	L 9233 0000 00 000000
06/09/2025	JE	000005437		TRANSFER TO HS SOFTBALL-SUMMER CAMP	80.00CR	5,779.16CR	L 9233 0000 00 000000
06/09/2025	JE	000005440		TRANSFER TO HS SOFTBALL-SUMMER CAMPS	40.00CR	5,819.16CR	L 9233 0000 00 000000
06/27/2025	Check	305759	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-WHIRL A WHIP	178.39	5,640.77CR	L 9233 0000 00 000000
				Ending balance		5,640.77CR	

Account: 95L400 9236 0000 00 000000 HS SADD///NONCATE /HS SADD

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,630.30CR	
06/27/2025	Check	305760	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-DOLLAR TREE	165.00	1,465.30CR	L 9236 0000 00 000000
06/27/2025	Check	305760	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-WING STOP	115.03	1,350.27CR	L 9236 0000 00 000000
06/27/2025	Check	305760	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-SAMS	172.54	1,177.73CR	L 9236 0000 00 000000
06/27/2025	Check	305760	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-SAMS	8.77	1,168.96CR	L 9236 0000 00 000000
				Ending balance		1,168.96CR	

Account: 95L400 9239 0000 00 000000 HS ROESCH TRUST///NONCATE /HS ROESCH TRUST

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9241 0000 00 000000 HS TRACK///NONCATE /HS CO-ED TRACK

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,557.55CR	
06/09/2025	JE	000005439		TRANSFER TO HS TRACK-SUMMER CAMPS	690.00CR	4,247.55CR	L 9241 0000 00 000000
06/24/2025	Check	305754	BANDELOW RACHELLE M	T-SHIRTS FOR TRACK SUMMER CAMP	420.00	3,827.55CR	L 9241 0000 00 000000
06/24/2025	Check	305755	BSN SPORTS LLC	TRACK UNIFORMS-PD BY SPORTS BOOSTERS	4,500.00	672.45	L 9241 0000 00 000000
06/24/2025	Receipt	2163	NEW BERLIN SPORTS BOOSTERS	TRACK UNIFORMS	4,500.00CR	3,827.55CR	L 9241 0000 00 000000
				Ending balance		3,827.55CR	

Account: 95L400 9242 0000 00 000000 HS CHOIR///NONCATE /HS CHOIR

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		487.56CR	
06/03/2025	Receipt	2155	VARIOUS PAYORS	HONON CHOIR-MEDALS	65.00CR	552.56CR	L 9242 0000 00 000000
				Ending balance		552.56CR	

Account: 95L400 9246 0000 00 000000 HS KEY CLUB///NONCATE /HS KEY CLUB

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		807.74CR	
				Ending balance		807.74CR	

Account: 95L400 9249 0000 00 000000 HS SCHOL BOWL///NONCATE /HS SCHOLASTIC BOWL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,531.21CR	
06/27/2025	Check	305763	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-HYATT	305.52	2,225.69CR	L 9249 0000 00 000000
06/27/2025	Check	305763	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-HYATT	305.52	1,920.17CR	L 9249 0000 00 000000
06/27/2025	Check	305763	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-HYATT	291.84	1,628.33CR	L 9249 0000 00 000000
06/27/2025	Check	305763	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-GIORDANOS	96.56	1,531.77CR	L 9249 0000 00 000000

Account: 95L400 9249 0000 00 000000 HS SCHOL BOWL///NONCATE /HS SCHOLASTIC BOWL

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Ending balance		1,531.77CR	

Account: 95L400 9250 0000 00 000000 HS CLASS 2005///NONCATE /HS CLASS OF 2005

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9251 0000 00 000000 HS TECH PREP///NONCATE /HS TECHNICAL PREP

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9252 0000 00 000000 HS CLASS 2006///NONCATE /HS CLASS OF 2006

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9255 0000 00 000000 HS DISCRETION///NONCATE /HS DISCRETIONARY

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9258 0000 00 000000 HS SPORTS COMP///NONCATE /HS SPORTS COMPLEX

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9260 0000 00 000000 HS CLASS 2009///NONCATE /HS CLASS OF 2009

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9262 0000 00 000000 HS CLASS 2010///NONCATE /HS CLASS OF 2010

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9263 0000 00 000000 HS LIBRARY FUND///NONCATE /HS LIBRARY FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,353.54CR	
06/27/2025	Check	305761	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-AMAZON IRL	26.28	2,327.26CR	L 9263 0000 00 000000
				Ending balance		2,327.26CR	

Account: 95L400 9264 0000 00 000000 HS PRETZL PRIDE///NONCATE /HS PRETZEL PRIDE

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9265 0000 00 000000 HS CLASS 2011///NONCATE /HS CLASS OF 2011

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9266 0000 00 000000 HS CLASS 2012///NONCATE /HS CLASS OF 2012

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9267 0000 00 000000 HS CLASS 2013///NONCATE /HS CLASS OF 2013

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9268 0000 00 000000 HS FLAGS///NONCATE /HS FLAGS

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		748.80CR	
				Ending balance		748.80CR	

Account: 95L400 9269 0000 00 000000 HS CLASS 2014///NONCATE /HS CLASS OF 2014

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9270 0000 00 000000 HS SAMSUNG GRNT///NONCATE /HS SAMSUNG GRANT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9271 0000 00 000000 POST SEASON ATH///NONCATE /POST SEASON ATHLETIC FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9272 0000 00 000000 PRETZEL FESTIVA///NONCATE /PRETZEL FESTIVAL

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,722.22CR	
				Ending balance		2,722.22CR	

Account: 95L400 9273 0000 00 000000 HS CLASS 2015///NONCATE /HS CLASS OF 2015

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9274 0000 00 000000 ATH GENERAL FND///NONCATE /ATHLETICS GENERAL FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		26,224.32CR	
06/03/2025	JE	000005432		TRANSFER FROM 9274-SUMMER CAMP	540.00	25,684.32CR	L 9274 0000 00 000000
06/03/2025	JE	000005433		TRANSFER SUMMER CAMP 9274	280.00	25,404.32CR	L 9274 0000 00 000000
06/09/2025	JE	000005437		TRANSFER FROM 9274-SUMMER CAMPS	80.00	25,324.32CR	L 9274 0000 00 000000
06/09/2025	JE	000005438		TRANSFER FROM 9274-SUMMER CAMPS	690.00	24,634.32CR	L 9274 0000 00 000000
06/09/2025	JE	000005439		TRANSFER FROM 9274-SUMMER CAMPS	690.00	23,944.32CR	L 9274 0000 00 000000
06/09/2025	JE	000005440		TRANSFER FROM 9274-SUMMER CAMPS	40.00	23,904.32CR	L 9274 0000 00 000000
06/09/2025	JE	000005441		TRANSFER FROM 9274-SUMMER CAMPS	1,880.00	22,024.32CR	L 9274 0000 00 000000
06/09/2025	JE	000005442		TRANSFER FROM 9274-SUMMER CAMPS	1,170.00	20,854.32CR	L 9274 0000 00 000000
06/09/2025	JE	000005443		TRANSFER FROM 9274-SUMMER CAMPS	2,400.00	18,454.32CR	L 9274 0000 00 000000
06/09/2025	JE	000005444		TRANSFER FROM 9274-SUMMER CAMPS	1,040.00	17,414.32CR	L 9274 0000 00 000000
06/09/2025	JE	000005445		TRANSFER FROM 9274--SUMMER CAMPS	1,190.00	16,224.32CR	L 9274 0000 00 000000
06/09/2025	Receipt	2156	VARIOUS PAYORS	SUMMER CAMP-GOSSETT	110.00CR	16,334.32CR	L 9274 0000 00 000000
06/09/2025	Receipt	2156	VARIOUS PAYORS	SUMMER CAMP-MILLITELLO	80.00CR	16,414.32CR	L 9274 0000 00 000000
06/09/2025	Receipt	2156	VARIOUS PAYORS	SUMMER CAMP-WESTRICH	40.00CR	16,454.32CR	L 9274 0000 00 000000
06/09/2025	Receipt	2156	VARIOUS PAYORS	SUMMER CAMP-MINDER	80.00CR	16,534.32CR	L 9274 0000 00 000000
06/10/2025	Check	305749	BLISS ABIGAIL	REFUND FOR JUDE-BASKETBALL CAMP	40.00	16,494.32CR	L 9274 0000 00 000000
06/24/2025	Check	305757	BSN SPORTS LLC	VOLLEYBALL NETS NEW GYM	3,739.65	12,754.67CR	L 9274 0000 00 000000
06/27/2025	Check	305762	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-SAMS	61.42	12,693.25CR	L 9274 0000 00 000000
				Ending balance		12,693.25CR	

Account: 95L400 9278 0000 00 000000 ACT PREP ACCT///NONCATE /ACT PREP ACCOUNT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	

Account: 95L400 9278 0000 00 000000 ACT PREP ACCT///NONCATE /ACT PREP ACCOUNT

Post Date	Type	Ck/JE/Re#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Ending balance		0.00	

Account: 95L400 9279 0000 00 000000 HS CLASS 2016///NONCATE /HS CLASS OF 2016

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9280 0000 00 000000 HS CLASS 2017///NONCATE /HS CLASS OF 2017

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9281 0000 00 000000 SANGAMON CONF.///NONCATE /SANGAMON CONFERENCE ACCOUNT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9282 0000 00 000000 GREENHOUSE ACCT///NONCATE /GREENHOUSE ACCOUNT

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		4,833.97CR	
				Ending balance		4,833.97CR	

Account: 95L400 9283 0000 00 000000 HS CLASS 2018///NONCATE /HS CLASS OF 2018

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9284 0000 00 000000 CREWS SCHOLARSH///NONCATE /DAMIEN CREWS SCHOLARSHIP FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,176.72CR	
				Ending balance		1,176.72CR	

Account: 95L400 9285 0000 00 000000 ROYALTIES///NONCATE /ROYALTIES

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9286 0000 00 000000 HS CLASS 2019///NONCATE /HS CLASS OF 2019

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9287 0000 00 000000 HS WRESTLING///NONCATE /HS WRESTLING

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		2,417.04CR	
				Ending balance		2,417.04CR	

Account: 95L400 9288 0000 00 000000 HS CLASS 2020///NONCATE /CLASS OF 2020

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9289 0000 00 000000 HS CLASS 2021///NONCATE /HS CLASS OF 2021

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9290 0000 00 000000 THORNTON AG SCH///NONCATE /THORNTON AG SCHOLARSHIP AWARD

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9291 0000 00 000000 HS CLASS 2022///NONCATE /HS CLASS OF 2022

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9292 0000 00 000000 HS CLASS 2023///NONCATE /HS CLASS OF 2023

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9293 0000 00 000000 HS CLASS 2024///NONCATE /HS CLASS OF 2024

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9294 0000 00 000000 CLASS OF 2025///NONCATE /HS CLASS OF 2025

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,727.93CR	
06/27/2025	Check	305759	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-TOP GOLF	559.96	3,167.97CR	L 9294 0000 00 000000
06/27/2025	Check	305759	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-PUTTSHACK	875.12	2,292.85CR	L 9294 0000 00 000000
06/27/2025	Check	305759	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-TOP GOLF FOOD	164.04	2,128.81CR	L 9294 0000 00 000000
06/27/2025	Check	305759	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-BUFFALO WILD WINGS	1,109.94	1,018.87CR	L 9294 0000 00 000000
06/27/2025	Check	305759	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-SAMS	468.61	550.26CR	L 9294 0000 00 000000
				Ending balance		550.26CR	

Account: 95L400 9295 0000 00 000000 MASCOT FUND///NONCATE /HS-MASCOT FUNDRAISER

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		0.00	
				Ending balance		0.00	

Account: 95L400 9296 0000 00 000000 HS CLASS 2026///NONCATE /HS CLASS OF 2026

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		5,348.85CR	
06/27/2025	Check	305762	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-AMAZON	42.74	5,306.11CR	L 9296 0000 00 000000
06/27/2025	Check	305762	NEW BERLIN CUSD #16	CREDIT CARD CHARGES JUNE-SAMS	128.73	5,177.38CR	L 9296 0000 00 000000
				Ending balance		5,177.38CR	

Account: 95L400 9297 0000 00 000000 HS CLASS 2027///NONCATE /HS CLASS OF 2027

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		3,176.41CR	
				Ending balance		3,176.41CR	

Account: 95L400 9298 0000 00 000000 HS CLASS 2028///NONCATE /HS CLASS OF 2028

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,837.40CR	
				Ending balance		1,837.40CR	

Account: 95L400 9299 0000 00 000000 MAINT RECYCLE///NONCATE /MAINT RECYCLE FUND

Post Date	Type	Ck/JE/Rc#	Vendor/Payor	Description	Amount	Balance	Detail Account
				Beginning balance		1,297.40CR	
				Ending balance		1,297.40CR	

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

Check Dates 06/26/2025 through 07/17/2025 - Check Number

EMPLOYEE NAME	EMP TYPE	CHECK NUMBER	T	CONTRACT PAY	OTHER + PAY	TAXABLE + BENS	FED TAX - SHELTER	FED TAX = GROSS	FEDERAL - TAX	STATE - TAX	SOC SEC - TAX	OTHER - DEDS	REIMBURSE + DEDS	TAXABLE - BENS	NET = PAY
ZACHARY J PEECHER	BLD	000062020	R	1,666.59	-213.20		132.87	1,320.52	116.52	65.37	106.03	36.45			996.15
		000062022	R		213.20		9.59	203.61		10.08	16.31				177.22
		000062024	R	1,757.00	5.68		146.79	1,615.89	151.97	79.99	129.68	36.45			1,217.80
OLGA R LOPEZ	SOCIA	900074806	R	2,937.77			366.38	2,571.39	393.11	121.41	37.71	-9.28			2,028.44
JODI ACREE	ASPRI	900074807	R	3,458.18			505.47	2,952.71	184.45	146.16	43.31	1215.33			1,363.46
KATHERINE BARRETT	TCH	900074808	R	2,152.70			78.26	2,074.44	185.50	96.81	30.39	28.60			1,733.14
ASHLEY C BEROLA	TCH	900074809	R	1,698.99			155.67	1,543.32	143.26	76.39	23.85	46.18			1,253.64
TYLER T BEROLA	TCH	900074810	R	2,168.99			248.42	1,920.57	188.53	95.07	30.62	36.30			1,570.05
ELIZABETH K BIRCH	TCH	900074811	R	2,407.32			53.54	2,353.78	177.08	116.51	34.48	50.26			1,975.45
MOLLY K BOOHER	TCH	900074812	R	2,879.16			82.34	2,796.82	165.74	138.44	40.97				2,451.67
JAMIE A. BROWN	TCH	900074813	R	2,670.28			293.44	2,376.84	158.35	111.78	38.72				2,067.99
RACHEL R. COOPER	TCH	900074814	R	3,260.29			44.04	3,216.25	486.99	159.20	47.10	100.00			2,422.96
KARA L COX	TCH	900074815	R	3,261.69			57.31	3,204.38	279.15	158.62	46.93				2,719.68
GRACE CRAWFORD	TCH	900074816	R	1,666.79			259.51	1,407.28	83.94	63.78	23.78	10.08			1,225.70
CAMERON CUMMINGS	TCH	900074817	R	1,813.23			57.82	1,755.41	125.71	86.89	25.71	13.35			1,503.75
JAMES DAMBACHER	TCH	900074818	R	2,649.73			26.21	2,623.52	144.95	112.23	38.42	521.00			1,806.92
SKYLER E DAVIS	TCH	900074819	R	1,690.95			242.79	1,448.16	88.84	71.68	23.69				1,263.95
CARRIE J DAWDY	TCH	900074820	R	2,428.66			126.37	2,302.29	107.94	102.21	34.09	2.73			2,055.32
AMANDA M FLESHMAN	TCH	900074821	R	2,315.97			573.24	1,742.73	413.75	68.63	25.60				1,234.75
COURTNEY FRY	TCH	900074822	R	2,340.80			23.15	2,317.65	24.91	102.97	33.94	36.30			2,119.53
SHELLEY L HAAS	TCH	900074823	R	3,306.06			196.09	3,109.97	203.32	153.94	45.57	425.00			2,282.14
CARLI HEMPHILL	TCH	900074824	R	1,666.79			165.99	1,500.80	95.16	68.41	24.17	250.00			1,063.06
CHRISTINA L IACONO	TCH	900074825	R	2,260.36			239.49	2,020.87	157.57	100.03	32.25				1,731.02
MATTHEW JOKISCH	NBEPR	900074826	R	3,750.00			69.55	3,680.45	460.28	182.18	53.90	3.00			2,981.09
WENDY C KANLLAKAN	TCH	900074827	R	2,850.35			858.01	1,992.34	212.21	92.74	40.17	6.15			1,641.07
JENNA L KATTERHENRY	TCH	900074828	R	1,745.46			279.08	1,466.38	91.03	66.71	25.31	78.20			1,205.13
KELSIE L KNOX	TCH	900074829	R	1,627.10			81.17	1,545.93	17.24	70.65	23.59				1,434.45
AUDREY P LANZOTTI	TCH	900074830	R	2,084.55			60.03	2,024.52	201.00	94.34	29.65	35.75			1,663.78
JOLENE M LUCA	TCH	900074831	R	2,742.29			127.12	2,615.17	145.55	129.45	39.76				2,300.41
TAYLOR L MAUS	TCH	900074832	R	2,339.37			279.40	2,059.97	141.82	101.97	32.38				1,783.80
STACEY R. MAXSON	TCH	900074833	R	3,014.20			86.78	2,927.42	224.42	144.91	42.88	49.28			2,465.93
KATELYNN MORAN	TCH	900074834	R	1,745.46			248.26	1,497.20	94.73	68.23	24.48	47.12			1,262.64
WHITNEY N PEECHER	TCH	900074835	R	2,542.44			25.14	2,517.30	243.81	118.73	36.87				2,117.89
CORINNE B PRICE	TCH	900074836	R	1,666.79			65.99	1,600.80	35.08	79.24	24.17				1,462.31
MADISON D REYNOLDS	TCH	900074837	R	2,399.40			174.86	2,224.54	182.01	104.24	34.34				1,903.95

Check Dates 06/26/2025 through 07/17/2025 - Check Number

EMPLOYEE NAME	EMP TYPE	CHECK NUMBER	T	CONTRACT PAY	+ OTHER PAY	+ TAXABLE BENS	- FED TAX SHELTER	= FED TAX GROSS	- FEDERAL TAX	- STATE TAX	- SOC SEC TAX	- OTHER DEDS	+ REIMBURSE DEDS	- TAXABLE BENS	= NET PAY
HOLLY M. RUPPEL	TCH	900074838	R	3,104.71			100.71	3,004.00	390.30	148.70	45.02				2,419.98
SARAH B SMITH	TCH	900074839	R	3,329.30			499.03	2,830.27	455.24	134.22	48.27				2,192.54
DARCI M STECK	TCH	900074840	R	2,708.10			26.78	2,681.32	174.26	116.84	39.27				2,350.95
EMILY K SWOROBOWICZ	TCH	900074841	R	2,979.92			279.52	2,700.40	197.17	121.91	42.85				2,338.47
MARY R BAUMAN	TCH	900074842	R	2,879.16			119.07	2,760.09	225.84	136.62	40.87	192.52			2,164.24
NICOLE M BURKE	TCH	900074843	R	3,073.10			119.54	2,953.56	379.20	146.20	43.27	1.50			2,383.39
MELISSA CHARNESKI	TCH	900074844	R	1,087.20			33.92	1,053.28	92.83	46.26	15.43	95.56			803.20
TONYA K. DELANEY	TCH	900074845	R	3,764.56			104.08	3,660.48	269.38	181.19	53.62				3,156.29
MARY M DILLON	TCH	900074846	R	2,631.28			494.20	2,137.08		88.15	32.23	37.95			1,978.75
KIRSTIN E GEBHARDT	TCH	900074847	R	2,434.91			292.35	2,142.56	172.17	106.06	32.50	48.61			1,783.22
OLIVIA R KILLION	TCH	900074848	R	2,062.85			29.68	2,033.17	159.04	94.76	29.78	-9.28			1,758.87
SARAH L KNEPLER	TCH	900074849	R	2,625.27			55.66	2,569.61	294.73	127.20	37.64	100.00			2,010.04
ABIGAIL MAGRATH	TCH	900074850	R	2,040.76			383.26	1,657.50	156.96	82.05	28.76	385.01			1,004.72
RYAN L MCDONALD	TCH	900074851	R	2,075.58			141.82	1,933.76	168.61	89.84	28.34				1,646.97
JENNIFER D OGDEN-TOM	TCH	900074852	R	3,013.52			888.70	2,124.82	213.04	99.30	40.67				1,771.81
BREANN N OSWALD	TCH	900074853	R	1,544.88			72.25	1,472.63	91.78	67.02	21.57	49.70			1,242.56
BRANDON J RADFORD	JHPRI	900074854	R	3,631.25			56.57	3,574.68	409.09	171.07	52.35				2,942.17
HOLLY A VANVELDHUIZEN	TCH	900074855	R	1,682.81			730.79	952.02	75.00	29.49	21.37				826.16
MALLORY R. WAINMAN	TCH	900074856	R	2,774.72			82.85	2,691.87	321.63	133.25	39.43	38.65			2,158.91
EMILY R YATES	TCH	900074857	R	1,746.74			236.82	1,509.92	96.25	74.74	25.07				1,313.86
BRIAN K BANDY	TCH	900074858	R	3,750.93			92.46	3,658.47	494.86	175.22	53.59	6.00			2,928.80
JOSEPH K COULTON	TCH	900074859	R	2,117.41			20.94	2,096.47	84.65	103.78	30.70				1,877.34
MEGAN DELAI	TCH	900074860	R	2,173.59			65.80	2,107.79	84.66	92.58	30.87	-9.28			1,908.96
AIMEE K. GRAY	TCH	900074861	R	3,047.54			750.00	2,297.54	127.33	96.09	34.04	17.60			2,022.48
LAUREN M HEMMERLE	TCH	900074862	R	2,663.42			26.34	2,637.08	231.51	130.54	38.62				2,236.41
KIMBERLY A. HEPPERLY	TCH	900074863	R	3,415.05			33.77	3,381.28	473.30	167.37	49.52				2,691.09
NEIL HOLDERREAD	TCH	900074864	R	1,698.99			73.77	1,625.22	110.09	80.45	23.81				1,410.87
LINDSAY E. JOHNSON	TCH	900074865	R	2,073.34			90.38	1,982.96	174.52	92.28	29.05	27.75			1,659.36
TAYLEE K JULIAN	TCH	900074866	R	1,699.34			183.49	1,515.85	96.96	69.16	24.64				1,325.09
SHELLY J KENNEDY	TCH	900074867	R	3,166.27			211.33	2,954.94	227.72	140.39	43.30				2,543.53
ALEX KRUCKEBERG	TCH	900074868	R	1,764.17			204.42	1,559.75	102.23	77.21	24.75				1,355.56
HATTIE LLEWELLYN	HSPRI	900074869	R	4,999.43			213.33	4,786.10	1072.69	213.40	70.12	22.10			3,407.79
BLAKE J LUCAS	ATHDI	900074870	R	3,910.35			116.31	3,794.04	524.69	181.93	55.57				3,031.85
MAGGIE M MCCLAREY	TCH	900074871	R	3,016.93			86.81	2,930.12	159.18	139.16	42.92				2,588.86
KRISTEN D. MCGUIRE	TCH	900074872	R	3,064.89			154.64	2,910.25	369.67	144.06	43.36	317.35			2,035.81

Check Dates 06/26/2025 through 07/17/2025 - Check Number

EMPLOYEE NAME	EMP TYPE	CHECK NUMBER	T	CONTRACT PAY	OTHER + PAY	TAXABLE + BENS	FED TAX - SHELTER	FED TAX = GROSS	FEDERAL - TAX	STATE - TAX	SOC SEC - TAX	OTHER - DEDS	REIMBURSE + DEDS	TAXABLE - BENS	NET = PAY
KARA J. PECORARO	TCH19	900074873	R	2,618.19			175.89	2,442.30	284.03	109.14	37.96				2,011.17
JONATHAN D. REES	TCH	900074874	R	3,034.26			97.80	2,936.46	396.60	145.35	43.01	47.67			2,303.83
TANNER W SHAFER	TCH	900074875	R	2,083.83			99.48	1,984.35	153.18	92.35	29.43	26.40			1,682.99
CASEY R SPEARS	TCH	900074876	R	2,459.27			156.29	2,302.98	51.55	108.12	34.83	113.61			1,994.87
JOSEPH VIOLA	COUNS	900074877	R	3,654.18			492.84	3,161.34	209.49	156.49	46.36				2,749.00
KRISTY L WEIDHUNER	TCH	900074878	R	2,298.67			156.13	2,142.54	167.49	106.06	32.39	4.99			1,831.61
PEYTON N KIRKPATRICK	SOCIA	900074879	R	2,499.85			144.19	2,355.66	197.74	110.73	34.52				2,012.67
JILINDA LARSON	ADM	900074880	R	7,034.40			69.57	6,964.83	1223.52	344.76	102.00				5,294.55
LORI D NIEMEIER	CSBO	900074881	R	5,061.93			285.15	4,776.78	701.47	236.45	71.44				3,767.42
ANGELA M ALLEN	CAF	900074882	R		1,055.36		47.49	1,007.87	29.54	49.89	80.73				847.71
ANDREW J BALL	BLD	900074883	R	1,378.18			115.89	1,262.29	66.54	56.61	101.31	9.95			1,027.88
MICHAEL CHEEK	BLD	900074884	R	1,447.50	-138.09		58.92	1,250.49	24.25	61.90	100.17	47.30			1,016.87
TRAVIS L CREASEY	BLD	900074885	R	1,447.50			128.96	1,318.54	73.29	65.27	105.85	23.40			1,050.73
KEVIN M. CUMMINS	TECH	900074886	R	4,009.52			180.43	3,829.09	592.98	171.91	306.73	32.00			2,725.47
JOELLEN DANENBERGER	SEC	900074887	R		1,203.62		54.16	1,149.46	118.07	56.90	92.07				882.42
VINCENT E KING	BLD	900074888	R	1,500.00	0.81		67.54	1,433.27	72.08	70.95	114.81	12.00			1,163.43
ANGELA M. MARR	SEC	900074889	R		1,009.23		45.42	963.81		47.71	77.20				838.90
BRIAN K. NICKELSON	BLD	900074890	R	1,666.59	1.00		114.45	1,553.14	122.94	71.00	124.56	166.76			1,067.88
HEATHER R PIDCOCK	DIRFS	900074891	R	2,291.67			214.09	2,077.58		102.84	166.82	38.76			1,769.16
PARLEE A REEVE	NURSE	900074892	R		77.27		3.48	73.79		3.65	5.91				64.23
BRETT A RUPPEL	BLD	900074893	R	1,378.18			118.99	1,259.19	66.17	56.45	101.08				1,035.49
RACHELLE M BANDELOW	SEC	900074894	R		495.63		22.30	473.33		23.43	37.92				411.98
DANIEL HIRST	BLD	900074895	R	1,447.50			205.03	1,242.47	64.16	55.62	100.03	19.44			1,003.22
JENNIFER M SPANN	SEC	900074896	R		1,291.96		58.14	1,233.82	106.12	61.07	98.83				967.80
MATTHEW A BROWN	DIRBL	900074897	R	3,281.25			168.32	3,112.93	453.68	174.09	249.44				2,235.72
TASHA L CREASEY	BLD	900074898	R	1,447.50	5.46		226.67	1,226.29	62.22	60.70	98.81	25.05			979.51
CASSIE A. DORSEY	ATHTR	900074899	R	2,127.34	970.83		213.09	2,885.08	285.30	136.93	231.38	174.70			2,056.77
ALIXANDRA M EAGAN	CAF	900074900	R		42.30		1.90	40.40		2.00	3.23				35.17
CATHERINE A. MILLS	SEC	900074901	R		1,129.60		50.83	1,078.77	87.36	53.40	86.42				851.59
JAMES S MOORE	BLDS	900074902	R		1,216.84			1,216.84	61.08	60.23	93.08				1,002.45
BRAD A OWENS	BLD	900074903	R	1,662.50			131.78	1,530.72	173.75	75.77	122.82				1,158.38
DINA G PEECHER	SEC	900074904	R		956.81		43.06	913.75	8.04	45.23	73.19				787.29
JAMES R SPIELMAN	BLD	900074905	R	1,500.00			124.47	1,375.53	123.13	68.09	110.39	209.95			863.97
DARRIN R. CUMMINGS	SSO	900074906	R		674.88		30.37	644.51	128.90	31.90	51.63	33.74			398.34
DONALD L EDWARDS	SSO	900074907	R		307.29		13.83	293.46	50.00	14.53	23.51				205.42

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CYNTHIA D MOORE	DOS	900074908	R	1,670.31			120.16	1,550.15	83.77	76.73	127.78	167.03			1,094.84
LARRY R PIOTROWSKI	SSO	900074909	R		533.94		24.03	509.91	125.00	25.24	40.84				318.83
DENISE TALBERT	DOS	900074910	R	1,687.81	416.00		156.48	1,947.33	148.74	96.39	156.21	216.34			1,329.65
TERRI L VANTINE	DOS	900074911	R	1,330.00	15.14		101.57	1,243.57	139.29	61.56	99.76	134.51			808.45
THOMAS J WILSEY	TECHA	900074912	R	1,378.18	0.99		62.06	1,317.11	73.12	65.20	105.51	500.00			573.28
NITA RAYE GONDEK	TRN	900074913	R	900.05				900.05	18.89	44.55	68.85				767.76
SETH C HILL	TRND	900074914	R	3,100.60			671.36	2,429.24	263.85	120.25	196.51				1,848.63
TROY L SANSON	TRNM	900074915	R	2,532.50			198.01	2,334.49	295.20	135.56	187.30	29.21			1,687.22
WILLIAM R TALBERT	TRNFT	900074916	R		2,687.96		177.93	2,510.03	363.09	117.88	201.27	357.72			1,470.07
AMANDA M FLESHMAN	TCH	900074917	R		975.00		9.64	965.36		30.15	14.14				921.07
SHELLEY L HAAS	TCH	900074918	R		134.10		1.33	132.77		6.57	1.94				124.26
MATTHEW JOKISCH	NBEPR	900074919	R		4,090.90		40.46	4,050.44		200.49	59.32				3,790.63
NEIL HOLDERREAD	TCH	900074920	R		382.50		3.78	378.72		18.75	5.55				354.42
KRISTY L WEIDHUNER	TCH	900074921	R		7,037.53		69.60	6,967.93		344.91	102.04				6,520.98
		900074921	Q		-7,037.53		-69.60	-6,967.93		-344.91	-102.04				-6,520.98
GORDON A WELLS	TCHPT	900074922	R		1,031.23			1,031.23	67.12	51.05	78.89				834.17
OLGA R LOPEZ	SOCIA	900074923	R	2,937.77			366.38	2,571.39	393.11	121.41	37.71	-9.28			2,028.44
KATHERINE BARRETT	TCH	900074924	R	2,152.70			78.26	2,074.44	185.50	96.81	30.39	28.60			1,733.14
ASHLEY C BEROLA	TCH	900074925	R	1,698.99			155.67	1,543.32	143.26	76.39	23.85	46.18			1,253.64
TYLER T BEROLA	TCH	900074926	R	2,168.99			248.42	1,920.57	188.53	95.07	30.62	36.30			1,570.05
ELIZABETH K BIRCH	TCH	900074927	R	2,407.32			53.54	2,353.78	177.08	116.51	34.48	50.26			1,975.45
MOLLY K BOOHER	TCH	900074928	R	2,879.16			82.34	2,796.82	165.74	138.44	40.97				2,451.67
JAMIE A. BROWN	TCH	900074929	R	2,670.28			293.44	2,376.84	158.35	111.78	38.72				2,067.99
RACHEL R. COOPER	TCH	900074930	R	3,260.29			44.04	3,216.25	486.99	159.20	47.10	100.00			2,422.96
KARA L COX	TCH	900074931	R	3,261.69			57.31	3,204.38	279.15	158.62	46.93				2,719.68
GRACE CRAWFORD	TCH	900074932	R	1,666.79			259.51	1,407.28	83.94	63.78	23.78	10.08			1,225.70
CAMERON CUMMINGS	TCH	900074933	R	1,813.23			57.82	1,755.41	125.71	86.89	25.71	13.35			1,503.75
JAMES DAMBACHER	TCH	900074934	R	2,649.73			26.21	2,623.52	144.95	112.23	38.42	521.00			1,806.92
SKYLER E DAVIS	TCH	900074935	R	1,690.95			242.79	1,448.16	88.84	71.68	23.69				1,263.95
CARRIE J DAWDY	TCH	900074936	R	2,428.66			126.37	2,302.29	107.94	102.21	34.09	2.73			2,055.32
AMANDA M FLESHMAN	TCH	900074937	R	2,315.97			573.24	1,742.73	413.75	68.63	25.60				1,234.75
COURTNEY FRY	TCH	900074938	R	2,340.80			23.15	2,317.65	24.91	102.97	33.94	36.30			2,119.53
SHELLEY L HAAS	TCH	900074939	R	3,306.06			196.09	3,109.97	203.32	153.94	45.57	425.00			2,282.14
CARLI HEMPHILL	TCH	900074940	R	1,666.79			165.99	1,500.80	95.16	68.41	24.17	250.00			1,063.06
CHRISTINA L IACONO	TCH	900074941	R	2,260.36			239.49	2,020.87	157.57	100.03	32.25				1,731.02

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WENDY C KANLLAKAN	TCH	900074942	R	2,850.35			858.01	1,992.34	212.21	92.74	40.17	6.15			1,641.07
JENNA L KATTERHENRY	TCH	900074943	R	1,745.46			279.08	1,466.38	91.03	66.71	25.31	78.20			1,205.13
KELSIE L KNOX	TCH	900074944	R	1,627.10			81.17	1,545.93	17.24	70.65	23.59				1,434.45
AUDREY P LANZOTTI	TCH	900074945	R	2,084.55			60.03	2,024.52	201.00	94.34	29.65	35.75			1,663.78
JOLENE M LUCA	TCH	900074946	R	2,742.29			127.12	2,615.17	145.55	129.45	39.76				2,300.41
TAYLOR L MAUS	TCH	900074947	R	2,339.37			279.40	2,059.97	141.82	101.97	32.38				1,783.80
STACEY R. MAXSON	TCH	900074948	R	3,014.20			86.78	2,927.42	224.42	144.91	42.88	49.28			2,465.93
KATELYNN MORAN	TCH	900074949	R	1,745.46			248.26	1,497.20	94.73	68.23	24.48	47.12			1,262.64
WHITNEY N PEECHER	TCH	900074950	R	2,542.44			25.14	2,517.30	243.81	118.73	36.87				2,117.89
CORINNE B PRICE	TCH	900074951	R	1,666.79			65.99	1,600.80	35.08	79.24	24.17				1,462.31
MADISON D REYNOLDS	TCH	900074952	R	2,399.40			174.86	2,224.54	182.01	104.24	34.34				1,903.95
HOLLY M. RUPPEL	TCH	900074953	R	3,104.71			100.71	3,004.00	390.30	148.70	45.02				2,419.98
SARAH B SMITH	TCH	900074954	R	3,329.30			499.03	2,830.27	455.24	134.22	48.27	247.50			1,945.04
DARCI M STECK	TCH	900074955	R	2,708.10			26.78	2,681.32	174.26	116.84	39.27				2,350.95
EMILY K SWOROBOWICZ	TCH	900074956	R	2,979.92			279.52	2,700.40	197.17	121.91	42.85				2,338.47
MARY R BAUMAN	TCH	900074957	R	2,879.16			119.07	2,760.09	225.84	136.62	40.87	192.52			2,164.24
NICOLE M BURKE	TCH	900074958	R	3,073.10			119.54	2,953.56	379.20	146.20	43.27	1.50			2,383.39
MELISSA CHARNESKI	TCH	900074959	R	1,087.20			33.92	1,053.28	92.83	46.26	15.43	95.56			803.20
TONYA K. DELANEY	TCH	900074960	R	3,764.56			104.08	3,660.48	269.38	181.19	53.62				3,156.29
MARY M DILLON	TCH	900074961	R	2,631.28			494.20	2,137.08		88.15	32.23	37.95			1,978.75
KIRSTIN E GEBHARDT	TCH	900074962	R	2,434.91			292.35	2,142.56	172.17	106.06	32.50	48.61			1,783.22
OLIVIA R KILLION	TCH	900074963	R	2,062.85			29.68	2,033.17	159.04	94.76	29.78	-9.28			1,758.87
SARAH L KNEPLER	TCH	900074964	R	2,625.27			55.66	2,569.61	294.73	127.20	37.64	100.00			2,010.04
ABIGAIL MAGRATH	TCH	900074965	R	2,040.76			383.26	1,657.50	156.96	82.05	28.76	385.01			1,004.72
RYAN L MCDONALD	TCH	900074966	R	2,075.58			141.82	1,933.76	168.61	89.84	28.34				1,646.97
JENNIFER D OGDEN-TOM	TCH	900074967	R	3,013.52			888.70	2,124.82	213.04	99.30	40.67				1,771.81
BREANN N OSWALD	TCH	900074968	R	1,544.88			72.25	1,472.63	91.78	67.02	21.57	49.70			1,242.56
HOLLY A VANVELDHUIZEN	TCH	900074969	R	1,682.81			730.79	952.02	75.00	29.49	21.37				826.16
MALLORY R. WAINMAN	TCH	900074970	R	2,774.72			82.85	2,691.87	321.63	133.25	39.43	38.65			2,158.91
EMILY R YATES	TCH	900074971	R	1,746.74			236.82	1,509.92	96.25	74.74	25.07				1,313.86
BRIAN K BANDY	TCH	900074972	R	3,750.93			92.46	3,658.47	494.86	175.22	53.59	6.00			2,928.80
JOSEPH K COULTON	TCH	900074973	R	2,117.41			20.94	2,096.47	84.65	103.78	30.70				1,877.34
MEGAN DELAI	TCH	900074974	R	2,173.59			65.80	2,107.79	84.66	92.58	30.87	-9.28			1,908.96
AIMEE K. GRAY	TCH	900074975	R	3,047.54			750.00	2,297.54	127.33	96.09	34.04	17.60			2,022.48
LAUREN M HEMMERLE	TCH	900074976	R	2,663.42			26.34	2,637.08	231.51	130.54	38.62				2,236.41

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KIMBERLY A. HEPPERLY	TCH	900074977	R	3,415.05			33.77	3,381.28	473.30	167.37	49.52				2,691.09
NEIL HOLDERREAD	TCH	900074978	R	1,698.99			73.77	1,625.22	110.09	80.45	23.81				1,410.87
LINDSAY E. JOHNSON	TCH	900074979	R	2,073.34			90.38	1,982.96	174.52	92.28	29.05	27.75			1,659.36
TAYLEE K JULIAN	TCH	900074980	R	1,699.34			183.49	1,515.85	96.96	69.16	24.64				1,325.09
SHELLY J KENNEDY	TCH	900074981	R	3,166.27			211.33	2,954.94	227.72	140.39	43.30				2,543.53
ALEX KRUCKEBERG	TCH	900074982	R	1,764.17			204.42	1,559.75	102.23	77.21	24.75				1,355.56
BLAKE J LUCAS	ATHDI	900074983	R	3,910.35			116.31	3,794.04	524.69	181.93	55.57				3,031.85
MAGGIE M MCCLAREY	TCH	900074984	R	3,016.93			86.81	2,930.12	159.18	139.16	42.92				2,588.86
KRISTEN D. MCGUIRE	TCH	900074985	R	3,064.89			154.64	2,910.25	369.67	144.06	43.36	317.35			2,035.81
KARA J. PECORARO	TCH19	900074986	R	2,618.19			175.89	2,442.30	284.03	109.14	37.96				2,011.17
JONATHAN D. REES	TCH	900074987	R	3,034.26			97.80	2,936.46	396.60	145.35	43.01	47.67			2,303.83
TANNER W SHAFER	TCH	900074988	R	2,083.83			99.48	1,984.35	153.18	92.35	29.43	26.40			1,682.99
CASEY R SPEARS	TCH	900074989	R	2,459.27			156.29	2,302.98	51.55	108.12	34.83	113.61			1,994.87
JOSEPH VIOLA	COUNS	900074990	R	3,654.18			492.84	3,161.34	209.49	156.49	46.36				2,749.00
KRISTY L WEIDHUNER	TCH	900074991	R	2,298.67			156.13	2,142.54	167.49	106.06	32.39	4.99			1,831.61
PEYTON N KIRKPATRICK	SOCIA	900074992	R	2,499.85			144.19	2,355.66	197.74	110.73	34.52				2,012.67
KRISTY L WEIDHUNER	TCH	900074993	R		7,037.53		69.60	6,967.93	1224.26	344.91	102.04				5,296.72
JODI ACREE	ASPRI	900075143	R	3,631.25			507.18	3,124.07	205.01	154.64	45.82	1215.33			1,503.27
ANGELA M ALLEN	CAF	900075144	R		1,464.95		65.92	1,399.03	65.95	69.25	112.07				1,151.76
ANDREW J BALL	BLD	900075145	R	1,453.29	1.65		119.34	1,335.60	75.33	60.23	107.19	9.95			1,082.90
KYLIE M BUCHANAN	AIDE	900075146	R		64.95		2.92	62.03		3.07	4.97				53.99
MICHAEL CHEEK	BLD	900075147	R	1,526.08	-665.21		38.74	822.13		40.70	65.85	47.30			668.28
TRAVIS L CREASEY	BLD	900075148	R	1,526.08			132.49	1,393.59	82.29	68.98	111.86	23.40			1,107.06
KEVIN M. CUMMINS	TECH	900075149	R	4,210.12			189.46	4,020.66	635.13	181.39	322.08	32.00			2,850.06
JOELLEN DANENBERGER	SEC	900075150	R	390.50	1,594.80		89.34	1,895.96	183.84	93.85	151.88				1,466.39
MATTHEW JOKISCH	NBEPR	900075151	R	3,937.50			71.40	3,866.10	501.13	191.37	56.62	3.00			3,113.98
VINCENT E KING	BLD	900075152	R	1,581.30	1.32		71.22	1,511.40	79.89	74.81	121.07	12.00			1,223.63
ANGELA M. MARR	SEC	900075153	R	390.50			17.57	372.93		18.46	29.87				324.60
BRIAN K. NICKELSON	BLD	900075154	R	1,757.00	1.05		118.52	1,639.53	133.31	75.28	131.48	175.81			1,123.65
HEATHER R PIDCOCK	DIRFS	900075155	R	2,291.67			214.09	2,077.58		102.84	166.82	38.76			1,769.16
BRETT A RUPPEL	BLD	900075156	R	1,453.29	4.34		122.56	1,335.07	75.27	60.21	107.15				1,092.44
DANIEL HIRST	BLD	900075157	R	1,526.08	0.54		208.59	1,318.03	73.23	59.36	106.09	19.44			1,059.91
BRANDON J RADFORD	JHPRI	900075158	R	3,812.82			58.37	3,754.45	430.66	179.97	54.99				3,088.83
JENNIFER M SPANN	SEC	900075159	R		385.16		17.33	367.83	10.12	18.21	29.46				310.04
DILLON S BINKLEY	ATHDI	900075160	R	3,333.34			32.97	3,300.37	59.50	163.37	48.33				3,029.17

Check Dates 06/26/2025 through 07/17/2025 - Check Number

EMPLOYEE NAME	EMP TYPE	CHECK NUMBER	T	CONTRACT PAY	OTHER + PAY	TAXABLE + BENS	FED TAX - SHELTER	FED TAX = GROSS	FEDERAL - TAX	STATE - TAX	SOC SEC - TAX	OTHER - DEDS	REIMBURSE + DEDS	TAXABLE - BENS	NET = PAY
MATTHEW A BROWN	DIRBL	900075161	R	3,445.32			175.70	3,269.62	472.48	181.85	261.99				2,353.30
TASHA L CREASEY	BLD	900075162	R	1,526.08	2.18		230.06	1,298.20	70.85	64.26	104.57	25.05			1,033.47
CASSIE A. DORSEY	ATHTR	900075163	R		578.78		26.05	552.73		21.48	44.27				486.98
ALIXANDRA M EAGAN	CAF	900075164	R		212.50		9.56	202.94		10.05	16.26				176.63
HATTIE LLEWELLYN	HSPRI	900075165	R	5,249.54			215.81	5,033.73	1129.22	225.66	73.74	22.10			3,583.01
JAMES S MOORE	BLDS	900075166	R		1,514.28			1,514.28	96.78	74.96	115.85				1,226.69
BRAD A OWENS	BLD	900075167	R	1,752.82	-0.84		135.81	1,616.17	184.00	80.00	129.67				1,222.50
JAMES R SPIELMAN	BLD	900075168	R	1,581.30	0.38		128.15	1,453.53	132.49	71.95	116.64	209.95			922.50
GORDON A WELLS	TCHPT	900075169	R		462.24			462.24	4.56	22.88	35.36				399.44
DARRIN R. CUMMINGS	SSO	900075170	R		722.37		32.51	689.86	133.43	34.15	55.26	36.12			430.90
KENNETH D KISSEL	SSO	900075171	R		536.59			536.59	25.00	26.56	41.05				443.98
JILINDA LARSON	ADM	900075172	R	7,456.51			73.74	7,382.77	1323.82	365.45	108.12				5,585.38
CYNTHIA D MOORE	DOS	900075173	R	1,761.40	144.60		130.77	1,775.23	107.65	87.87	145.81	190.60			1,243.30
LORI D NIEMEIER	CSBO	900075174	R	5,315.19			287.66	5,027.53	758.57	248.86	75.11				3,944.99
DENISE TALBERT	DOS	900075175	R	1,779.70	376.32		158.83	1,997.19	154.73	98.86	160.21	219.99			1,363.40
TERRI L VANTINE	DOS	900075176	R	1,401.94	99.39		61.38	1,439.95	164.88	71.28	115.33	150.13			938.33
THOMAS J WILSEY	TECHA	900075177	R	1,453.29	2.61		65.52	1,390.38	81.91	68.82	111.38	500.00			628.27
NITA RAYE GONDEK	TRN	900075178	R	900.05				900.05	18.89	44.55	68.85				767.76
SETH C HILL	TRND	900075179	R	3,255.83			678.34	2,577.49	296.46	127.59	208.39				1,945.05
TROY L SANSON	TRNM	900075180	R	2,669.81			204.19	2,465.62	310.94	142.05	197.81	29.21			1,785.61
WILLIAM R TALBERT	TRNFT	900075181	R		3,474.49		213.32	3,261.17	558.66	155.55	261.44	436.37			1,849.15
Summary Totals				$491,120.62				$491,841.49	$23,600.42		$13,593.86				
					$38,591.21		$37,870.34		$46,263.06	$13,951.26					$394,432.89

3 Check(s) Reported

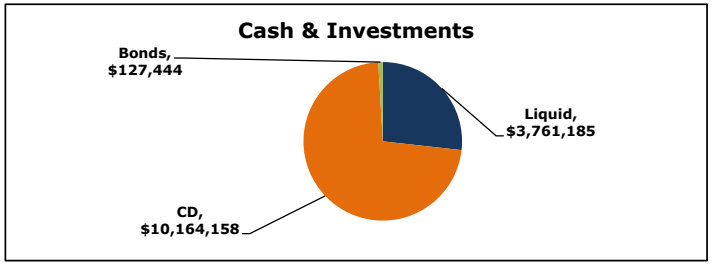
228 Deposit(s) Reported

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

NEW BERLIN C.U.S.D. #16
TREASURER'S REPORT
May 1, 2025

FUND	Beginning Cash Balance	Receipts	Disbursements		Misc. Transactions	Ending Cash Balance
			Payroll	Accounts Payable		
10 Education	(1,166,886.00)	2,704,012.41	224,798.20	377,832.88	(2,176.26)	**932,319.07**
20 Building	1,334,771.65	510,479.42	14,869.37	91,717.66	-	**1,738,664.04**
30 Bond & Interest	(151,980.33)	616,980.84	-	-	680,325.00	**1,145,325.51**
40 Transportation	144,227.25	362,996.10	14,502.86	40,751.52	(3,204.96)	**448,764.01**
50 IMRF	95,853.91	138,806.93	-	30,702.58	5,381.22	**209,339.48**
60 Capital Projects Fund	4,138,948.53	-	-	640,206.54	33,326.18	**3,532,068.17**
61 Sales Tax Fund	3,062,158.92	95,101.93	-	-	(680,325.00)	**2,476,935.85**
70 Working Cash Fund	2,832,998.05	45,136.00	-	-	11,776.66	**2,889,910.71**
80 Tort Immunity	(251,969.31)	251,417.25	-	12,306.26	-	**(12,858.32)**
90 Fire Prevention & Safety	665,851.08	26,465.93	-	-	1.28	**692,318.29**
TOTAL	**$ 10,703,973.75**	**$ 4,751,396.81**	**$ 254,170.43**	**$ 1,193,517.44**	**$ 45,104.12**	**$ 14,052,786.81**

	CASH			INVESTMENTS					BONDS			
FUND	UCB - General Fund	UCB MM	WBSB MM	WBSB #1	WBSB #3	CSB #1	CSB #2	CSB #3			Griggsville-Perry Bonds	TOTAL
	4.1300%	2.5300%	1.6400%	4.5000%	4.5% - 7/25/25	2.23% - 5/21/26	2.23% - 5/21/26	5.0000%			2.5000%	
10 Education	954,874.84	-	-	-	-	-	-	-	-	-	127,444.23	**1,082,319.07**
20 Operations & Maintenance	1,738,664.04	-	-	-	-	-	-	-	-	-	-	**1,738,664.04**
30 Bond & Interest	1,145,325.51	-	-	-	-	-	-	-	-	-	-	**1,145,325.51**
40 Transportation	448,764.01	-	-	-	-	-	-	-	-	-	-	**448,764.01**
50 IMRF / Social Security	209,339.48	-	-	-	-	-	-	-	-	-	-	**209,339.48**
60 Capital Projects Fund	(4,578,046.03)	209.72	156,013.58	-	5,000,000.00	-	2,986,521.14	52.34	-	-	-	**3,564,750.75**
61 Capital Projects Fund - Sales Tax	2,476,935.85	-	-	-	-	-	-	-	-	-	-	**2,476,935.85**
70 Working Cash	711,914.16	0.86	-	-	-	874,072.75	1,303,511.48	-	-	-	-	**2,889,499.25**
80 Tort	(162,858.32)	-	-	-	-	-	-	-	-	-	-	**(162,858.32)**
90 Fire Prevention & Safety	659,086.12	67.47	893.58	-	-	-	-	-	-	-	-	**660,047.17**
TOTAL	**$ 3,603,999.66**	**$ 278.05**	**$ 156,907.16**	**$ -**	**$ 5,000,000.00**	**$ 874,072.75**	**$ 4,290,032.62**	**$ 52.34**	**$ -**	**$ -**	**$127,444.23**	**$ 14,052,786.81**
	$3,761,184.87			**$10,164,157.71**					**$127,444.23**			**$ 14,052,786.81**



NEW BERLIN C.U.S.D. #16
Snapshot of District Budget

June, 2025	100.00% of Budget Year

FUND Year to Date	EDUC (10)	O/M (20)	DEBT SERV (30)	TRANS (40)	IMRF/SS (50)	CAP. PROJ (60)	SALES TAX (61)	WC (70)	TORT (80)	HLS (90)	TOTAL
EXPENDED	11,421,240	2,287,651	2,287,651	1,180,639	396,508	16,661,752	738,325	-	569,344	416,941	35,960,050
% EXPENDED	92.71%	76.64%	100.00%	97.60%	92.42%	99.67%	79.36%	0.00%	99.82%	95.42%	94.92%
EXPENSE BUDGET	12,319,215	2,985,015	2,287,655	1,209,655	429,025	16,716,155	930,325	-	570,380	436,945	37,884,370
REVENUE	10,664,128	2,131,770	2,958,445	1,050,389	369,049	517,820	990,648	176,511	595,641	190,804	19,645,206
% RECEIVED	97.88%	104.27%	129.85%	125.23%	99.98%	103.05%	102.66%	122.20%	99.99%	102.83%	104.39%
REVENUE BUDGET	10,895,585	2,044,560	2,278,275	838,780	369,105	502,500	965,000	144,450	595,675	185,545	18,819,475
Projected Surplus/(Deficit)	(1,423,630.00)	(940,455.00)	(9,380.00)	(370,875.00)	(59,920.00)	(16,213,655.00)	34,675.00	144,450.00	25,295.00	(251,400.00)	(19,064,895.00)
Current Surplus/(Deficit)	(757,112.02)	(155,880.33)	670,794.37	(130,250.10)	-	(16,143,932.13)	252,323.46	176,511.30	26,296.96	(226,136.62)	(16,314,844.06)

NOTES: **Fund**

REVENUE
ALL Received 99% of tax revenue

EXPENSE
40 Payments for new buses was made for $213,439
60 Construction project
80 Liability & Workers' Comp insurance was paid in full in July, 2024
90 Payment for half of the track project

Document Status: Draft Update

2:80 Board Member Oath and Conduct

Each Board of Education member, before taking his or her seat on the Board, shall take the following oath of office:

> **I**, (*name*), **do solemnly swear** (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Community Unit School District #16, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.
>
> **I further swear** (or affirm) that:
>
> **I shall respect** taxpayer interests by serving as a faithful protector of the School District's assets;
>
> **I shall encourage** and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;
>
> **I shall recognize** that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting;
>
> **I shall abide** by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;
>
> **As part of the Board of Education**, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;
>
> **I shall foster** with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for New Berlin CUSD 16;
>
> **I shall assist** in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;
>
> **I shall strive** to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;
>
> **I shall serve** as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for New Berlin CUSD 16; and
>
> **I shall strive** to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board President will administer the oath in an open Board meeting; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

The Board adopts the Illinois Association of School Boards' "*Code of Conduct for Members of School Boards (Code)*.[PRESSPlus1] " A copy of the Code shall be displayed in the regular Board meeting room.[Q1]

LEGAL REF.:

105 ILCS 5/10-16.5.

CROSS REF.:1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:50 (Board Member Term of Office), 2:60 (Board Member Removal from Office), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational Board of Education Meeting)

Questions and Answers:

***Required Question 1. The School Code does not specifically address what happens when board members violate their oath of office, nor does it create an opportunity to take legal action for such violations. Collins v. Bd. of Educ. of North Chicago Comm. Unit Sch. Dist. 187, 792 F.Supp.2d 992 (N.D.Ill. 2011). **Consult the board attorney for guidance when considering any type of disciplinary action or sanction against a board member.**

Depending on the situation, a board self-evaluation or private one-on-one meetings with a board member may be appropriate to address an issue relating to board member behavior (for a list of IASB workshops, see www.iasb.com/conference-training-and-events/training/workshops/). When a board member's violation of the oath of office also constitutes a willful failure to perform his or her official duties, the board may request the regional superintendent to remove the member from office. See sample policy 2:60, *Board Member Removal from Office*, available at PRESS Online by logging in at www.iasb.com, at footnote 2, for further discussion. A board member whose conduct violates conflict of interest laws may also be subject to criminal liability and removal from office. See sample policy 2:100, *Board Member Conflict of Interest*, and its footnotes, for additional information. In consultation with the board attorney, a board may also consider other actions to address a member's violation of the oath of office, such as publicly censuring a member. Houston Comm. College System v. Wilson, 595 U.S. 468 (2022) (holding that a college board of trustees did not violate a trustee's First Amendment rights when it adopted a resolution censuring him for "reprehensible" conduct). Other sanctions may be also warranted, depending on the facts. For example, in Earnest v. Jasper Cty. Comm. Unit Sch. Dist. No. 1, 371 F.Supp.3d 459 (S.D.Ill 2019), a court held a board member was not deprived of his liberty interest under the 14th Amendment when the board limited his access to confidential board packet information after it found the board member shared confidential personnel and student information with members of the public.

To encourage appropriate conduct, boards may wish to have their policy express potential consequences for violating the oath of office or the *Code of Conduct for Members of School Boards*. Such boards may add the following sentence to the end of this policy:

"A board member who fails to abide by the oath of office or the *Code* may be subject to action by the Board, including, but not limited to, formal censure and/or referral to the Regional Superintendent for removal from office under Board policy 2:60, *Board Member Removal from Office*."

Has the Board adopted this policy to include the optional sentence shown above?

- No. (Default)
- Yes. (For districts in suburban Cook County, IASB will replace "Regional Superintendent" with "appropriate Intermediate Service Center Executive Director.")

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 119, June 2025**

Document Status: Draft Update

2:130 Board-Superintendent Relationship

The Board of Education directs, through policy, the Superintendent in his or her charge of the administration of the District by delegating its authority to operate the District and provide leadership to staff. The Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law.

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide ~~general~~[PRESSPlus1] direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

LEGAL REF.:

105 ILCS 5/10-16.7 and 5/10-21.4.

CROSS REF.: 3:40 (Superintendent)

PRESSPlus Comments

PRESSPlus 1. Updated in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

2:260 Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX complaints governed by Board policy 2:265, *Title IX Grievance Procedure*[PRESSPlus1]
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)
5. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under Board policy 2:265, *Title IX Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/.

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

the accused's parent(s)/guardian(s)); this includes mediation.

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager or designee shall process and review the complaint under Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

For any complaint alleging sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Title IX Coordinator or designee shall process and review the complaint under Board policy 2:265, *Title IX Grievance Procedure*.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, in addition to any response required by this policy.

For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy, in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request a specific extension of time from the Superintendent (but no longer than 14 days).

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall provide his or her written decision to the Complainant and the accused as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall provide its written decision to the Complainant and the accused, as well as to the Complaint Manager.

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

Appointing a Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers[PRESSPlus2]

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

The ~~Nondiscrimination Coordinator also serves as the District's~~Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.[PRESSPlus3]

The Superintendent shall appoint at least one Complaint Manager to administer the this policy. If possible, the Superintendent will appoint two Complaint Managers, each of a different gender. The

District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

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

Nondiscrimination Coordinator:

Jill Larson, Supt.

600 N. Cedar, New Berlin, IL 62670

jlarson@pretzelpride.com

217-488-2040

Complaint Managers:

Brandon Radford, JH Principal

300 Ellis St., New Berlin, IL 62670

bradford@pretzelpride.com

217-488-6012

Lori Niemeier, CSBO

600 N. Cedar, New Berlin, IL 62670

lniemeier@pretzelpride.com

217-488-2040

LEGAL REF.:

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

20 U.S.C. §1232g, Family Education Rights Privacy Act.

20 U.S.C. §1400, The Individuals with Disabilities Education Act.

20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106.

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §791 et seq., Rehabilitation Act of 1973.

29 U.S.C. §2612, Family and Medical Leave Act.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964.

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

42 U.S.C. §12101 et seq., Americans With Disabilities Act; 28 C.F.R. Part 35.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69, 5/10-20.75, 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

5 ILCS 415/10(a)(2), Government Severance Pay Act.

5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.

410 ILCS 513/, Ill. Genetic Information Privacy Act.

740 ILCS 174/, Whistleblower Act.

740 ILCS 175/, Ill. False Claims Act.

775 ILCS 5/, Ill. Human Rights Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 112/, Equal Pay Act of 2003.

820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.

23 Ill.Admin.Code §§1.240, 200.40, 226.50, and 226.570.

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

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

PRESSPlus 2. While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Please click here to submit the name and contact information that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 3. A district must prominently display its Title IX nondiscrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and policy 2:265, *Title IX Grievance Procedure*) and contact information for its Title IX Coordinator on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's

Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

Document Status: Draft Update

2:120-E2 Exhibit - Website Listing of Development and Training Completed by Board Members

District website administrator~~master~~: PRESSPlus1 *Post this template (including the explanatory paragraphs) on the District's website and update the table as information is provided.*

Each Illinois school board member who is elected or appointed to fill a vacancy of at least one year's duration must complete State-mandated *professional development and leadership training* (PDLT) and *Open Meetings Act* (OMA) training. State-mandated training is also required for board members who want to vote upon a dismissal based upon the *Performance Evaluation Reform Act*. For additional information, see Board policy 2:120, *Board Member Development*.

The following table contains State-mandated training requirements that were completed by each Board member. When the Illinois Association of School Boards (IASB) provided the training, the acronym "IASB" follows the listed activity.

Name	**Development or~~and~~ Training Activity and Provider**

IASB is a voluntary organization of local boards of education dedicated to strengthening the Illinois public schools through local citizen control. Although not a part of State government, IASB is organized by member school boards as a private not-for-profit corporation under authority granted by Article 23 of the School Code. The vision of IASB is excellence in local school governance in support of quality public education.

For more information regarding IASB and its programs visit www.iasb.com.

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

2:220-E4 Exhibit - Open Meeting Minutes

PRESSPlus1

Meeting Minutes Protocol

1. Meeting minutes are the permanent record of the proceedings during a Board of Education meeting. All Board action must be recorded in the minutes; thus, the minutes focus on Board action.
2. The minutes only include information provided at the meeting. Information may not be corrected or updated in the minutes unless it was discussed at the meeting.
3. Minutes include a summary of the Board's discussion on an agenda topic; the minutes do not state what is said verbatim. The minutes do not repeat the same point made by different individuals. If appropriate, the minutes include a brief background and an explanation of the circumstances surrounding an issue discussed. The minutes do not include the names of Board members making specific points during discussion. Requests from individual Board members to include their vote or an opinion in the minutes[PRESSPlus2] are handled according to Board policy 2:220, *Board of Education Meeting Procedure.*
4. The minutes include the topic of reports that are made to the Board including reports from the Superintendent or a Board committee. Written reports are filed with the minutes but do not become part of the minutes.
5. The minutes note when a member is not present for the entire meeting due to late arrival and/or early departure.
6. Although items may be considered by the Board in a different order than appeared on the agenda, items in the minutes are generally recorded in the same order as they appeared on the agenda. When a meeting is reconvened on a different date, the minutes must describe what happened on each meeting date.
7. The minutes should be recorded in an objective ~~but positive/constructive~~ tone. Answers and explanations, rather than questions, are recorded. Writing style, including choice of words and sentence structure, is at the discretion of the individual recording the minutes.
8. The minutes include individuals' names who speak during the meeting's public participation segment as well as the topics they address. All written documents presented at a Board meeting are filed with the minutes but do not become part of the minutes.
9. The following template generally governs meeting minutes.

Open Meeting Minutes

Date:	Time:
Location:	

Type of meeting: ☐ Regular ☐ Special ☐ Reconvened or rescheduled ☐ Emergency
Name of person taking the minutes:
Name of person presiding:

Members in attendance:	Members absent:
1. 2. 3. 4. 5. 6. 7.	1. 2. 3.

Approval of Agenda

List any items removed from the consent agenda:
Motion made by:
Motion: ☐ To approve
☐ To add items as follows: *(No action may be taken on newagenda items.)*
Motion seconded by:_____
Action: ☐ Passed ☐ Failed

Approval of Previous Meeting Minutes *(Needed only if this item is not on the consent agenda.)*

Minutes from the Board meeting held on:
Motion made by:
Motion: ☐ To approve
☐ To approve subject to incorporation of the following amendment(s):
Motion seconded by:_____
Action: ☐ Passed ☐ Failed

Approval of Items on Consent Agenda *(This may include expense advancements, reimbursements, and/or purchase orders regulated by the Local Government Travel Expense Control Act (see Board policies 2:125, Board Member Compensation; Expenses, and 5:60, Expenses)*

Summary of discussion:	
Motion to approve the consent agenda made by:	
Motion seconded by:_____	
Roll Call: (*Needed when consent agenda contains an item involving the expenditure of money.)*	
"Yeas"	"Nays"
Action: ☐ Passed ☐ Failed	

Public Comments *(Reproduce this section for each individual making a comment.)*

The following individual appeared and commented on the topic noted below: *(Include the title of any documents presented to the Board.)*

Name:
Topic:

Remaining Agenda Items *(Reproduce this section for each agenda item.)*

Agenda item:
Summary of discussion:
Motion made by:
Motion to:
Motion seconded by:_____
Action: ☐ Passed ☐ Failed
(If a roll call vote occurred, record the vote of individual Board members.)

"Yeas"	"Nays"

If Applicable, Approval of Motion to Adjourn to Closed Meeting *(Insert exhibit 2:220-E2, Motion to Adjourn to Closed Meeting.)*

Approval of Motion to Adjourn

Motion to adjourn made by:

Motion seconded by:_____
Action: ☐ Passed ☐ Failed
Time of adjournment:

Post-Meeting Action

Date minutes approved:
Date minutes were available for public inspection:
Date minutes were posted on District website:

PRESSPlus Comments

PRESSPlus 1. The footnote information previously included above within a popup note has been deleted. Footnotes are not intended to be included in an adopted policy and/or implemented board exhibit. Up-to-date footnote information can be found by viewing the Policy Reference Manual samples available at PRESS Online by logging in at www.iasb.com. **Issue 119, June 2025**

PRESSPlus 2. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

2:220-E7 Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings

The Board must allow its duly elected officials or appointed officials filling a vacancy of an elected office access to closed session minutes and verbatim recordings. 5 ILCS 120/2.06(e). The following subheads implement the logistics of granting this access.

***Note:** If the board wishes to mirror the statutory language, replace checkboxes below with: "☐ Records Secretary; ☐ Administrative official of the public body; and ☐ Any elected official of the public body."*

Access to Closed Meeting Minutes

Duplicate this section for each grant of access to closed meeting minutes.

Date:		Time:		Storage Location:
Name of person(s) responsible for storing the closed meeting minutes:				
☐ **Access granted**				
Date access occurred:		Start time:		
Requesting Board member's name *(Please print)* In the presence of: *(Check appropriate box and insert name ~~on line~~.)* PRESSPlus1 ☐ Recording Secretary ☐ Superintendent or designated administrator ☐ Elected Board member				

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the

closed session minutes not yet released to the public could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature _____ Date _____

Verbatim Recording Access

Duplicate this section for each grant of access to verbatim recordings.

Date:		Time:		Storage Location:	
Name of person(s) responsible for storing the verbatim recording:					
☐ **Access granted**					
Date access occurred:		Start time:		End time:	
Requesting Board member's name *(Please print)* In the presence of: *(Check appropriate box and insert name ~~on line~~.)* ☐ Recording Secretary ☐ Superintendent or designated administrator ☐ Elected Board member					
☐ **Access denied** ☐ **Access unavailable.** Verbatim recording requested is older than 18 months and was destroyed pursuant to 5 ILCS 120/2.06(c).					

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session, I acknowledge and understand that any disclosures by me of information in the verbatim recordings could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature _____ Date _____

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

4:15 Identity Protection

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. An employee who has substantially breached the confidentiality of social security numbers may be subject to disciplinary action or sanctions up to and including dismissal in accordance with District policy and procedures. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

Treatment of Personally Identifiable Information Under Grant Awards

The Superintendent ensures that the District takes cybersecurity and other measures to safeguard information including:[PRESSPlus1] (1) *protected personally identifiable information*, (2) other types of

information that a federal ~~awarding~~ agency, pass-through ~~agency~~entity, or State awarding agency designates as sensitive, such as *personally identifiable information* (PII) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information)*, when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information. Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.:

2 C.F.R. §200.303(e).

5 ILCS 179/, Identity Protection Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 205/3, Local Records Act.

105 ILCS 10/, Illinois School Student Records Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 2 C.F.R Part 200, amended by 89 Fed. Reg 30046, addressing the safeguarding of information under grant awards and updating the definitions for *personally identifiable information* and *protected personally identifiable information*.

*Personally Identifiable Information (*PII) means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some PII is available in public sources such as telephone books and websites. This was previously defined as *public personally identifiable information* (Public PII), but 2024 revisions to 2 C.F.R. Part 200 have deleted Public PII as a definition. The definition of PII is not attached to any single category of information or technology. Instead, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that could be used to identify an individual when combined with other available information. 2 C.F.R. §200.1.

Protected personally identifiable information (Protected PII) means PII, except for certain types of PII that must be disclosed by law. 2024 revisions to 2 C.F.R. Part 200 eliminated examples of Protected PII and instead only list examples of PII within the definition of Protected PII at 2 C.F.R. §200.1, which may indicate broadening of the definition of Protected PII. See 89 Fed. Reg. 79732. Before the 2024 revisions, examples of Protected PII contained in the regulation included, but were not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal records, medical records, financial records, and educational transcripts. 2 C.F.R. §200.1. Consult the board attorney for guidance in this area. See sample administrative procedure 4:15-AP2, *Treatment of Personally Identifiable Information Under*

Grant Awards, available at PRESS Online by logging in at www.iasb.com. Protected PII is similar to, but broader than, the definition of *personal information* under PIPA. **Issue 118, April 2025**

Document Status: Draft Update

4:80 Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing,* as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. §200.313, if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of $~~5~~10,000[PRESSPlus1] and have an estimated useful life greater than one year.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that

is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition and, when permitted by the terms and conditions of the award, the retention[PRESSPlus2] of property acquired by the District under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of $5,000. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

2 C.F.R. §200 et seq.

30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Admin.Code 7000 et seq.

105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.

23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046. A minimum threshold of $10,000, or a lesser amount established by the board, and useful life greater than one year complies with the definition of *equipment* under federal grant rules. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046. **Issue 118, April 2025**

Document Status: Draft Update

5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board policy 2:260, *Uniform Grievance Procedure*. ~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.PRESSPlus1

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator:

Jill Larson, Supt.

600 N. Cedar, New Berlin, IL 62670

jlarson@pretzelpride.com

217-488-2040

Complaint Managers:

Lori Niemeier, CSBO	Brandon Radford, JH Principal
600 N. Cedar, New Berlin, IL 62670	300 Ellis St., New Berlin, IL 62670
lniemeier@pretzelpride.com	bradford@pretzelpride.com
217-488-2040	217-488-6012

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

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

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §218d, Fair Labor Standards Act.

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §701 et seq., Rehabilitation Act of 1973.

38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).

42 U.S.C. §1981 et seq., Civil Rights Act of 1991.

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

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.

42 U.S.C. §2000gg et seq., Pregnant Workers Fairness Act; 29 C.F.R. Part 1636.

42 U.S.C. §2000e(k), Pregnancy Discrimination Act.

42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.

Ill. Constitution, Art. I, §§17, 18, and 19.

105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.

410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.

410 ILCS 513/25, Genetic Information Privacy Act.

740 ILCS 174/, Ill. Whistleblower Act.

775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/, Religious Freedom Restoration Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 75/, Job Opportunities for Qualified Applicants Act.

820 ILCS 112/, Ill. Equal Pay Act of 2003.

820 ILCS 180/30, Victims' Economic Security and Safety Act.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

PRESSPlus Comments

PRESSPlus 1. Please click here to submit the name and contact information that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

Document Status: Draft Update

5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, family responsibilities, reproductive health decisions, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure;* 2:265, *Title IX Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in

the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, Title IX Coordinator, and/or a Complaint Manager. An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure.* If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator,PRESSPlus1 and Complaint Managers. ~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~

Nondiscrimination Coordinator:

Jill Larson, Supt.

600 N. Cedar, New Berlin, IL 62670

jlarson@pretzelpride.com

217-488-2040

Complaint Managers:

Lori Niemeier, CFO

600 N. Cedar, New Berlin, IL 62670

lniemeier@pretzelpride.com

217-488-2040

Brandon Radford, JH Principal

300 Ellis St., New Berlin, IL 62670

bradford@pretzelpride.com

217-488-6012

Investigation Process

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

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

For any report or complaint alleging sexual ~~-based~~PRESSPlus2 harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the ~~Nondiscrimination~~Title IX Coordinator or designee shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

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

Prohibited.

For any other alleged workplace harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

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

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee may be up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.:

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.

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

5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.

775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

Vance v. Ball State Univ., 570 U.S. 421 (2013).

Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009).

Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).

Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).

Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).

Faragher v. City of Boca Raton, 524 U.S. 775 (1998).

Harris v. Forklift Systems, 510 U.S. 17 (1993).

Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).

Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).

Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).

Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).

Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. Please click here to submit the name and contact information that will be applied to

each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the

District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible,

deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

2 C.F.R. §200.475[4]. PRESSPlus1

30 ILCS 708/130, Grant Accountability and Transparency Act.

50 ILCS 150/, Local Government Travel Expense Control Act.

105 ILCS 5/10-22.32.

820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 118, April 2025**

Document Status: Draft Update

5:100 Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate any School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

Abused and Neglected Child Reporting Act (ANCRA) and *Erin's Law* Training

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) as follows (see Board policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*):

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations.

In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on:

1. Health conditions of students, including but not limited to training on:
    a. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
    b. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
    c. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
    d. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
    e. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
    f. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.
2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated

into instructional practices across all grades and subjects.

3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in 105 ILCS 5/3-11.
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
    a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
    b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
    c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
    d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 110/3.10 (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
    a. The federal Americans with Disabilities Act as it pertains to the school environment; and
    b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
    a. Teacher-student conduct;
    b. School employee-student conduct; and
    c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-23.4 (violence prevention and conflict resolution education).

Additional Training Requirements

In addition, the staff development program shall include each of the following:

1. Ongoing professional development for ~~teachers, administrators,~~ all school personnel and school resource officers~~, and staff regarding~~ on the requirements of 105 ILCS 5/10-22.6 and 5/10-20.14, the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments as defined in 105 ILCS 5/3-11(b),PRESSPlus1 the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain

documentation for a three-year period.

3. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.
4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
6. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
7. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
8. For all District staff, annual sexual harassment prevention training.
9. Title IX requirements for training in accordance with 34 C.F.R. §Part 106.8(d) (see Board policy 2:265, *Title IX Grievance Procedure*).
10. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.
12. Training in accordance with 105 ILCS 5/26A for at least one staff member in each school designated as a resource for students who are parents, expectant parents, or victims of domestic or sexual violence, and for any employees whose duties include the resolution of complaints of violations of 105 ILCS 5/26A (see Board policy 7:255, *Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*).PRESSPlus2

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

LEGAL REF.:

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

42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.

105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, and 5/24-5, and 5/26A.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 145/25, Care of Students with Diabetes Act

105 ILCS 150/25, Seizure Smart School Act.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

775 ILCS 5/2-109 and 5/5A-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to 105 ILCS 5/26A-25 and 26A-35, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, which requires each designated Article 26A Resource Person to either (1) be trained to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence, including training in the subjects set forth in 105 ILCS 5/26A-35(b)(i), or (2) have participated in an in-service training program under 105 ILCS 5/10-22.39(d) that includes training on the rights of minors to consent to counseling services and psychotherapy under the Mental Health and Developmental Disabilities Code within 12 months prior to designation. However, 105 ILCS 5/10-22.39(d) was deleted by P.A. 103-542 and its training contents are in 105 ILCS 5/10-22.39(b-25).

105 ILCS 5/26A-25(b)(1), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25, requires employees whose duties include resolution of Article 26A complaints to initially complete at least eight hours of training on issues related to domestic and sexual violence and how to conduct the district's complaint resolution procedure, and to complete six hours of training annually thereafter. Such training must be conducted by individual(s) with expertise in domestic or sexual violence in youth and expertise in developmentally appropriate communications with elementary and secondary students regarding topics of a sexual, violent, or sensitive nature. See sample administrative procedures 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and 7:255-AP2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*.

See pp. 28-30 of the June 2024 report of the second ESS Task Force for existing training

requirements that may be suitable to fulfill Article 26A training requirements, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. **Issue 118, April 2025**

Document Status: Draft Update

6:150 Home and Hospital Instruction

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

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence as defined in 105 ILCS 5/26A, will be provided home instruction, correspondence courses, or other courses of instruction under the following circumstances:PRESSPlus1

1. ~~(1) b~~Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction., ~~and (2) f~~
2. For up to three months after the child's birth or a miscarriage.PRESSPlus2
3. When a student must care for his or her ill child if:
   a. The child's physician, physician assistant, or advanced practice registered nurse informs the District, in writing, that the child has a serious health conditionPRESSPlus3 that would require the student to be absent from school for two or more consecutive weeks; and
   b. The student or the student's parent/guardian informs the District, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization, as defined in 105 ILCS 5/26A, informs the District, in writing, that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The District may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.:

105 ILCS 5/10-19.05(e), 5/10-22.6a, 5/14-13.01, and 5/18-4.5.

23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunities), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence),

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PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6a, amended by P.A. 102-466, a/k/a *ESS Law,* eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 2. Number 2 does not require a written statement from a physician, physician assistant, or advanced practice registered nurse. See policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence.* **Issue 118, April 2025**

PRESSPlus 3. *Serious health condition* means an illness, injury, impairment, or physical or mental health condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider that is not controlled by medication alone. **Issue 118, April 2025**

Document Status: Draft Update

6:235 Access to Electronic Networks

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

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

Curriculum and Appropriate Online Behavior

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

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

Acceptable Use

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

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Use of Artificial Intelligence (AI)-Enabled Tools[PRESSPlus1]

The Board recognizes that AI-enabled tools are important to enhance student learning, educator effectiveness, and school operations. The use of AI-enabled tools in the District shall be implemented in a safe, ethical, and equitable manner and in accordance with Board policies 1:30, *School District Philosophy*, and 7:345, *Use of Educational Technologies.*

To implement the use of AI-enabled tools in the District, the Superintendent or designee shall:

1. Develop a District-wide AI Plan that addresses the District's approach to the integration of AI;
2. Based on the District-wide AI Plan, establish AI Responsible Use Guidelines to address the responsible use of AI in the District by students and staff;
3. Ensure that AI-enabled tools comply with State and federal law;
4. Ensure that staff receive training and students receive instruction on the use of AI, as appropriate; and
5. Review the District's AI Plan and AI Responsible Use Guidelines on an annual basis and update them as needed.

Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

Confidentiality

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Violations

The failure of any user to follow the terms of the District's administrative procedure, *Acceptable Use of*

the District's Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.:

20 U.S.C. §7131, Elementary and Secondary Education Act.

47 U.S.C. §254(h) and (l), Children's Internet Protection Act.

47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.

115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

720 ILCS 5/26.5.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

PRESSPlus Comments

PRESSPlus 1. Optional. Artificial intelligence is a rapidly evolving and complex technology that implicates many unsettled legal and ethical issues. This content contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

A Statewide Generative AI and Natural Language Processing Taskforce issued a report to the General Assembly in December 2024 (https://doit.illinois.gov/content/dam/soi/en/web/doit/meetings/ai-taskforce/reports/2024-gen-ai-task-force-report.pdf) that recommended the Ill. State Board of Education provide guidance on the use of AI in schools, best practices, and educator training. The U.S. Dept. of Education released a toolkit to assist education leaders with the safe, ethical, and equitable integration of AI within education systems, available at: http://downloads.microscribepub.com/il/press/federal_resources/FINAL-ED-OET-EdLeaders-AI-Toolkit-10.29.24_20250221.pdf. Note: This resource may no longer be available on a federal government website but is being maintained at PRESS Online to provide consistent subscriber access.

Adopting policy language that addresses AI provides (a) a way for boards to monitor how this technology is being used in the district, and (b) an opportunity for the board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Before adoption of this subhead, the board may want to have a conversation with the superintendent to determine how local conditions, resources, and current practices will support the full implementation of a policy that addresses AI and its goals. The use of AI will be most effective when the policy reflects local conditions and circumstances. Consult the board attorney about these issues. See sample administrative procedure 6:235-AP3, *Development of Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines*, available at PRESS Online by logging in at www.iasb.com, for a suggested framework for developing an AI plan and guidelines. **Issue 118, April 2025**

Document Status: Draft Update

7:10 Equal Educational Opportunities

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

Sex Equity

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

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

Any student may file a sexual harassment~~discrimination~~[PRESSPlus1] complaint by using Board policy 2:265, *Title IX Grievance Procedure*.

Administrative Implementation

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

LEGAL REF.:

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

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

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

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, 5/26A, and 5/27-1.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

7:20 Harassment of Students Prohibited

No person, including a School District employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the student is comfortable speaking. ~~A student may choose to report to an employee of the student's same gender.~~ PRESSPlus1

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Grievance Procedure.* The Nondiscrimination Coordinator, Title IX Coordinator, PRESSPlus2 and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers. ~~The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.~~

Nondiscrimination Coordinator:

Jill Larson, Supt.

600 N. Cedar, New Berlin, IL 62670

jlarson@prairieheights.com

jiarson@pretzelpride.com

217-488-2040

Complaint Managers:

Lori Niemeier, CSB	Brandon Radford, JH Principal
600 N. Cedar, New Berlin, IL 62670	300 Ellis St., New Berlin, IL 62670
lniemeier@pretzelpride.com	bradford@pretzelpride.com
217-488-2040	217-488-6012

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

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

2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

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

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

For any report or complaint alleging sexual ~~-based~~ PRESSPlus3 harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the ~~Nondiscrimination~~Title IX Coordinator or designee shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure,* should be initiated.

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

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

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

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

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

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

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

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

LEGAL REF.:

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

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

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

105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/26A, 5/27-1, and 5/27-23.7.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

23 Ill.Admin.Code §1.240 and Part 200.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure),

2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

PRESSPlus Comments

PRESSPlus 1. This sentence is stricken because the preceding sentence already states that students are encouraged to report to any employee with whom the student is comfortable speaking. **Issue 118, April 2025**

PRESSPlus 2. Please click here to submit the name and contact information that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

7:60 Residence

Resident Students

Only students who are residents of the District may attend the District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Residence of Students with Disabilities

The residence of a child with a disability is determined in accordance with 105 ILCS 5/14-1.11, 5.14-1.11a, and 5/14-1.11b.

Requests for Nonresident Student Admission

The District does not accept non-resident tuition students.

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to

provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.

3. According to an intergovernmental agreement, including, but not limited to, an agreement for interdistrict transfer of students who are parents, expectant parents, or victims of domestic or sexual violence under 105 ILCS 5/26A.[PRESSPlus1]
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

Homeless Children

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

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.:

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, 5/10-22.5a, 5/14-1.11, 5/14-1.11a, ~~and~~ 5/14-1.11b, and 5/26A.

105 ILCS 45/, Education for Homeless Children Act.

105 ILCS 70/, Educational Opportunity for Military Children Act.

23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 235 Ill.App.3d 652 (5th Dist. 1992).

Joel R. v. Board of Education of Manheim School District 83, 292 Ill.App.3d 607 (1st Dist. 1997).

Kraut v. Rachford, 51 Ill.App.3d 206 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence)

PRESSPlus Comments

PRESSPlus 1. Nonresident students may include students who are parents, expectant parents, or victims of domestic or sexual violence under 105 ILCS 5/26A, added by P.A. 102-466, a/k/a *Ensuring*

Success in School Law, eff. 7-1-25. Interdistrict transfer is not required by Article 26A, but including language about it in this policy is recommended in the 2024 Ensuring Success in School (ESS) Task Force Report to the Governor and the General Assembly, available here: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. For further information about the 2024 ESS Task Force, see footnote 1 in sample policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

Document Status: Draft Update

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider),[PRESSPlus1] observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.[PRESSPlus2] Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant

minors as defined in 105 ILCS 5/26-2a.

6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, ~~or~~and information about available community ~~agency~~ services relevant to such students' needs. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
   a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
   b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to ~~teachers, administrators~~all school personnel, Board members, and school resource officers~~, and staff~~PRESSPlus3 on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

~~Monitoring~~Updating

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

LEGAL REF.:

105 ILCS 5/22-92 and 5/26-1 through 5/26-3, 5/26-5 through 5/26-16, ~~and~~ 5/26-18, and 5/26A.

705 ILCS 405/3-33.5, Juvenile Court Act of 1987.

23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Discipline), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-2a, amended by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 2. 105 ILCS 5/26-2a, amended by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. *Fulfillment of a parenting responsibility* includes, but is not limited to, arranging and providing child care, caring for a sick child, attending prenatal or other medical appointments for the expectant student, and attending medical appointments for a child. *Circumstances resulting from domestic or sexual violence* includes, but is not limited to, experiencing domestic or sexual violence, recovering from physical or psychological injuries, seeking medical attention, seeking services from a domestic or sexual violence organization as defined in 105 ILCS 5/26A-10, seeking psychological or other counseling, participating in safety planning, temporarily or permanently relocating, seeking legal assistance or remedies, or taking any other action to increase the safety or health of the student or to protect the student from future domestic or sexual violence. Before an absence of three or more consecutive days that is related to domestic or sexual violence, a district may require a student to verify his or her claim of domestic or sexual violence under 105 ILCS 5/26A-45. See policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896. **Issue 118, April 2025**

Document Status: Draft Update

7:140 Search and Seizure

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

School Property and Equipment as well as Personal Effects Left ~~There~~On School Property[PRESSPlus1] 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.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a ~~certificated~~licensed employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

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

authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.:

T.L.O. v. New Jersey, 469 U.S. 325 (1985).

Vernonia Sch.~~ool~~ Dist. 47J v. Acton, 515 U.S. 646 (1995).

Safford Unified Sch.~~ool~~ Dist. No. 1 v. Redding, 557 U.S. 364 (2009).

105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.

~~Right to Privacy in the School Setting Act,~~ 105 ILCS 75/, Right to Privacy in the School Setting Act.

Cornfield v. Consolidated High Sch.~~ool~~ Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).

People v. Dilworth, 169 Ill.2d 195 (1996), *cert. denied*, ~~116 S.Ct. 1692~~517 U.S. 1197 (1996).

People v. Pruitt, 278 Ill.App.3d 194 (1st Dist. 1996), *app. denied*, 167 Ill.2d 564~~667 N.E. 2d 1061 (Ill.App.1,~~ 1996).

~~T.L.O. v. New Jersey, 469 U.S. 325 (1985).~~

~~Vernonia School Dist. 47J v. Acton, 515 U.S. 646 (1995).~~

~~Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 (2009).~~

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

Definitions from 105 ILCS 5/27-23.7

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Title IX Coordinator,[PRESSPlus1] Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Jill Larson, Supt.

600 N. Cedar, New Berlin, IL 62670

jlarson@pretzelpride.com

217-488-2040

Complaint Managers:

Lori Niemeier, CSBO	Brandon Radford, JH Principal
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217-488-2040	217-488-6012

4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
    a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
    b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
    c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
    d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's

investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

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

    The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

        1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;

        2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or

        3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

    The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The District's bullying prevention plan must be consistent with other Board policies.

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.

405 ILCS 49/, Children's Mental Health Act.

775 ILCS 5/1-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

PRESSPlus Comments

PRESSPlus 1. Please click here to submit the name and contact information that will be applied to each of the following policies: 2:260, 2:265, 5:10, 5:20, 7:20, 7:180, and 7:255. Following the form's submission, IASB will add the Title IX Coordinator's name and contact information to this policy. **Issue 118, April 2025**

Document Status: Draft Update

7:185 Teen Dating Violence Prohibited

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

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

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

    a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.

    b. 2:265, *Title IX Grievance Procedure*. This policy prohibits a District employee, agent, or student from engaging in sexual ~~discrimination, including sex-based~~ harassment,[PRESSPlus1] in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.

    c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).

    d. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:

    a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

    b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.

3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the

District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated
by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.:

105 ILCS 110/3.10.

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to *State of Tennessee v. Cardona*, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. **Issue 118, April 2025**

Document Status: Draft Update

7:190 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and *Where* Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:

    a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed

practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. ~~Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.~~ PRESSPlus1 Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered ~~-~~off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP) or Section 504 plan; (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. *Sexting*, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions*, *non-consensual dissemination of private sexual images*, and *non-consensual dissemination of sexually*

explicit digitized depictions, as defined in State law.[PRESSPlus2]

8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
13. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
17. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to,

conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two

calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.

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

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Corporal punishment is prohibited in all circumstances. *Corporal punishment* is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others.PRESSPlus3 It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by 105 ILCS 5/10-20.33~~needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property~~.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look alikes* of any firearm as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do

bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report these incidents ~~involving battery against staff members~~ to ~~the Ill. State Board of Education~~ISBE through its web-based School Incident Reporting System as they occur during the year and no later than ~~August 1~~July 31[PRESSPlus4] for the preceding school year.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other ~~certificated [~~licensed~~]~~ educational employees, and any other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by 105 ILCS 5/10-20.33[PRESSPlus5] ~~needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property~~. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

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

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

Incorporated
by Reference: 7:190-AP4, (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

20 U.S.C. §7971, Pro-Children Act of 2004.

20 U.S.C. §7961 et seq., Gun Free Schools Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/22-100, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.

105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

23 Ill.Admin.Code §§ 1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property)

PRESSPlus Comments

PRESSPlus 1. This text is moved to #7, below. **Issue 118, April 2025**

PRESSPlus 2. This definition of sexting is adapted from Merriam-Webster's definition at www.merriam-webster.com/dictionary/sexting, and it incorporates offenses under State law that address the dissemination of explicit images. A district may wish to use another definition or create its own with the board attorney. See sample administrative procedure 7:190-AP6, *Guidelines for Investigating Sexting Allegations*, available at PRESS Online by logging in at www.iasb.com, for definitions of the italicized terms in this paragraph and their accompanying citations. See also sample

administrative procedure 7:190-AP5, *Student Handbook - Electronic Devices*. **Issue 118, April 2025**

PRESSPlus 3. Updated in response to 105 ILCS 5/22-100, added by P.A. 103-806. **Issue 118, April 2025**

PRESSPlus 4. Updated in response to 105 ILCS 5/10-27.1A and and 10-27.1B, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling). **Issue 118, April 2025**

PRESSPlus 5. Updated in response to 105 ILCS 5/24-24, amended by P.A. 103-806. **Issue 118, April 2025**

Document Status: Draft Update

7:200 Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:

    a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
    b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
    c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
    d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
    e. Depending upon the length of the out-of-school suspension, include the following applicable information:

        i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:

            a) A threat to school safety, or

            b) A disruption to other students' learning opportunities.

ii. For a suspension of 4 or more school days, an explanation:

a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,

b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and

c) That the student's continuing presence in school would either:

i) Pose a threat to the safety of other students, staff, or members of the school community, or

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

d) Of~~For a suspension of 4 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining~~ what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension, as determined by the Superintendent or designee.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board.
   a. At the review, the student~~'s~~ and his or her parent(s)/guardian(s) may appear with a representative of their choice and at their expense, be accompanied by a support person of their choice and at their expense, disclose any factor to be considered in mitigation (including the student's status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A), and discuss the suspension with the Board or its hearing officer~~ and may be represented by counsel~~. Any representative and support person must comply with hearing rules and may be prohibited from further participation if they violate the rules or engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or anyone else in attendance at the hearing.PRESSPlus1
   b. If the review involves allegations of sexual violence by the student, neither the student nor the student's representative shall directly question nor have direct contact with the alleged victim. The student or the student's representative may, at the discretion of the Board or its hearing officer, suggest questions to be posed by the Board or its hearing officer to the alleged victim.PRESSPlus2
   c. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
   d. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.:

Goss v. Lopez, 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 5/10-22.6.

23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. A representative chosen by the parent/guardian (or by the student, if emancipated) must be permitted to represent the student "throughout the proceedings and to address the school board or its appointed hearing officer." A support person chosen by the parent/guardian (or by the student, if emancipated) must also be permitted to accompany the student to any expulsion hearing or proceeding. For the definition of *support person*, see sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-22.6(b-40), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

Document Status: Draft Update

7:210 Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
    a. Include the time, date, and place for the hearing.
    b. Briefly describe what will happen during the hearing.
    c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
    d. Inform the student and parent(s)/guardian(s) that a representative of their choice and at their expense is permitted to represent the student throughout the proceedings and to address the Board or its hearing officer.PRESSPlus1
    e. Inform the student and parent(s)/guardian(s) that a support personPRESSPlus2 of their choice and at their expense is permitted to accompany the student throughout the proceedings.
    f. List the student's prior suspension(s).
    g. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
    h. Ask that the student or parent(s)/guardian(s) ~~or attorney~~ inform the Superintendent or Board Attorney if the student will ~~be represented by an attorney~~appear with a representative and/or support person and, if so, provide the ~~attorney's~~ name(s) and contact information for the representative and/or support person.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
3. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
4. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged.
    a. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student.
    b. The student and his or her parent(s)/guardian(s) may ~~be represented by counsel~~appear with a representative, be accompanied by a support person, disclose any factor to be

considered in mitigation (including his or her status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A), offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. Any representative and support person must comply with hearing rules and may be prohibited from further participation if they violate the rules or engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or anyone else in attendance at the hearing.PRESSPlus3

c. If the expulsion hearing involves allegations of sexual violence by the student, neither the student nor the student's representative shall directly question nor have direct contact with the alleged victim. The student or the student's representative may, at the discretion of the Board or its hearing officer, suggest questions to be posed by the Board or its hearing officer to the alleged victim.PRESSPlus4

5. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
6. If the Board acts to expel the student, its written expulsion decision shall:

   a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
   b. Provide a rationale for the specific duration of the recommended expulsion.
   c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
   d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

7. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.:

Goss v. Lopez, 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 5/10-22.6.

CROSS REF.: 5:100 (Staff Development); 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

PRESSPlus Comments

PRESSPlus 1. Items d and e are required by 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, a/k/a *Ensuring Success in School (ESS) Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 2. For the definition of support person, see sample administrative procedure 7:255-AP1, *Supporting Students who are Parents, Expectant Parents, or Victims of Sexual or Domestic Violence,* available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 3. 105 ILCS 5/10-22.6(b-35), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue**

PRESSPlus 4. 105 ILCS 5/10-22.6(b-40), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

Document Status: Draft Update

7:250 Student Support Services

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

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

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
4. ~~Guidance and s~~School counseling services. The Superintendent or designee shall annually inform all school personnel and students 12 years of age and older, in writing, of the availability of counseling without parent/guardian consent under 405 ILCS 5/3-550.PRESSPlus1

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

*Erin's Law*Counseling Options, Assistance, and Intervention

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

Article 26A Domestic or Sexual Violence and Parenting Resource PersonnelPRESSPlus2

The Superintendent or designee will ensure that at least one staff member in each school building is designated as a resource person (Article 26A Resource Person) for students who are parents, expectant parents, or victims of domestic or sexual violence and offers those services required by 105 ILCS 5/26A. See Board policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. The Article 26A Resource Person may be a member of the building's Student Support Committee.

The Superintendent shall ensure that ~~T~~this policy ~~shall be~~is implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq., and that it is respectful of student privacy, including that student records are maintained and their confidentiality protected in accordance with Board policy and District procedures.PRESSPlus3

LEGAL REF.:

105 ILCS 5/10-23.13(b), 5/10-20.59, ~~and~~ 5/21B-25(G), and 5/26A.

405 ILCS 5/, Mental Health and Developmental Disabilities Code.

405 ILCS 49/, Children's Mental Health Act.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:280 (Communicable and Chronic Infectious Disease), 7:220 (Bus Conduct)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/26A-40(h), added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. **Issue 118, April 2025**

PRESSPlus 2. Required by 105 ILCS 5/26A-35, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. See policy 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, and sample administrative procedure 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*, available at PRESS Online by logging in at www.iasb.com. **Issue 118, April 2025**

PRESSPlus 3. This policy text is based on recommendations of the second ESS Task Force. See pp. 13-14 of the June 2024 ESS Task Force final report, at: www.isbe.net/Documents_ESSTaskForce/Final-Report-ESS-Report-June-2024.pdf. **Issue 118, April 2025**

Document Status: Draft Update

7:270 Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* (*SMA Form*) is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

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

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan.PRESSPlus1

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of

undesignated opioid antagonists and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
    a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
    b. Copies of the registry identification cards are provided to the District;
    c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
    d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

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

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school

nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.:

105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.

105 ILCS 145/, Care of Students with Diabetes Act.

105 ILCS 150/, Seizure Smart School Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 145/30; 105 ILCS 150/30. This is not a new requirement, but it is added to make clear in policy that self-carry may also be authorized for diabetes/seizure management. **Issue 118, April 2025**

Document Status: Draft Update

7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parents/guardians must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
7. The student and his or her parents/guardians must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirements comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.:

105 ILCS 5/10-20.30, ~~5/10-20.54,~~ PRESSPlus1 5/22-80, and 25/2.

23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Concussions and Head Injuries), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Updated in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Draft Update

7:310 Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy 7:190, *Student Behavior*,[PRESSPlus1] and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing publications that cause: (1) substantial disruption or a foreseeable risk of substantial disruption to school operations or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/27-23.7.

Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:315 (Restrictions on Publications; High Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior.* **Issue 118, April 2025**

Document Status: Draft Update

7:315 Restrictions on Publications; High Schools

Definitions

Libel means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

Obscene means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

School official means a Building Principal or designee.

School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

Slander means the speaking of false statements of fact that seriously harm a living person's reputation.

Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

Student media adviser means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and Board of Education policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:

    a. Commit an unlawful act;
    b. Violate any of the District's policies; or
    c. Materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Superintendent or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

6. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
7. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
8. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy 7:190, *Student Behavior*,[PRESSPlus1] and/or Student Handbooks;
9. Is reasonably viewed as promoting illegal drug use;
10. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
11. Encourages or incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be

disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/27-20.08 and 5/27-23.7.

105 ILCS 80/, Speech Rights of Student Journalists Act.

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).

Morse v. Frederick, 551 U.S. 393 (2007).

Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:310 (Restrictions on Publication; Elementary Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

PRESSPlus Comments

PRESSPlus 1. Updated in response to the addition of a definition of *sexting* in 7:190, *Student Behavior.* **Issue 118, April 2025**

Document Status: Draft Update

7:340 Student Records

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

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

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

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

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

LEGAL REF.:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act; 34 C.F.R. Part 99.

50 ILCS 205/7, Local Records Act.

105 ILCS 5/10-20.12b, 5/10-20.40, ~~and~~ 5/14-1.01 et seq., and 5/26A-30.[PRESSPlus1]

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.

23 Ill.Admin.Code Parts 226 and 375.

Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a *ESS Law*, eff. 7-1-25. . **Issue 118, April 2025**

Document Status: Draft Update

8:80 Gifts to the District

The Board of Education appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than $500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral when the gift involves the incorporation of any messages.PRESSPlus1 The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.:

20 U.S.C. §1681 et seq., Title IX of the Education Amendments; ~~implemented by~~ 34 C.F.R. Part 106.

105 ILCS 5/16-1.

23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a

quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

Document Status: Review and Monitoring

1:10 School District Legal Status

The Illinois Constitution requires the State to provide for an efficient system of high-quality public educational institutions and services in order to achieve the educational development of all persons to the limits of their capabilities.[PRESSPlus1]

The General Assembly has implemented this mandate through the creation of school districts. The District is governed by the laws for school districts serving a resident population of not fewer than 1,000 and not more than 500,000.

The Board of Education constitutes a body corporate that possesses all the usual powers of a corporation for public purposes, and in that name may sue and be sued, purchase, hold and sell personal property and real estate, and enter into such obligations as are authorized by law.

LEGAL REF.:

Ill. Constitution, Art. X, Sec. 1.

105 ILCS 5/10-1 et seq.

CROSS REF.: 2:10 (School District Governance), 2:20 (Powers and Duties of the Board of Education; Indemnification)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 119, June 2025

Document Status: Review and Monitoring

1:20 District Organization, Operations, and Cooperative Agreements

The District is organized and operates as a Unit District serving the needs of children in grades Pre-K through 12 and others as required by the School Code.[PRESSPlus1]

The District enters into and participates in joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community. The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the Board of Education concerning these programs and agreements. Individual Board Members may be assigned as a representative to a governing board, as determined in the by-laws of the cooperative entity which has an agreement with the District.

LEGAL REF.:

Ill. Constitution, Art. VII, Sec. 10.

5 ILCS 220/, Intergovernmental Cooperation Act.

PRESSPlus Comments

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Issue 119, June 2025

Document Status: Review and Monitoring

1:30 School District Philosophy

Mission Statement[PRESSPlus1]

The mission of CUSD #16, in partnership with parents and community, is to provide quality educational opportunities, resources, and encouragement necessary for our students to….1) achieve their personal best academically and socially; 2) become responsible and productive citizens; 3) learn from and adapt to an ever-changing society.

The mission of CUSD#16 is to serve our communities by equipping students with the skills and tools needed to achieve their personal best and demonstrate Pretzel Pride --

Perseverance

Respect

Integrity

Discipline

Empathy

CROSS REF: 2:10 (School District Governance), 3:10 (Goals and Objectives), 6:10 (Educational Philosophy and Objectives)

PRESSPlus Comments

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2:10 School District Governance

The District is governed by a Board of Education consisting of seven members. The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools.[PRESSPlus1]

Official action by the Board may only occur at a duly called and legally conducted meeting. Except as otherwise provided by the Open Meetings Act, a quorum must be physically present at the meeting.

As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual.

LEGAL REF.:

5 ILCS 120/, Open Meetings Act.

105 ILCS 5/10-1, 5/10-10, 5/10-12, 5/10-16.5, 5/10-16.7, and 5/10-20.5.

CROSS REF.: 1:10 (School District Legal Status), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:80 (Board Member Oath and Conduct), 2:120 (Board Member Development), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 119, June 2025

Document Status: Review and Monitoring

2:240 Board Policy Development

The Board of Education governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.[PRESSPlus1]

Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

A Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration may be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required.

Words Importing Gender

Throughout this policy manual, words importing the masculine and/or feminine gender include all gender neutral/inclusive pronouns.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further

clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.:

105 ILCS 5/10-20.5.

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Superintendent)

PRESSPlus Comments

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Issue 119, June 2025

Document Status: Review and Monitoring

3:30 Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.[PRESSPlus1]

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

PRESSPlus Comments

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Document Status: Review and Monitoring

4:50 Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Education in advance of the Board's first regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board.[PRESSPlus1]

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

LEGAL REF.:

105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.

23 Ill.Admin.Code §100.70.

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

PRESSPlus Comments

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Document Status: Review and Monitoring

4:90 Student Activity and Fiduciary Funds

The Board of Education, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes. The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds.[PRESSPlus1]

Student Activity Funds

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Ill. State Board of Education (ISBE) rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the authority and responsibilities specific to the treasurer listed in ISBE rules for school activity funds, except that the treasurer is not authorized to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months may be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

Fiduciary Funds

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

LEGAL REF.:

105 ILCS 5/8-2 and 5/10-20.19.

23 Ill.Admin.Code §§100.20, 100.80, and 100.85.

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fundraising Activities)

PRESSPlus Comments

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4:180 Pandemic Preparedness; Management; and Recovery

The Board of Education recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic.[PRESSPlus1]

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably.

To prepare the School District community for a pandemic, the Superintendent or designee shall: (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

Emergency School Closing

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education.

During an emergency school closing, the Board President and the Superintendent may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic.

Board Meeting Procedure; No Physical Presence of Quorum and Participation by Audio or Video

A disaster declaration related to a public health emergency may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *Board of Education Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

Payment of Employee Salaries During Emergency School Closures

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote Learning Days* or *Blended Remote Learning Days*, the Superintendent shall approve and present to the Board for adoption a Remote and/or Blended Remote Learning Day Plan (Plan) that:

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic;
2. Implements the requirements of 105 ILCS 5/10-30 by adapting into a Plan the District's e-learning program implemented pursuant to 105 ILCS 5/10-20.56; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.5, 5/10-20.56, and 5/10-30.

5 ILCS 120/2.01 and 120/7(e), Open Meetings Act.

20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1).

20 ILCS 3305/, Ill. Emergency Management Agency Act.

115 ILCS 5/, Ill. Educational Labor Relations Act.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:220 (Board of Education Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

PRESSPlus Comments

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Document Status: Review and Monitoring

5:20-E Resolution to Prohibit Sexual Harassment

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;PRESSPlus1

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official;

THEREFORE, BE IT RESOLVED, by the Board of Education of New Berlin CUSD #16, Sangamon County, Illinois, as follows:

Section 1: The Board adopts Board policies 2:105, *Ethics and Gift Ban,* and 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which collectively contain the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this 9th day of January, 2020.

Attested by: William Alexander, Board President

Attested by: Matt Burns, Board Secretary

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 119, June 2025

Document Status: Review and Monitoring

5:270 Employment At-Will, Compensation, and Assignment

Employment At-Will[PRESSPlus1]

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Compensation

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.:

105 ILCS 5/10-22.34 and 5/10-23.5.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

PRESSPlus Comments

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Document Status: Review and Monitoring

7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students

Part-Time Attendance[PRESSPlus1]

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal of the school in the school attendance area where the students resides. All requests for attendance in the following school year must be submitted before May 1. The Board of Education will have final approval of all requests.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

Students with a Disability

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

Nonpublic students, regardless of whether they attend a District school part-time, will not be allowed to participate in extracurricular activities.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction

will not be considered for placement on the honor roll or computation in class rank.

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to Board of Education policy 7:30, *Student Assignment*, as well as administrative procedures implementing this policy.

LEGAL REF.:

105 ILCS 5/10-20.24 and 5/14-6.01.

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 6:320 (Credit for Proficiency), 7:30 (Student Assignment), 7:300 (Extracurricular Athletics)

PRESSPlus Comments

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Issue 119, June 2025

Document Status: Review and Monitoring

7:90 Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.[PRESSPlus1]

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

CROSS REF.: 4:170 (Safety)

PRESSPlus Comments

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- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Review and Monitoring

7:130 Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.[PRESSPlus1]

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.:

20 U.S.C. §7904.

105 ILCS 20/5.

Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior), 7:330 (Student Use of Buildings - Equal Access)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
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Issue 119, June 2025

Document Status: Review and Monitoring

7:325 Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and[PRESSPlus1]
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property, e.g., tiles or bricks, or placement upon school property, e.g., posters or placards, must:
    a. Develop viewpoint neutral guidelines for the creation of messages;
    b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
    c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

LEGAL REF.:

105 ILCS 5/10-20.19(3).

23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:90 (Student Activity and Fiduciary Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
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Issue 119, June 2025

Document Status: Review and Monitoring

8:110 Public Suggestions and Concerns

The Board of Education is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, *Access to Electronic Networks,* and should, to the extent possible, limit their communications to relevant individuals. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.[PRESSPlus1]

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

LEGAL REF.:

115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
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Issue 119, June 2025

NEW BERLIN CUSD #16 BUILDING/FACILITY RENTAL/USAGE APPLICATION

The Board of Education recognizes that the facilities of CUSD #16 belong to the community members of this district. The CUSD #16 Board of Education also recognizes the need for school buildings to be available to school groups, parent/teacher organizations, and other groups within the CUSD #16 tax district. It is the desire of the District to encourage the use of facilities. Therefore, the CUSD #16 Board of Education has established this policy to assist in providing access to the facilities.

This application must be completed by any individual, organization, or group who wishes to use any facility owned by the New Berlin CUSD #16. **Exempt from completing this form are school organizations, school-scheduled events, practices, or rehearsals assigned by the activities/athletic director either within seasons as defined by the IESA or IHSA or within the contractual expectations of a school employee/board approved coach or sponsor**.

Please read and complete the following information for your request and e-mail to:
Dillon Binkley, District Athletics and Activities Director at dbinkley@pretzelpride.com
:

Once a request has been received and a decision is made regarding the availability and rental status of the request, we will notify the contact person and include a signed copy of the contract, if applicable.

PLEASE READ CAREFULLY

1. Applications must be received at least 14 days in advance of the event.
2. Groups wishing to use the facilities shall sign a contract indicating they understand and agree to all rules, procedures, and conditions listed within this document.
3. Any school activity will take priority, regardless if the conflict is due to an oversight or a rescheduled school event. In this event, any fees paid to the district would be refunded 100%.
4. The facilities staff and/or food service department staff may be required on site for some activities. All events are subject to facilities/food service personnel availability and schedules. Both of these services outside of the normal work schedule will require additional fees to be paid by the organization requesting. .
5. Any event serving food that is not commercially pre-packaged must have a school-employed, Illinois licensed food handler on site. In accordance with State law, all food not professionally pre-packaged must be prepared on site. Such events are subject to the availability of school-employed, Illinois certified food handlers in the food service department.
6. The schedule of fees listed below will be used to determine the contractual conditions and fees. Groups exempt from fees are still required to complete and return this contract.

Approved by BOE 07/31/25

DEFINITION OF ORGANIZATIONS

Activities are categorized based on their connection to school programs, their purpose, and their profit. Determining an organization level is the responsibility of the District Athletics and Activities Director. The examples of organizations listed below each level are typical, yet non-binding. Each could fit into a different level if it is determined that their request reflects a different purpose, profit or connection with the programs affiliated with the New Berlin School District.

Level 1: School activities connected directly with the school program or are very closely related to include any school affiliated group, Booster Clubs, PTO, etc.

Level 2: Community groups within the district boundaries who exist for the purpose of recreation. These groups meet regularly and have arranged/established guidelines that have been approved by the District Athletic and Activities Director. The individuals are adults who assume responsibility for their own supervision. Such organizations/activities may be, but are not limited to: Adult Basketball League, Adult Volleyball League, etc.

Level 3: Not-for-profit activities whose primary purpose is to provide financial assistance/service to the school or the community (civic groups, clubs, religious organizations, independent sports groups such as JFL/Softball/Little League, youth organizations serving students in CUSD #16 that provide a service to students, etc)

Level 4: Commercial and political activities (political party organizations, business firms, and/or private individuals) The Dome, HS/JH Pretzel Gym, NBE Gym, HS/JH Commons, NBE Multi-Purpose Room may be used for fee rates as per Level 3

FEES AND/OR REQUIREMENTS FOR RENTAL (MARK YOUR RENTAL GROUP)

_____ **Level 1:** SIGNED CONTRACT- These groups will not be charge for use facilities and or equipment

_____ **Level 2:** SIGNED CONTRACT- $2.00 Participant per day. Pre-arranged scheduled payment

_____ **Level 3:** SIGNED CONTRACT- These groups will not be charged provided school personnel and/or board members take full responsibility for the actions of the group, or that the group has been approved for usage by the District Athletic and Activities Director. This includes groups and/or athletic teams that have ½ of the participants who are students of the CUSD #16 Schools. The Dome/New Gym may be used for fee rates as per group 4.

_____**Level 4**: SIGNED CONTRACT- These groups will be charge for facility usage by the following **hourly rate in the chart on page 3.**

TO BE COMPLETED BY DISTRICT ATHLETIC AND ACTIVITIES DIRECTOR

Facility	Profit Group	Not Profiting Group	Time Request	Fee Amount
NBE Multi-Purpose Room	$25.00 per hour	$25.00 per hour		
JH/HS Commons	$25.00 per hour	$25.00 per hour		
NBE or JH/HS Kitchen (which requires personnel) Minimum of 3 hours	$25.00 per hour	$25.00 per hour		
NBE Gym	$30.00 per hour	$30.00 per hour		
Dome	$30.00 per hour	$30.00 per hour		
HS/JH Pretzel Gym	$50.00 per hour	$50.00 per hour		
Concession Stand	$20.00 per hour	$20.00 per hour		
Facilities Personnel Minimum of 3 hours	$25.00 per hour	$25.00 per hour		
All charges for facilities rental and personnel are payable in advance to New Berlin CUSD #16. **Groups that are profiting will be subject to board approval.**				

Signing below indicates to the organization/individual requesting use of school facilities that they have read and understand the above rules, regulations, fees, liabilities, obligations, and responsibilities assumed by entering into such an agreement.

_____ _____

Name of Organization Signature

_____ _____

District Athletic and Activities Director Date

_____ _____

Facilities Director Date

_____ _____

Food Service Director Date

Copy to be sent to District Superintendent and Chief School Business Official

NFORMATION SHEET

Name of Organization: _____

Name of Applicant: _____

Address of Applicant: _____

Contact Number(s): _____

Building/Space Requested: _____

Date(s) Requested: _____

Time/Hours Requested: _____ (may require a schedule to be submitted)

Description/Purpose of Event: _____

Is there a fee for individuals to participate or perform? Yes No

Is there a fee for individuals to attend the event? Yes No

Specific equipment or set up needed? Yes No

List items that may be brought to the building for the event:

_____

_____

Is this activity supervised or sponsored by a New Berlin Schools employee? List Employee name.

_____

Will this event sell or distribute food in any form? Yes No

Will food be prepared (not professionally pre-packaged) for sale or distribution? Yes No

What other special arrangements need to be made or noted?_____

_____

Please use this area to draw any special set-up. This may include placement of tables, microphone, projector, etc.

_____

_____

NEW BERLIN CUSD #16
FACILITIES DEPARTMENT
Procedures for Using Any District Facility

1. All groups using New Berlin Schools facilities must indemnify and hold harmless the District and its agents and employees for and from any and all loss, including attorney fees, damages, expense, and liability arising out of its use of the school property.
2. Pay any damages to school facilities, furniture, or equipment arising out of its use of the school property whether such damage was accidental or deliberate. The cost of the damages will be based on the repair or replacement cost.
3. Non-school related organizations must provide proof of insurance verifying that the organization maintains adequate insurance coverage against personal injury and/or property loss.
4. All groups must supply adequate supervision to ensure proper care and use of school facilities.
5. No furniture or equipment may be moved or used without prior permission from the District Athletic and Activities Director. Set up by such items by CUSD #16 facilities staff only will require a fee to be charged.
6. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.
7. Groups profiting, from the use of the facilities are subject to board approval. In such cases, requests must be made well in advance so there is adequate time between the request, the scheduled board meeting, and the event.
8. Use of school facilities for gambling purposes is strictly prohibited.
9. Smoking, the use of non-smokeless tobacco, vaping products, alcohol, or alcoholic beverages is strictly prohibited on all school property, including buildings, grounds, and any areas considered extensions of school facilities.
10. Buildings may not be used for parties or celebrations that are private in nature.
11. Fundraisers for the benefit of individuals, family, or small groups will only be permitted in cases of extraordinary need, such as illness, disability or catastrophic loss.
12. All use of school facilities by outside groups shall be automatically cancelled if school must close and the conditions which contributed to the closing still exist.
13. Permission to use the school facilities may be denied/cancelled and are contingent upon, as determined by the District Athletic and Activities Director, the group having failed to take proper steps either with prior events or future events to ensure the safety of all individuals. Permission may be denied or an event may be cancelled if the group has failed to meet reimbursement or payment obligations.
14. Building use permits/agreements are non-transferable.
15. When an organization plans to serve food to the public, whether sold or given, see next page with the guidelines as this requires additional rules and procedures
16. This rental agreement is subject to the availability of school employees. A cancellation of a scheduled school employee or the New Berlin School District's inability to provide a school employee may make this Building Use Contract null and void.
17. Any event is subject to cancellation due to unforeseen circumstances at the discretion of District Athletics and Activities Director.

NEW BERLIN CUSD #16
FOOD SERVICE DEPARTMENT
Procedures for Use of School Cafeterias and Kitchens

The kitchens and cafeterias at the district school sites are integral to providing food and nutrition for our students. The kitchens and the cafeterias are managed by the district's Food Service Department. Use of these facilities by outside and school groups will not be allowed to disrupt the work of the department. Use of kitchens and cafeterias is allowed and permitted under the following regulations:

Kitchen Use

1. All use of kitchen facilities, equipment or supplies for cooking and preparation of food must receive special authorization by the Food Service Director. School sites will work directly with Food Service Department for authorization. Users will coordinate their use with the Director of Food Service.
2. A Food Services employee shall be on duty whenever the cafeteria kitchens are being used. At no time is the kitchen to be open for use without a Food Service employee present the full time.
3. Arrangements shall be made with the Director of Food Service Department by the using organization at least two weeks prior to the function so that an understanding may be reached as to the use of the facility.
4. The organization using the kitchen shall be responsible for the preparation of the food, the serving of the food and the cleaning of the serving room and kitchen, washing the dishes, pots and pans used, and performing other necessary duties in order to leave the kitchen and premises in the condition in which it was found.
5. The Food Service employee shall not be expected to take responsibility for the preparation of the food unless the meal is being prepared as a function of FSD. Their duties are primarily to direct, assist, and supervise the proper use of cafeteria equipment and facilities and to assume the responsibility of assuring the facility is left clean and in good order.
6. Breakage, damage, or loss of equipment shall be paid by the organization using the district's kitchen and/or cafeteria.
7. School Site and Facility users will be charged $25.00 per hour for the cost to the district for hiring the Food Service employee. There is a three-hour minimum for all employee work calls.
8. Use of district kitchens will only be allowed on non-school days and on school days between 2:30 p.m. and 9:30 p.m. Exceptions must be authorized in writing by the Director of Food Service.
9. Use of refrigerators must be arranged in advance with the Food Service employee for the space. Requirements of the cafeteria receive first consideration.
10. Any leftover food and/or beverages belonging to the organization must be removed from the cafeteria site immediately following the function by the using organization. Any leftover food and/or beverages will be discarded by the Food Service employee the following working day.
11. No home-prepared foods may be sold or served as meals or refreshments on campus during school days. Food may be sold or served on campus only if prepared in our school kitchens under conditions approved by the County Health Department or from another approved source.

If there are any questions, please contact Food Service Director Heather Pidcock.

SPRINGFIELD PEPSI-COLA BOTTLING CO.

2900 Singer Ave | P.O. Box 4146 | Springfield, Illinois 62708-4146 | 217-522-8841 | Fax 217-522-6361

The Undersigned:

New Berlin C.U.S.D. #16
300 W. Ellis Street
New Berlin, IL. 62670

Springfield Pepsi Cola Bottling Company proposes an initial contract term of 5 (five) years with an option of 2, 2-year extensions.

5 years of historical pricing is attached, along with the most current school year pricing.

New Berlin C.U.S.D #16 will be charged School pricing for the length of this agreement. This pricing will be adjusted accordingly every July 1st. of each year of the term of this agreement.

Financial Considerations:
Springfield Pepsi Cola Bottling Company will rebate New Berlin C.U.S.D. #16 the following amounts for products purchased. Rebates will be paid by July 1st of each contract year.

$1.00 for each 24-count cases. This will include all Carbonated Beverages, Water, Gatorade
$0.50 for all 12-count cases. Tea, Juice, Propel, Bubbl'r, Water, energy, protein drinks

Special Considerations offered annually:

After Prom Package – Product and Door Prizes Valued at $100.00
Classroom Calendars – Annual budget of $165.00
Custom 3' X 10' Printed banners 10 valued at $200.00
Product Donation Fund valued of $250.00 to be used at the district discretion. There will be no accrual paid on donated or free products.

Signage Requirements:
Any signage opportunities to be mutually agreed upon. Springfield Pepsi-Cola will pay all production and erections costs. No competitive signage throughout district facilities.

Representatives of Springfield Pepsi-Cola are available, upon request, to answer any questions.

New Berlin C.U.S.D. #16 enters into an agreement with Springfield Pepsi-Cola Bottling Co. with the following being acknowledged and agreed upon:

Springfield Pepsi-Cola agrees to provide New Berlin C.U.S.D. #16 the following:

1. An annual fund based on an accrual of $1.00 per 24-count of carbonated soft drinks (CSD), Gatorade, Water and $.50 per 12-count of Tea, Juice, Propel, Bubbl'r, Water, and Protein drinks. The payments will be made at the end of each school year (July 1st through June 30th being used for the school year)
2. School classroom calendars annual budget of $165.00
3. 10 custom 3' x 10' banners with an annual value of $375.00
4. 1 After Prom package $100.00 annually
5. An annual product fund of $250.00 to support school functions and special events.
6. One time purchase of two 55" tv's for the inside booster concession, one for the menu board and one to stream live games on, valued at $400.00.

New Berlin C.U.S.D. #16 parents, athletic boosters/groups and other school groups agree to:

1. Use Springfield Pepsi-Cola Bottling Co. as its exclusive supplier bottled and flavored water, bottled juice, juice drinks, bottled tea, isotonic drinks (Gatorade & Propel), cold coffee drinks, energy drinks, and all carbonated soft drinks for a period of (5) consecutive years with an option of two 2-year extensions commencing the signing of the agreement.
2. All products must be purchased directly from Springfield Pepsi-Cola Bottling Co. to receive available marketing programs, equipment, and service. Accounts not purchasing all products directly from Springfield Pepsi-Cola Bottling Co. may have some, if not all, of the programs/equipment/service reduced or eliminated as determined by Springfield Pepsi-Cola Bottling Co.

New Berlin C.U.S.D. #16 agrees to provide Springfield Pepsi-Cola Bottling Co. with the right of first refusal to renew or match a competitive offer at the expiration of this agreement.

School bid pricing will be in effect during the length of this agreement.

Representatives of Springfield Pepsi-Cola Bottling Co. are available upon request to answer any questions.

Agreed to by:

X_____ _____

Superintendent Date
New Berlin C.U.S.D. #16

X_____ _____

Ryan Clemons, Key Account Manager Date
Springfield Pepsi-Cola Bottling Co.

New Berlin CUSD #16
Faculty/Certified Handbook

2025 - 2026

This handbook will be board approved on an annual basis. It is subject to change as deemed necessary by the Superintendent who will then update the board on any changes.
It is understood to be a guide for the district to communicate normal operating procedures or policies.

Board Approved 07/31/25

Certified Staff/Faculty are responsible to become familiar with the information in the Collective Bargaining Agreement as well as all district policies. Nothing in this employee handbook shall supersede Federal or State law and the collective bargaining agreement. The topics below assist members of the faculty on what the expectations are in the buildings.

ABSENCES: Every staff member is granted sick, personal, and bereavement days in accordance with the current contractual language. It is important to review when personal days will not be granted. Each employee is responsible for verifying personal leave availability prior to requesting any paid leave time. If no leave is available, leave will not be granted. Good attendance is imperative. Employees are expected to schedule appointments outside of their work day whenever possible as well as around required monthly meetings and all other professional development times since these are important and dates are provided well in advance.

Teachers who become ill and unable to report to work are to notify the assigned building secretary **AND** principal (elementary - include AP) between 5:30 am - 6:00 am. If you know the night before, please notify them between the hours of 5:30 pm - 9:00 pm. The sooner we know, the better chances are of finding a person to fill the position. ***Please input the absence in Skyward within 24 hours of the absence. If you need to gain access to the building to drop off materials, you can from 6 am to 9 pm.***

If you know in advance of the day you will need a sub (doctor's appointment, professional day), please request this through Skyward. A professional day will need to be scheduled with the principal and/or Superintendent.

Teachers will be allowed to take a quarter day (¼), half day (½), and a whole day for sick per the chart below.

School	Quarter Day	Half Day
NBE	Continuous 90 minutes	11:30 am cut off time
JH	2 class periods	11:30 cut off time
HS	2 class periods	11:30 cut off time

In addition, thirty (30) minutes after start of contractual time or 30 minutes before contractual end of time without taking time off, if coverage permits **without** additional cost to the district per the chart below.

School	Teacher request 30 min. after start time + they find a teacher to cover for them without the find coverage **without** the coverage teacher submitting to be paid	Teacher request 30 min. Before end of contract time + they find a teacher to cover for them **without** the coverage teacher submitting to be paid

NBE	8:00 - 8:30 am	3:01 - 3:31 pm
JH	8:00 - 8:30 am	3:01 - 3:31 pm
HS	8:00 - 8:30 am	3:01 - 3:31 pm

As for required attendance as stated in the contractual agreement such as Parent-Teacher Conferences, Unpack the Backpack, JH Promotion, or HS Graduation, teachers will be required to take the time off that is missed if they can't avoid the absence. This will require pre-approval by the Superintendent.

As for attending monthly staff meetings and monthly committee and/or team meetings, these absences will go through the building principal. It is critical that these not be missed. Since these dates of meetings are provided to teachers at the beginning of the year, it is imperative to work around these dates. This is part of Professional Responsibilities, Domain 4.

Leave of absence, personal leave, association leave, maternity leave and paternity leave may be granted in accordance with conditions established and listed in the AGREEMENT between the School Board and the Teacher Association.

Lesson plans are to be readily available for the substitute daily. Teachers **must** have a substitute folder for general information. (See SUBSTITUTE FOLDER section). Share your substitute procedures with a neighboring teacher so that he/she can assist the substitute on the day that you are gone. Identify all duties for substitutes with specific details. Substitutes **are expected** to take all regular duties of the teacher.

ABUSED AND NEGLECTED CHILDREN: Illinois law requires that all suspected cases of child abuse and neglect is reported to the Illinois Department of Children and Family Services. All school employees are mandated reporters. You will need to call 1-800-25-ABUSE or 1-800-252-2873. If you need assistance with the procedures, please see your building principal. However, you are the one required to make the report. The principal can't make the report for you. **A change for 2025, is that the CANTS 5 is not required for initial reporting of suspected child abuse or neglect. Mandated reporters are now required to first notify the Department of Children and Family Services (DCFS) by phone as outlined in Region IX MWLC EMSS Standard Operating Procedures, page 93. The CANTS 5 form is only completed after a report is made and if the Hotline worker indicates an investigation will be pursued. The CANTS 5 form can be found on the Illinois Department of Children and Family Services. It is an excellent resource to utilize when making the initial call.**

Per the IL Department of Children and Family Services website on July 13, 2025:

Find support for a child you are concerned about online or by phone, 24 hours a day, 7 days a week.

1-800-25ABUSE (252-2873)

The Online Reporting System is to be used for **non-life threatening and non-emergency incidents** of abuse or neglect of a child. **If you believe the abuse or neglect you are reporting requires immediate action, you MUST call the Child Abuse and Neglect Hotline at 800-25-ABUSE (800-252-2873) to make your report.**

Immediate Danger

If you believe a child is in immediate danger that could result in death or serious harm, **CALL 911 FIRST.**

Call the **DCFS Child Abuse and Neglect Hotline** instead of using the Online Reporting System for situations including but not limited to:

- Current injuries to the child
- Immediate need for medical treatment (including a child who is suicidal)
- Sexual abuse where the involved adult has or will have access to a child within the next 24 hours
- A child is currently afraid to go home
- A child is currently in protective custody of police or medical personnel
- A child death

Teachers who make a report may be required to meet with DCFS before meeting with the child. Administration will take care of sub coverage.

ACCESS TO BUILDING/BUILDING SECURITY/ID BADGE POLICY: As part of our school security plan, access to the building during school hours is limited to the entrances with key fobs. All other entrances will be kept locked during the school day. If you take a class outside during the school day outside regular scheduled physical education and recess, be sure that you inform the building secretaries and take your keys. Outside doors are **NOT** to be propped open at any time during the day or during before or after school for practices.

Staff members will have access to the building from 6 am to 9 pm, Monday through Sunday. If you are a coach and/or extracurricular sponsor and need access before or after these times, please contact the Superintendent's Administrative Assistant. If you are accessing the building outside the normal work hours, access the building through the main entrance with your key fob. You are responsible to make sure the building is properly secured before leaving. Please take care of any breaches in security and report them to your direct supervisor.

During the school day, all classroom doors must remain locked. Doors should only be open when the teacher is actively supervising the hallway or is at the doorway entering or exiting the classroom.

Teachers are required to carry their classroom keys on their person at all times and must wear their staff ID badge where it is clearly visible. The district will provide lanyards.

All staff members are expected to wear their staff ID badge at all times while on campus, ensuring it is prominently displayed.

On an annual basis, direct supervisors will conduct a key audit so computerized key inventory records are well maintained. All keyholders will sign off on keys being issued.

All building keys/fobs will be issued through the Superintendent's office or designee. Keys must be signed for and must be returned when requested. **Do not allow anyone else to have custody of your keys/fobs. This includes students. Report lost keys/fobs to the office immediately. A $100.00 fine will be issued if keys/fobs are lost.**

ACCESS TO CLASSROOMS OR PERSONNEL FOR IEP EVALUATION AND/OR OBSERVATION PURPOSES: If individuals are requesting to access a school building, facility and/or education program or to interview District personnel or an individual student for the purpose of assessing the student's education needs, there is required paperwork to be filled out and returned to the Building Principal and/or Superintendent. Observations are limited to one hour or one class period per school quarter with an administrator accompanying the observer. The observations must be coordinated well in advance and finalized before the observer can observe. The observation must be done in a manner that is least disruptive to the school setting and/or academic program with the observer complying with the school safety, security, and visitation policies at all times, applicable privacy laws including those laws protecting the confidentiality of education records su as the federal Family Educational Rights and Privacy Act and the Illinois School Students Records Act, and the Board Policy 8:30, Visitors to and Conduct on School Property.

ACCIDENTS - Student: Staff members are to be alert to those conditions and situations where accidents are most likely to occur. Rules and procedures are to be adopted by staff members to minimize the chance of injury. Each school has a school nurse, but if that person is unavailable, then notify the director supervisor/building principal.

If an injury does occur, please observe the following procedures:

1. If there is any question concerning the seriousness of the injury, do not move the student.
2. Immediately notify the school nurse and the building principal. They will decide on the course of action to be taken.
3. Parents will be notified as soon as possible of all serious injuries by the school nurse or the building administration.
4. Assist with the injured student until your help is no longer needed.
5. An accident report must be filled out by the supervisor in charge of the student(s) the day of the accident and turned in to the school nurse who will forward it to the district office. If the nature of the injury appears to occur under questionable circumstances, only the district office shall determine whether or not to send the student accident insurance form to parents.

ACTIVITY AND EDUCATION FUNDS:

1) **Expenditures**

Purchases are not to be made unless the purchasing procedures established by the Board of Education and Superintendent of Schools are followed. These procedures are designed to facilitate the purchase of approved items without undue delay. Contact the Business Office if you have questions about procedures.

a) Purchasing with District Funds using Purchase Orders

An amount of District money is budgeted for supplies and equipment each year. Money is allocated to principals to use in the schools. Staff members are advised of these funds and the purposes for which they may be used. Purchase order forms are to be completed and submitted to the principal in accordance with instructions. All expenditures from district funds (or activity funds) must have prior approval from the principal. Receipts are required for all credit card purchases. Receipts are required for all reimbursements. The district will not reimburse for sales tax. **Open P.O.** purchases must use a purchase order and have approval from the principal prior to the purchase.

b) Activity Funds

Activity Fund records are to be kept by each sponsoring staff member. The Business Office will maintain complete records on all activity accounts and will provide monthly reconciliation to each sponsor. Sponsoring teachers must maintain a positive balance in their accounts at all times. The Business Office will assist in placing orders and paying the bills from these accounts. Receipts are required. All expenditures must have approval from the principal prior to purchase.

2) Receipts

All money collected by a staff member, whether it is from activities or from educational fund categories, must be turned into the Business Office. Do not leave funds in a classroom. Follow the banking procedures.

ADVERTISING/DISTRIBUTING MATERIALS/PROMOTING OWN INTERESTS: No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

ANIMALS: 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.

ANNOUNCEMENTS: We will start each day with the Pledge of Allegiance. Each building will decide when announcements will be shared with the students as well as the delivery method. Students are to be respectful during the Pledge of Allegiance, but are not required to stand. If teachers have an announcement that needs to be communicated, it should be sent to the assigned secretary or teacher who is in charge of announcements no later than noon. Occasionally it may be necessary to have an announcement read in the afternoon, but this will only be done on an as-needed basis with the permission of the administration.

ASBESTOS REPORT PUBLIC NOTIFICATION: This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the U.S. Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. Materials containing asbestos have been found in the New Berlin Jr/Sr High School. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing materials are inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants. This information was distributed to all building occupants by:

Reliable Environmental Solutions, Inc.
4211 Westgate Dr.
Springfield, IL. 62711

ASSEMBLIES: All assemblies must be approved by the building principal and must be consistent with the educational objectives of the school district. If you are teaching a class during the period/time of an assembly will start, follow these procedures:

1. Instruct students as to the nature of the assembly program and as to what you expect of them in regard to courtesy and behavior. Absolutely no whistling or booing should be tolerated.
2. Attend the assembly with your class and sit with them. Students are to be seated by class unless otherwise instructed by the building administrator.
3. Proceed with class work until notice is given for the dismissal of your class.
4. Students are to use the restroom before the assembly and are not to leave the assembly unless it is an emergency.

Teachers who do not have a class at assembly time are asked to assist with the general hallway supervision of students on the way to the assembly. All teachers are encouraged to attend all assemblies. Further expectations and procedures will be modeled throughout the year.

ATTENDANCE (STUDENT): New Berlin students are expected to attend all classes unless formally excused. The staff is expected to keep and report accurate attendance. The regular relationship between success in the classroom and regular attendance should be emphasized. Elementary teachers are to take attendance at the beginning of the school day. Junior/Senior high teachers shall take attendance within the first 10 minutes of each class.

Teachers are expected to keep accurate records in Skyward of all absences and tardies in some manner distinguishing between “excused” and “unexcused”. The principal will notify parents concerning unexcused absences, excessive absences, excessive absences/tardies.

Teachers are responsible for keeping track of tardies for their classes. Tardy is defined as not being in your assigned seat when the bell rings. Tardies accumulate for the quarter. All teachers are required to follow the student handbook procedures for handling tardy to class.

The school office will determine whether or not a student has make-up privileges for time missed. If a student leaves during the school day, they are always responsible for signing out at the office. If they fail to do so, the absence will be unexcused.

IHSA and IESA regulations will be followed for the student to participate in practice or an activity per the student handbook.

Teachers may not excuse students from school without approval of the building principal.

ATHLETIC ACADEMIC ELIGIBILITY: A student must meet scholastic eligibility rules established by IESA and IHSA as well as New Berlin CUSD #16 to participate in an interscholastic athletic program. Teachers will be required to update their online grade books by Thursday at NOON. The athletic secretary will pull grades from Skyward Thursday afternoon. High school students must pass seven out of eight academic classes in the previous semester; in addition, participants must be passing in all subject areas in the current semester to be eligible to participate in interscholastic athletics. Junior high students must be passing in all classes to be eligible to participate in athletic programs. A failing grade will cause a student to be ineligible for the following week Monday through Saturday. The ineligibility period for the student cannot be retracted unless the teacher or the athletic director has made a legitimate mistake. In those instances, the student will be reinstated immediately. Address all questions on eligibility with the athletic director and/or building administration.

BEFORE SCHOOL/AFTER SCHOOL/BUS DUTY: Teachers will share equally in helping with before school and after school supervision as assigned by building administration. If a teacher has a conflict with their assigned duty, it is their responsibility to find a replacement. Any problems encountered on duty need to be reported to building administration.

BOARD POLICY: It is very important that teachers know and follow the New Berlin Board of Education policy manual. It can be accessed from the district website.

BULLETIN BOARDS: Utilize classroom bulletin boards for appropriate displays. Materials posted on any bulletin board outside the staff workroom or hallway in the buildings must be stamped and approved by the building principal. This includes student groups, outside groups, and individuals. Faculty members are exempt from this requirement if they are posting school related materials on teacher bulletin boards in workrooms. IEA/NBEA business is also exempt from this requirement. Any materials not approved for posting will be removed.

BUS TRANSPORTATION: Most students will ride a school bus from time to time either to and from school or on a field trip. For this reason, all students will receive instruction from their teachers on the rules for school buses. Any student who rides on a bus to a school activity must return on the bus. Only sponsors and/or coaches may release students to a parent.

CAFETERIA SUPPLIES: The cafeteria should NOT be asked to supply paper goods such as plates, cups, and napkins for the classroom. If you are borrowing any items or equipment from the cafeteria, the teacher will need to get approval from the Food Service Director.

CALENDAR: To ensure that there are no conflicts with all activities, on an annual basis teachers will be asked to input calendar dates for the school year. The administrative team will then review the requested calendar dates to ensure there are no conflicts and contact the teacher to choose an alternate date. If you need to schedule an activity on the school calendar, please notify the building principal as far as in advance as possible.

All staff members are expected to add required meetings to their personal calendars to ensure they meet their obligations.

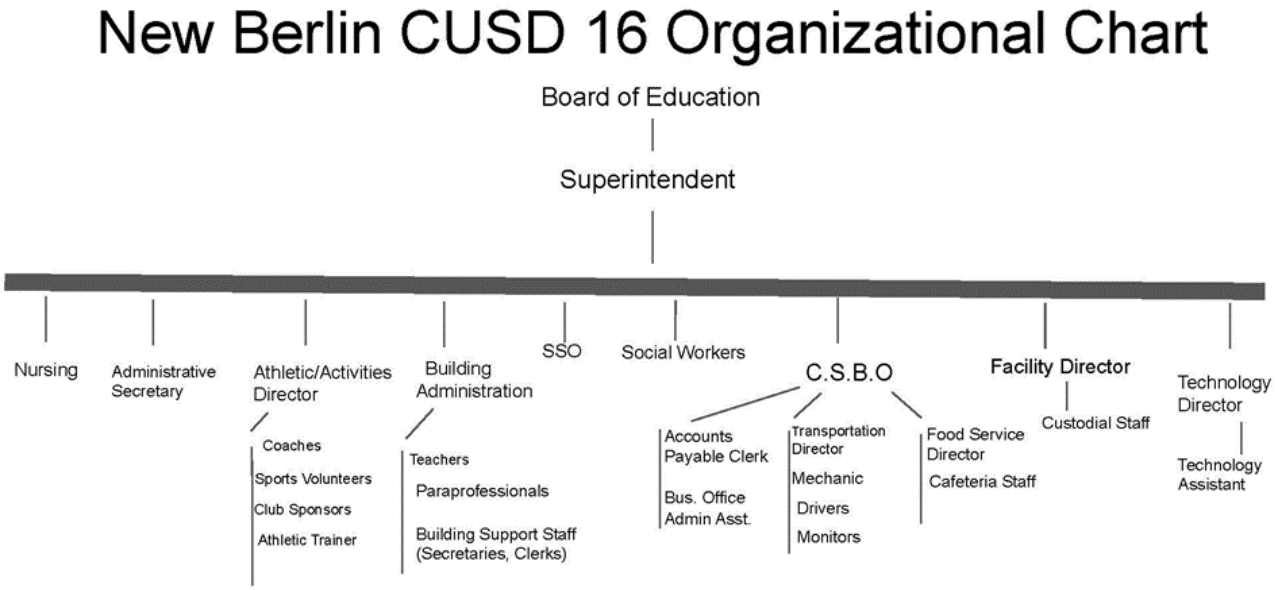
A two-year calendar is established for the purpose to notify parents and staff of days off well in advance. It is important for staff to not schedule vacations during the 180 required contractual days. Due to emergency days being unknown, it is best to schedule vacations outside these days.

CANDY, DRINKS OTHER THAN WATER BOTTLES, AND PARTIES IN CLASS: Candy, food, gum and drinks outside water bottles are not to be allowed in class. All parties are to be approved by the principal. If students have luncheons, the cafeteria and office must be notified at least one (1) school day prior.

CELL PHONES: Students - New Berlin schools have a policy for student cell phone use. Teachers are required to follow the policy and procedures that are put into place by policy and stated by their building principal. Cell phone use by students should be restricted. In the event that you think a phone call is necessary, please send the student to the office to use the main school phone lines.

Staff- Cell phones should not be disruptive to the classroom environment. Cell phones, texting, and classroom phones should only be used for school business or emergency purposes. There are always incidencies where phone use is needed to communicate with family members or to take care of a household situation. Staff members should make every effort to make those calls when students are not present.

CHAIN OF COMMAND AND COMPLAINTS: The school system provides an organizational structure commonly called a chain of command. Matters requiring administrative action should always be referred to the person with immediate responsibility for that action.



Parents are often discouraged when they attempt to communicate with the superintendent and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the "chain of command", or where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken before taking it to the next level. This document does not supersede any employee's or citizen's right to contact Board members directly. However, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution.

1. On Matters Involving Instruction/Curriculum

a. Classroom Teacher
b. Principal
c. Superintendent
d. Board of Education

2. On Matters Involving Student Discipline

a. Classroom Teacher
b. Assistant Principal (elementary only) or Principal (6-12)

c. Superintendent
d. Board of Education

3. On Matters Involving Athletics or Extra-Curricular Activity

a. Coach or Club Sponsor
b. Athletic Director
c. Principal (eligibility/student discipline only)
d. Superintendent
e. Board of Education

4. On Matters Involving Facilities/Grounds/Building

a. Facilities Director
b. Superintendent
c. Board of Education

5. On Matters Involving Transportation

a. Transportation Director
b. Assistant Principal (elementary) or 6 -12 Principal (bus discipline only)
c. Chief School Business Official
d. Superintendent
e. Board of Education

6. On Matters Involving Cafeteria and Food Service

a. Food Service Director
b. Assistant Principal (elementary)/Principal 6 - 12 (for student discipline only)
c. Chief School Business Official
d. Superintendent
e. Board of Education

7. On Matters Involving Student Health & Wellness

a. School Nurse
b. Principal
c. Superintendent
d. Board of Education

8. On Matters Involving Administration and All Other District Directors

a. Superintendent
b. Board of Education

9. On Matters Involving Superintendent

a. Board of Education

CHARACTER EDUCATION: While the primary responsibility for developing good character in children lies with families, schools and community organizations also play a vital supporting role. At New Berlin CUSD #16, all staff members are expected to contribute to character development by modeling positive behaviors—particularly self-regulation during times of stress.

The district remains committed to promoting character education both inside and outside the classroom. Building-level PBIS teams will develop and implement incentive programs to support and recognize positive character traits in students.

All teachers will need to utilize the vocabulary associated with the following verbs with students, parents, and other educators.

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned/in the heat of the moment	Spontaneous/often unintentional behavior	Intentional behavior	Is often planned and done on purpose
All parties are upset	Can upset and cause hurt feelings	Can hurt others deeply	Can cause serious, life-long emotional damage
All parties want to work it out	Often based in thoughtlessness or poor manners	Often based in anger; impulsive cruelty	The bully is trying to gain power or control over the target
All parties will accept responsibility	Rude person should accept responsibility	Behavior is often regretted	The bully often blames the target
An effort is made by all parties to solve the problem	Apology	Apology is often sufficient	The target wants the bully's behavior to stop
Can usually be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/should not be ignored	Cannot be resolved through mediation, should be reported

Source: Adapted from Jennifer Astles, DASA Newsletter, January 2014, TST BOCES and modified by the School District of Lee County, Student Services

CLASSROOM MANAGEMENT: Student discipline is vital to creating a positive learning atmosphere in which students are physically and emotionally safe and able to learn. A positive approach to learning self-discipline/regulation is most effective and should be used whenever possible.

Approaches to student discipline may vary from one student situation to another. Normally these thoughts should be used as guidelines:

1. Begin the school year building relationships with students.
2. Say what you mean and mean what you say.
3. Be positive when correcting inappropriate behavior and provide choices.
4. Have a reason for what you ask a student to do and when possible, take time to give a reason.
5. Be honest in what you say and do. A student's faith in you is a great help.
6. Be fair. Usually it isn't punishment but perceived injustice that makes a student rebel against authority.

7. SMILE!
8. Praise and commend good qualities and actions.
9. Remember that a sense of humor is extremely important in teaching.
10. Never strike a student. It is indefensible.
11. Do not impose your personal feelings or prejudices on students.
12. Maintain poise at all times. Avoid power struggles. Try not to lose your temper.
13. Really listen to what students say.
14. Have high expectations for ALL students and yourself.
15. Be sincere in your work with students.
16. Demonstrate good character traits.
17. Never hold a student up to public ridicule. It is the surest way to create a discipline problem.
18. Let students know what is expected of them. Distribute the classroom management plan, have students sign off, and post them.
19. Expect ALL students to follow the rules - BE CONSISTENT!
20. Keep students on task the entire class period. This is an extremely important element in classroom management and discipline. This requires the teacher to practice routines with students continually.

Each year, the building principal will request a copy of each teacher's classroom management plan. Routines and procedures, positive behavior expectations, discipline measures, resolving conflict, consequences, teaching and grading expectations will be outlined. It is highly encouraged that students sign off on the CMP as well as the teacher communicating and getting parent sign signatures. Administration has the authority to amend or change a classroom management plan.

Whole class/group punishment is not to be utilized as a positive discipline strategy.

CLOSED CAMPUS: Students are not permitted to leave the school campus from the beginning to the close of the school day. Once a student has parked his/her vehicle they are not to go to the vehicle or leave without permission from building administration.

COMMITTEES/TEAMS: Staff members will be asked to serve on various building and/or district committees or teams per the CBA.

COMMUNICATION - WITH PARENTS: Two-way communication is expected as this has been determined to be an area of improvement. A phone call, note home, or e-mail can make a difference in student attitude and performance in many cases. Teachers need to establish what method is preferred. I**f a parent response is needed and not received within 24 hours, the teacher will need to make a phone contact.** Many times serious difficulties can be avoided by letting parents know what their son/daughter is/isn't doing in class. Check voicemail and email daily and return parent phone calls as soon as possible. Staff members must document all parental contacts. This will be used to determine the number of students whose parents had contact with the school for the ISBE Illinois School Report Card data reporting purposes as well as for evaluation purposes. Discipline and behavior issues can be dealt with more efficiently and effectively if interventions that have taken place previously within the classroom are documented.

Teachers should notify their principal if any parental or public contact has a particularly negative connotation. Principals that are kept informed can aid the teacher. It is important that any threats be reported immediately.

Parent notification through Skyward or e-mail only is discouraged because you have no way of knowing if they are the ones actually receiving the notifications and/or responding

Other than through phone, Skyward, or e-mail, all teachers are expected to communicate with parents through the Rooms Application through Thrillshare. Teachers will go through training and expectations will be communicated by the building principal. The use of this app is to streamline the different platforms that teachers and coaches have to use. Using this platform, teachers will no longer have to maintain teacher web pages and/or the classroom newsletter. The expectation is that you will use ROOMS once per week with a communication sent to parents (tests, field trips, days off, upcoming events, school calendar days, midterm, end of nine weeks, homework reminders (reading/writing/math skills, etc.).

COMMUNICATION - STAFF: All staff members are expected to check mailboxes, e-mail, and voicemail each day, in the morning, during prep, and before leaving. The superintendent will send out a weekly update to all Pretzel staff with the expectation that it will be read on Monday in its' entirity since it has calendar, reminders, updates, and critical information in it. Building principals will provide staff members communication either weekly or bi-weekly. The same expectation of reading and knowing the information as stated above is expected.

Open communication is essential in all aspects of the operation of our building and district. This includes communication between classroom teachers, specials/elective teachers, office staff, support staff, food service staff, and custodians. It may not always be possible to conduct the activity due to required minutes and/or special education services as stated in a student's IEP. It is required that you have a conversation with the case manager first. In addition, ask yourself, "Whose work schedule may I be affecting by carrying out this schedule?"

COMMUNICATION - STUDENTS: All communication with students by staff members will be business only utilizing only a district approved communication platform which includes Skyward, Google teacher/student e-mail accounts, and in-person. At no time, should staff communicate with students by cell phone, texting, social media (FB, Instagram, SnapChat, etc.), or on any other personal social media platform.

COMPLIMENTARY PASS: Staff members shall use their staff ID as a pass to all school activities, with the exception of student money-making activities and tournament events. This will entitle an employee and a guest admittance.

CONFIDENTIALITY OF INFORMATION: As education professionals we need to be committed to promoting a respectful environment that retains the full trust and confidence of students, staff, and faculty. In our daily work, we are in the unique and responsible position of having access to and being

aware of an array of highly sensitive personal and medical information. This information comes to us directly from individuals or third parties associated with them. Information we have received of a personal nature will be disclosed to other parties or colleagues only when it is legally required or on a strict need-to-know basis.

Information on students or staff should not be shared with other students. Discretion should be used when information is communicated orally. Be aware of your surroundings and that others may overhear a conversation, for example, in hallways, offices, classrooms, restaurants, and other public places, such as sporting events or community gatherings.

Staff members must report the confidential nature of information to the administration if the information is deemed necessary or would aid proper decision making by the administration, regarding students, parents, and other staff members.

List of students may not be released unless the superintendent gives approval.

COPY MACHINES: All copy machines are to be used for school related matters. The secretarial staff should not be asked to run copies. **Students are not allowed to use copy machines or collect copies at the copier due to confidential information being printed or left on them.**

It is important that you print one copy to review before sending large print jobs. Do not waste paper nor stockpile materials. Please do large print jobs before or after school. It is strongly encouraged that you send print jobs to the copiers securely since many of the copiers are in central locations where people walk.

CURRICULUM: The Superintendent of Schools may establish a committee or committees to provide staff input for curriculum development. All significant curriculum changes must be approved by the Board of Education following the recommendation by the Superintendent of Schools.

Teachers are expected to follow the Illinois Learning Standards by using the curriculum resources that have been purchased by the district. Grade level and/or Content Curriculum Maps are to be followed on top of all the curriculum mandates set forth by the Illinois State Board of Education. All lesson plans are to be aligned to the standards

CUSTODIAL SERVICES: Although the custodians are responsible for general daily cleaning of the classroom, the teacher is responsible for keeping an orderly room. Teachers should perform a visual sweep of their rooms before leaving each day to assure that things are in order. Teachers should avoid leaving items on the floor or on trays under students' desks. Due to time schedules placed on the custodial crew, clutter and disorganized rooms may not receive the same service as organized, well-kept rooms. Teachers who have custodial issues should notify the Facilities Director.

DISCIPLINE: Staff members are responsible for maintaining discipline in all situations involving students in the school building or at school activities. Supervision duty will be assigned by the Building Principal and the Superintendent of Schools.

Discipline is the responsibility of all staff members at all times. Good school discipline cannot be achieved or maintained without the help and coordination of all staff members and the administration working together. Good discipline is essential to the success of the educational program. Positive Behavior Interventions and Supports (PBIS) will be utilized in all New Berlin Schools. All classroom management plans should fall under these expectations and procedures.

When student behavior is positive, motivated, and appropriate, learning is successful and teaching is rewarding. Our schools must provide a positive and safe place in which children can grow emotionally and academically. It is about building good relationships first and foremost. Teaching and modeling expectations to students in the classroom, hallways, cafeteria, offices, gym, bus, etc. is key. Expectations should be stated and enforced consistently and fairly.

Classroom management is vital to student learning. Teachers are to design classroom rules that will facilitate learning. Students must be instructed in these expectations and reminded of them frequently. Students are required to sign off on receiving the classroom management plan. These sign offs are to be kept in a secure location by the teacher in the event that it may be necessary for administration to request them. All teachers are to submit a copy of their Classroom Management Plan to their building principal/assistant principal. Administration has the authority to amend or change a classroom management plan.

When a discipline problem develops in the classroom, it is usually best to do only what has to be done at the moment to quiet the disturbance. At the earliest possible time, meet with these students to clarify and correct the problem. Discipline problems sometimes intensify when a student is severely reprimanded in front of the class and feels the need to "save face."

Teachers are expected to handle their own discipline problems whenever possible. However, there are those occasions when student behavior becomes so chronically disruptive, or is so severe in nature, that the student must be removed from the classroom immediately. For incidents that require a student to be removed from the classroom by an SSO or administrator, teachers will be required to write up a discipline referral and/or any further documentation as required by an IEP or 504 Plan. In these situations, the administration will determine the discipline consequences.

All procedures for processing referrals will be reviewed at the beginning of the school year.

The schools use a wide variety of disciplinary measures including denial of privileges, removal from the classroom, before or after school detention (including Saturday detention), DSR, suspension (out of school) and expulsion.

Detailed explanation of the school district discipline program can be found in the Student Handbook. In addition, the School Safety Officers are not responsible for getting the classroom under control for teachers.

DISTRICT FORMS: Copies of these forms are available on the website and/or principal's offices.

DISTRICT STRATEGIC PLAN: The complete plan can be found on the district website.

Vision: New Berlin graduates strive to be the best, be engaged, ready to lead and serve future generations of Pretzels.

Mission: The mission of CUSD #16 is to serve our communities by equipping students with the skills and tools needed to achieve their personal best and demonstrate Pretzel PRIDE--

Perseverance
Respect
Integrity
Discipline
Empathy

Belief Statements

We believe all students have individual talents.
We believe all students have an equitable opportunity to learn and achieve their academic and personal best.
We believe in our teachers' passions.
We believe learning extends beyond the classroom.
We believe our schools serve as a safe and secure environment for all students.
We believe in Pretzel Pride.
We believe in the value of every person.
We believe everyone working together will result in positive and collaborative working relationships that make the community stronger.
We believe that character counts.
We believe that Pretzels serve others and achieve their dreams.

The district strategic goals can be found on the district website.

DOORS: Classroom doors need to be locked, shut and lights turned off when leaving the classroom at any time.

DRESS AND APPEARANCE: The personal dress and appearance of teachers has an influence on the attitude and conduct of students as well as having a decided effect on how people in the community view our school and the teaching profession. It is important, therefore, that the entire staff maintain a professional appearance and demeanor. Jeans are acceptable for "Casual Friday," as long as they are paired with other dress-casual attire. **Yoga pants, leggings worn as pants, hoodies/sweatshirts and casual T-shirts, aside from spirit wear, are not appropriate**. Athletic wear would be considered appropriate for individuals teaching PE. Footwear should mirror your professional dress and be safe and appropriate for your position

EMERGENCY CLOSING OF SCHOOL: The district utilizes ThrillShare to alert staff members and families of school closings. Current phone numbers are integral to the success of this system. Please keep the district office informed of any changes in your contact information. School closings will be announced by phone, text, and e-mail along with local radio and/or television stations by 6:30 am unless circumstances prevent such distribution of information. The Superintendent will work with the District Athletic and/or Activities Director on if and when practices and/or games will occur.

EMERGENCY PROCEDURES: Staff members need to know all procedures for emergency situations. Teachers will practice procedures with students as there will be drills during the first three months of school and beyond.

Directions and a map indicating emergency exits from the building must be clearly posted by the exit door of each classroom. Red emergency bags must be kept up to date at all times. Specific procedures will be reviewed periodically.

1. Procedure for reporting to the Principal's office in the event school officials, teachers, and support staff observe any person in possession of firearm on school grounds

Staff members will be instructed on the first day of teacher in-service to report incidents of any person in possession of a firearm on school grounds immediately to the Principal's office.

Upon Notification of an incident, the Principal will:

- ensure that the building is secure, and students are safe applying procedures as described in the crisis management plan
- report the incident to the local law enforcement authorities immediately
- investigate and evaluate the situation applying discipline measures as per the student handbook. In addition, he or she will contact the parent/guardian. The principal will notify the district office.
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System

2. Procedure for reporting all incidents of battery committed against teachers, teacher personnel, administrative personnel or education support personnel to the local law enforcement authorities:

Staff members will be instructed on the first day of teacher in-service to report incidents of battery committed against teachers, teacher personnel, administrative personnel or education support personnel to a supervisor immediately. If necessary, staff will complete an accident report and submit it to the supervisor.

Upon Notification of an incident, the supervisor will:

- investigate and evaluate the situation applying discipline measures as per the student handbook and contact the parent/guardian
- ensure that the accident report is completed
- ensure that the staff member involved is seen by the school nurse or if necessary seeks medical treatment
- report the incident to the local law enforcement authorities immediately and to the Department of State Police's Illinois Uniform Crime Reporting Act no later than 3 days after the occurrence of the attack
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System (SIRS)

3. Procedure for reporting all drug related incidents occurring in a school or on school property to the local law enforcement authorities immediately and to the Department of State Police in a form, manner, and frequency as prescribed by the Department of State Police.

Staff members will be instructed on the first day of teacher in-service to report incidents of any drug related incidents occurring in a school or on school grounds immediately to the Principal's office.

Upon Notification of an incident, the Principal will:

- ensure that the building is secure, and students are safe applying procedures as described in the crisis management plan if necessary
- report the incident to the local law enforcement authorities immediately
- investigate and evaluate the situation applying discipline measures as per the student handbook. In addition, he or she will contact the parent/guardian. The principal will notify the district office.
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System (SIRS)

EMPLOYEE USE OF SCHOOL EQUIPMENT AND SUPPLIES: Board of Education policy prohibits the use of school facilities, equipment or materials for outside job interest. If a staff would like to utilize the facilities, they will need to fill out a Facility Usage Application which can be found on the "FORMS" tab on the district website. There are fees and procedures that must be followed.

For all other requests,please contact the Superintendent.

EVALUATIONS - CERTIFIED: The main purpose of evaluating staff members is for professional growth and to ensure that high quality of instruction is in place. Through evaluations, strengths can be recognized and areas of needed improvements will be identified. The evaluation instrument and procedures are designed to provide for both teacher and administrative involvement throughout the evaluation process.

EXTRACURRICULAR ACTIVITIES: The school system offers a large range of student activities including clubs, athletics, drama, etc. These activities are an important part of the school program. Staff members are expected to attend all activities, practices or meetings of teams, groups, or clubs, which they sponsor or supervise. Staff members are expected to encourage students to participate in these activities and to be supportive of their participation.

FACULTY/COMMITTEE MEETINGS: As per the CBA, teachers are required to attend faculty meetings. Faculty meetings may be scheduled either before school or after school. A yearly calendar with all faculty meeting dates will be given to all staff at the beginning of the year. Staff should reserve these dates and avoid scheduling any appointments, etc.

Committees may be established by the school district administration to meet the needs and interests of the school system. Teachers are expected to accept assignments to serve on these committees.

FIELD TRIPS: Board of Education policy recognizes the value of field trips and requires the Superintendent of Schools to develop guidelines and regulations for field trips. These guidelines and regulations are necessary because of the many potential consequences involved in taking students out of school for a period of time. For the 25-26 school year, a grade level can take one field trip that requires bussing along with any walking field trips to the fire department, Sangamon County Art Show, and the public parks. All field trips requiring bus transportation will need to be taken no later than May 8, 2026.

1. All field trips shall be supervised by staff members and other adults.
2. A field trip form must be completed and returned to the principal at least two weeks before the date of the field trip.
3. The field trip must be related to the educational program, include all pupils assigned in the class and be part of the school day.
4. Teachers in grades Pre-K thru 12 may request a field trip each year. The trip must be during the school day with the return time being no later than 2:30 pm.
5. Students taking part in field trips must pay all costs of the trip, unless otherwise provided for by the Board of Education.
6. Parents grant permission for field trips per online registration form.
7. Teachers should strive to have one (1) volunteer for every 10 students. All parent volunteers will need to provide their own transportation to the field trip site.
8. Volunteer supervisors must be approved by the principal with the appropriate volunteer background checks completed.
9. Participating students and staff members must show proof of accident and health insurance coverage.
10. No students shall be excluded from any field trip because of a lack of funds.
11. Any trip taken out of state must be approved by the Board of Education at least a month in advance for board approval.
12. Any field trips curriculum related or non-curriculum related that include overnight stay must be Board approved at least one month prior to the trip.
13. For walking field trips, teachers will need to communicate to parents that students will need to walk back to school unless there are extenuating circumstances approved by the building principal in advance.
14. Notify the Food Service Director if students will not be eating lunch.

FIRE AND DISASTER DRILLS: Our primary duty in the event of fire or disaster is the safety of the students. At the first sounding of the fire alarm, students should evacuate the building as rapidly as possible, following the assigned routes. In case of a disaster drill, students should go to the area designated on the procedure posted in the classroom. Copies of the fire and disaster drills should be posted in all classrooms. The first drills of the school year will be planned and announced. Others will not be, so you will be expected to know where to take your students should the need occur.

FMLA SUBSTITUTE PLANS: Teachers are to leave extensive, detailed substitute plans for the long-term substitute to follow. In addition, the instructional period/daily and weekly routine needs to be outlined for the substitute to adhere to so students are provided a seamless transition. Plans for what assignments to grade and provide feedback, how to input grades, how to communicate with parents, and all other recordkeeping must be outlined. If the substitute teacher will be conducting parent-teacher conferences, the teacher must provide an agenda on what should be covered. If the

substitute will be finishing out the school year, instructions on how to leave the classroom should be communicated.

GIFTS, GRATITUDES, ETC: Staff members shall not accept gifts, gratuities, etc. from anyone who has, or may have, a business relationship with the school district, unless the Superintendent of Schools gives permission. Any such item approved for acceptance becomes the property of the school district.

GRADES: Teachers shall establish reasonable standards for grades that accurately measure the students' mastery of the learning objectives. These standards shall be explained to students at the beginning of the school term. Students should be kept informed as to the status of their grades.

Grade Entry Expectations

Purpose:

To ensure timely and consistent feedback for students and families, this policy outlines expectations for grade entry and updating in the student information system.

Policy Statement: Teachers are expected to update grades in the official gradebook system **within one week (7 calendar days)** of a student's submission of an assignment, assessment, or project. This ensures that students and parents receive prompt feedback, supports academic planning, and promotes transparency and accountability.

Expectations:

1. **Timely Entry:** All graded work must be entered into the gradebook within 7 days of student submission.
2. **Ongoing Communication:** If grading delays are expected due to extenuating circumstances (e.g., illness, extended absence, large-scale projects), teachers must communicate with their building administrator and, when appropriate, inform students and families.
3. **Make-up Work:** Assignments submitted after the original due date should be graded and entered within 7 days of the late submission.
4. **Professional Responsibility:** Adhering to this policy is considered a component of professional responsibilities and will be reviewed during teacher evaluations under Domain 4 of the Danielson Framework.

Monitoring and Support:

Administrators will conduct periodic gradebook audits to ensure compliance. Teachers needing assistance with workload management or grading strategies are encouraged to seek support from lead mentors and/or administration.

Our school district is on four nine-week grading periods. If a student is performing poorly or there is a significant change in academic progress at any time outside progress report dates, the teacher is to make a parent contact. If a student receives a D or F, they should include teacher comment(s) on the quarterly report. Incomplete grades should be given only to students who have a circumstance and have not yet had the opportunity to make up missed work. The teacher is responsible for updating incomplete grades. The principal and/or Director of Student Services will communicate with students that fall into this category.

The following grade scale has been established by the Board of Education and is the only acceptable scale to be used by teachers at all times:

Grades 4 - 12 Grading Scale	
A	**100-92**
A-	**91-90**
B+	**89-88**
B	**87-82**
B-	**81-80**
C+	**79-78**
C	**77-72**
C-	**71-70**
D+	**69-68**
D	**67-62**
D-	**61-60**
F	**59-0**

Mid-term reports shall be sent to parents of students who are failing or in danger of failing (D). Progress report dates will be shared at the beginning of the year.

K-3 Grading System - A Standards Based Grading and Reporting System will be used for all subjects at the Elementary. Student progress will be reported using the following performance levels. All K - 3 teachers shall update their gradebooks after grading an assessment and/or students' work that is linked to a standard.

4 – Exceeds Expectations - Student is consistently performing above academic expectations
3 – Meets Expectations - Student is consistently performing/attaining all academic expectations
2 – Approaching Expectations - Student is progressing but not consistently performing/attaining academic expectations
1 – Significantly Below Expectations - Student is not progressing and/or is not attaining academic expectations.

HALLWAY PASSES/E-HALLWAY PASS: Students need to be in class. Teachers sending students out of the class during the period should make sure that students always have a pass/e-pass. All procedures on sending students out of the classroom will be covered at the beginning of the year by the building administrators.

HANDLING EMERGENCY SITUATIONS:

1. Fighting
   a. Do not ignore the fight situation.
   b. Don't leave the confrontation area.
   c. Send another staff member or student for help.
   d. Scan the situation for evidence of weapons being used.
   e. Try to step in between the fighters ONLY if you feel that you can control them. If you don't feel like you can, then you need to continue to provide them with verbal commands to stop fighting.
   f. Yell, "Stop It" several times. Keep repeating, if necessary. If you have a whistle with you, keep blowing until additional help arrives. If you have water with you, throw it on the students.
   g. If you are able to break up the fight, please wait for additional help to arrive to walk the students to the office. If you feel that you can handle the students, then have one student walk ahead of you while the other student is beside you or one step behind you.
2. Injury Emergency
   a. Don't ignore the situation.
   b. Stay with the injured student.
   c. Stay calm.
   d. Send another staff member or student for help.
   e. Use emergency first aid and/or life-saving training if needed.

HARASSMENT: Our schools and district should be a workplace that is conducive to teaching and learning of all who enter our doors. The workplace will be free from any form of harassment that creates a hostile work environment in which an individual is not able to function in a manner for which he or she is employed. If at any time you feel you are in a harassment situation, notify your building principal immediately.

HEALTH/LIFE SAFETY GUIDELINES: These guidelines are strictly enforced. Any unauthorized alterations to the interior construction or structure may result in disciplinary action and/or financial liability for damages.

- **Emergency signage** is to be posted at all times within each classroom throughout the school year.
- A 42-inch safe, reliable and unobstructed **means of access** travel shall be provided from any location in an occupied room at all times.
- A **door** is required to look like a door. Means of egress doors shall be readily distinguishable from adjacent construction and finishes such that doors are easily recognizable as doors. Curtains, drapes, decorations or similar materials shall not conceal egress doors. (This can be maintained by not covering an area of at least four (4) inches wide on the outside perimeter of the door and door hardware shall be visible or not covering 12 inches at bottom and top of door and leave 8-inches uncovered around the door handle hardware.)
- Glass panels on **classroom doors** are required to have a minimum of 100 square inches of viewing space.

- **Door stops** are to be removed from exit doors and doors should be closed when classrooms are vacant.
- Magnetic slips **locking door hardware** from latching are found throughout the building. Doors are required to latch to prevent the spread of fire.
- There should not be any paper adhered to **ceiling tile** or hanging from the ceiling and/or lights.
- All staff will be required to utilize "teacher tape" when **hanging items** on the wall. This is the **only method allowed**. You will need to seek "teacher tape" from the office secretaries.
- **Staples** are to be used only on bulletin boards and/or bulletin board strips.
- There are to be **no devices/structures hanging** from the ceiling or classroom lights. Ceiling tiles are not to be disturbed.
- On any **wood frame doors**, please refrain from using tape
- All **chemicals** are to be stored in secure areas and doors locked when a responsible adult is not present.
- Potpourri pot with wax melt is not acceptable or other items that have **hot liquids**.
- Candles and items using **open flames** are not acceptable.
- All **sprinkler heads and smoke detectors** should have a clearance area from the ceiling of at least 18 inches and 24 inches in non-sprinklered areas.
- There are to be no **extension cords**. Please utilize power strips. See Matt if you need one. (An UL approved heavyweight extension cord can be used as a temporary source of power but is required to be unplugged from the wall and removed after each use)
- No storage of flammable products is allowed in **boiler rooms.**
- **Boiler rooms** are not storage rooms. The boiler room shall be kept free of all material and equipment not necessary to the operations of the heating system. **Combustible storage** of any kind is not permitted in boiler rooms.
- Artwork/student work in **hallways/corridors** is to be limited to 20% or less of the wall space.
- Artwork/student work in **classrooms** should be limited to 30% or less of wall space. Decorative paper is not to be used as wallpaper in classrooms.
- **Safe Storage** – items are to remain inside the perimeter of the top of the cabinet and/or shelf. Items are not to be stacked in a manner that they are slanting in the direction of the open portion of the stored area.
- **Hallways/corridors** are to be free of tables, chairs, etc
- Chains and padlocks are never used on **doors** to prevent egress from the building.
- Staff members utilizing science labs, family and consumer sciences and agricultural technology areas should be knowledgeable of **shut-off valves** for power and gas in these areas.
- **Classrooms** are not to contain any upholstered furniture, carpets, pillows or other items covered with fabric or upholstery without proof of materials being non-flammable. These articles are to have original tags stating that they meet the California Flammability code and/or have Class I fire rating.
- All **electrical items** have labels stating they are UL or ETA approved.
- Christmas/**Decorative lights** aren't allowed as decoration on bulletin boards or outlining whiteboards unless the plug is cut off making them inoperable.

- **Personal refrigerators, coffee pots, microwave ovens**, etc are not to be present in classrooms.
- **Fire extinguishers** are to remain unobstructed and visible. Do not hang items on the extinguisher.
- Utilize a **ladder** not a classroom chair when hanging items at a height or when you are needing to get something out that is taller than you.

HOMEBOUND AND HOSPITAL INSTRUCTION: A student who is absent from school for more than two consecutive weeks because of health or physical impairment may be provided the services of a certified teacher in the home or hospital. Eligibility needs to be established with a written statement from a licensed medical examiner and a written parental request filed in the Principal's Office. The appropriate paperwork and information can be provided by a school administrator.

HOMEWORK: Homework assignments are an important part of the learning process. All students, including those in elementary grades, should be engaged in homework activities on a weekly basis. Elementary students, in particular, should regularly practice reading, writing, and math skills.

When making homework assignments, there are a number of factors that should be considered:

1. The ability level of the student.
2. The amount of time available to students to do homework.
3. Homework should be a positive experience. It should not be busy work, nor should it be used as a disciplinary measure. It should be additional practice on exercises, reading and/or writing of material on a specific subject, in-depth follow-up classroom activities, independent reading, or project work related to a subject.
4. Starting the homework assignment in class allows the teacher the opportunity to correct misunderstandings about the assignment. It also ensures that each student does begin the assignment. Students should be academically engaged for the entire class period.

INJURY- STAFF MEMBER: Staff members are protected from financial loss by Worker's Compensation for any injury suffered in an employment related situation. In case of injury, obtain an accident report form from the nurse's office. Return the completed form as soon as possible. Staff members are required to notify the office as soon as reasonably possible of any injury that might cause loss of work or visits to hospitals or doctors. The building nurse will notify the building administration who will then notify the Superintendent.

INSTRUCTIONAL MATERIALS: All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;

4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. **No R-rated movie** shall be shown to students. Appropriate portions of R-rated movies may be shown only with prior approval of the Superintendent or designee. No movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. **The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.** Any portion of audio visual materials used in the classroom for any reason will be approved by the administration 1 week prior to use in the classroom.

INTERCOM SYSTEM: Every classroom in this facility has a public address system for teacher use. Since the intercom system must be answered in the office, they are to be used only in cases of emergency, illness, student discipline and attendance.

INTERNAL SUBSTITUTION: Teachers may be asked to cover classes for colleagues when a substitute teacher cannot be secured. Compensation for internal subbing is determined by the collective bargaining agreement and is based on 60-minute increments. Since a junior high/high school period is 45 minutes, the rate will be prorated accordingly.

If internal coverage is needed, teachers must first receive approval from an administrator before requesting assistance from the Principal's secretary.

Teachers will be compensated in accordance with the contract for internal subbing, except in cases where coverage is provided during the first or last 30 minutes of the contractual workday to assist a colleague. In those instances, compensation does not apply.

INVENTORIES: Thorough inventories of equipment, textbooks and supplies should be kept by each teacher. On an annual basis, teachers will be required to update their inventory lists for insurance purposes. All donated items by parents, items purchased by PTO grants or other community grants are the property of the district. Turn in grade books and lesson plans into the principal.

In the event there is district property missing, it is to be reported immediately to the direct supervisor.

JURY DUTY/COURT SUMMONS: Full salary will be paid during the time an employee is on jury duty, serves as a witness in a trial, or has a deposition taken in any school related matter pending in court. An employee shall give notice of pending jury duty to the District no later than five (5) days prior to the date the employee will serve.

LAMINATING: Please remember that laminating film is expensive. Try to wait until you have several things to laminate, as there is less waste at the beginning and end. For the 25-26 school year, all items will be laminated by a building secretary.

LEAVING THE CLASSROOM: It is our responsibility to supervise children throughout the day. We are held “in loco parentis” meaning “in place of parent”. Teachers are not to leave students unsupervised in the classroom. If it is necessary that a teacher be absent from class for a period of time, arrangements should be made with the principal to provide supervision. If an emergency should develop, ask another teacher to supervise the class.

LEAVING SCHOOL DURING THE DAY: Staff members are expected to check with the main office before leaving between the hours of 8:00 am and 3:31 pm. Staff members needing to leave campus during this time must receive administrative approval prior to leaving. Departure time, destination, and expected time of return must be recorded in the staff checkout binder in the main offices.

LESSON PLANS: All staff members are required to maintain daily lesson plans. Written plans must be prepared using the designated online platform, Planbook. Principals will review and communicate specific expectations regarding what must be included in Planbook entries.

For staff members teaching the same grade level or course—either individually or as part of a team—collaboration is essential. Content delivery should be aligned and remain within three (3) instructional days of one another.

LIABILITY INSURANCE: In accordance with Illinois law, New Berlin CUSD #16 provides liability insurance for the protections of each staff member.

LUNCH PROGRAM: School breakfast and lunch are served daily and available to all staff members. Meals must be paid for in advance, either by check (made payable to CUSD #16) or through the district’s online payment system.

Staff meal accounts must maintain a positive balance at all times. If an account has a negative balance, the staff member will not be permitted to receive meals until the balance is brought current.

It is the responsibility of each staff member to monitor their account balance. The district office will notify individuals if access to meals is denied due to a negative balance.

LOUNGE/FACULTY WORKROOM: This is for adult use only. Students and staff children should not use the teachers’ lounge/workroom areas. If a student must enter the lounge, he/she must have permission from a faculty/staff member and be supervised.

MAKE-UP WORK-STUDENT: If teachers are sent a notice or e-mail to send make-up work home, parents will be asked to pick up any make-up work after 3:00 pm or be sent home with a sibling or neighborhood student. Teachers should automatically prepare make-up assignments beginning with the first day that a student is absent.

MAILBOXES: Mailboxes for teachers are located in their respective offices or workrooms. These mailboxes and school email should be checked each morning and evening. Please do not ask students to get mail from your mailbox since confidential information may be in mailboxes.

MEDICATION GUIDELINES: Medications are administered at school in accordance with the Recommended Practices and Procedures Manual from the Illinois State Board of Education. Administering medications at school is discouraged. However, some pupils with long-term chronic illness or disability may require medication during the day. Only in exceptional cases, where failure to take medication could jeopardize the child's health and/or education, should medication be administered at school. Medications of any kind are **not** to be dispensed or approved by any staff member. All medications being taken by students must be given to the school nurse and used under her/his supervision. If the school nurse is unavailable, medication shall be administered through the school office by the principal or designee.

1. **ALL** prescription medications that are brought to school must be sent to the nurse's office to be stored in a locked cabinet. It is recommended that medications be delivered to the school by a parent.
2. Over the counter non-prescription medications such as cough syrups are discouraged at school. Only with specific written requests from the parent shall it be allowed.
3. Prescription medications must be sent to school in the original container as dispensed by the pharmacy or physician and accompanied by a written note from the parent and physician including the name of the drug, dosage, route of administration, time of administration, and duration of therapy. Any change in the dosage or administration must have written authorization from the prescriber. Medication forms are available in the nurse's office.
4. The morning doses of medications should be given at home.
5. Students who require acetaminophen (generic Tylenol) for complaints of headache or pain must have the permission slip on the enrollment form signed by the parent. Generic Tylenol is kept in a locked cabinet in the nurse's office for self-administration by the student with the nurse monitoring the storage and safety of administration.
6. The school reserves the right to have the time of medication administration at school adjusted to meet the schedule and availability of the nurse.
7. Questions concerning medications will be referred to your physician.
8. Self-managed medications will be evaluated individually by the school nurse (i.e.: asthma inhalers). Written directions for self-managed medications must be obtained from the physician and parent.
9. The school has not only the right, but also the responsibility, to refuse to administer any medication at school if properly qualified individuals are not available. The District cannot require a teacher to administer medicines to students. School guidelines state clearly that medicine should be stored in the nurse's office and administered by either the nurse or the principal. It is allowable by law that a teacher can administer medicine by choice if an unusual situation should arise that would require medication and the nurse or principal would not be available.
10. The school will ascertain from the parent and/or the physician the necessity for administering medication during the school hours and will retain the discretion to reject requests that do not meet the medication guidelines.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS): This is the practice of using data to help match students targeted support(s) based on academic and social-emotional behavior assessment and instructional resources to each student's needs. Principals will ensure that all students are receiving high quality Tier 1 instruction. Tier 2 and Tier 3 interventions will be provided based on student needs and monitored on a frequent basis as required. The information gained from the MTSS process will be used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

NEWS RELEASES: The Superintendent of Schools is designated by the Board of Education as having responsibility for the dissemination of information regarding the school district to the news media. Staff members are strongly encouraged to submit items to the Principal for approval prior to placement in media. If you are contacted by the news media, please let the Principal know. Parent permission must be obtained annually for a student's name, picture, work, or information about the students to appear in the media. Members of the news media entering the school building should be referred to the office of the Superintendent of Schools.

NURSE: Nurses are assigned to cover all attendance centers in the school district. The nurses' schedule will be available to all staff members. When the nurse is in an attendance center, students who are ill should be sent to her as per building procedure. Otherwise, students must be sent to the principal's office. In the junior/senior high school all students should report to the office before reporting to the nurse, unless emergency conditions exist.

Any student leaving is to report to the office. If the student is ill, he/she should also report to the nurse. Any student, who does not follow the above procedures and leaves without notification to the office, is unexcused.

All school accidents must be reported by the teacher to the nurse's office by the end of the school day. An incident form must be included. Document everything.

School accidents include any accident happening on the way to and from school, on the school grounds, in the school building or during school-sponsored activities.

PARKING - STAFF: The district provides parking for all staff members. Please park in the designated lot as stated by your direct supervisor at the beginning of the year. It is highly recommended that your vehicle be locked as well.

PAYROLL: Certified staff members have twenty-four (24) semi- monthly pay installments. Employees will be paid in accordance with the Agreement.

PBIS: Positive Behavior Interventions and Supports (PBIS) will be utilized PK - 12 to enhance and provide consistent expectations and procedures. All classroom management plans should fall under these expectations and procedures.

When student behavior is positive, motivated and appropriate, learning is successful and teaching is rewarding. Many events determine student behavior. Our responsibilities are to provide a positive

and safe place in which children can grow emotionally and academically; remember this is something that all children need.

Remind students what is expected of them in the classroom, hallways, cafeteria, offices, buses, outside, etc. Your expectations should be stated firmly and enforced consistently and fairly. Each schools' PBIS team will review the school wide expectations as well as the expectations for other areas in the building and outside.

PERMANENT RECORDS: All such records will be kept in the office.

PESTICIDE NOTIFICATION REGISTRATION: District #16 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective use of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event this is found to be necessary, we are creating voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the Superintendent's Office if you wish to be added to the registry.

PHONE NUMBER/ADDRESS CHANGES: All staff members are required to notify the district office if phone numbers and/or addresses change. This is to keep the automated call-out system current. Secretaries will not give out cell phones and addresses of staff to anyone.

PLAYGROUND SAFETY: All teachers are to go over the expectations for playground safety, which are in the student handbook. This is to be done on a regular basis. This is for each teacher's protection in case of an accident or injury and any possible lawsuits arising out of the accident.

Staff members supervising students on the playground need to move around to properly oversee the children.

POLITICAL ACTIVITIES: Board of Education policy prohibits staff members from engaging in partisan political activity during the hours the staff member is employed by the school district. Nor shall students be used in any manner to promote partisan political activity. This policy does not prohibit those activities of a political nature that constitute legitimate subject matter in the appropriate classrooms. When teaching, be informative and present a balanced view. Be respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.

PREP (PREPARATION) TIME: Prep time is scheduled and is to be utilized for professional duties. Prep time occurs during the regular student attendance day when the teacher is not assigned teaching or other duties. On days of early dismissal, those teachers who lose their prep period shall not be entitled to one. On occasions such as state testing dates or when the teachers are assigned to proctor an exam during a prep period, administration will attempt to reschedule prep time.

Preparation time is not an appropriate time for personal fitness activities. Personal fitness activities on school grounds can be done before or after work hours or during one's lunch break.

PROFESSIONAL DEVELOPMENT: The school district will budget for professional development each year. Each principal will have a PD budget. The teacher will submit a request to the building administrator outlining the nature of proposed activity, its relevance to professional growth, and all anticipated corsets. Building principal will approve or deny based on availability of funds, alignment with the district's goal and priorities, and the potential impact on the instructional practice. If denied, the administrator shall provide a written explanation to the requesting teacher outlining the reasons for denial.

PROFESSIONAL EDUCATOR LICENSE (PEL)/TEACHER CERTIFICATION: Teachers are responsible for maintaining updated license and payment of fees.

PROFESSIONAL ETHICS: Professionalism is of the utmost importance in our buildings. Teacher to teacher, teacher to student, and teacher to parent, and teacher to administrator should be kept on a high level. Poor language, lack of confidentiality, and speaking negatively of the school or district in public are examples of poor professional ethics.

The Illinois Educator Code of Ethics contains five core principles which provide a foundation for the responsibilities and commitments of Illinois Educators.

1. Responsibility to Students
2. Responsibility to Self
3. Responsibility to Colleagues and the Profession
4. Responsibility to Parents, Families and Communities
5. Responsibility to the Illinois State Board of Education

The Illinois Educator Ethics can be found on the ISBE website at:

https://www.isbe.net/Documents/22ARK.pdf#search=illinois%20educator%20ethics

PUBLIC INFORMATION PROCEDURES: The public relations representative of the school is the Principal. If you are contacted by the news media, please let the Principal know.

For a student's name, picture, work or information about a student to appear on a school/district website, television broadcast and print media, parental permission must be obtained. Students will not be identified by name in any photos published on the website. Each teacher will need to verify that parents have agreed to release their child's identity for public relations purposes.

RETENTION - STUDENT: It is mandatory that the possibility of retaining a child be discussed with the principal prior to a conference being held with the student's parents. If it is felt that the retention may be necessary, a parent conference should be held and all aspects of retention should be discussed prior to a decision being made. This is to be done as early in the school year as is possible but not any later than April 15.

SAFETY PLAN - SCHOOL AND/OR DISTRICT: Each teacher will receive an updated safety plan that must be kept in the red emergency bags provided by the main office. Emergency bags must be

easily accessible and visible. Staff members are responsible for knowing what to do in case of a fire, disaster, lockdown or other emergency situation.

SALES/DONATIONS IN A SCHOOL BUILDING: Board of Education policy prohibits staff members and students from requesting donations, or participating in sales projects, unless permission is given by the appropriate principal and approved by the Superintendent of Schools.

SCHOOL EQUIPMENT & UNIFORMS ISSUED TO STUDENTS: Teachers should keep complete records on all school equipment issued to students. Items, which are lost by students, or damaged through negligent use, must be paid for by the students. Coaches and sponsors are responsible for issuing and collecting school equipment. Inventories of all equipment and uniforms are required.

SCHOOL SUPPORT ORGANIZATIONS: A way to enlist parent support for the school is through the organization of parent groups. Staff members should support these organizations through membership, as well as participating in scheduled activities.

1. Parent Teacher Organization - The PTO is for parents of students enrolled in K-5.
2. Music Boosters - This club includes parents of all students enrolled in music groups.
3. Pretzel Sports Boosters- This athletic program in the junior and senior high schools receive support from this group.
4. Pretzel Foundation - This organization supports all students, PK - 12.

These organizations raise funds to help purchase equipment and pay for other activities. They also assist in other ways to promote their respective programs.

SECRETARIES: We are fortunate to have full time secretarial support. Daily preparation of lessons, tests, and materials for use by the teachers are not to be the responsibility of the secretary.

SEMESTER EXAMS: All high school students are required to take semester tests, which count 1/5 of the final semester grade. Failure to take a semester exam (unexcused) will result in a zero grade for that exam. Exam exemptions are listed in Junior High/High School Student Handbook**.**

SEXUAL HARASSMENT (EMPLOYEES): The practice of sexual harassment is contrary to law and the policy of the school district. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees who engage in conduct which constitutes sexual harassment shall be subject to disciplinary action including termination for cause.

Any person who believes himself or herself to be subject to sexual harassment may file a written complaint with the Superintendent who shall promptly conduct an investigation. The investigation

may include interviews and hearings at which testimony is taken under oath. At the conclusion of the investigation, and in no case later than 30 days from the filing of the complaint, the Superintendent shall make a written report of his conclusions and recommendations, which he may have drawn. In the event the person presenting the complaint is dissatisfied with the recommendation and the conclusion of the Superintendent, an appeal may be taken to the Board of Education. An appeal shall be filed with the Board of Education by service at the Board office. The Board of Education shall uphold or reject the

Superintendent's recommendations and conclusions within 30 days of the presentation of the appeal.

Nothing herein shall operate to affect any rights granted any person by other statues.

The hearing shall commence by the district presenting through direct testimony and evidence those facts upon which the proposed action is based. In addition, the district shall present any portions of the employee's record, which shall have bearing upon the proposed action. All testimony shall be under oath and shall be subject to cross- examination.

Following the presentation of the testimony and evidence in support of the proposed action, the employee shall have an opportunity to present testimony, evidence, and argument bearing upon the charge and the proposed action.

At the close of the evidence, or as promptly thereafter as may be practicable, the person conducting the hearing shall make a written decision, which shall include findings of fact upon which the decision is based.

SKYWARD: New Berlin School District uses Skyward as their student management system as well as financial software. Teachers are required to maintain current attendance, assignments, and grades using Skyward Management. Individual payroll information is available to employees through Skyward Employee Access.

SPECIAL EDUCATION and/or 504 Plans: Students who enter our classrooms each year with many strengths and some weaknesses. It is the responsibility of the entire staff to help each child reach his or her full potential. If you, as a professional, have concerns about a child's progress physically, emotionally, socially, or academically, you must discuss those corners with the Problem Solving team, administration, and/or parents. As a team we will strive to find ways to accommodate a child's growth so his or her time in our district can be successful.

Each student has an Individual Education Plan (IEP) that is designed by the special education team, regular education teacher, and parents. **The IEP is a legal agreement that must be followed as it is stated in the general education classroom and/or special education classroom depending on the needs of the student..** Case managers are responsible for communicating needs and accommodations to all teachers working with students that have IEP's.

The following guidelines will help general education teachers, specials/elective teachers, and special education teachers fulfill the needs of our students:

1. Know all students who have an IEP or 504 plan. A form must be signed at the start of each year indicating that you have read and understand the student accommodations.
2. Follow the accommodations as listed in the IEP. Teachers are legally accountable for anything exactly stated in the IEP.
3. Teachers must see that their students attend all their special education classes.
4. Keep the special education case manager informed of student progress. The special education teacher should know immediately if a child is failing, not turning in assignments, and/or not making progress.
5. Out of consideration of children with special needs, plan special events when they are able to attend or arrange alternate times with the special education teacher.
6. If the case manager provides classroom teachers including specials/elective classroom reports to fill out, please do so in a timely manner by the date specified. Please refrain from putting other students' names on them as this is part of the IEP, legal document.

Teachers may consult administration concerning students that will result in being put on the Problem Solving Team agenda.

STAFF MEMBER'S OWN CHILDREN: There will be times where staff members will want to have special considerations for their own children who are part of our education system or those that may or may not attend New Berlin schools.

The following are **prohibited**:

1. Eating lunch with their parent/staff member in classrooms or in their workspace. All New Berlin students are expected to eat in the assigned cafeterias with their peers.
2. Going on a field trip with their parents. All students are expected to be doing what their assigned peers are doing for the school day.
3. Coming to work with their parent due to the lack of childcare, their school not in session, or for part of the day due to an appointment. The staff member will need to find another alternative.
4. Staying with the parent during 11:45 am/1:00 pm/2:21 pm dismissal days at the beginning and end of the year when staff are required to work until 3:31 pm.

Staff member's child/ren are to be supervised at all times by someone 14 years or older.

STAFF MEETINGS: Staff meetings will be held monthly. A yearly calendar with all faculty meeting dates will be sent out to all staff at the beginning of the year. Staff will be reminded by their building principals of upcoming meeting dates internally. Staff should reserve these dates and avoid scheduling any appointments, etc. Attendance is expected for all staff.

STUDENT AIDES/TEACHER ASSISTANTS: No unauthorized person is to serve as a classroom assistant or teacher's aide without approval from the principal.

STUDENT TEACHERS/COLLEGE STUDENT OBSERVATIONS: All student teachers and college student observers will need to be approved by the building principal. College students who want to observe or student teach will need to be interviewed by an administrative team. Once a student teacher or observer is approved, they will need to have all the required background checks. Student teachers will be required to read this handbook.

STUDENT TRANSFERS OR MOVES: If you are informed that a student will be moving within or out of the district, please notify the office immediately. Each teacher will be required to fill out the required paperwork indicating the student's grade and return it to the office promptly. In addition, be sure to complete: books, workbook, and chromebooks checked in, desk cleared of personal belongings, and papers or art projects in student's possession.

SUBSTITUTE FOLDER: Each teacher shall construct a substitute folder/file that must be turned into the main office. This file should include but is not limited to the following:

1. Regularly updated (REMEMBER 2ND SEMESTER CHANGES) seating chart with first and last names (copy kept in classroom as well). Be sure to wait until all IEP communicator sheets are read to assign seating.
2. Fire escape map/tornado drill instructions
3. Map of the school
4. Your daily schedule
5. Copy of disciplinary procedures
6. Copy of attendance procedures
7. Classroom procedures and regulations
8. Bus dismissal procedures
9. Any other material you feel appropriate for carrying on your class in your absence.

Plans, which indicate study hall, should be kept to an absolute minimum. This file should be updated regularly. All substitute folders should be turned in by the end of the first week of school to the Principal's secretary.

SUPERVISION GUIDELINES: It is our responsibility to supervise children throughout the day. We are held "in loco parentis" meaning "in place of the parent." Teachers are not to leave their students "unsupervised" in the classroom. If you must leave your classroom in an emergency, arrange for another teacher to supervise your students and instruct your students as to what they must do.

This responsibility starts before school and is with us all the time that we are here or have students under our supervision. All teachers are to be in the hallway or near their classroom door between 8:00 am and 8:15 am, during passing periods, and immediately after school This includes teachers if they have a preparation period at the beginning of the day or first hour. Other responsibilities should be conducted during the regular period in order to make this supervision easier on all concerned. During passing periods, teachers need to be circulating within the area, including restrooms.

SUPPLIES FOR TEACHERS: At the Elementary level and JH level, common supplies such as paper, paper clips, staples, pencils, ink pens, chalk, tape, etc. can be obtained from the individual school secretaries. Teachers at the High school level should order these supplies yearly during the spring budgetary process**.**

TECHNOLOGY: Our schools are provided with many levels of technology that must be used to enhance instruction. All technology equipment is inventoried by the district. All staff members are required to follow the acceptable use policy outlining the expectations for the use of district technology.

Outlined below are a few tips from the FBI to help protect against scams and phishing attempts:

- Remember that companies generally don't contact you to ask for usernames or passwords.
- Refrain from clicking on any links or attachments in unsolicited emails or text messages. Look up the company's phone number on your own (don't use the one a potential scammer is providing), and call the company to ask if the request is legitimate.
- Carefully examine the email address, URL, and spelling used in any correspondence. Scammers use slight differences to trick your eye and gain your trust.
- Be careful what you download. Never open an email attachment from someone you don't know and be wary of email attachments forwarded to you.
- Set up two-factor (or multi-factor) authentication on any account that allows it, and never disable it.
- Be careful with what information you share online or on social media. By openly sharing things like pet names, schools you attended, family members, and your birthday, you can give a scammer all the information they need to guess your password or answer your security questions.

TEXTBOOKS: Teachers should keep accurate records on the condition and number of textbooks issued to each student. At the end of the school term, textbooks will be collected. In accordance with instructions from the principal, fines may be levied for undue damage to text materials.

THEFT REPORTING: On the discovery of theft of school or personal property, teachers are to contact the building principal. A written report describing the time, place and details (identifying missing or damaged materials/equipment) should be completed as soon as possible and given to the building principal. :

TOBACCO, DRUGS AND ALCOHOL: All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

- Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being under the influence of any illegal substance or any detectable use of any illegal substance regardless of when or where the use occurred.
- Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.

- Possession or use of medical cannabis.

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

TRANSPORTING STUDENTS: The only time staff members are to transport students is when they are in a district vehicle. Staff are to never use their own personal vehicle to transport students for any reason. If you have to in an emergency situation, you will need to get principal and/or superintendent approval.

TRAVEL EXPENSE RECORD: When traveling or attending a district-approved workshop, convention, or seminar, traveling expenses may be reimbursed. Keep your mileage log and food receipts (must be itemized) and request for reimbursement using the appropriate district forms. Your building principal will approve the expenses and forward them to the district office for final approval. This information should be completed <u>within one week</u> of the return to school.

TUITION REIMBURSEMENT: The school district provides $175 per college course credit hour, up to 12 credit hours per year in accordance with Section 8.6 of the Collective Bargaining Agreement. All the required paperwork/forms are available in the main offices and/or on the website. Principal signature is required before it can be sent to the district office.

TUTORING: Tutoring shall be defined as teaching; privately for pay and shall be reported as outside employment.

1. There shall be no private tutoring in the school building.
2. No student shall be excused from school for tutoring.
3. No teacher shall tutor a student for pay from his or her class during the school year.
4. In discussing tutoring with parents, each case shall be considered on its merits.
5. Building principals and teachers shall avoid recommendations regarding the tutor to be secured.
6. Parents shall be urged to keep the principal or teacher informed of tutoring that is done.

VISITORS: All visitors must sign in and out of the main office where they will receive a visitor badge. It is the responsibility of all staff members to direct any unidentified person to the office to sign in and receive proper identification. Building safety and security is everyone's business.

VOICEMAIL: Teachers will be required to set up their voicemail at the beginning of the year and check it daily. It is difficult to respond to a parent concern when there has not been a timely response from the child's teacher.

VOLUNTEERS: For the safety and welfare of our students, “volunteer background checks” are required annually. All volunteers will be required to fill out the paperwork in order to go through the required checks before they are allowed to volunteer in our classrooms, etc. If a parent has not filled out the required paperwork, please direct them to the building secretaries and/or principals to follow the process. A list of approved volunteers will be maintained in Skyward and can be accessed by building secretaries and administrators.

WORK DAY: The teacher work day is from 8:00 am until 3:31 pm. Teachers are expected to be on duty in the hallway, near their classrooms, or in their classrooms starting at 8:00 am. Retrieval of information from the office or mailroom may not be completed during this time. Teachers are expected to be available during this time unless prior arrangements have been made with the building principal. Teachers must sign out of the office if they are leaving the building during these hours.

New Berlin CUSD #16
Support Staff/Non-Certified Handbook

2025 - 2026

This handbook will be board approved on an annual basis. It is subject to change as deemed necessary by the Superintendent who will then update the board on any changes.
It is understood to be a guide for the district to communicate normal operating procedures or policies.

Board Approved 07/31/25

INTRODUCTION

The purpose of this handbook is to provide a source of information that can be quickly consulted regarding policies, procedures, rules and regulations that relate to working conditions for non-certified employees of New Berlin Community Unit School District #16.

This handbook is not intended to be the final document regarding matters of concern for non-certified employees. It does contain selected information in the forms of direct quotes and summaries from the Board Policy Manual, legislative enactments, and other sources, to make the information more readily available. Persons seeking more detailed information should refer to the above.

If you cannot find answers to your questions in this handbook, or in the Board Policy Manual, please consult with your supervisor to obtain the desired information.

AT-WILL EMPLOYEES

These policies and procedures establish employment guidelines only; they do not establish an employment contract. Management reserves the right to unilaterally modify and change both policies and guidelines. This school district recognizes and supports that the terms, conditions and duration of employment is all at will.

New Berlin CUSD #16 is an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people regardless of race, color, gender, sexual orientation, age, national origin or disability.

ABSENCES: Every staff member is granted sick, personal, and bereavement days in accordance with the current contractual language. It is important to review when personal days will not be granted. Each employee is responsible for verifying personal leave availability prior to requesting any paid leave time. If no leave is available, leave will not be granted. Good attendance is imperative. Employees are expected to schedule appointments outside of their work day whenever possible.

Support staff who become ill and unable to report to work are to notify the assigned building secretary **AND** principal (elementary - include AP) between 5:30 am - 6:00 am. If you know the night before, please notify them between the hours of 5:30 pm - 9:00 pm. The sooner we know, the better chances are of finding a person to fill the position. Please input the absence in Skyward within 24 hours of the absence.

If you know in advance of the day you will need a sub (doctor's appointment, professional day), please request this through Skyward.

ABUSED AND NEGLECTED CHILDREN: Illinois law requires that all suspected cases of child abuse and neglect is reported to the Illinois Department of Children and Family Services. All school employees are mandated reporters. You will need to call 1-800-25-ABUSE or 1-800-252-2873. If you need assistance with the procedures, please see your building principal.

However, you are the one required to make the report. The principal can't make the report for you. **A change for 2025, is that the CANTS 5 is not required for initial reporting of suspected child abuse or neglect. Mandated reporters are now required to first notify the Department of Children and Family Services (DCFS) by phone as outlined in Region IX MWLC EMSS Standard Operating Procedures, page 93. The CANTS 5 form is only completed after a report is made and if the Hotline worker indicates an investigation will be pursued. The CANTS 5 form can be found on the Illinois Department of Children and Family Services. It is an excellent resource to utilize when making the initial call.**

Per the IL Department of Children and Family Services website on July 13, 2025:

Find support for a child you are concerned about online or by phone, 24 hours a day, 7 days a week.

1-800-25ABUSE (252-2873)

The Online Reporting System is to be used for **non-life threatening and non-emergency incidents** of abuse or neglect of a child. **If you believe the abuse or neglect you are reporting requires immediate action, you MUST call the Child Abuse and Neglect Hotline at 800-25-ABUSE (800-252-2873) to make your report.**

Immediate Danger

If you believe a child is in immediate danger that could result in death or serious harm, **CALL 911 FIRST.**

Call the **DCFS Child Abuse and Neglect Hotline** instead of using the Online Reporting System for situations including but not limited to:

- Current injuries to the child
- Immediate need for medical treatment (including a child who is suicidal)
- Sexual abuse where the involved adult has or will have access to a child within the next 24 hours
- A child is currently afraid to go home
- A child is currently in protective custody of police or medical personnel
- A child death

Teachers who make a report may be required to meet with DCFS before meeting with the child. Administration will take care of sub coverage.

ACCESS TO BUILDING/BUILDING SECURITY/ID BADGE POLICY: As part of our school security plan, access to the building during school hours is limited to the entrances with key fobs. All other entrances will be kept locked during the school day. If you take a class outside during the school day outside regular scheduled physical education and recess, be sure that you inform the building secretaries and take your keys. Outside doors are **NOT** to be propped open at any time during the day or during before or after school for practices.

Staff members will have access to the building from 6 am to 9 pm, Monday through Sunday. If you are a coach and/or extracurricular sponsor and need access before or after these times, please contact the Superintendent's Administrative Assistant. If you are accessing the building outside the normal work hours, access the building through the main entrance with your key fob. You are responsible to make sure the building is properly secured before leaving. Please take care of any breaches in security and report them to your direct supervisor.

During the school day, all classroom doors must remain locked. Doors should only be open when the teacher is actively supervising the hallway or is at the doorway entering or exiting the classroom.

Staff are required to carry their classroom keys on their person at all times and must wear their staff ID badge where it is clearly visible. The district will provide lanyards.

All staff members are expected to wear their staff ID badge at all times while on campus, ensuring it is prominently displayed.

On an annual basis, direct supervisors will conduct a key audit so computerized key inventory records are well maintained. All keyholders will sign off on keys being issued.

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ACCIDENTS: Staff members are to be alert to those conditions and situations where accidents are most likely to occur. Rules and procedures are to be adopted by staff members to minimize the chance of injury. Each school has a school nurse, but if that person is unavailable, then notify the director supervisor/building principal.

If an injury does occur, please observe the following procedures:

1. If there is any question concerning the seriousness of the injury, do not move the student.
2. Immediately notify the school nurse and the building principal. They will decide on the course of action to be taken.
3. Parents will be notified as soon as possible of all serious injuries by the school nurse or the building administration.
4. Assist with the injured student until your help is no longer needed.
5. An accident report must be filled out by the supervisor in charge of the student(s) the day of the accident and turned in to the school nurse who will forward it to the district office. If the nature of the injury appears to occur under questionable circumstances, only the district office shall determine whether or not to send the student accident insurance form to parents.

ADVERTISING/DISTRIBUTING MATERIALS/PROMOTING OWN INTERESTS: No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

ANIMALS: 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.

ASBESTOS REPORT PUBLIC NOTIFICATION: This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the U.S. Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. Materials containing asbestos have been found in the New Berlin Jr/Sr High School. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing materials are inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants. This information was distributed to all building occupants by:

Reliable Environmental Solutions, Inc. 4211
Westgate Dr.
Springfield, IL. 62711

ATHLETIC PASSES: Staff members will be provided an athletic pass to all New Berlin school activities that are sponsored by the district but don't include IESA and IHSA tournaments hosted at New Berlin. The athletic pass will allow the employee plus their household members entrance into the event.

BEFORE SCHOOL/AFTER SCHOOL/BUS DUTY: Some support staff may assist in before school and after school supervision as assigned by building administration. Any problems encountered on duty need to be reported to building administration.

BOARD POLICY: It is very important that teachers know and follow the New Berlin Board of Education policy manual. It can be accessed from the district website.

BUILDING AND GROUNDS SAFETY: All personnel share in the responsibility for observing and reporting hazardous conditions in the buildings or on the playgrounds to their immediate supervisor. Custodians play a key role in this respect.

BULLETIN BOARDS: Utilize classroom bulletin boards for appropriate displays. Materials posted on any bulletin board outside the staff workroom or hallway in the buildings must be stamped and approved by the building principal. This includes student groups, outside groups, and individuals. Faculty members are exempt from this requirement if they are posting school related materials on teacher bulletin boards in workrooms. IEA/NBEA business is also exempt from this requirement. Any materials not approved for posting will be removed.

BUS TRANSPORTATION: Most students will ride a school bus from time to time either to and from school or on a field trip. For this reason, all students will receive instruction from their teachers on the rules for school buses. Any student who rides on a bus to a school activity must return on the bus. Only sponsors and/or coaches may release students to a parent.

CAFETERIA SUPPLIES: The cafeteria should NOT be asked to supply paper goods such as plates, cups, and napkins for the classroom or for staff purposes. If you are borrowing any items or equipment from the cafeteria, they will need to get approval from the Food Service Director.

CALENDAR: All staff members are expected to add required meetings to their personal calendars to ensure they meet their obligations.

A two-year calendar is established for the purpose to notify parents and staff of days off well in advance. It is important for staff to not schedule vacations during the 180 required contractual days. Due to emergency days being unknown, it is best to schedule vacations outside these days.

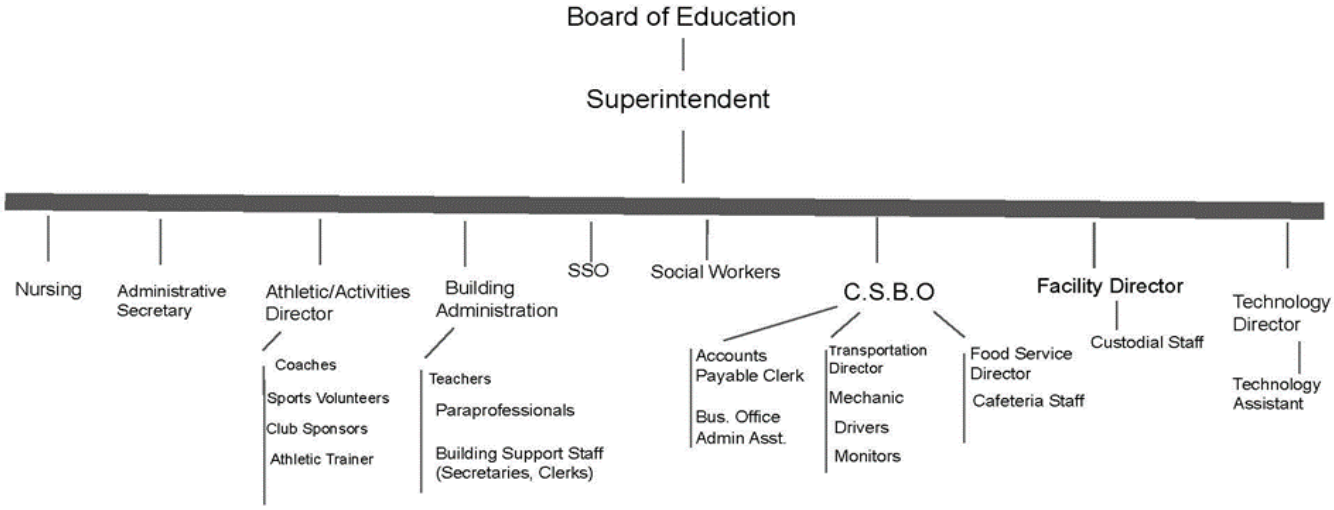
CELL PHONES: Students - New Berlin schools have a policy for student cell phone use. Teachers are required to follow the policy and procedures that are put into place by policy and stated by their building principal. Cell phone use by students should be restricted. In the event that you think a phone call is necessary, please send the student to the office to use the main school phone lines.

Staff- Cell phones should not be disruptive to the classroom environment. Cell phones, texting, and classroom phones should only be used for school business or emergency purposes. There are always incidencies where phone use is needed to communicate with family members or to take care of a household situation. Staff members should make every effort to make those calls when students are not present.

CERTIFICATION: Support staff are responsible for maintaining updated license and payment of fees.

CHAIN OF COMMAND AND COMPLAINTS: The school system provides an organizational structure commonly called a chain of command. Matters requiring administrative action should always be referred to the person with immediate responsibility for that action.

New Berlin CUSD 16 Organizational Chart



Parents are often discouraged when they attempt to communicate with the superintendent and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the "chain of command", or where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken before taking it to the next level. This document does not supersede any employee's or citizen's right to contact Board members directly. However, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution.

1. On Matters Involving Instruction/Curriculum

a. Classroom Teacher
b. Principal
c. Superintendent
d. Board of Education

2. On Matters Involving Student Discipline

a. Classroom Teacher
b. Assistant Principal (elementary only) or Principal (6 -12)
c. Superintendent
d. Board of Education

3. On Matters Involving Athletics or Extra-Curricular Activity

a. Coach or Club Sponsor
b. Athletic Director

c. Principal (eligibility/student discipline only)
d. Superintendent
e. Board of Education

4. On Matters Involving Facilities/Grounds/Building

a. Facilities Director
b. Superintendent
c. Board of Education

5. On Matters Involving Transportation

a. Transportation Director
b. Assistant Principal (elementary) or 6 - 12 Principal (bus discipline only)
c. Chief School Business Official
d. Superintendent
e. Board of Education

6. On Matters Involving Cafeteria and Food Service

a. Food Service Director
b. Assistant Principal (elementary)/Principal 6 - 12 (for student discipline only)
c. Chief School Business Official
d. Superintendent
e. Board of Education

7. On Matters Involving Student Health & Wellness

a. School Nurse
b. Principal
c. Superintendent
d. Board of Education

8. On Matters Involving Administration and All Other District Directors

a. Superintendent
b. Board of Education

9. On Matters Involving Superintendent

a. Board of Education

CHARACTER EDUCATION: While the primary responsibility for developing good character in children lies with families, schools and community organizations also play a vital supporting role. At New Berlin CUSD #16, all staff members are expected to contribute to character development by modeling positive behaviors—particularly self-regulation during times of stress.

The district remains committed to promoting character education both inside and outside the classroom. Building-level PBIS teams will develop and implement incentive programs to support and recognize positive character traits in students.

All staff will need to utilize the vocabulary associated with the following verbs with students, parents, and other educators.

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned/in the heat of the moment	Spontaneous/often unintentional behavior	Intentional behavior	Is often planned and done on purpose
All parties are upset	Can upset and cause hurt feelings	Can hurt others deeply	Can cause serious, life-long emotional damage
All parties want to work it out	Often based in thoughtlessness or poor manners	Often based in anger; impulsive cruelty	The bully is trying to gain power or control over the target
All parties will accept responsibility	Rude person should accept responsibility	Behavior is often regretted	The bully often blames the target
An effort is made by all parties to solve the problem	Apology	Apology is often sufficient	The target wants the bully's behavior to stop
Can usually be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/should not be ignored	Cannot be resolved through mediation, should be reported

Source: Adapted from Jennifer Astles, DASA Newsletter, January 2014, TST BOCES and modified by the School District of Lee County, Student Services

CLASSROOM MANAGEMENT: Student discipline is vital to creating a positive learning atmosphere in which students are physically and emotionally safe and able to learn. A positive approach to learning self-discipline/regulation is most effective and should be used whenever possible.

Approaches to student discipline may vary from one student situation to another. Normally these thoughts should be used as guidelines:

1. Begin the school year building relationships with students.
2. Say what you mean and mean what you say.
3. Be positive when correcting inappropriate behavior and provide choices.
4. Have a reason for what you ask a student to do and when possible, take time to give a reason.
5. Be honest in what you say and do. A student's faith in you is a great help.
6. Be fair. Usually it isn't punishment but perceived injustice that makes a student rebel against authority.
7. SMILE!
8. Praise and commend good qualities and actions.
9. Remember that a sense of humor is e**w**xtremely important in teaching.
10. Never strike a student. It is indefensible.
11. Do not impose your personal feelings or prejudices on students.
12. Maintain poise at all times. Avoid power struggles. Try not to lose your temper.
13. Really listen to what students say.
14. Have high expectations for ALL students and yourself.
15. Be sincere in your work with students.
16. Demonstrate good character traits.
17. Never hold a student up to public ridicule. It is the surest way to create a discipline problem.

18. Let students know what is expected of them. Distribute the classroom management plan, have students sign off, and post them.
19. Expect ALL students to follow the rules - BE CONSISTENT!
20. Keep students on task the entire class period. This is an extremely important element in classroom management and discipline. This requires the teacher to practice routines with students continually.

Whole class/group punishment is not to be utilized as a positive discipline strategy.

CLOCKING IN & OUT ON COMPUTERS: Only the hours worked will be paid.

A. Procedures and policies

1) Each employee is responsible daily for the accuracy of their clocking in and out on the computer. Any changes or corrections made on your clocking in and out must be signed by the immediate supervisor.
2) The supervisor in each department will supervise clocking in and out when necessary. The supervisor will be allowed to adjust clocking in and out when necessary. All hourly employees will be required to use computers or mobile app to clock in and out.
3) Only the individual employee can clock in or out. Clocking in or out for another employee is prohibited.
4) Employees are to clock in immediately before beginning work and immediately following the end of the scheduled work time. Failure to do so may result in pay loss as per recorded time sheets. Overtime must be approved by the supervisor.
5) A lunch break of at least 30 minutes must be clocked in and out. Employees are not allowed to skip lunch in order to leave early.
6) If an employee leaves during the day for reasons other than school related business, he/she should clock out and back in when they return and report it as personal/sick/vacation time.
7) School Emergency Closings-If an emergency day arises and it is a danger for the employee to remain at work, employees will be allowed to leave early and receive pay for the hours worked. No penalty regarding vacation or personal days will be given. If a non-emergency school situation or closing occurs and the superintendent allows offices to close, it is at the discretion of the employee's supervisor to determine whether employees are to stay or go home. Employees will be paid for the amount of time worked as directed by the supervisor.
8) EMERGENCY NEEDS PAY FOR 12 MONTH EMPLOYEES – 12 month employees will receive regular pay for an emergency day when they are not required to work. If they are notified by their immediate supervisor to work, employees will be paid in addition for those hours. Supervisors will develop a rotation list for emergency days.
9) If a 12-month employee is notified by his/her immediate supervisor to work, the employee will be paid overtime compensation in addition to the regular pay for those hours. Supervisors will develop a rotation list for emergency days.
10) **Without prior approval from a supervisor, no overtime will be paid.**

CLOSED CAMPUS: Students are not permitted to leave the school campus from the beginning to the close of the school day. Once a student has parked his/her vehicle they are not to go to the vehicle or leave without permission from building administration.

COMMITTEES/TEAMS: Support staff members will be asked to serve on various building and/or district committees or teams.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE: Employment in the District is contingent upon satisfactory results of a physical examination and freedom from communicable and chronic infectious disease in accordance with the law.

COMMUNICATION - WITH PARENTS: Teachers are the only ones to directly communicate with the parents if support staff are assigned to work with individual and/or group of students in the role of a paraprofessional. If a support staff member is contacted directly by a parent, they are to notify their supervisor immediately.

Support staff should notify their principal if any parental or public contact has a particularly negative connotation. It is important that any threats be reported immediately.

COMMUNICATION - STAFF: All support staff members are expected to check mailboxes, e-mail, and voicemail if applicable each day, in the morning and before leaving. The superintendent will send out a weekly update to all Pretzel staff with the expectation that it will be read on Monday in its entirety since it has calendar, reminders, updates, and critical information in it. Building principals will provide staff members communication either weekly or bi-weekly. The same expectation of reading and knowing the information as stated above is expected.

COMMUNICATION - STUDENTS: All communication with students by staff members will be business only utilizing only a district approved communication platform which includes Skyward, Google teacher/student e-mail accounts, and in-person. At no time, should staff communicate with students by cell phone, texting, social media (FB, Instagram, SnapChat, etc.), or on any other personal social media platform.

COMPLIMENTARY PASS: Staff members shall use their staff ID as a pass to all school activities, with the exception of student money-making activities and tournament events. This will entitle an employee and a guest admittance.

CONFERENCES AND VISITATIONS: After application to, and with the approval of the Superintendent or his/her designee and the immediate supervisor, support staff members may be released with full pay to attend conventions, workshops, conferences, visit exemplary programs and participate in other work-related growth activities.

CONFIDENTIALITY OF INFORMATION: As education professionals we need to be committed to promoting a respectful environment that retains the full trust and confidence of students, staff, and faculty. In our daily work, we are in the unique and responsible position of having access to and being aware of an array of highly sensitive personal and medical information. This information comes to us directly from individuals or third parties associated with them. Information we have received of a personal nature will be disclosed to other parties or colleagues only when it is legally required or on a strict need-to-know basis.

Information on students or staff should not be shared with other students. Discretion should be used when information is communicated orally. Be aware of your surroundings and that others may overhear a conversation, for example, in hallways, offices, classrooms, restaurants, and other public places, such as sporting events or community gatherings.

Staff members must report the confidential nature of information to the administration if the information is deemed necessary or would aid proper decision making by the administration, regarding students, parents, and other staff members.

List of students may not be released unless the superintendent gives approval.

COPY MACHINES: All copy machines are to be used for school related matters. The secretarial staff should not be asked to run copies. **Students are not allowed to use copy machines or collect copies at the copier due to confidential information being printed or left on them.**

It is important that you print one copy to review before sending large print jobs. Do not waste paper nor stockpile materials. Please do large print jobs before or after school. It is strongly encouraged that you send print jobs to the copiers securely since many of the copiers are in central locations where people walk.

CREDIT INFORMATION: When credit information is requested by telephone, the only information that may be provided is verification of employment. If the request is by mail, information may be released with the written permission of the employee about whom the information is requested. An administrator must also sign the released material.

CRIMINAL BACKGROUND INVESTIGATION: This is required prior to employment. Each applicant for employment in the school system shall authorize in writing a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.

CUSTODIAL SERVICES: Although the custodians are responsible for general daily cleaning of the classrooms and office areas, the teachers and support staff that are in offices are responsible for keeping an orderly room/office. Support staff should perform a visual sweep of their assigned work areas before leaving each day to assure that things are in order. Please avoid leaving items on the floor or on trays under students' desks. Due to time schedules placed on the custodial crew, clutter and disorganized rooms may not receive the same service as organized, well-kept rooms/offices. Staff members who have custodial issues should notify the Facilities Director.

DISTRICT FORMS: Copies of these forms are available on the website and/or principal's offices.

DISTRICT STRATEGIC PLAN: The complete plan can be found on the district website.

Vision: New Berlin graduates strive to be the best, be engaged, ready to lead and serve future generations of Pretzels.

Mission: The mission of CUSD #16 is to serve our communities by equipping students with the skills and tools needed to achieve their personal best and demonstrate Pretzel PRIDE--

Perseverance
Respect
Integrity
Discipline
Empathy

Belief Statements

We believe all students have individual talents.
We believe all students have an equitable opportunity to learn and achieve their academic and personal best.
We believe in our teachers' passions.
We believe learning extends beyond the classroom.
We believe our schools serve as a safe and secure environment for all students.
We believe in Pretzel Pride.
We believe in the value of every person.
We believe everyone working together will result in positive and collaborative working relationships that make the community stronger.
We believe that character counts.
We believe that Pretzels serve others and achieve their dreams.

The district strategic goals can be found on the district website.

DOORS: Classroom doors need to be shut and lights turned off when leaving classrooms and offices at any time.

DRESS AND APPEARANCE: The personal dress and appearance of support staff has an influence on the attitude and conduct of students as well as having a decided effect on how people in the community view our school and the teaching profession. It is important, therefore, that the entire staff maintain a professional appearance and demeanor. Jeans are acceptable attire for many of the support staff positions as long as they don't have holes in them on purpose. **Yoga pants, leggings worn as pants can be worn as long as they aren't see through or have holes in them.** Athletic wear would be considered appropriate for individuals in particular job assignments. Footwear should mirror your professional dress and be safe and appropriate for your position.

EMERGENCY CLOSING OF SCHOOL: The district utilizes ThrillShare to alert staff members and families of school closings. Current phone numbers are integral to the success of this system. Please keep the district office informed of any changes in your contact information. School closings will be announced by phone, text, and e-mail along with local radio and/or television stations by 6:30 am unless circumstances prevent such distribution of information. The Superintendent will work with the District Athletic and/or Activities Director on if and when practices and/or games will occur.

EMERGENCY PROCEDURES: Staff members need to know all procedures for emergency situations. Teachers and support staff will practice procedures with students as there will be drills during the first three months of school and beyond.

Directions and a map indicating emergency exits from the building must be clearly posted by the exit door of each classroom/office area. Red emergency bags must be kept up to date at all times. Specific procedures will be reviewed periodically.

1. Procedure for reporting to the Principal's office in the event school officials, teachers, and support staff observe any person in possession of firearm on school grounds

Staff members will be instructed on the first day of teacher in-service to report incidents of any person in possession of a firearm on school grounds immediately to the Principal's office.

Upon Notification of an incident, the Principal will:

- ensure that the building is secure, and students are safe applying procedures as described in the crisis management plan
- report the incident to the local law enforcement authorities immediately
- investigate and evaluate the situation applying discipline measures as per the student handbook. In addition, he or she will contact the parent/guardian. The principal will notify the district office.
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System

2. Procedure for reporting all incidents of battery committed against teachers, teacher personnel, administrative personnel or education support personnel to the local law enforcement authorities:

Staff members will be instructed on the first day of teacher in-service to report incidents of battery committed against teachers, teacher personnel, administrative personnel or education support personnel to a supervisor immediately. If necessary, staff will complete an accident report and submit it to the supervisor.

Upon Notification of an incident, the supervisor will:

- investigate and evaluate the situation applying discipline measures as per the student handbook and contact the parent/guardian
- ensure that the accident report is completed
- ensure that the staff member involved is seen by the school nurse or if necessary seeks medical treatment
- report the incident to the local law enforcement authorities immediately and to the Department of State Police's Illinois Uniform Crime Reporting Act no later than 3 days after the occurrence of the attack
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System (SIRS)

3. Procedure for reporting all drug related incidents occurring in a school or on school property to the local law enforcement authorities immediately and to the Department of State Police in a form, manner, and frequency as prescribed by the Department of State Police.

Staff members will be instructed on the first day of teacher in-service to report incidents of any drug related incidents occurring in a school or on school grounds immediately to the Principal's office.

Upon Notification of an incident, the Principal will:

- ensure that the building is secure, and students are safe applying procedures as described in the crisis management plan if necessary
- report the incident to the local law enforcement authorities immediately
- investigate and evaluate the situation applying discipline measures as per the student handbook. In addition, he or she will contact the parent/guardian. The principal will notify the district office.
- report the incident to the Illinois State Board of Education through the Student Incident Reporting System (SIRS)

EMPLOYMENT AT-WILL: Employment with the District is at-will, meaning that employment may be terminated by the District or the employee at any time, without restriction.

EMPLOYEE RIGHTS: Employees have certain rights guaranteed by the state and federal constitutions, state and federal statutes, or School Board Policy. Included are:

1) Title II of the Americans with Disabilities Act;
2) Title IV of the Education Amendments of 1972;
3) Section 504 of the Rehabilitation Act of 1973;
4) Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972; and
5) Family and Medical Leave Act.
6) Review Asbestos Report
7) National Origin/Immigration status

Copies of the above are on file in the Superintendent's Office.

EMPLOYEE USE OF SCHOOL EQUIPMENT AND SUPPLIES: Board of Education policy prohibits the use of school facilities, equipment or materials for outside job interest. If a staff would like to utilize the facilities, they will need to fill out a Facility Usage Application which can be found on the "FORMS" tab on the district website. There are fees and procedures that must be followed.

For all other requests,please contact the Superintendent.

EVALUATIONS - Non-Certified: All staff will have a minimum of one evaluation per year completed by their supervisor. The main purpose of evaluating staff members is for professional growth. Through evaluations, strengths can be recognized and areas of needed improvements will be identified.

EXTRACURRICULAR ACTIVITIES: The school system offers a large range of student activities including clubs, athletics, drama, etc. These activities are an important part of the school program. Staff members are expected to attend all activities, practices or meetings of teams, groups, or clubs, which they sponsor or supervise. Staff members are expected to encourage students to participate in these activities and to be supportive of their participation.
Committees may be established by the school district administration to meet the needs and interests of the school system. Support staff are expected to accept assignments to serve on these committees.

FIELD TRIPS: Board of Education policy recognizes the value of field trips and requires the Superintendent of Schools to develop guidelines and regulations for field trips. These guidelines and regulations are necessary because of the many potential consequences involved in taking students out of school for a period of time. For the 25-26 school year, a grade level can take one field trip that requires bussing along with any walking field trips to the fire department, Sangamon County Art Show, and the public parks. All field trips requiring bus transportation will need to be taken no later than May 8, 2026.

1. All field trips shall be supervised by staff members and other adults.
2. A field trip form must be completed and returned to the principal at least two weeks before the date of the field trip.
3. The field trip must be related to the educational program, include all pupils assigned in the class and be part of the school day.
4. Teachers in grades Pre-K thru 12 may request a field trip each year. The trip must be during the school day.
5. Students taking part in field trips must pay all costs of the trip, unless otherwise provided for by the Board of Education.
6. Parents must give permission in writing for field trips.
7. Volunteer supervisors must be approved by the principal with the appropriate safety checks completed.
8. Participating students and staff members must show proof of accident and health insurance coverage.
9. No students shall be excluded from any field trip because of a lack of funds.
10. Any trip taken out of state must be approved by the Board of Education.
11. Any field trips curriculum related or non-curriculum related that include overnight stay must be Board approved at least one month prior to the trip.

FIRE AND DISASTER DRILLS: Our primary duty in the event of fire or disaster is the safety of the students. At the first sounding of the fire alarm, students should evacuate the building as rapidly as possible, following the assigned routes. In case of a disaster drill, students should go to the area designated on the procedure posted in the classroom. Copies of the fire and disaster drills should be posted in all classrooms. The first drills of the school year will be planned and announced. Others will not be, so you will be expected to know where to take your students should the need occur.

FULL/PART-TIME EMPLOYEES: A full-time employee is an employee that works (12 months with 30 hours of work per week) or works 35/40 hours per week for nine months in the same department.

Part-time employees work less than 35 hours per week.

To qualify for Illinois Municipal Retirement Fund (IMRF) an employee must work 600 hours per year.

To qualify for school hospitalization insurance, an employee must work 30 hours per week.

GIFTS, GRATITUDES, ETC: Staff members shall not accept gifts, gratuities, etc. from anyone who has, or may have, a business relationship with the school district, unless the Superintendent of Schools gives permission. Any such item approved for acceptance becomes the property of the school district.

HALLWAY PASSES/E-HALLWAY PASS: Students need to be in class. If for some reason, a paraprofessional is sending students out of the class during the period, they should make sure that students always have a pass/e-pass. All procedures on sending students out of the classroom will be covered at the beginning of the year by the building administrators.

HANDLING EMERGENCY SITUATIONS - STUDENT FIGHT AND INJURY EMERGENCY

1. Fighting
   a. Do not ignore the fight situation.
   b. Don't leave the confrontation area.
   c. Send another staff member or student for help.
   d. Scan the situation for evidence of weapons being used.
   e. Try to step in between the fighters ONLY if you feel that you can control them. If you don't feel like you can, then you need to continue to provide them with verbal commands to stop fighting.
   f. Yell, "Stop It" several times. Keep repeating, if necessary. If you have a whistle with you, keep blowing until additional help arrives. If you have water with you, throw it on the students.
   g. If you are able to break up the fight, please wait for additional help to arrive to walk the students to the office. If you feel that you can handle the students, then have one student walk ahead of you while the other student is beside you or one step behind you.
2. Injury Emergency
   a. Don't ignore the situation.
   b. Stay with the injured student.
   c. Stay calm.
   d. Send another staff member or student for help.
   e. Use emergency first aid and/or life-saving training if needed.

HARASSMENT: Our schools and district should be a workplace that is conducive to teaching and learning of all who enter our doors. The workplace will be free from any form of harassment that creates a hostile work environment in which an individual is not able to function in a manner for which he or she is employed. If at any time you feel you are in a harassment situation, notify your supervisor immediately.

HEALTH/LIFE SAFETY GUIDELINES: These guidelines are strictly enforced. Any unauthorized alterations to the interior construction or structure may result in disciplinary action and/or financial liability for damages.

- **Emergency signage** is to be posted at all times within each classroom throughout the school year.
- A 42-inch safe, reliable and unobstructed **means of access** travel shall be provided from any location in an occupied room at all times.
- A **door** is required to look like a door. Means of egress doors shall be readily distinguishable from adjacent construction and finishes such that doors are easily recognizable as doors. Curtains, drapes, decorations or similar materials shall not conceal egress doors. (This can be maintained by not covering an area of at least four (4) inches wide on the outside perimeter of the door and door hardware shall be visible or not covering 12 inches at bottom and top of door and leave 8-inches uncovered around the door handle hardware.)
- Glass panels on **classroom doors** are required to have a minimum of 100 square inches of viewing space.
- **Door stops** are to be removed from exit doors and doors should be closed when classrooms are vacant.
- Magnetic slips blocking **locking door hardware** from latching are found throughout the building. Doors are required to latch to prevent the spread of fire.
- There should not be any paper adhered to **ceiling tile** or hanging from the ceiling and/or lights.
- All staff will be required to utilize "teacher tape" when **hanging items** on the wall. This is the **only method allowed**. You will need to seek "teacher tape" from the office secretaries.
- **Staples** are to be used only on bulletin boards and/or bulletin board strips.
- There are to be **no devices/structures hanging** from the ceiling or classroom lights. Ceiling tiles are not to be disturbed.
- On any **wood frame doors**, please refrain from using tape
- All **chemicals** are to be stored in secure areas and doors locked when a responsible adult is not present.
- Potpourri pot with wax melt is not acceptable or other items that have **hot liquids**.
- Candles and items using **open flames** are not acceptable.
- All **sprinkler heads and smoke detectors** should have a clearance area from the ceiling of at least 18 inches and 24 inches in non-sprinklered areas.
- There are to be no **extension cords**. Please utilize power strips. See Matt if you need one. (An UL approved heavyweight extension cord can be used as a temporary source of power but is required to be unplugged from the wall and removed after each use)
- No storage of flammable products is allowed in **boiler rooms.**
- **Boiler rooms** are not storage rooms. The boiler room shall be kept free of all material and equipment not necessary to the operations of the heating system. **Combustible storage** of any kind is not permitted in boiler rooms.
- Artwork/student work in **hallways/corridors** is to be limited to 20% or less of the wall space.
- Artwork/student work in **classrooms** should be limited to 30% or less of wall space. Decorative paper is not to be used as wallpaper in classrooms.

- **Safe Storage** – items are to remain inside the perimeter of the top of the cabinet and/or shelf. Items are not to be stacked in a manner that they are slanting in the direction of the open portion of the stored area.
- **Hallways/corridors** are to be free of tables, chairs, etc
- Chains and padlocks are never used on **doors** to prevent egress from the building.
- Staff members utilizing science labs, family and consumer sciences and agricultural technology areas should be knowledgeable of **shut-off valves** for power and gas in these areas.
- **Classrooms** are not to contain any upholstered furniture, carpets, pillows or other items covered with fabric or upholstery without proof of materials being non-flammable. These articles are to have original tags stating that they meet the California Flammability code and/or have Class I fire rating.
- All **electrical items** have labels stating they are UL or ETA approved.
- Christmas/**Decorative lights** aren't allowed as decoration on bulletin boards or outlining whiteboards unless the plug is cut off making them inoperable.
- **Personal refrigerators, coffee pots, microwave ovens**, etc are not to be present in classrooms.
- **Fire extinguishers** are to remain unobstructed and visible. Do not hang items on the extinguisher.
- Utilize a **ladder** not a classroom chair when hanging items at a height or when you are needing to get something out that is taller than you.

HOLIDAYS: Only twelve (12) month employees will receive holiday pay. Full time, 12-month employees will be paid for but will not be required to work on the holidays listed below unless the holiday is waived in the official school calendar and considered a day of student attendance. In the event that the holiday is waived and used for student attendance, the full time, 12-month employee will be expected to work on that holiday and will be given an extra vacation day to use at another time, with approval of his/her supervisor, during the fiscal year. That extra vacation day will be allocated immediately following the waived holiday. Unless the District receives a waiver or modification of The School Code pursuant to Section 2-3.25g, allowing it to schedule school on a holiday listed below, District employees will not be required to work on the following holidays:

Day before New Year's	Labor Day
New Year's Day	Columbus Day
Martin Luther King Jr.'s Birthday	Veterans Day
Abraham Lincoln's Birthday or President's Day	2024 Election Day
Casimir Pulaski's Birthday	Thanksgiving Day
Friday before Easter	Day after Thanksgiving
Memorial Day	Day before Christmas
Juneteenth National Freedom Day	Christmas Day
Independence Day	

If the Fourth of July falls on Saturday, the employee will take Friday as the holiday. If it falls on a Sunday, the employee will take Monday as the holiday.

In the case of an emergency or for the continued operation and maintenance of school facilities or property, the District may require non-certified school district employees to work on a legal school holiday.

Full time employees will be eligible for full day pay at their straight time rate, provided they meet the following requirements:

1) The employee must work within the payroll period during which the holiday occurs,
2) The employee must work the last scheduled working day before the holiday and the first scheduled work day after the holiday, unless on approved vacation or approved personal leave. If a sick day is used, the employee must have a doctor's office notice.

IMRF: There will be no changes made in the IMRF procedures unless the 600 hours of service is not received.

IMMIGRATION INVESTIGATION: All newly hired employees must complete an Immigration and Naturalization Service Form I-9 no later than three business days following their first working day.

INJURY- STAFF MEMBER: Staff members are protected from financial loss by Worker's Compensation for any injury suffered in an employment related situation. In case of injury, obtain an accident report form from the office. Return the completed form as soon as possible. Staff members are required to notify the office as soon as reasonably possible of any injury that might cause loss of work or visits to hospitals or doctors.

INSURANCE PREMIUMS/PAYROLL DEDUCTIONS: Insurance premiums and other payroll deductions will be made during the months the employees receive a paycheck. **Deductions for employees that work and are paid less than 12 months will be distributed evenly among the dates that they are paid. Should employment terminate, adjustments will be made for any balance due or refund and the employee will be given written notice of the adjustment(s).**

INTERCOM SYSTEM: Every classroom in this facility has a public address system for teacher and/or staff use. Since the intercom system must be answered in the office, they are to be used only in cases of emergency, illness, student discipline and attendance.

JURY DUTY/COURT SUMMONS: The District shall pay full salary during the time an employee is on jury duty. An employee shall give the District a five day notice of impending jury duty, if possible. The District shall pay full salary during the time an employee serves as a witness upon trial or has his or her deposition taken in any school related matter pending in court.

LEAVE OF ABSENCE: The District offers several different categories of leaves, including, but not necessarily limited to:

- Personal Leave of Absence
- Military Leave
- Family and Medical Leave

Because of the uniqueness of each type of leave, employees are directed to the Human Resources Director for any questions or for additional information.

There are some general guidelines that apply to all types of leave. All leaves of absence must be:

Requested and/or designated and approved in writing. Subject to any applicable legal standards, requests for some leaves of absence will be evaluated based on the employee's work record, length of service, and the District's operating needs. Misrepresenting reasons for applying for or receiving a leave of absence may result in disciplinary action up to and including termination of employment.

All leaves of absence are unpaid unless otherwise indicated or unless the employee qualifies for some other benefit. The District requires employees to first use accrued and applicable paid time off (including vacation time) during a period for which leave is requested. Paid time off shall be used in the order of sick leave, personal leave, and then vacation.

If required by federal or state law, the District will continue to provide health or other insurance that was provided to the employee before the leave of absence and which is provided to other employees. During any leave of absence, employees remain responsible for the employee's share of the premiums and any dependent premiums for those insurance benefits. If the employee fails to pay his/her portion of the insurance premiums for three (3) consecutive months, the District will terminate coverage.

If the period of approved leave exceeds the available paid time off (sick, personal, and vacation), any length of service accrual and any benefits accrual will be suspended and will resume upon the employee's return to active employment with the District. Employees will not lose any length of service or accrued benefits because of time off work for an approved leave of absence in accordance with applicable law.

Employees on leave are required to keep the District's Chief School Business Official updated as to their status and intent to return to work. Employees are required to provide reasonable advance notice of the intended return to work date. If the leave of absence is for the employee's own serious medical condition, the District reserves the right to require a fitness for duty certification from the employee's treating healthcare provider before the employee returns to work.

Employees returning from an approved family and medical leave (granted pursuant to the FMLA) or other statutory leave, will be granted reinstatement according to the law's requirements. As to non- FMLA or other statutorily mandated leaves, an attempt will be made to return the employee to their same position or one of comparable pay and status unless business or other circumstances make it unreasonable or difficult to do so.

Leave of absence is subject to change at any time, either to meet operating needs of the District or to comply with any changes in law.

Failure to follow any requirements of the leave or to return to work following the expiration of the approved leave of absence will be considered voluntary resignation. All rights to reinstatement cease if the employee does not return to work at the end of the approved leave.

Employees may not use a leave of absence to work at another job without the express written consent of the Superintendent. Should this occur without permission, the employee will be subject to discipline, up to and including termination.

Exceptions to any leave policy may be available to those qualified employees subject to the provisions of the Americans with Disabilities Act and the provisions of the Illinois Human Rights Act relating to pregnancy. Individuals with a disability or pregnancy related issue who wish to request an exception to this policy in order to accommodate a disability or pregnancy should contact the Chief School Business Official for the District.

a. Personal Leave of Absence

Employees may request a personal leave of absence for a variety of personal reasons. Whether an employee is granted a personal leave will depend upon a variety of factors, including: job requirements, availability of a temporary replacement, projected ability of the District to return the employee to his/her position at the expiration of leave, and any other considerations that are relevant at the time.

Unless otherwise required by law, reinstatement following a personal leave of absence is not guaranteed. The District will attempt to place the returning employee in the former position or to one with comparable status and pay, however this is not guaranteed.

Unless required by law, personal leaves of absences are limited to a one (1) month duration. Additional one (1) month time increments may be granted, but in no case may personal leave of absence extend beyond a total of six (6) months.

Whether to grant a personal leave of absence and whether to reinstate a returning employee to the same or similar position are matters left to the sole and sound discretion of the District.

b. Military Leave

Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces, will be granted leaves of absence for military service, training, or other obligations in

compliance with state and federal laws. These employees may use accrued vacation time but are not required to do so.

At the conclusion of the leave, employees generally have a right to be reinstated to the same position held prior to the leave or to one with equivalent seniority, pay and benefits, so long as the employee has followed the legal requirements to qualify.

Employees should notify their immediate supervisors and the Human Resources Director as soon as they become aware of the military obligation.

c. Family and Medical Leave

FMLA allows eligible employees to take up to 12 work weeks unpaid, job protected leave in a 12-month period for the following reasons: the birth of a child; the placement with an employee of a child for adoption or foster care, first year care of a child following birth or placement for adoption or foster care, the need to care for a spouse, child, parent, or parent-in-law who has a serious health condition, an employee's own serious health condition, or a qualifying exigency arising as a result of a spouse, child, parent, or parent-in-law on active military duty or being notified of impending call or order to active duty in the Armed Forces.

FMLA allows eligible employees to take up to 26 work weeks of unpaid job protected leave in a 12-month period to care for a spouse, child, parent, parent-in-law, or next of kin who is a member of the Armed Forces who has a serious injury or illness incurred by the service member in the line of active duty (military caregiver leave).

There may be times when the District becomes aware that an employee is or may be eligible for leave for an FMLA-qualifying reason and the employee has not requested FMLA leave. When this occurs, the District will notify the employee, detail the employee's responsibilities and explain any consequences for failing to meet those responsibilities. When the District has sufficient information to determine whether leave qualifies for FMLA coverage, it will notify the employee within five (5) business days (unless extenuating circumstances exist) of making that determination whether the leave is or is not designated as FMLA leave and the amount of leave that will be counted against the employee's entitlement.

Under the Military Exigency Leave, the District will grant a qualifying employee leave up to 12 weeks in a 12-month period because of "any qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

A qualifying exigency is defined as follows:

- Short notice deployment of seven (7) or less calendar days prior to the date of deployment;
- Military events and related activities (in advance of and deployment, including family support assistance programs information briefings);
- Childcare and school activities (*e.g.,* to arrange for alternative childcare, provide childcare on an urgent, immediate need basis or to attend meetings at a school or daycare facility);

- Financial and legal arrangements (*e.g.,* to prepare and powers of attorney, enroll for military health care, or to prepare a will or living trust);
- Counseling (non-medical, for oneself, the service member, or a child of the service member);
- Rest and recuperation (up to five (5) days for each);
- Post-deployment activities (to attend ceremonies and briefings a period of 90 days or to address issues arising from the service member's death); and
- Additional activities agreed to by the District and employee.

Under the Military Caregiver provisions, the District will grant military caregiver leave to eligible employees for up to 26 weeks in a 12-month period to an eligible employee who is a spouse, son, daughter, parent, parent-in-law, or next of kin of a covered service member, who is recovering from a serious illness or injury sustained in the line of duty on active duty, in order to care for the service member. Next of kin is defined as the nearest blood relative of a service member. Serious illness or injury is defined as one that renders the service member medically unfit to perform the duties of a member's military position. This covered service member is one who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list due to the injury or illness. An eligible employee is entitled to this Military Caregiver Leave intermittently or continuously, but only during a single 12-month period. If you take this Military Caregiver Leave, any leave you have used of your 12-week allotment or other FMLA leave will be deducted from the 26-week period.

The 12-week or 26-week period is measured beginning on the first date the employee commences FMLA leave. The District recognizes the 12-month period as January 1 through December 31. The District's policy requires the employee taking FMLA leave to use accrued sick, personal, and vacation leave, depending on the circumstance, concurrently with the FMLA leave. This means that, under certain circumstances, an employee may receive pay for all or part of an approved FMLA leave. For example, if the employee required FMLA leave for a medical- related condition, the employee will be required to use all sick leave, then personal leave, and then vacation leave during the duration of the FMLA leave. If FMLA leave continues after exhausted of paid leave, then the FMLA leave will be unpaid.

To be eligible under this policy, the law requires that an employee must have been employed by the District for at least 12 months and have worked at least 1,250 hours during the 12- month period immediately preceding the leave. Under certain circumstances, leave may be taken all at once, intermittently, or on a reduced schedule basis. Arrangements should be discussed with the employee's supervisor and Human Resources Manager and additional documentation indicating the medical necessity may be required.

If both spouses are employed by the District, the total combined leave time may be limited to 12 weeks in a single 12-month period for the birth of a child or the placement of a child for adoption or foster care, to care for the employee's parent with a serious health condition, or because of a qualifying exigency related to military leave. However, each employee may use up to 12 weeks of FMLA leave during the 12-month period if the leave is to care for the employee's spouse or child with a serious health condition or for the employee's own serious health condition. If both spouses are employed by the District, they are limited to a combined total of 26 work weeks during the single

12-month period if leave is military caregiver leave or a combination of military caregiver leave and other family leave.

If the employee takes any leave covered by this FMLA policy, coverage under the District's group health insurance plan will be continued. During the FMLA leave, the employee will be responsible for his or her portion of the insurance premium just as if he or she were continuing on active employment. Vacation, sick, and personal time does not accrue during an unpaid leave under this policy.

An employee who foresees the need for leave under the FMLA must notify his or her supervisor and the Human Resources Director in writing as early as possible. Such notice must be at least thirty (30) days in advance of the start of the planned leave, unless impracticable under the circumstances, in which case, the employee must provide written notice as early as the circumstances permit, generally within no more than two (2) days of learning of the need for leave.

If the requested leave is to care for a spouse, child, parent, or parent-in-law who has a serious health condition or to care for a covered service member, the employee may be required to file with the Human Resources Director, in a timely manner, a healthcare provider's certification providing information as to the condition, probable duration of the condition, and the medical facts regarding the condition. The District may request subsequent certifications during the course of the leave if circumstances warrant.

The District will ordinarily return an employee to the same position or to a position equivalent to the one held before the employee went on leave unless the employee is a "key employee." Although the job an employee returns to may not be identical, it will offer equivalent working conditions, pay, and benefits.

LAMINATING: Please remember that laminating film is expensive. Try to wait until you have several things to laminate, as there is less waste at the beginning and end. For the 25-26 school year, all items will be laminated by a building secretary.

LEAVING THE CLASSROOM: It is our responsibility to supervise children throughout the day. We are held "in loco parentis" meaning "in place of parent". Teachers and/or support staff members are not to leave students unsupervised in the classroom. If it is necessary that a teacher and/or support staff member be absent from class for a period of time, arrangements should be made with the principal to provide supervision. If an emergency should develop, ask another teacher or support staff member to supervise the class.

LEAVING SCHOOL DURING THE DAY: Staff members are expected to check with the main office before leaving between the hours of 8:00 am and 3:31 pm for safety purposes. Staff members needing to leave campus during this time must receive supervisor approval prior to leaving. Departure time, destination, and expected time of return must be recorded in the staff checkout binder in the main offices.

LIABILITY INSURANCE: In accordance with Illinois law, New Berlin CUSD #16 provides liability insurance for the protections of each staff member.

LINE AND STAFF RELATIONS: Each employee is responsible to only one immediate supervisor. If this is not possible, the employee shall understand to whom he is responsible for which functions.

All matters of concern are to be communicated to the immediate supervisor, except in the most unusual situations.

LUNCH PROGRAM: All staff members are required to maintain daily lesson plans. Written plans must be prepared using the designated online platform, Planbook. Principals will review and communicate specific expectations regarding what must be included in Planbook entries.

For staff members teaching the same grade level or course—either individually or as part of a team—collaboration is essential. Content delivery should be aligned and remain within three (3) instructional days of one another.

LOUNGE/FACULTY WORKROOM: This is for adult use only. Students and staff children should not use the teachers' lounge/workroom areas. If a student must enter the lounge, he/she must have permission from a faculty/staff member and be supervised.

MAILBOXES: Mailboxes for teachers and/or support staff members are located in their respective offices or workrooms. These mailboxes and school email should be checked each morning and evening. Please do not ask students to get mail from your mailbox since confidential information may be in mailboxes.

MEDICATION GUIDELINES: Medications are administered at school in accordance with the Recommended Practices and Procedures Manual from the Illinois State Board of Education. Administering medications at school is discouraged. However, some pupils with long-term chronic illness or disability may require medication during the day. Only in exceptional cases, where failure to take medication could jeopardize the child's health and/or education, should medication be administered at school. Medications of any kind are **not** to be dispensed or approved by any staff member. All medications being taken by students must be given to the school nurse and used under her/his supervision. If the school nurse is unavailable, medication shall be administered through the school office by the principal or designee.

1. **ALL** prescription medications that are brought to school must be sent to the nurse's office to be stored in a locked cabinet. It is recommended that medications be delivered to the school by a parent.
2. Over the counter non-prescription medications such as cough syrups are discouraged at school. Only with specific written requests from the parent shall it be allowed.
3. Prescription medications must be sent to school in the original container as dispensed by the pharmacy or physician and accompanied by a written note from the parent and physician including the name of the drug, dosage, route of administration, time of administration, and duration of therapy. Any change in the dosage or administration must have written authorization from the prescriber. Medication forms are available in the nurse's office.
4. The morning doses of medications should be given at home.

5. Students who require acetaminophen (generic Tylenol) for complaints of headache or pain must have the permission slip on the enrollment form signed by the parent. Generic Tylenol is kept in a locked cabinet in the nurse's office for self-administration by the student with the nurse monitoring the storage and safety of administration.
6. The school reserves the right to have the time of medication administration at school adjusted to meet the schedule and availability of the nurse.
7. Questions concerning medications will be referred to your physician.
8. Self-managed medications will be evaluated individually by the school nurse (i.e.: asthma inhalers). Written directions for self-managed medications must be obtained from the physician and parent.
9. The school has not only the right, but also the responsibility, to refuse to administer any medication at school if properly qualified individuals are not available. The District cannot require a teacher to administer medicines to students. School guidelines state clearly that medicine should be stored in the nurse's office and administered by either the nurse or the principal. It is allowable by law that a teacher can administer medicine by choice if an unusual situation should arise that would require medication and the nurse or principal would not be available.
10. The school will ascertain from the parent and/or the physician the necessity for administering medication during the school hours and will retain the discretion to reject requests that do not meet the medication guidelines.

NEWS RELEASES: The Superintendent of Schools is designated by the Board of Education as having responsibility for the dissemination of information regarding the school district to the news media. Staff members are strongly encouraged to submit items to the Principal for approval prior to placement in media. If you are contacted by the news media, please let the Principal know. Parent permission must be obtained annually for a student's name, picture, work, or information about the students to appear in the media. Members of the news media entering the school building should be referred to the office of the Superintendent of Schools.

NURSE: Nurses are assigned to cover all attendance centers in the school district. The nurses' schedule will be available to all staff members. When the nurse is in an attendance center, students who are ill should be sent to her as per building procedure. Otherwise, students must be sent to the principal's office. In the junior/senior high school all students should report to the office before reporting to the nurse, unless emergency conditions exist.

Any student leaving is to report to the office. If the student is ill, he/she should also report to the nurse. Any student, who does not follow the above procedures and leaves without notification to the office, is unexcused.

All school accidents must be reported by the teacher/supervisor to the nurse's office by the end of the school day. An incident form must be included. Document everything.

School accidents include any accident happening on the way to and from school, on the school grounds, in the school building or during school-sponsored activities.

OUTSIDE EMPLOYMENT - CONFLICT OF INTEREST: Employees shall not engage in any other employment or in any private business during required work hours and additional times necessary to fulfill appropriate assigned duties. Work for the district must take precedence over other employment opportunities.

OVERTIME COMPENSATION: Overtime compensation is consistent with the Fair Labor Standards Act, Board Policy and District Administrative Procedures.

PARKING - STAFF: The district provides parking for all staff members. Please park in the designated lot as stated by your direct supervisor at the beginning of the year. It is highly recommended that your vehicle be locked as well.

PERFORMANCE EVALUATION: The supervisor of each full-time employee will complete each year a performance report for the employee in his/her area of responsibility. A copy shall be given to the employee and discussed with him/her. The original shall be signed by the employee and filed with the Superintendent. The supervisor of each part-time employee will complete, when appropriate, a performance report for the employee's record.

PERSONAL/SPECIAL LEAVE: First year employees will receive (1) personal day immediately upon employment. Employees will then be on a nine (9) month probation and receive a second personal day after four (4) months of employment accumulating two (2) personal days a year.

Employees shall be given two (2) personal leave days per year by the School Board subject to the following conditions:

1) Employees can accumulate up to 4 days of personal leave. Any days not used in excess of 4 will be transferred to sick leave.
2) No reason needs be given if five working days prior notice is given.
3) With less than five working days' notice, a written reason must be given to the immediate supervisor.
4) No days may be used immediately before or immediately after a holiday unless prior approval is granted by the immediate supervisor.
5) There are times during the year when personal days may be denied by the supervisor/superintendent due to the amount of workload. Employees should have alternate dates for personal days planned. No more than two (2) employees may be gone at the same time in their department unless approved by the supervisor.
6) Teachers' Aides must follow the guidelines listed above. In addition to the above, aides will also go by the guidelines listed below:
    a) Personal Day requests must be made to the appropriate principal forty-eight (48) hours in advance of the day for which the leave is requested.
    b) No personal leave will be granted for an absence occurring the day before or after the following holidays: Thanksgiving, Christmas, Easter or during the first 5 student attendance days or last 5 student attendance days of the school year or a day on which semester tests are scheduled.
    c) No more than 2 aides, district wide, may be granted personal leave on the same day.

7) All non-certified employees will be allowed to use Personal Time in hours instead of ½ or full day increments.

PESTICIDE NOTIFICATION REGISTRATION: District #16 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective use of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event this is found to be necessary, we are creating voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the Superintendent's Office if you wish to be added to the registry.

PHONE NUMBER/ADDRESS CHANGES: All staff members are required to notify the district office if phone numbers and/or addresses change. This is to keep the automated call-out system current. Secretaries will not give out cell phones and addresses of staff to anyone.

PLAYGROUND SAFETY: All teachers are to go over the expectations for playground safety, which are in the student handbook. This is to be done on a regular basis. This is for each teacher's protection in case of an accident or injury and any possible lawsuits arising out of the accident.

Staff members supervising students on the playground need to move around to properly oversee the children.

POLITICAL ACTIVITIES: Board of Education policy prohibits staff members from engaging in partisan political activity during the hours the staff member is employed by the school district. Nor shall students be used in any manner to promote partisan political activity. This policy does not prohibit those activities of a political nature that constitute legitimate subject matter in the appropriate classrooms. When teaching, be informative and present a balanced view. Be respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.

PROFESSIONAL ETHICS: Professionalism is of the utmost importance in our buildings. This includes teacher/support staff to teacher/support staff, teacher/support staff to students, and support staff to parents, and support staff to administrators should be kept on a high level. Poor language, lack of confidentiality, and speaking negatively of the school or district in public are examples of poor professional ethics.

PUBLIC INFORMATION PROCEDURES: The public relations representative of the school is the Principal. If you are contacted by the news media, please let the Principal know.

For a student's name, picture, work or information about a student to appear on a school/district website, television broadcast and print media, parental permission must be obtained. Students will not be identified by name in any photos published on the website. Each teacher will need to verify that parents have agreed to release their child's identity for public relations purposes.

PURCHASES OF GOODS, SERVICES AND EQUIPMENT: All such purchases must be made in accordance with school district procedures, which detail the purchasing, receiving, and disbursements of supplies, equipment and services.

RECOGNITION FOR SERVICE: Upon retirement or death, employees who began IMRF participation prior to January 1, 2012, shall receive a single payment in the amount of one hundred (l00) dollars for each year of service. In the event any recognition of service payment in conjunction with any retirement bonus (if applicable) would trigger a penalty or accelerated payment to IMRF, the recognition of service and/or the retirement bonus shall be reduced so that no penalty or accelerated payment is owed by the District. This recognition of service payment is not available to employees beginning IMRF participation January 1, 2012 or after. This payment shall be paid after 75 days from the last paycheck received by the employee for services rendered.

RELIGIOUS HOLIDAYS: An employee may request time off to observe a religious holiday. The supervisor will make every effort to grant the request if the employee makes the request at least **five (5) working days** before the absence. The employee may use earned vacation time, holiday time or personal leave. The employee may elect deferred work consistent with the school district's operational needs.

RETIREMENT BONUS: The Board will provide a retirement bonus to Educational Support Staff who began IMRF participation prior to January 1, 2012, and retire into IMRF according to the following schedule:

With Early Retirement Option Costs:	**Without Early Retirement Option Cost:**
15 years within District-$1,000	15 years within District - $6,000
20 years within District-$1,500	20 years within District - $7,000
25 years within District-$2,000	25 years within District - $8,000
30 years within District-$3,000	30 years within District - $9,000

In the event any retirement bonus in conjunction with any recognition of service bonus would trigger a penalty or accelerated payment to IMRF, the retirement bonus and/or the recognition of service bonus shall be reduced so that no penalty or accelerated payment is owed by the District. This retirement bonus payment is not available to employees beginning IMRF participation January 1, 2012 or after. This payment shall be paid after 75 days from the last paycheck received by the employee for services rendered.

SAFETY PLAN - SCHOOL AND/OR DISTRICT: . All personnel share in the responsibility for observing and reporting hazardous conditions in the buildings or on the playgrounds to their immediate supervisor. Custodians play a key role in this respect. Staff members are responsible for knowing what to do in case of a fire, disaster, lockdown or other emergency situation.

SALES/DONATIONS IN A SCHOOL BUILDING: Board of Education policy prohibits staff members and students from requesting donations, or participating in sales projects, unless permission is given by the appropriate principal and approved by the Superintendent of Schools.

SCHOOL BUS SAFETY: Students shall be provided with instruction in safe bus riding practices each school year. The instruction shall include operation and use of the emergency door, windows (as means of escape) and fire extinguishers.

SCHOOL EQUIPMENT, USE OF: School equipment must not be used for any purpose other than school use.

SECRETARIES: We are fortunate to have full time secretarial support. Daily preparation of lessons, tests, and materials for use by the teachers are not to be the responsibility of the secretary.

SENIORITY LIST: Each year a seniority list, by categories, shall be established for full-time educational support personnel. If the decision is made to reduce or eliminate educational support service, the seniority list shall determine the progression of dismissals.

SEXUAL HARASSMENT (EMPLOYEES): The practice of sexual harassment is contrary to law and the policy of the school district. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees who engage in conduct which constitutes sexual harassment shall be subject to disciplinary action including termination for cause.

Any person who believes himself or herself to be subject to sexual harassment may file a written complaint with the Superintendent who shall promptly conduct an investigation. The investigation may include interviews and hearings at which testimony is taken under oath. At the conclusion of the investigation, and in no case later than 30 days from the filing of the complaint, the Superintendent shall make a written report of his conclusions and recommendations, which he may have drawn. In the event the person presenting the complaint is dissatisfied with the recommendation and the conclusion of the Superintendent, an appeal may be taken to the Board of Education. An appeal shall be filed with the Board of Education by service at the Board office. The Board of Education shall uphold or reject the

Superintendent's recommendations and conclusions within 30 days of the presentation of the appeal.

Nothing herein shall operate to affect any rights granted any person by other statues.

The hearing shall commence by the district presenting through direct testimony and evidence those facts upon which the proposed action is based. In addition, the district shall present any portions of the employee's record, which shall have bearing upon the proposed action. All testimony shall be under oath and shall be subject to cross- examination.

Following the presentation of the testimony and evidence in support of the proposed action, the employee shall have an opportunity to present testimony, evidence, and argument bearing upon the charge and the proposed action.

At the close of the evidence, or as promptly thereafter as may be practicable, the person conducting the hearing shall make a written decision, which shall include findings of fact upon which the decision is based.

SICK LEAVE: **All non-certified employees** will receive one **(1) sick day per month**, accumulating ten (10) days per year. Twelve-month employees will receive 13 days per year.

Employees (full or part-time) who are eligible to participate in IMRF under the 600 hour standard or other such IMRF standards shall be entitled to no less than ten (10) days sick leave at full pay each year. Part-time employees will receive sick day pay equivalent to their regular work day.

The following scale describes the "years of service" increases which are available to employees working 600 hours or 9 months as follows: (Employees with contracts exceeding 9 months will receive an additional day of sick leave for each additional month worked)

After 5 years of service..... 12 days

After 10 years of service..... 14 days

If 80 days are accumulated after 15 years of service..... 16 days

If 110 days are accumulated after 20 years of service..... 18 days

If 140 days are accumulated after 25 years of service..... 20 days

Sick leave benefits represent time accrued and available for absence from work due to personal illness, injury, or medical appointment. Pursuant to the Employee Sick Leave Act, a portion of the sick leave may be used for absences due to an illness, injury, or medical appointment of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, or step-parent. The Superintendent and/or designee shall monitor the use of employee's sick leave.

All non-certified employees will be allowed to use their Sick, Personal, and Vacation time in hours instead of ½ or full day increments.

After three (3) consecutive days absent for personal illness, or as may be deemed necessary in other cases, the employee may be required to furnish a note from the employee's healthcare provider confirming the need for absence from work and providing information on an expected return date.

SKYWARD: New Berlin School District uses Skyward as their student management system as well as financial software. Teachers are required to maintain current attendance, assignments, and grades using Skyward Management. Individual payroll information is available to employees through Skyward Employee Access.

STAFF MEETINGS: Your direct supervisor will schedule staff meetings when necessary. Staff should reserve these dates and avoid scheduling any appointments, etc. In addition, paraprofessionals may have additional night activities to attend such as parent-teacher activities, music concerts, open houses, etc. .

STAFF MEMBER'S OWN CHILDREN: There will be times where staff members will want to have special considerations for their own children who are part of our education system or those that may or may not attend New Berlin schools.. The following are **prohibited**:

1. Eating lunch with their parent/staff member in classrooms or in their workspace. All New Berlin students are expected to eat in the assigned cafeterias with their peers.
2. Going on a field trip with their parents. All students are expected to be doing what their assigned peers are doing for the school day.
3. Coming to work with their parent due to the lack of childcare, their school not in session, or for part of the day due to an appointment. The staff member will need to find another alternative.
4. Staying with the parent during 11:45 am/1:00 pm/2:21 pm dismissal days at the beginning and end of the year when staff are required to work until 3:31 pm.

Staff member's child/ren are to be supervised at all times by someone 14 years or older.

STUDENT AIDES/TEACHER ASSISTANTS: No unauthorized person is to serve as a classroom assistant or teacher's aide without approval from the principal.

SUBSTITUTE FOLDER: Each paraprofessional shall construct a substitute folder/file that must be turned into the main office. This file should include but is not limited to the following:

1. Regularly updated (REMEMBER 2ND SEMESTER CHANGES) students by hour/class period that you assist.
2. Fire escape map/tornado drill instructions
3. Map of the school
4. Your daily schedule
5. Copy of disciplinary procedures
6. Copy of attendance procedures
7. Classroom procedures and regulations
8. Bus dismissal procedures
9. Any other material you feel appropriate for carrying on your class in your absence.

This file should be updated regularly. All substitute folders should be turned in by the end of the first week of school to the Principal's secretary.

SUPERVISION GUIDELINES: It is our responsibility to supervise children throughout the day. We are held "in loco parentis" meaning "in place of the parent." Students are to never be "unsupervised" in the classroom. If paraprofessionals leave their assigned classroom or work area in an emergency, they are to arrange for a teacher or another staff member to supervise your students and instruct your students as to what they must do.

This responsibility starts before school and is with us all the time that we are here or have students under our supervision. All paraprofessionals are to be in their assigned areas when their work day begins.

Specific responsibilities for bus monitor, hallway monitor, cafeteria monitor, and gym supervisor for before and after school will be provided to NBE paraprofessionals at the beginning of each school year.

TECHNOLOGY: Our schools are provided with many levels of technology that must be used to enhance instruction. All technology equipment is inventoried by the district. All staff members are required to follow the acceptable use policy outlining the expectations for the use of district technology.

TERMINATION OF EMPLOYMENT: 1) Resignation - Employees shall provide two weeks notice of termination. 2) Involuntary termination - The School Board may terminate an at-will employee at any time, with or without cause. 3) Retirement - An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

THEFT REPORTING: On the discovery of theft of school or personal property, teachers are to contact the building principal. A written report describing the time, place and details (identifying missing or damaged materials/equipment) should be completed as soon as possible and given to the building principal.

TIME SCHEDULES - EMPLOYMENT YEAR:

1) **Twelve Month Employees**

These employees work daily (Monday through Friday) except holidays and earned vacation time.

On days when school is canceled due to emergency situations and certified personnel are not required to work; hourly employees will not be required to work. Emergency situations that would cause severe damage to the buildings, if certain personnel are not on duty, may require non-certified employees to work on holidays or when certified personnel are not required to work due to conditions.

Custodians and maintenance personnel work a forty (40) hour week.

Administrative office personnel work from 8:00 a.m. until 4:00 p.m. Summer hours may be adjusted at the discretion of the Superintendent.

2) Nine and One-Half Month Employees

These employees begin five (5) working days prior to the beginning of the school calendar year; work the school calendar year, and five (5) working days after the close of the school year. The school calendar is defined by teacher work days which are equal to 180 days. Therefore, nine and one-half month employees work 190 days per year. A calendar to demonstrate the work schedule will be created annually by the Business Office.

On days when school is canceled due to emergency situations and certified personnel are not required to work; these employees will not be required to work.

3) Ten-Month Employees

These employees begin ten (10) working days prior to the beginning of the school calendar year; work the school calendar year and ten (10) working days after the close of the school year. The school calendar is defined by teacher work days which are equal to 180 days. Therefore, ten month employees work 200 days per year. A calendar to demonstrate the work schedule will be created annually by the Business Office.

On days when school is canceled due to emergency situations and certified personnel are not required to work; these employees will not be required to work.

4) School Year Employees

These employees work the school calendar year unless otherwise specified. A calendar to demonstrate the work schedule for each discipline will be created annually by the Business Office.

5) Summer Employment

Employees who accept summer positions do not qualify for 12-month benefits. Summer employment does not extend a contract for 12 months since it is out of the regular school year category.

6) Hourly Employees

Hourly employees work as needed with the approval of the Supervisor or Superintendent.

7) Emergency Days

Supervisors shall inform each employee whether he/she is needed during an emergency day.

8) Supervisory Staff

The work day and work year shall be similar to other personnel except that it is understood that supervisors are employed for specific tasks, and they are expected to work beyond the regular workday in order to accomplish such tasks when necessary.

TOBACCO, DRUGS AND ALCOHOL: All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

- Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being under the influence of any illegal substance or any detectable use of any illegal substance regardless of when or where the use occurred.
- Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
- Possession or use of medical cannabis.

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

TRANSPORTING STUDENTS: The only time staff members are to transport students is when they are in a district vehicle. Staff are to never use their own personal vehicle to transport students for any reason. If you have to in an emergency situation, you will need to get principal and/or superintendent approval.

TRANSPORTATION VEHICLES: All vehicles used for transportation of students must be kept at the garage. Drivers will be allowed to remain on the clock to complete all preparation for the bus routes. This includes maintaining the log, pre-trip inspection, fueling, cleaning, etc.

TRAVEL EXPENSE RECORD: When traveling or attending a district-approved workshop, convention, or seminar, traveling expenses may be reimbursed. Keep your mileage log and food receipts (must be itemized) and request for reimbursement using the appropriate district forms. Your building principal will approve the expenses and forward them to the district office for final approval. This information should be completed <u>within one week</u> of the return to school.

UNEMPLOYMENT BENEFITS: Employees shall be ineligible for unemployment benefits during an established and customary vacation period or holiday recess, if the employee works in the period immediately before such times, and there is a reasonable assurance that the employee will work immediately after such time.

VACATION: After one (1) year of continuous employment, year-round employees shall be eligible for paid vacation days. Since the fiscal year runs from July 1 to June 30, vacation days are generally awarded on July 1 of each year according to the following schedule:

After one (1) year continuous employment..... 10 working days
After ten (10) years continuous employment..... 15 working days
After fifteen (15) years continuous employment..... 17.5 working days

After twenty (20) years continuous employment..... 20 working days

For those employees who begin employment on any day other than July 1, upon attaining their one- year anniversary, those employees will earn a pro-rated number of vacation days based on the number of months between their anniversary date and the start of the next fiscal year (July 1). The pro-ration will be based on a 10-day total number of vacation days. The above-schedule will commence therefore on July 1 following the employee's first full year of employment.

If someone starts working mid-year, they must work a full year before they receive any vacation days.

For instance, the employee starts working on February 1st. When February 1st of the next year comes around, he/she will receive 10 days of vacation.

When July 1 of that year comes around, he/she will receive prorated vacation days - .83 per month (10/12) for 5 months = 5 x .83 = 4.15 = 4 days.

After that, every July 1st he/she will receive the vacation days coming to them for that year:

After 1 year – 10 days
After 10 years – 15 days
After 15 years – 17.5 days
After 20 years – 20 days

Vacation days earned in one fiscal year must be used by the end of the following 15 months or the employee will lose them. Confidential/Supervisors may carry over vacation for 1 year & 6 months before losing it. Employees terminating their employment are entitled to remuneration for the amount of vacation earned to the date of termination, provided they have been in the employ of the District for at least one year. Vacation remuneration shall be paid only when employment is terminated by the action of the School Board or by a two week notice in writing by the employee.

Requests for vacation should be submitted to the employee's supervisor for approval at least one (1) week in advance. Every effort will be made to meet the desires of the employee and the needs of the school system.

All non-certified employees will be allowed to use their Sick, Personal, and Vacation time in hours instead of ½ or full day increments.

There are times during the year when vacations may be denied by the supervisor/superintendent due to the amount of workload. Employees should have alternate dates for vacation planned.

VENDORS RELATIONS: Employees shall have no pecuniary interest in the sale, proceeds, or benefits of any books, apparatus or furniture used or to be used in any school in the District.

VISITORS: All visitors must sign in and out of the main office where they will receive a visitor badge. It is the responsibility of all staff members to direct any unidentified person to the office to sign in and receive proper identification. Building safety and security is everyone's business.

VOLUNTEERS: For the safety and welfare of our students, "volunteer background checks" are required annually. All volunteers will be required to fill out the paperwork in order to go through the required checks before they are allowed to volunteer in our classrooms, etc. If a parent has not filled out the required paperwork, please direct them to the building secretaries and/or principals to follow the process. A list of approved volunteers will be maintained in Skyward and can be accessed by building secretaries and administrators.

WORK RELATED INJURY: Employees are responsible for reporting accidents that occur on-the-job to their supervisor immediately on the day of occurrence. If the situation is not an emergency, the employee should report to the school nurse for evaluation. The employee is responsible for immediately filing an accident report with the supervisor, nurse and the district office. Should an employee need non-emergency medical attention under workman's compensation, the employee needs to contact the Chief School Business Official prior to the medical visit for the appropriate information needed prior to treatment.

In case of an emergency, please go to a hospital or doctor's office. Contact the Business Office as soon as possible following the visit.

WORKERS' COMPENSATION: Employees are protected against financial loss in case of injury, certain types of disease, or death incurred in an employment related situation under the provisions of the Illinois Workers' Compensation Act.

New Berlin High School
Student Handbook
#Pretzelpride

NBHS Loyalty Song
We're Loyal to you N.B. High
And for your honor we will try.
We know that you will strive for victory tonight
And glory will be in sight.
Oh orange and blue we stand for you.
And to these colors we will be true.
So let us fight on, fight on, fight to win this game for N.B. High.
F-I-G-H-T Fight! Fight! Fight!

We're loyal to you N.B. High
And for your honor we will try.
We know that you will strive for victory tonight.
And glory will be in sight.
Oh orange and blue we stand for you.
And to these colors we will be true.
So let us fight on, fight on, fight to win this game for N.B. High.

This 2025-26 student planner belongs to:

Name: _____

This handbook is subject to change due to any new laws passed by the General Assembly. The online version of the handbook will be the most updated for parents and students to review. The handbook can be revised at any time throughout the school year.

Introduction

Welcome to New Berlin High School where invaluable academic, extra-curricular and social experiences will help shape the rest of your life. Our goal is to help provide a solid foundation for learning while providing opportunities for you to learn and grow toward being the best you can be in all facets of your school life. Our faculty aims to use technology and proven teaching strategies to provide meaningful and interesting experiences that you will always remember.

To assist you, the handbook was developed by the Board of Education, Staff, Students, Administration, and Community members to provide school rules, regulations, procedures, and important information. You will find that the rules and regulations that govern our lives at school make it possible for all of us to live, learn, and work together.

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. The principal may establish additional rules, and regulations. Such rules and regulations will be consistent with those established by the Board of Education and the Superintendent of Schools. A student handbook will be distributed to the student and/or parent/guardians within 15 days of the beginning of the school year or the student's enrollment. The school handbook may be amended during the school year without notice. Our school will be what we make it. Be proud of it. Take good care of it. Become part of it. We have the power to determine our successes or failures. Pretzel Pride means being your best and giving your best effort all of the time.

Every student is responsible for knowing and abiding by the policies contained in the school handbook. If you have questions, please contact the Principal within 15 school days of receipt of this handbook. The provisions of this handbook are not considered to be irrevocable and can be modified and supplemented as needed by the school. **Athletes and students involved in extracurricular activities will be held to additional standards as stated in the Extra Curricular Handbook and as determined by individual coaches and sponsors. Students participating in sports and Extra Curricular activities will be responsible for knowing and abiding by the policies contained in the Extra Curricular Handbook and set forth by coaches and sponsors**.

Best wishes for a great year!
Mrs. Hattie Llewellyn – Principal
Mr. Dillon Binkley, District Athletic and Activities Director
Mr. Joe Viola, Director of Student Services

If you need to share any information that threatens your safety or the safety of others, please contact the following resources: the National Suicide Prevention Lifeline (988), the Crisis Text Line, and either the Safe2Help Illinois helpline or a local suicide prevention hotline.

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DAILY SCHEDULE

New Berlin High School opens for the day at **7:15 AM** for zero hour students and at 7:50 for all students. High School students should report to the Cafeteria if they are eating breakfast. High School students not eating breakfast should report to the Dome. At 8:05 AM students will be released to their locker and should make their way to their first hour classroom. High School students should report to their first hour classroom by 8:15 am.

Period	Tardy Bell	Start	Finish
0		7:20	8:05
1	8:14	8:15	9:00
2	9:03	9:04	9:49
3	9:52	9:53	10:38
4A	10:41	10:42	11:27
HS Lunch		11:30	12:00
JH 5	11:29	11:30	12:15
HS 5	12:03	12:04	12:49
JH Lunch		12:19	12:49
6	12:52	12:53	1:38
7	1:41	1:42	2:27
8	2:30	2:31	Bus: 3:05/3:16
Bus Departure			3:10
Teacher Dismissal			3:31
2:20 Dismissal			
0		7:25	8:05
1	8:14	8:15	8:57
2	9:00	9:01	9:38
3	9:41	9:42	10:19
4	10:22	10:23	11:00
HS Lunch		11:04	11:34
JH Period 5	11:03	11:04	11:41
JH Lunch		11:45	12:15
HS 5	11:37	11:38	12:15
6	12:18	12:19	12:56
7	12:15	1:00	1:37
8	1:40	1:41	Bus: 2:052:16
Bus Departure			2:10
Teacher Dismissal			3:31
11:40 Dismissal			
0		7:40	8:05
1	8:14	8:15	8:42
2	8:44	8:45	9:07
3	9:09	9:10	9:32
4	9:34	9:35	9:57
5	9:59	10:00	10:22
6	10:24	10:25	10:47
7	10:49	10:50	11:12
8	11:14	11:15	Bus: 11:30/11:40
Bus Departure			11:35
Teacher Dismissal			3:31

DAILY SCHEDULE

1:00 Dismissal			
Period	Tardy Bell	Start	Finish
Zero Hour		7:20	8:05
1	8:14	8:15	8:45
2	8:48	8:49	9:19
3	9:22	9:23	9:53
4	9:56	9:57	10:27
HS Lunch		10:31	11:01
HS Period 5	11:04	11:05	11:35
JH Period 5	10:30	10:31	11:01
JH Lunch		11:05	11:35
6	11:38	11:39	12:09
7	12:12	12:13	12:43
Bus Riders do not report to Advisory		Bus Departs - 12:47	
8	12:46	12:47	1:00
Teacher Dismissal			3:31

25.26 NBHS Events Calendar

Aug 11, 12, 13	**Teacher Institute (No Student Attendance)**
Aug 14	Opening Day - 1st Student Attendance Day 2:21 Dismissal; BOE Meeting 6PM @NBEL
Aug 15	2:21 Dismissal
Aug 19-22	Fall Benchmark Testing
Sep 1	Labor Day (No School)
Sep 4	1PM Dismissal - Teacher Professional Development
Sep 12	11:40 Dismissal SIP Inservice; Q1 MidTerm
Sep 19	Fall Picture Day
Sep 24 & 25	2:21 Dismissal - Parent Teacher Conferences
Sep 26	Not in Attendance
Sep 28-Oct 5	HOCO 25 Spirit Week
Sep 28	HOCO25 Parade @ 1PM; Powderpuff Football @ 3PM; Alumni VB to follow
Oct 2	1 PM Dismissal-Teacher Professional Development
Oct 3	HOCO25 Pep Rally/Q1 Midterm/ HOCO 25 Football Tailgate Party @ 4PM and Game @ 7PM
Oct 4	HOCO25 Dance, 7 pm-10pm
Oct 10	End of Q1
Oct 13	Columbus Day (No School)
Oct 16	BOE Meeting 6PM @ NBEL
Oct 23	1 PM Dismissal -Teacher Professional Development
Oct TBA	PSAT/NMSQT Testing for Juniors
Nov 10	Veteran's Day Assembly 9AM Pretzel Arena
Nov 11	Veteran's Day (No School)
Nov 13	Career Day
Nov 14	ASVAB Testing (Juniors); 11:40 Dismissal - School Improvement In-Service; Q2 Midterm
Nov 17	BOE Meeting 6PM
Nov 21	Fall Retake Day/Senior Composite Pics//Club Pictures
Nov 24-26	Winter Benchmark Testing - iReady and Panorama
Nov 25	2:21 Dismissal - Thanksgiving Break
Nov 26-28	Thanksgiving Break (No School)
Dec 9	1PM Dismissal - Teacher Professional Development
Dec 18	HS Odd Final Exams HS Dismisses at 2:21 Bus Riders @3:10
Dec 19	HS Even Final Exams Dismiss @ 2:21/End of Q2/S1
Dec 22-Jan 2	Not In Attendance (Christmas Break)
Jan 5	Teacher Institute (No Student Attendance)
Jan 6	Semester 2/Q3 Begins - Students return
Jan 15	1 PM Dismissal - Teacher Professional Development
Jan 19	Martin Luther King Jr. Day (No School)
Jan 22	BOE Meeting 6PM
Jan 29	1 PM Dismissal - Teacher Professional Development
Feb 6	Q3 MidTerm
Feb 13	11:45 Dismissal - School Improvement In-Service
Feb 16	President's Day (No School)
Feb 19	BOE Meeting 6 PM NBEL
Feb 25	1 PM Dismissal - Teacher Professional Development
Feb 26	Key Club Blood Drive in Dome; NHS Induction Ceremony 7PM
Mar 12	1 PM Dismissal - Teachers Professional Development
Mar 13	End of Quarter 3
Mar 19	BOE Meeting 6PM @ NBEL
Mar 24	Quarter 4 Midterm
Mar 30-Apr 3	Spring Break- Not in Attendance
April 21-24	Grades 9-11 State Testing Day; Grade 12 College Visit Day
May 1	11:45 Dismissal School Improvement-In-Service
May 2	Prom, 7 PM-10PM Post Prom-11 PM-1:00 AM
May 4-6	Spring Benchmark Testing
May 4-8	Staff Appreciation Week/Senior Send Off Week
May 7	Golden Honors 8 PM Pretzel Arena
May 8	Emergency Day #1
May 11	Senior Check-out/Locker clean out/Last Day for Seniors to attend CACC
May 12	Seniors Exams
May 14 or 15 (ED 2)	HS Graduation Practice and Senior Walk/BBQ
May 15	Emergency Day #2
May 17	HS Graduation 2 PM Pretzel Arena
May 21	HS Final Exams-Odd; BOE Meeting 6PM @ NBEL
May 22	HS Final Exams -Even /Student Check-Out/2:21 Dismissal/Q4/S2 Ends
May 26-28	Emergency Days 3-5

Chapter 1: Introductory Information and General Notices

1.00 Pandemic Preparedness: Management and Recovery

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

- All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
- Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
- Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
- All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
- Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
- During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
- School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
- Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
- During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
- In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
- Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
- Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

PRESS 4:180, Pandemic Preparedness; Management; and Recovery.

1.20 Student/Parent Handbook Acknowledgement and Pledge

Electronic access to the Student/Parent Handbook and School Board policies on student behavior are available at NBCUSD #16 Board Policy Manual. The Student/Parent Handbook and School District policies may be amended during the year. Such changes are available on the School District website or in the school office. All students and parents will be provided with a copy of an acknowledgement and pledge to sign and return to the high school office by the 5th day of school. A copy of this acknowledgement and pledge is included on the last page of this handbook. Failure to return this acknowledgement and pledge will not relieve a student from being responsible for knowing or complying with School and School District rules, policies and procedures.

1.30 General School Information

This handbook is a summary of the school'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 Board Policy Manual Link or at the Board office, located at 600 N. Cedar, New Berlin, IL.

The School Board governs the school district, and is elected by the community. Current School Board members are:

Stephanie Neuman, President	Jenny Mann, Secretary	Josh Beard, Member
Bill Marr, Vice President	Abby Griffith, Member	Board member contact information is available HERE
Jason Arndt, Member	Jerry Bishoff, Member	

Contacting the High School

Address: 300 E. Ellis Street, New Berlin, IL, 62670.
Office hours 8:00 am – 4:00 pm (Summer Hours may vary)
(P) 217-488-6012. (F) 217-488-3207.
Website: New Berlin High School
Email Contact Information: Staff Directory
Follow us on Social Media: NB School Social Media Information

Student Rights and Responsibilities

The School Board, in support of the aims of public education, believes that the behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline is one of the ultimate goals of education.

Citizenship and Moral Responsibilities

1. Students shall respect constitutional authority.
2. Citizenship in a democracy requires respect for the rights of others.
3. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies and to profit by the educational experiences provided will be given opportunities to do so and will be assisted in achieving scholastic success to the limit of individual ability.

Rights

1. To attend school.
2. To express opinions respectfully verbally or in writing.
3. To expect that the school is a safe place.
4. To be represented, when appropriate, by an active student government selected by free school elections.

Responsibilities

1. To become informed of and adhere to reasonable rules and regulations.
2. To respect the rights and individuality of other students and school administrators and faculty.
3. To refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, safety, and is free from distraction.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from disobedience or misconduct of behavior that disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.

1.40 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 tag identifying themselves as a guest and place the tag on 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 and sign out before leaving the school. 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:

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- 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.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law or municipal, local or county ordinance.
- Smoke or otherwise use tobacco products.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- 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.
- Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
- 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.
- Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
- Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
- Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Cross-Reference: PRESS 8:30, *Visitors to and Conduct on School Property*

1.50 Equal Educational Opportunities and Sex Equity MSH Update 7.2025

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mrs. Llewellyn 217-488-6012 ext 1130.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Cross-Reference: PRESS 7:10, *Equal Educational Opportunities* PRESS 2:260, *Uniform Grievance Procedure*

1.60 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.

1.70 School Volunteers

All school volunteers must complete the "Volunteer Information Form" 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: PRESS 6:250, *Community Resource Persons and Volunteers*

1.80 Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other types of an emergency occurs during the day, please listen to local media stations for possible early dismissal information. A phone call will be placed through our automated School Reach System alerting parents and guardians of any emergency school closing. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

Activities When Schools Are Closed

All home activities will be canceled if the school is closed for inclement weather or safety conditions. Please note that occasional exceptions may occur if conditions improve, or if the event is a County/State tournament. Listen to local radio stations, visit the school website and an announcement regarding any information for activities will be sent through our automated School Reach system.

Cross-Reference: PRESS 4:170, *Safety*

1.100 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: PRESS 4:110, *Transportation*

1.110 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.

Special Education Services

The Sangamon Area Special Education Cooperative provides services to eligible students in District 16. To access information regarding these services please contact the building principal. The Sangamon Area Special Education office can be reached at 217-786-3250. Behavioral management guidelines are established and available. Contact the high school principal for additional information. The district's Policy for Behavioral Interventions for Students with Disabilities is available upon request at the high school office.

Cross-Reference: PRESS 8:70, *Accommodating Individuals with Disabilities*

1.120 Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 217-488-6012 ext. 1130.

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 support 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.

Cross-Reference: PRESS 7:285, *Food Allergy Management Program*

1.130 Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
c. Sign the Diabetes Care Plan.
d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

1.140 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: PRESS 7:290, *Suicide and Depression Awareness and Prevention*

1.150 Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

a. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
b. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
c. Access to a power source for a breast pump or any other equipment used to express breast milk.
d. Access to a place to store expressed breast milk safely.
e. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child, or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
f. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

Cross-Reference: PRESS 7:10-AP2, *Administrative Procedure – Accommodating Breastfeeding Students*

1.170 Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Cross-Reference: *PRESS 7:160; Student Appearance*

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

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse

Physical signs:

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

Behavioral signs:

- Excessive talk about or knowledge of sexual topics

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

Emotional signs:

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

Warning Signs of Grooming Behaviors

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

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

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

Warning Signs of Boundary Violations

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

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization

- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.
Additional Resources include:
National Sexual Assault Hotline at 800.656.HOPE (4673)
National Sexual Abuse Chatline at online.rainn.org
Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Cross-Reference: *PRESS 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; PRESS 5:120-AP2, Employee Conduct Standards; PRESS 5:120-AP2,E, Expectations and Guidelines for Employee-Student Boundaries*

1.185 Faith's Law Notification

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Cross-Reference: PRESS 5:120, Employee Ethics; Conduct; and Conflict of Interest; PRESS 5:120-AP2, Employee Conduct Standards

1.190 Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Cross-Reference: PRESS 7:285, *Anaphylaxis Prevention, Response, and Management Program;* PRESS 7:285-AP, *Administrative Procedure – Anaphylaxis Prevention, Response, and Management Program*

1.200 Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

1.210 Free and Reduced-Price Food Services; (updated 6.4.24 as per MSH Update)

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food

services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches or $20.00. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Cross Reference: *PRESS 4:130-E, Exhibit – Free and Reduced-Price Food Services; Meal Charge Notifications*

Chapter Two: Attendance, Promotion, and Graduation

2.00 Procedures for Arriving and Leaving School

New Berlin High School opens for students taking a zero hour class at 7:15 AM. The building opens for all students at 7:45 am. High School students should report to the Cafeteria if they are eating breakfast. High School students not eating breakfast should report to the Dome and will be seated in the bleachers on the west side. At 8:05 AM High School students will be released to the high school and should make their way to their first hour classroom. At 8:14 AM the first period tardy warning bell will sound. High School students should report to their first hour classroom by 8:15 AM.

Students may not leave school for any reason unless permission is obtained from the principal. Contact must be made with a parent or a responsible adult before a student is allowed to sign out and leave the school. A student becoming ill at school must obtain an approved pass to see the nurse. A student leaving school without obtaining the necessary permission will receive an unexcused absence regardless of the reason. When a student leaves during the school day the nurse or principal's office must be notified in order to receive an excused absence. A student who goes out to their vehicle during the school day could receive a disciplinary referral for leaving school without permission unless they have obtained permission to sign out and have a parking lot pass from the office.

Tardy to School

Students arriving at school or to class after the 8:15 bell must sign in with the attendance clerk in the high school office to obtain a pass to class.

Tardy to Class

There is a four (4) minute passing time between each academic period. If a student is more than 10 minutes late to class, that student must present a signed pass to be admitted. Students must be in class when the bell rings or they

will be assigned a tardy by that classroom teacher. Students are expected to bring all necessary materials to class with them. If a student is unprepared for class and needs to return to their locker after the bell rings, a teacher may assign a tardy as a consequence, or write a referral for being unprepared for class.

Consequences for Tardiness

Tardies are cumulative for all classes and will accrue on a semester basis only.

1st Offense: 6th tardy for the semester = 1 hour detention ~~and loss of cell phone privileges for semester~~

2nd Offense: 9th tardy for the semester= Saturday detention

3rd Offense: 12th tardy for the semester = 1 day ISS suspension

4th Offense and additional offenses: Students that are chronically tardy to school may be required to serve after school detention each day they are tardy to school/class. The tardy policy is based on a semester. Students will have a clean slate at the beginning of a new semester.

2.00 Closed Campus

New Berlin High School is a closed campus. This means that students may not leave school property without permission from a parent during the school day, (8:00 a.m. to 3:21 p.m.).

2.10 Attendance

Successful achievement in school activities is related to a good attendance record. It is the expectation of the school that students will be in attendance every school day. Absences from school must be in accordance with the rules set forth in this section.

Illinois law requires that whoever has custody or control of any child between six (by September 1st) 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.

2.20 Student Absences: School Procedures MSH Update 7.2025

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

Students are much more likely to succeed in academics if they have consistent school attendance.

If a student is absent, it is the responsibility of the parent/guardian to call Mrs. Peecher, Jr/Sr HS Attendance Secretary, at 217-488-6012 ext by 8 AM to report the student's absence. Any student absent from school without a call from a parent will be contacted before 10 AM to confirm the student's absence and reason for the absence. Student absences will be designated as excused, excused and exempt from truancy reporting, or unexcused as outlined in the table below. Student Absences will be limited to 4 days verified by a parent in addition to 5 days for Mental Health as per the Illinois School Code. After the fourth absence, a doctor's note or legal document (from court, etc.) will be required. If at any time during the entire school year, a student is absent more than 4 days, a doctor's note will be required for any absence to be considered excused. The doctor's note must state that the student was unable to attend school and give exact times when the student was seen in the doctor's office or it will **not** be considered an excused absence. After the 4 days, all absences are considered unexcused without verification from a doctor or legal document. The Illinois State Board of Education considers any student that is absent over 9 days - excused or unexcused - as a chronically absent student.

Excused/Parent Request - Up to 4 Days

- Illness - personal or family
- Doctor appointments accompanied by a doctor's note within 48 hours of returning to school. Students will be excused for the specific time of the appointment and travel time.
- Attendance at a funeral for someone that is not an immediate family member.
- Getting Driver's Licence - 2 Periods
- Getting Driver's License and Taking Test @ DMV - 4 Periods

Excused as per School Code and Exempt from Truancy Reporting

- Mental/Behavioral Health (5) - not allowed to participate in after school activities
- Attendance at a verified medical or therapeutic appointment (including a victim services provider)
- Observance of a religious holiday or event not provided by the school calendar - parent must provide written notice 5 calendar days prior to the absence.
- Attending a Civic Event
- Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election
- 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-support postings
- Attending a military honors funeral to sound TAPS
- For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fullfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.

Excused as per CUSD #16 School Board and Exempt from Truancy Reporting

- Prearranged Absences based on administrative approval.
- Illness of 3 Consecutive Days verified by a doctor's note stating the dates of absence within 48 hours of the students return to school.
- Career/College Days 2 for Juniors and 2 for Seniors pending approval by principal and DOSS - for visits to colleges, vocational schools, testing, armed forces recruiting, etc.
- Death in the Immediate Family and attendance at the funeral of the family member.
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
- The building administrator may excuse a student for additional days relative to military leave or deployment.
- Situations beyond the control of the student as determined by administration
- Attendance at a school field trip pending eligibility
- Injury/illness at school and sent home by the school nurse. Severe illness or injury which causes a student to be absent for an extended period, may be counted as one day at the principal's discretion.

Unexcused
Parental approval to miss school does not necessarily mean that the school will approve the absence.

- Any parent request over the allotted 4 days that does not fall into the exempt category
- Any Mental HealthDay over the allotted 5 days
- Any Planned Absence Day over the allotted 5 Days
- Any doctor appointments occurring over the 4 days that are not accompanied by a doctor's note within 48 hours of the student returning to school
- Any religious holiday taken without 5 days written notice by the parent.
- Oversleeping, missing the bus, and/or parental tardiness.
- Car trouble or repair
- Skip Day - Any student participating in such an outing will be subject to the consequences of unexcused absences

Students who are **excused** from school are expected to check Google Classroom to complete the work during the absence. They will be given a reasonable timeframe to make up missed homework and classwork assignments (1 day per day of absence). Students who are **unexcused** from school cannot make up missing assessments, assignments, or activities for credit. There will be no additional preparation time given for work or exams due on the day of their return.
Pre-Arranged Absences: It is the responsibility of students to present the Pre-Arranged Absence Form to appropriate faculty members and obtain classroom work. Faculty members must be given at least 48 hours' notice to provide the student work.. Work is due when students return to school. Additional time will be provided for the student to complete work that was not provided by the teacher prior to the absence.

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

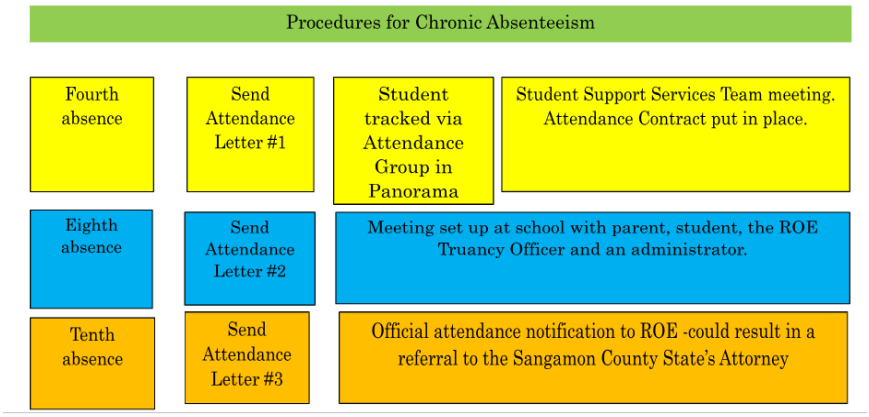
State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

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

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

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

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



Cross Reference: PRESS 7:70, *Attendance and Truancy*

2.30 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: PRESS 7:80, *Release Time for Religious Instruction/Observation*

2.40 Make-Up Work

Excused Absences: A student that is absent from school will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. It is the responsibility of the student to obtain the missed assignments by emailing their teacher, or accessing their teacher's planbook link from the high school webpage. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. Failure to meet the deadline for turning in make-up work will result in loss of credit as determined by the grading policy for assessing late work. Parents/students are responsible for finding a valid courier for any materials that need to be picked up from the office.

For suspensions: A student that is suspended from school will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. All missed work must be turned in the day the student returns from the suspension. All tests/quizzes must be taken the day the student returns from the suspension. Failure to meet the deadline for turning in missing work will result in loss of credit as determined by the grading policy for assessing late work. During the suspension, it is the responsibility of the student to obtain assignments by emailing their teacher, or accessing their teacher's planbook link from the high school webpage. Parents/students are responsible for finding a valid courier for any materials that need to be picked up from the office.

Unexcused Absences: a student with an unexcused absence from school will be required to complete all missed work, including quizzes and tests; however they will not receive credit for the missing assignment. Upon returning to school the student will be assigned to a supervised alternative location to complete all missing work so that they have an opportunity to learn the missed material.

2.50 Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Cross Reference: PRESS 7:70, *Attendance and Truancy*

2.60 Grading & Promotion:

All students will attend on full time status. There will be no part time students at New Berlin High School. 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 reasons not related to academic performance.

High School Eligibility

High School students participating in extra-curricular activities must meet all I.H.S.A. standards in order to participate. **In addition to those standards, New Berlin High School also requires that participants must be passing all subjects**. In order to be eligible to play sports for the following semester, students must pass 7 classes each semester. If a student is declared ineligible for any three weeks during the season, he/she may be dismissed from the team by the head coach/sponsor. These standards shall be extended to managers, statisticians, and support people as well. When an in-season student athlete is determined to be ineligible, a letter will be sent to the parents from the principal notifying them of the class (es) in which the student is failing.

Report Cards

Grades will be posted for all students on a weekly basis to family access. Any person(s) who do not have access to electronic grading via family access may request in writing that weekly grades of D or F be mailed home a hard copy. Report cards are posted to Skyward and made available to students and parents via Family Access at the end of each nine week grading period.

Averaging Semester Grades

Semester grades are the only grades placed on a student's permanent record. Credit is granted only for semester grades. Semester grades are determined by averaging the two nine week's grades and the semester exam grade. Each nine week's grade counts 2/5ths of the semester grade, with the final exam counting 1/5th of the semester grade. For questions regarding grades, please contact the classroom teacher.

Semester Tests/Final Exams

All high school students are required to take semester tests. Failure to take a semester exam, unexcused, will result in a failing grade for the semester exam grade. Students are expected to remain in a final exam for the entire class period. Leaving the exam without permission will result in a failing grade for the exam. Final exams may not be taken early.

Class Failure Policy

Any student who fails either semester of a required year-long class will not be permitted to enroll in the next level of that particular subject until the first course is successfully completed. Summer school credit for failed courses will be accepted, provided approval from the principal is obtained. Exceptions to this policy may be granted by the principal after consultation with the school counselor and the teacher(s) involved.

Schedule Changes

Schedule changes may be made during the last three days of the semester in December for 2nd semester or during the first three class days of the semester. When class changes are made, the student must obtain permission from

the teacher(s) involved and the Director of Student Services. After three days, only the Director of Student Services, a change in a student's IEP, or the principal may authorize a class change. There will be very few changes approved by the Director of Student Services or principal after the three day limit. Any class dropped after the first three days will be recorded as a failure for the semester.

Driver's Education-Classroom Attendance/Passing Policy

Students are required to have thirty hours of Driver's Education classroom instruction. Students are allowed to miss two class periods during the quarter that they are enrolled in Driver's Education. State statute does not differentiate between excused and unexcused absences for the purpose of drivers training. **If a student fails the class they will not be re enrolled for one calendar year.** Students will be given two opportunities to pass the classroom portion of Driver's Education at New Berlin High School. In the event a student does not pass the classroom portion twice the student must pursue Driver's Education through a private source. Any student who receives an A or B in the class is eligible to take the driving test with a certified instructor during the behind the wheel phase.

Driver's Education-Behind the Wheel Attendance/Passing Policy

Students are required to have six hours behind the wheel driving time with a certified instructor. Students will be given two opportunities to pass the behind the wheel portion of Driver's Education at New Berlin High School. In the event a student does not pass the behind the wheel portion twice the student must pursue Driver's Education training through a private source. Students are expected to be in attendance for their scheduled behind the wheel time. Students should arrive ten minutes prior to their scheduled drive time and should contact the instructor prior to their scheduled drive time in the case of illness. Students who fail to show up or contact the instructor prior to their scheduled drive time will be suspended from driving for one month for the first offense. A second offense will result in the student being removed from the program.

Transfer Students

Students new to the district will be placed by grade level and in classes based upon the former public school's permanent records or by placement testing. Transfer students are subject to benchmark testing to determine if there is a need for intervention upon entering New Berlin Schools. All transfer students are expected to meet our academic standards in order to be promoted to the next grade and must meet all NBHS Graduation Requirements to receive a diploma.. Students enrolling from a homeschool program are subject to benchmark testing to determine grade level placement.

2.65 Grading Scale and Class Ranking System

NBHS Grade Scale

A	92 - 100	B+	88 - 89	C+	78 - 79	D+	68 - 69	F	0 – 59
A-	90 - 91	B	82- 87	C	72 - 77	D	62 - 67		
		B-	80 - 81	C-	70 - 71	D-	60 - 61		

Class rank, grade point average and honor roll scale:

A	4.00	B+	3.34	C+	2.34	D+	1.34	F	0.00
A-	3.67	B	3.00	C	2.00	D	1.00		
		B-	2.67	C-	1.67	D-	0.67		

Honor Roll

The honor roll consists of students who attain at least a 3.0 grade point average:

High Honors-	3.75 & Above
Honor Roll-	3.25 to 3.74
Honorable Mention-	3.00 to 3.24

2.70 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. Students that do not have homework completed will be issued a Failure to Complete Homework Referral at the teacher's discretion, and will be provided the opportunity to complete the assignment for credit during homework detention that could be served during lunch, advisory, or after school, depending on the frequency and the number of missing assignments a student has. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe (1 day for each day of absence).

2.75 Grading Policy for Assessing Late Work

If a student is given a referral for not completing their homework, the following procedures will be in place and will be communicated on the homework referral:

- The name of the missing assignment.
- A homework detention will be issued as outlined below. At the end of homework detention, the student will turn in the assignment to the homework detention supervisor. The students' teacher will grade what was completed and submitted. If a student does not turn an assignment in at the end of homework detention, the student may receive a zero for the assignment, unless permission to turn it in before the next class session has been given by the teacher.
- If the detention is not served due to an excused absence, the student may receive a zero if the assignment is not turned in to the teacher at the beginning of the next class session the student is in attendance for. The homework detention will still have to be served if the assignment is already turned in.

Any late work, missing assignments, test retakes will not be accepted after the grading period ends unless the missing work follows an excused absence. In which case, the student will receive an Incomplete for the course grade until the work is submitted. Incomplete grades are due two weeks after the quarter ends.

Homework Detentions are cumulative for all classes and will accrue on a semester basis only. The following consequences are put into place following cumulative homework detentions.

1st Offense: 3rd homework detention for the semester = 1 hour detention
2nd Offense: 6th homework detention for the semester= Saturday detention
3rd Offense: 9th homework detention for the semester = 1 day ISS suspension

Capital Area Career Center (CACC) Student Homework Detentions

Due to early bus departure to CACC, CACC students will serve two homework lunch detentions on consecutive days for incomplete homework. Students will turn in their homework to their homework detention supervisor.

Cross Reference: PRESS 6:280, *Grading & Promotion*

2.80 Exemption from Physical Education Requirement

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

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic or extracurricular athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. 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 (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. **State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.**

Students 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:The time of year when the student's participation ceases; and the student's class schedule.

Cross Reference: PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions;* PRESS 7:260, *Exemption from Physical Education*

2.90 Credit for Alternative Courses and Programs and Course Substitutions

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 correspondence, virtual, or online course.
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.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded.

Students are responsible for

(1) Students assume responsibility for any fees, tuition, supplies, and other expenses

(2) providing documents or transcripts that demonstrate successful completion of the experience, and

(3) taking a proficiency examination, if requested.

The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Credit Recovery

A student may take one credit (two courses) per summer or at SCLA in the after-school credit recovery program. A student may request additional Credit Recovery courses through the principal's recommendation and approval of the Board of Education. A summer school course will only be allowed if the student previously failed the course at New Berlin High School. Two units of credit may be counted toward the requirements for a student's high school graduation. Driver's education not taken in CUSD #16 will not count as one of these correspondence courses. Online and correspondence courses will not count towards a student's GPA. A student planning to graduate in three years with plans to enroll in college may take an additional two units of credit through an online or correspondence course upon approval of the Board of Education. **Final grades for summer school courses are due one week prior to the start of the Fall Semester. Due date for completion of correspondence work for seniors is one week prior to the date of graduation.**

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Advanced Placement Computer Science

The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

For each student who exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

a. A student who exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.

b. A student who exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.

c. A student who exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students. District students 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. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Vocational or Technical Education; Registered Apprenticeship Program

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

- The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
- The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Capital Area Career Center (CACC) and Other Cooperative Classes

Attending C.A.C.C. or any other cooperative school is a privilege that requires certain responsibilities. Students attending any of these extended educational opportunities will be expected to follow the rules and regulations set forth in the Student Handbook. Additional requirements include:

1. A student must be registered as a student at New Berlin to meet course registration requirements.
2. Students must submit completed application materials to the Director of Student Services by the designated deadline. Selection will be based on the number of positions available and the quality of candidates.
3. Students may not drive a vehicle to any cooperative school without a parent request and prior approval from the regular school principal. An approved student driver must not take student riders to CACC.
4. **All students are required to ride the bus to and from CACC.** Students violating this rule will be given consequences under the heading of insubordination. Riding the bus or driving to a cooperative school is a privilege. Students causing problems riding the bus or student driver infractions may cause that student to lose his/her opportunity to continue attending the cooperative school. Students who drive to CACC without permission will be required to return to NBHS immediately and take unexcused absences from CACC.
    - **The following exceptions are made for a student that may need to drive to CACC**
        - Driving due to a scheduled doctor appointment during CACC time. (Verification of the appointment must be submitted the following day to the office. If no doctor's note is submitted, the student will serve an In School Suspension for violating the CACC Transportation Policy.
        - Driving to a work assignment through CACC (approved once completed waiver paperwork is on file). Only that student may be in the vehicle going to and from CACC
        - Driving as a necessary part of their course work (taking their vehicle in to work on it for class) - requires paperwork from the CACC instructor and signatures from parents and admin. Only that student may be in the vehicle going to and from CACC
        - Driving to return to New Berlin to leave early for Athletics (approved once completed waiver paperwork is signed). If a student is driving other athletes, Athletic Release and Waiver paperwork must be signed by the parents of all students being transported, AD, and Building Principal.
5. Unexcused absences (truancy) at either the regular or cooperative school are serious offenses. Excessive unexcused absences will cause a student to be dropped from the roll at the cooperative school at the semester.
6. Students must be in attendance at NBHS by 8:15 am to attend CACC in the afternoon, or present a valid excuse for being absent. Students without a valid excuse for absence after 8:15 am will not be allowed to attend CACC and will remain in DSR for the afternoon. A student cannot be absent from NBHS and attend CACC.
7. On early dismissal days or when there are class schedule changes at New Berlin High School, C.A.C.C. and other cooperative school students will not be released early without parent permission. These students will be assigned to a classroom until the normal release time.
8. Students are not allowed to attend CACC while serving a suspension at New Berlin High School.
9. Students attending CACC are responsible for following and knowing all rules and policies of CUSD #16 and CACC.
10. Students must maintain passing grades in his/her courses, or re-enrollment in full time courses at NBHS will occur the following semester.

CACC Violation: This includes any infractions in traveling to and from CACC or skipping afternoon classes at CACC. Violations will result in loss of the early dismissal sign out privilege from New Berlin High School.
1st Offense: Saturday detention
2nd Offense: 1-day suspension
3rd Offense: 2-day suspension
4th Offense: 3-day suspension with potential removal from the CACC programs

Lincoln Land Community College Course Enrollment for High School Seniors:

To be eligible for release to take college coursework during the afternoon of a student's senior year, the following criteria must be met:

1. Students must complete an Application to Enroll in College Coursework available from the Director of Student Services.
2. Students must maintain appropriate attendance as per State Code.
3. Students must have Senior status credits, be on-target for graduation, with his/her class.
4. Student must have a cumulative GPA of 3.0 at the end of the 6th semester
5. Students must have the approval of both the Director of Student Services and Principal.
6. Students must enroll, and remain enrolled, in two (2) individually **credited** courses totaling 6 hours at the college level.
7. Student must complete, and submit on time, all forms required by CUSD #16.
8. Students will be responsible for immediately reporting any class failures or change of status at the college level, to the DOSS and/or principal.

To remain eligible for the early release to attend college courses the following criteria must be maintained:

1. The student must successfully remain enrolled in two individual (2) courses at the college level and provide proof of registration to the DOSS.
2. The student must sign a release allowing the DOSS to contact the college about the student's enrollment status.
3. The student must maintain passing grades in his/her college courses.

The District has the right to impose consequences on those who fail to meet the expectations above. The consequences may include: suspensions, re-enrollment in courses at New Berlin High School, requirement to make up all missed assignments from CUSD #16.

Dual Credit Courses

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

Cross Reference: PRESS 6:135, *Accelerated Placement Program*, PRESS 6:135-AP, *Accelerated Placement Program Procedures*
PRESS 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

2.100 Home and Hospital Instruction MSH Update 7.2025

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

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

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
    b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence

organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.
The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.
Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.
For information on home or hospital instruction, contact: The building principal at 217-488-6012 ext. 1130.

Cross Reference: PRESS 6:150, *Home and Hospital Instruction*

2.110 Early Graduation Policy

Students who have successfully completed requirements as established by the Unit #16 Board of Education may apply to graduate at mid-term of their senior year by completing the application available from the DOSS. These students must prove one of the intentions below in order to apply:

1. Spring semester enrollment at a post-secondary institution on a full-time basis. Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.
2. January enlistment in the military.
3. Other extenuating circumstances as approved by the administration and Director Of Student Services of CUSD #16.

Students who meet these qualifications must apply by September 1. If a student wants to graduate a year early, they must apply for early graduation by May 1st of the year before. (For example, a Sophomore student wants to graduate at the end of their Junior year).When graduating early, the student breaks all ties with the school and all privileges associated with being a student are forfeited, including the senior class trip. Students who graduate early may attend the junior-senior prom and after-prom as a guest if asked by a New Berlin High School student. Early graduates must also take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

Cross Reference: PRESS 6:300, *Graduation Requirements*

2.120 Requirements for Graduation

The Director of Student Services is available to help students plan schedules and answer questions regarding requirements for graduation and college entrance. Each student is ultimately responsible for knowing and meeting credit requirements for graduation and for his/her chosen post-secondary institution.
To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements** as presented below.
2. Completing all courses described below, as determined by when the student entered the 9th grade.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Completing all required state testing as per the School Code.
5. Acquiring 26 credits in the following areas:

English	4 Credits
Physical Education	4 Credits - Including Health and Driver's Education
Mathematics	3 Credits
Science	3 Credits
Social Studies	3 Credits Must include Civics
Consumer Education	.50 Credit –Ag Business may be substituted
Electives*	8.5*

*One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f) For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.
**These requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program. Students must be enrolled in physical education courses for every semester enrolled at New Berlin. According to Illinois School Code, students may be waived from physical education class according to the guidelines set forth in Handbook Policy 2.80.

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:
(1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
(2) 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.

Cross Reference: PRESS 6:300, *Graduation Requirements*

Participation in Graduation

To participate in baccalaureate and commencement exercises, all graduates must notify the high school office by January 31. Arrangements must be made for cap and gown purchasing and attendance at graduation rehearsal. Failure to meet these deadlines will result in not being allowed to participate. Any senior with credit or course deficiencies will not participate in graduation exercises. Participation in the graduation ceremony may be denied, on an individual basis, at the discretion of the school administration. Students must pay all dues and fees owed to the school and return all uniforms, equipment, or other school items before they will be allowed to practice for and participate in graduation. Students are required to practice for graduation unless they have a valid and prearranged permission to be absent from the principal.

Graduation GPA Designations

Students who have earned the privilege of participating in the graduation ceremony will be recognized for their academic achievement according to the following GPA Designations:

Summa Cum Laude: 3.9-4.0
Magna Cum Laude: 3.75-3.89
Cum Laude: 3.5-3.749

2.130 Complaints about Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.
Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Cross Reference: PRESS 6:260, Complaints About Curriculum, Instructional Materials, and Programs; PRESS 6:260-AP-E, Exhibit – Curriculum Objection Form

Chapter 3: Student Fees and Meal Costs

NBCUSD#16 Fee Schedule - FY 26 School Fees

3.10 Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular or extracurricular programs of the school district 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 applies to all fees related to school, instruction, and extracurricular activities. Applications for fee waivers may be obtained from the school office and 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 same income guidelines, with the same limits based on the household size, that are used for the federal free meals programs;
- The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

- The student is homeless, as defined by the McKinney-Vento Homeless Assistance Act.

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.

The building principal will notify the parent/guardian promptly 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 at 217-488-6012 ext 1130.

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

Fines for loss or damage to school property are waived for students who meet certain eligibility requirements.

Cross Reference: PRESS 4:110, *Transportation* PRESS 4:140, *Waiver of Student Fees*, PRESS 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*, PRESS 4:140-E1, *Application for Fee Waivers*, PRESS 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

Debts to School

Students and parents are responsible for any debts owed to the school, including school organizations. Initial (non-threatening) letters will be sent by individual teachers or the high school office. Additional requests from the office will require immediate response from the debtor, with possible notification to our collection agency. All debts must be paid prior to behind the wheel driving in driver's education and graduation ceremonies.

Registration/Course Fees

HS Registration Fee is $130.00. There are a number of general elective and credit recovery courses that have a fee assessed to them. A copy of the related fees is available in the high school office . Students are required to have a PE uniform. PE uniforms are included in fees that are waived when a student qualifies for free lunch. The school will purchase a PE uniform one time for a high school student. If it is lost or needs to be replaced the parent is responsible for purchasing any additional shorts or shirts throughout the student's high school career.

Locks/Lockers

Hall lockers will be assigned to all students. Students must use the lockers assigned to them, and are not permitted to put their belongings in lockers that they are not assigned to. Open food and drink containers or anything of value should never be left in a locker for an extended period of time. **The school will assume no responsibility for any items that are lost or stolen.** Bags, backpacks, purses, and other carrier items should be left in lockers during the school day. Lockers are the property of the school district and the school administration has the right to make general inspections or searches for specific items at any time. ~~If a student chooses to secure their locker, locks are available to rent for $5.00 in the high school office. If a personal lock is placed on a locker, the key or combination must be turned into the high school office or it will be cut off. PE locks are provided by the school yearly at no charge. PE Lockers/Locks are shared by students. Students will be charged a replacement fee of $5.50 for any school lock that is lost or damaged.~~

Parking Fees

Students are required to pay $30.00, complete a parking application, submit auto insurance verification, and a copy of their driver's license to the office to receive a parking permit to park on school grounds in the student parking lot during the school day. Vehicles that are on school grounds without a parking permit will be towed at the student/parent's expense. Families that have multiple vehicles that could be driven to school may list other vehicles on the parking permit. Click here for the NBHS Student Parking Application (Must use their secure email account).

Textbooks

In most cases, textbooks are rented from the school. It is the student's responsibility to keep his/her books in good condition and free of marks. If books are not returned or not returned in good shape, the student will be expected to pay for the cost of replacing the book.

Chromebook/Electronic Charges

Chromebook Full Replacement (broken or lost) $275, Chromebook Screen $50, Chromebook Charger $35, Chromebook Bag $20

3.15 Vandalism MSH Update 7.2025

The school district will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

Cross Reference: PRESS 7:170, *Vandalism*

3.20 School Lunch Program/Costs

High School students must eat lunch in the cafeteria. Food is not to be eaten in classrooms, gym or hallways. School breakfast and lunch will be served daily. Breakfast is served from 8:00 - 8:20 a.m. Meals should be paid for in advance either by check made payable to CUSD #16 or through Family Access . *All family members may be included on a single check, even if they attend different attendance centers.* The cost of breakfast is $1.75 and the cost of lunch is $3.35. Each student will be given a lunch card/ ID which can be scanned by the computer. 9, 10, 11 & 12th grade students will be responsible for their lunch card. Students who fail to present their lunch card will be required to go to the end of the lunch line. Account information is posted on Family Access. In addition, a courtesy call through School Reach will be made as well as an email reminder when the student's account balance reaches $1.00. If the balance remains negative, the parent or guardian will receive a letter in the mail from the Cafeteria Office. Please keep your student's lunch account up to date! Free lunch and reduced lunches are available by application to those families who meet the Federal guidelines. The forms must be completed annually and are available through Family Access. The forms are to be filled out completely before returning them to the school office. If you have any questions regarding your child's lunch balances or any questions concerning the cafeteria, please contact the Food Service Director at (217) 488-6012 ext. 1351.

Cross Reference: PRESS 4:130, *Free and Reduced-Price Food Services*

Chapter 4: Transportation and Parking

4.10 Bus Transportation

The driver is in charge of all students on the bus with authority similar to the authority of a teacher in the classroom. The right of students to ride the bus is related to their good behavior and observance of rules and regulations. **Safety demands complete cooperation.** It is the duty of the driver to notify the transportation director and principal, in writing, when students do not conduct themselves properly on the bus. The school administrator may then forbid such students the privilege of riding the bus. In addition to the rules listed below, all rules, regulations, and consequences listed elsewhere in this handbook apply to riding on a school bus.

The district provides bus transportation to and from school for all students. A list of bus stops will be published at the beginning of the school year before student registration. 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.

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.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

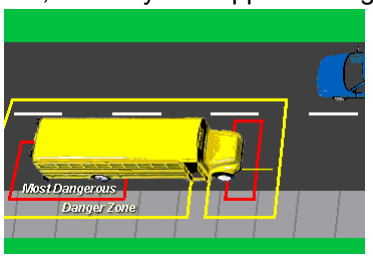
A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student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

Each District #16 School Bus is equipped with a camera, which makes a video and audio record of each student's behavior. The purpose of this monitoring is to limit misbehavior on each bus and provide safer bus transportation. Should a student problem occur on a bus, the transportation director and/or the principal or his/her designee, may review the film record to determine the cause of the problem. Due to privacy issues of all students, only authorized school personnel shall view tapes.

School Bus Safety Rules

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

- Only regularly scheduled bus passengers are permitted to ride the bus. Students must ride the bus to which they are assigned.
- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact the Transportation Director at: 217-488-6012 ext 2353.

Additional resources for bus safety:

National Highway Traffic Safety Administration - School Bus Safety
https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html
U.S. Department of Transportation - School Bus Safety Campaign Material
www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material
National Safety Council - Tips for a Safe Ride
www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus
State Police - School Bus Safety
https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf
State Board of Education - School Bus Safety What Parents Should Know
www.isbe.net/Documents/bus_safety_parents.pdf

Cross Reference: PRESS 4:110-AP3, *Administrative Procedure – School Bus Safety Rules*

Bus Conduct

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.

6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

Cross Reference:PRESS 4:110, *Transportation,* PRESS 7:220, *Bus Conduct,* PRESS 4:170-AP3, *School Bus Safety Rules,* PRESS 7:220, *Bus Conduct.* PRESS 7:220-AP, *Electronic Recordings on School Buses*

4.20 Driving/Parking Regulations

Students driving motor vehicles to school must possess a valid driver's license. All traffic laws and posted speed limits must be observed. The parking area in front of the main entrance of the school, beside and across from the Lutheran Church is reserved for staff and visitors only. No student parking is allowed in this area.

Students are to park in Student Lot C. The assignment of parking areas will go to seniors first and then to juniors, sophomores, and if room permits, freshmen. Any student not following these rules will not be allowed to drive his/her car to school and park on school grounds. Once a student's car is parked at the beginning of the school day, it is to remain in the assigned parking space until dismissal time. Students are not allowed to go to their cars or the parking lot without permission from the principal's office. The parking lots and student cars are off limits during the school day. Those students who leave school without permission during the school day will lose parking privileges and will be subject to other handbook regulations. Students are not to ride in, drive, or sit in any motor vehicle during closed campus. Students who violate this rule or engage in any unsafe act, or have accidents in a motor vehicle will be subject to the following consequences:

First Violation-warning; possible loss of privilege to park on school property for 1 quarter

Second Violation - loss of privilege to park on school property for 1 quarter

Third Violation - loss of privilege to park on school property for the remainder of the year

All students shall be required to park in an orderly manner. The roadway to and from the bus garage must be kept clear at all times. Any student vehicle parked inappropriately or in any other area during school hours may be towed away at the student's expense. Traffic laws and safety rules must be observed while driving on school property. Please remember that driving to school is a privilege, which may be revoked.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school. Students who use vehicles for transportation to and from school are expected to comply with the regulations below. Pupils should realize that their parents or guardians are responsible for damages that may result from driving on and parking on school property.

Parking Expectations

There are now three lots for parking on campus:

- **Parking Lot A - Staff Only Parking -** Located on the west side of the building by the bus garage.
- **Parking Lot B - Visitor Only Parking -** Located in the front of the building by the main entrance.
- **Parking Lot C - Student Parking -** Located on the east side of the building by the baseball & softball fields.

1. Upon arriving at school, students are to park in an assigned spot in Parking Lot C. Vehicles are to be vacated until school is dismissed or special permission is granted by the principal to leave in the vehicle.
2. Vehicles must be parked properly within the assigned spot, and must be driven under the speed limit of 10 miles per hour. Driving in a reckless manner is prohibited. Violators of this regulation will be denied permission to operate a motor vehicle on school property and will be subject to disciplinary action.
3. Vehicles parked outside of designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense.
4. Students who wish to park on campus must park in the designated lot. Failure to park in the designated area may result in disciplinary consequences *or loss of* parking privileges. The lot located by the junior and senior high office entries are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.
5. 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.
6. Students who leave campus without permission will be subject to the loss of parking privileges.

For the safety of all students, the school administration has the right to take appropriate measures to provide for the safe travel and/or transportation of students to and from school, immediately before or after the school day. Therefore, the administration may take disciplinary action upon receipt of reports of unsafe or reckless driving, involving students entering or leaving campus, or within the general vicinity of the school campus. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Chapter 5: Health and Safety

Wellness Policy

The Board of Education of Community Unit School District #16 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. Furthermore, the Board recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity.

Emergency Information

It is necessary that there is current emergency information on file for each child. This information is of great value to the child in the event he or she becomes ill or is injured at school. This information is included on the CUSD #16 registration form. **This information must include emergency phone numbers.**

Illness at School

Illness or injury at school may require that a student returns home. If this is the case, parents will be contacted by school authorities to explain the circumstances. The parents should then make timely arrangements for getting the student home. In case the parents cannot be reached, the school will only contact the person or persons listed on the student's registration form. Parents are to give this information to the school when they register. It is imperative that the student's emergency card be kept updated. If you know of any reason for a change, please notify the office. Students will not be excused from school for the illness unless school authorities have contacted the parent for the student to be picked up. In the event the student has contacted the parent due to illness, and has not gone through the school nurse or office staff, the absence will be counted as unexcused when the student signs out.

Illness at Home

If your child has a fever, please keep them home until they have been fever free for 24 hours without fever reducers. If they have been vomiting or have diarrhea, they should also remain at home until they have been retaining food and without diarrhea for 24 hours. Please stress to your child the importance of good hand washing to prevent the spread of germs.

Accidents

Every accident in the school building, on the school grounds, or at any event sponsored by the school must be reported immediately to the adult in charge. Accident reports are available in the office. The school will make every effort to inform the parents of any accident or illness occurring at school that may need care of observation at home; and, for safety reasons, no student will be sent home unless a responsible adult is contacted and arrangements made.

Child Abuse

State law requires that all suspected child abuse be reported to the proper governmental agency. School employees are Mandated Reporters

Medical PE Exclusion

Illinois students are required to take part in P.E. Class on a daily basis. A student may be exempt from some or all physical activities when the appropriate excuses are submitted to the school by a parent/guardian (for one day only) or by a person licensed under the Medical Practice Act (for periods of more than 1 day). Alternative activities and/or units of instruction will be provided for students who are unable to participate

5.10 Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and up-to-date immunizations prior to:

1. Entering kindergarten or the first grade;

2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or an Illinois school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempt from the above requirements:

1. On medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. On religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Eye examination requirement if the student's parent/guardian completes the State of Illinois Eye Exam Waiver or
4. Dental examination requirement if the student's parent/guardian completes the State of Illinois Dental Exam Waiver.

Cross Reference: PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

Vision and Hearing Screening

CUSD#16 students will be screened annually in the required grades as stated in Section 675.110 of the Title 77 Illinois Administrative Code. Screening is not a substitute for a complete examination by a doctor. Students are not required to undergo screening (vision or hearing) if a physician signs a report indicating that a complete examination, eye and vision/ear and audiological evaluation, has been administered within the previous 12 months. Parents or legal guardians of a student may object to screening for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objection must be presented to the local school authority.

5.20 Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to 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. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

Administration of Medical Cannabis In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure 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.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

Cross Reference: PRESS 7:270, *Administering Medicines to Students*; PRESS 7:270-AP, *Dispensing Medication*; PRESS 7:270-E, *School Medication Authorization*

NBHS Medication Procedures

1. Medications are administered at school in accordance with the Recommended Practices and Procedures Manual from the Illinois State Board of Education. Administering medications at school is discouraged. However, some pupils with long-term chronic illness or disability may require medication during the day. Only in exceptional cases in which failure to take medication could jeopardize the child's health and/or education, should medication be administered at school. ***All medications*** that are brought to school must be sent to the nurse's office upon arrival. This medication will be stored in a locked cabinet. It is recommended that medications be delivered to the school by the parent.
2. All medications given at school, prescription and over the counter medication and supplements (which include essential oils), must be prescribed by a licensed prescriber. The medication must be brought to school in the original most up-to-date container as dispensed by the pharmacy or in the original over the counter packaging. No medication in "baggies" will be accepted. The CUSD#16 "Authorization For Administration of Prescription Medication" form must be completed by both the parent and the physician. Any change in the dosage or administration must have written authorization from the prescriber.
3. The morning doses of medications should be given at home.
4. The school reserves the right to have the time of medication administration at school adjusted to meet the schedule and availability of the nurse.
5. Questions concerning medications will be referred to your physician.

6. Self-managed and emergency medications will be evaluated individually by the school nurse (i.e. asthma inhalers, epi-pens, and medication to manage diabetes). It is recommended that spare medications and supplies be kept in the nurse's office for emergency use.
7. CUSD #16 Medication and Health Forms are available on the website, in either school office or in the nurse's office.
8. The school not only has the right, but also the responsibility to refuse to administer any medication at school if properly qualified individuals are not available.
9. The school will ascertain from the parent and/or the physician the necessity for administering medication during school hours and will retain the discretion to reject requests that do not meet the medication guidelines. ***Medication sent to school without proper documentation will NOT be given.***
10. Noon medication is not routinely given at school on early dismissals @ 11:45 or on field trips.

5.30 Student Counseling Services: Guidance & Social Work

The school provides a guidance and social work counseling program for students. The school's counselors are available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions. Contact the high school principal if you feel your child is in need of these services.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

The district social workers specialize in providing social and emotional support to students. They can work directly with students either one-on-one or in a group setting. They are also able to help connect students and their families with outside services and resources as needed.

Cross-References: PRESS 6:270, *Guidance and Counseling Program*

5.40 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, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Cross-References: PRESS 4:170, *Safety*; PRESS 4:170-AP1, *Comprehensive Safety and Crisis Program*

5.50 Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or 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: PRESS 7:280, *Communicable and Chronic Infectious Disease*; PRESS 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

5.60 Head Lice

The school will observe the following procedures 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 parents or guardians 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 the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross-References: PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

5.70 Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

Cross-References: PRESS 4:190, Targeted School Violence Prevention Program

5.80 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence MSH Update 7.2025

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Article 26A Resource Person **School Social Worker**	**Nondiscrimination Coordinator** **Director of Student Services**	**Title IX Coordinator** **Athletics and Activities Director**
Complaint Managers **NBHS Building Principal**	**Complaint Managers** **NBJH Building Principal**	

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Cross-References: PRESS 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence;* PRESS 7:255-A1, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence;* PRESS 7:255, A2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*

Chapter 6: Discipline and Student Conduct

Promoting Positive Behavior

An orderly school environment is essential for a safe school and student achievement.. Rules and procedures are designed to create a sense of security among students. The New Berlin Senior High School staff and administration adhere to clear behavior expectations for high school students that will maintain an orderly educational environment. We will implement PBIS (Positive Behavior Intervention Supports) for all students in order to ensure a safe learning environment and to promote positive choices/decision-making. Positive Behavior will be recognized and rewarded through weekly, quarterly, and semester incentives. Students who follow school-wide expectations: **Be Ready! Be Responsible! Be Respectful!** will be recognized using the following Rewards/Incentives:

- **Weekly Extra Recognition** Students that demonstrate going the extra mile with universal expectations in all settings of the building will receive a certificate and incentive prizes during lunch.
- **Quarterly Incentives -** Get Out of Here Passes, PBIS Party Participation, and other incentives.

6.10 General Building Conduct/Expectations

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering and not put back on until you are out of the building.
- Students must have backpacks and all personal belongings **locked** in their lockers, **including cell phones**. Athletic equipment, and band instruments must be stored in the designated areas and not on top of the locker shelving.
- Students must have a properly completed pass through eHallpass to be in the hallway during class time. Students will submit the eHallpass for the teacher to approve.
- Cell phone use is not permitted in the classroom. When a student leaves a class on a pass, they are not permitted to use their cell phones in the hallways during class time, unless permission has been granted by a staff member.
- Students must demonstrate appropriate hallway behavior at all times: keep the flow of student traffic moving, keep your hands to yourself, keep your voice to an appropriate volume, use respectful language, and walk at a steady pace.
- Drink containers that are filled with water ONLY are permitted in the classrooms, lockers, and in the hallways. All other beverages are not permitted in classrooms, hallways, or lockers and should be consumed in the cafeteria. Students will throw away any containers not containing water ONLY before entering the main hallways.
- Open food items are only permitted in the cafeteria and must be consumed before leaving the cafeteria. Students will throw away any open food items before leaving the cafeteria. Open food items are not permitted in the hallways, lockers, or classrooms.

Hallway/Passing to Class Expectations

Students change class at the end of each period. Cooperation and courtesy are expected during passing periods. Students have a four (4) minute passing time. The teacher, not the bell, dismisses students. To assist in getting to class on time, students should use the most direct route possible, keep to the right, walk at all times, keep noise to a minimum, and keep hands and feet to themselves.

Library Media Center Expectations/Conduct

The Library Media Center, and its materials and resources, exists primarily for the purpose of student-use. Students are encouraged to make full use of the facility for all their information needs. If there is some item that you feel the LMC might need in its collection, let the Library Media Specialist know. To ensure that our Library Media Center is and will remain available for all students to use, patrons of the LMC must abide by the following rules intended to

protect everyone's rights and privileges. Violators of these rules will be subject to detention.

1. Students coming from class must SIGN-IN and present the Media Center Supervisor with a PASS from his or her classroom teacher.
2. Books may be charged out for THREE (3) WEEKS and must be returned by the date due or a fine of 10¢ per day will be assessed.
3. Students with unpaid fines or overdue books may be prohibited from charging out any other resources.
4. Student behavior in the LMC shall be regulated as it is in any classroom.

6.20 School Dress Code

Dress for Success

We are committed to preparing students for success after high school – whatever their post-secondary plans may include. Part of that preparation includes the understanding of the importance of context as they begin navigating the world. Choosing the right attire for different contexts is an important life skill. The "Dress for Success Norms" encourages students to keep their focus on learning, maintain age-appropriate expectations, and express their individuality in an appropriate manner. We are committed to provide an environment that allows students to feel comfortable while expressing their individuality. The New Berlin staff will take great strides to ensure that these straightforward Dress for Success Norms apply equally to both male and female students. We strive to enforce these rules respectfully and without judgment. We appreciate and expect parent and student cooperation in our efforts to make our Dress for Success Norms and their enforcement fair, balanced, and gender-neutral. If there is any doubt about dress and appearance, the building principal will make the final decision.

Dress for Success - What to Wear

All students must follow these norms at school and all school-sponsored events. This includes, but is not limited to, school activities, field trips, and school-sponsored after-school programs.

- Students are expected to dress appropriately for school, wearing clothing that is well-suited for the school environment.
- Clothing will completely cover the torso, including top of chest, and backside in non-see-through materials, covering all undergarments.
- Shirts of any kind must have straps over each shoulder that cover undergarments.
- The length of shorts or skirts must be appropriate for the school environment.
- Safety is paramount. Appropriate footwear (sneakers, boots, sandals, etc.) must be worn at all times. State law specifies that safety glasses must be worn in shops and labs when working with machinery and/or chemicals.

What Not to Wear

- Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Words or messages that are so offensive to any individual or group as to create an immediate reaction disruptive to the orderly operation of the school or school activities are prohibited.
- Headcover of any type: caps, hats, hoods, or bandanas.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Pierced jewelry that presents a safety hazard, spiked apparel, spike accessories, animal collars, or chains that can be used as weapons are prohibited.
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages or names, illegal drugs, drug paraphernalia, tobacco ads, sexual innuendo, profane language, vulgar statements, gang or satanic symbols, hate messages, death, suicide, violent behavior, or other inappropriate images.
- Thick/bulky jackets, coats, or other types of outdoor apparel such as sunglasses are not allowed to be worn in the building except when arriving or leaving; they are to remain in the students' lockers at all times.
- Clothing that reveals undergarments through rips, holes, tears, or that is poorly fitting/sagging is not permitted to be worn at school.

Consequences for Dress Code Violations

NBHS staff will address non-compliance with the Dress for Success Norms in a respectful and professional manner; our intent is not to shame individual students for their wardrobe choices. We would expect that no student should need to be asked more than once, in one year, to adjust their attire to meet the norms. If a student needs to be asked more than once it becomes an issue of disrespect/insubordination rather than an issue about dress.

1st Offense: Warning Student will be asked to change clothes. The student will remain in the office or DSR until a parent can bring in a change of clothes.

2nd Offense: Detention and student will be asked to change clothes. The student will remain in the office or DSR until a parent can bring in a change of clothes.

3rd Offense: Saturday Detention and student will be asked to change clothes. The student will remain in the office or DSR until a parent can bring in a change of clothes.

Cross-References: PRESS 7:160, *Student Appearance*

6.30 Student Conduct MSH Update 7.2025

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply 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

Disciplinary Infractions and Consequences

Appropriate disciplinary action will be taken when students do not follow expectations for conduct. School rules apply at all school activities, even when they occur outside the regular school day or away from school grounds including any type of school sponsored trip (See Chapter 9). The principal shall take into consideration the age of the student and the discipline history when determining consequences. The principal may determine a more stringent consequence after considering all the circumstances of a situation. Copies of all School District policies on student behavior are available online through the School District's website, in the student agenda, or in the school office. Student misconduct falls into one of 3 categories: MINOR, MAJOR or GROSS Misconduct. Progressive Discipline Steps are designed to discourage students from making decisions that negatively impact themselves and others and are set up to respond to student misbehavior on a graduated basis based on both frequency and severity. Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

Responses to MINOR MISCONDUCT

Classroom Interventions

Each teacher will have a list of classroom rules, which will be presented, posted, and distributed the first week of each Semester, then reviewed throughout the school year. This rule list serves as a Step #1 initiative.

1. Rule Presentation and Posting
2. Verbal Warning
3. Proximity Control
4. Selected Seating
5. Accommodate Assignments/Homework Detention
6. Ignoring Misbehavior/Redirecting
7. Logical Consequences
8. Modeling Appropriate Behavior

When student behavior becomes so disruptive that the learning environment is jeopardized, intervention beyond a warning is required, or is significant to the extent that the action violates specific stated expectations of student behavior, the teacher will submit a disciplinary report to the office. When the teacher submits a disciplinary referral, an email notification to the parent will automatically generate from the Skyward Student Management System.

Examples of MINOR MISCONDUCT

1. Late to class
2. Talking in class
3. Unprepared for class/ did not bring class materials
4. Dress code violation
5. Refusal to work/head down/sleeping in class
6. Disruptive to Classroom/School Setting (to Teachers or other Students)
7. Disrespectful to Teachers or other Students
8. Possession or Use of Electronic Device or Pager
9. Disorderly conduct
10. Homework not completed less than 3 times
11. Inappropriate Public Display of Affection: There shall not be any inappropriate display of affection at school or

school-sponsored activities. The only acceptable display of affection is holding hands.
12. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
13. Inappropriate behavior in the hallway

Examples of MAJOR MISCONDUCT

1. Being absent without a recognized excuse.
2. Homework not completed more than 3 times.
3. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
4. Engaging in academic dishonesty, including cheating, or wrongfully giving or receiving help during an academic examination.
5. Use of inappropriate language that is obscene or abusive (written or verbal).
6. Out of bounds - students must stay in the gym or cafeteria during lunchtime, before school until 8:10. Students are not allowed in the building or on school grounds from 3:25 pm until 7:50 am unless under direct faculty supervision.
7. Leaving class without permission.
8. Insubordination/Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

Examples of GROSS MISCONDUCT

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
    - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
    - Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
    - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
    - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
    - 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.
    - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
    - 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.
    - 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 a tablet or powdered form.

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 have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or 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, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Engaging in academic dishonesty, including intentionally plagiarizing, altering report cards, or wrongfully obtaining test copies or scores.
7. Forgery - This includes false representation of any kind or misrepresentation of the truth. Examples: misrepresenting a parent’s signature, teacher’s signature, other adult or student signature, or voice mail.
8. Possession of school forms (wrongful procurement or possession of a test, test key, office forms, etc.)
9. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. 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. Engaging in teen dating violence.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
13. Extortion - Obtaining or attempting to obtain something by force, threats, or intimidation.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being involved with any public school fraternity, sorority, or secret society.
17. Being involved in a gang or engaging in gang-like 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. 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.
20. 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.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
22. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of

sexually explicit digitized depictions, as defined in State law.

For purposes of these rules, the term **"possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desks, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.
Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.
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.
The list below 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 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 or expulsion. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following options:

Minor Misconduct	Major Misconduct	Gross Misconduct
● Notifying parents/guardians. ● Verbal reprimand. ● Disciplinary conference. ● Withholding of privileges. ● Temporary removal from the classroom. ● Return of property or restitution for lost, stolen or damaged property. ● Detention – homework, after-school, or Saturday - provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.) ● Directed Study Room/Alternative Classroom Setting - # of days based upon the severity of misconduct	● Notifying parents/guardians. ● Disciplinary conference. ● Withholding of privileges. ● Temporary removal from the classroom. ● Return of property or restitution for lost, stolen or damaged property. ● Directed Study Room/Alternative Classroom Setting - # of days based upon the severity of misconduct ● Detention – homework, after-school, or Saturday - provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.) ● Community Service ● Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules. ● Suspension of bus riding privileges. ● Participation in Restorative	● Notifying parents/guardians. ● Return of property or restitution for lost, stolen or damaged property. ● Directed Study Room/Alternative Classroom Setting - # of days based upon the severity of misconduct ● Community service. ● Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules. ● Suspension of bus riding privileges ● Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds. ● Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds. ● Transfer to an alternative program if the student is

	Justice Curriculum	expelled or otherwise qualifies for transfer under State law. ● Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, 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. ● Participation in Restorative Justice Curriculum ● Participation in Re-Engagement

CORRECTIVE MEASURES

WARNING

When appropriate, staff will give a verbal warning to a student the first time an inappropriate behavior occurs indicating to the student that a reoccurrence of the behavior will result in the issue of a detention.

OFFICE REFERRALS

An office referral is a notice from the teacher that the action is so disruptive as to require teacher intervention beyond a warning to stop and is significant to the extent that the action violates specific stated expectations as outlined in the section titled “Disciplinary Actions”. An Office Referral may include the student being sent from the room to the office in order for the teacher to maintain an appropriate learning environment. Consequences will be given according to the handbook policies.

Parental notification for disciplinary action will also be made by mail and, when possible, by email/phone. Depending on the severity of the offense, parent conferences may be requested. Law enforcement authorities may be notified in all incidents where criminal activity is indicated. Restitution will be required in cases where property is damaged or missing.

SEVERE CLAUSE

Staff will issue an immediate disciplinary report to the office for any student who exhibits behavior of a totally unacceptable and disruptive nature to the learning environment. Consequences as per the handbook will be applied. Parental notification for disciplinary action will also be made by mail and, when possible, by email/phone. Depending on the severity of the offense, parent conferences may be requested. Law enforcement authorities may be notified in all incidents where criminal activity is indicated. Restitution will be required in cases where property is damaged or missing.

HOMEWORK/LUNCH DETENTION

Students serving a detention for incomplete homework will turn in their completed homework at the end of each detention session. The detention supervisor will then put the completed homework in the designated teachers mailbox. The work the student completes in detention is what will be counted by their teacher. If a student does not turn in any work at the end of the detention session, the student may receive a zero for the assignment.

DETENTION

Parents must be notified before a student serves detention. If the student rides a bus, the student and parent shall be given one-day advance notice of the detention. Detention is offered on Tuesday, Wednesday, Thursday, and Saturday. Weekday evening detentions will begin at 3:30 PM and conclude at 4:30 PM. Saturday detentions will be served from 8:00 to 10:00 AM.

Students in detention are responsible for their own transportation. If a scheduled detention of any type is not served, or if the student is tardy to detention, it doubles. If a student fails to serve a rescheduled detention, he/she will be assigned to DSR for at least 1 day. Unless otherwise noted, any second or subsequent offense will result in a higher consequence level as deemed appropriate by school administration. Violations of some expected behaviors will result in the potential loss of privileges. Students may appeal the assignment of detention with a verbal or written request to the principal. Appeals should be held from 8:10 to 8:25 AM or from 3:20 to 3:45 PM on school days and made within 2 days of receiving the notice. **An automated email will be sent to parents when Office Referrals are written.**

GUIDELINES FOR DETENTION:

1. Detentions may be issued to students in accordance with our disciplinary guidelines. Students will be assigned to the next scheduled Tuesday, Wednesday, Thursday or Saturday detention and will be notified of the date and place.
2. Students are to arrive at detentions on time. Students arriving late will have additional time assigned and will be turned away
3. For detentions lasting more than one hour students will have a restroom break lasting 5 minutes between each hour.
4. Students must bring school assignments and school books with them. No magazines will be allowed. No drawing or doodling will be permitted. Students must be actively engaged in schoolwork.
5. No talking is allowed.
6. Students may not sleep or put their heads down on their desks.
7. No candy, food or drinks are allowed.
8. Students will have assigned seating.
9. If the guidelines are not followed, students will be warned once. Problems after that will result in dismissal from that detention session with additional consequences.
10. Students who miss Saturday detentions or who are removed from Saturday detentions will receive an in-school suspension.
11. Students are to be picked up promptly after detention. Students are responsible to make arrangements for rides home ahead of time and should not expect to use the school phone for obtaining rides.
12. No electronic devices or cellular telephones may be utilized during detention.
13. Only students assigned to detention will be allowed.

EXCLUSION FROM CLASS

Teachers have the authority to exclude from class students who are disruptive, discourteous, disrespectful, or who interfere with the educational process. Students may be excluded from class for one (1) day per incident. Failure to report to the office shall be considered insubordination and appropriate disciplinary action shall be taken. Students who are removed from class will receive zeroes for grades taken during that time.

DIRECTED STUDY ROOM

Students placed in Directed Study Room (formerly known as in-school suspension) will report to the office in the morning. Students will be segregated from the student population for the entirety of the school day. Students will be allowed to make up homework and quizzes/tests. Students on in-school suspension will not be allowed to participate in extracurricular activities for the day they are on in-school detention. This would be considered an unexcused absence from extracurricular activities.

SUSPENSION – OUT OF SCHOOL

Students placed on out-of-school suspension must not appear on school property, nor attend any school activity in which CUSD #16 is participating, until the suspension has been completed. Students will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. **Out-of-school suspensions will be counted as unexcused absences. Students will receive full credit for assignments turned in upon the first day back from suspension.** Failure to abide by the above rules will cause additional out-of-school suspension time to be assigned. Repeated suspensions may result in a recommendation for expulsion. Parents will be notified of out-of-school suspensions by telephone or by mail.

If you would like to discuss or appeal any aspect of suspension with the principal, Director of Student Services, or teachers please schedule a conference by contacting the principal. If the appeal is not satisfactory, the Illinois State School Code, Chapter 122 Section 10-22.6, provides for parents/guardians or suspended students an opportunity to appear before the school board for a review of the suspension. Please contact the district secretary to appeal an out-of-school suspension in order to appear before the Board of Education.

EXPULSION

Expulsion is the total separation of a student from school. This action must be made by the Board of Education. Expulsion is the final alternative in attempting to correct a problem. Parents will be notified of the procedure and their rights in expulsion proceedings. Expulsion may be justified in any of the following:

a. A single serious violation of a school rule.
b. The continuous violation of established school rules, interference with the educational process, or disregard for authority.
c. The endangerment of the health, safety, or welfare of students, faculty, or other school personnel.
d. Any of the episodes listed in other sections of the handbook that would call for expulsion.

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.

Isolated Time Out, Time Out and Physical Restraint

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. The use of prone restraint is prohibited.

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"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: PRESS 7:190, *Student Discipline;* PRESS 7:190-AP2, *Gang Activity Prohibited*

6.40 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 and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased,

or used by the school district or school if the bullying causes a substantial disruption to the educational process or the orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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 district 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.

Reporting procedures concerning claims of "bullying" are as follows:

1. Students who believe in good faith that they are a victim of bullying or harassment are encouraged to report, orally or in writing, such conduct to any member of the school staff the student feels comfortable talking with or report to the Principal's Office. Submit a report electronically using the Incident Reporting Form
2. Any school personnel who observes bullying or harassing conduct or who acquires information, even anonymously, about actual or threatened bullying directed toward a student shall report such conduct to the building Principal. School personnel shall take reasonable immediate action to prevent imminent harm to a student who is subject to observed bullying or harassing conduct.
3. The building Principal, or his/her designee, shall promptly investigate and address reports of bullying and/or harassment. The Superintendent shall be promptly informed of any such reports and investigations. All investigations shall be concluded within 10 school days with a written report to the Superintendent. As circumstances deem appropriate, Parents of a student who is a victim of such conduct or who is the perpetrator of such conduct shall be reasonably informed of any investigation and/or discipline or interventions imposed. Any such communications with Parent shall be consistent with student privacy rights as allowed by law and reasonable given the totality of the circumstances surrounding any incident or report of bullying/harassment.
4. Interventions used to address bullying and/or harassment behavior may include, but shall not be limited to, school social work services, restorative measures, social-emotional skill building, and school psychological services as appropriate to address specific acts and circumstances of bullying/harassment complaints.
5. No one reporting or supplying information about acts of bullying/harassment shall be retaliated against or punished.
6. Annually, the Superintendent shall direct all students, their parents and school personnel shall be informed of the District Policy on bullying/harassment and this Prevention Plan.
7. This Prevention Plan shall be posted on the District's website and evaluated by the Board of Education every two years. The Board evaluation shall assess the outcomes and effectiveness of this Prevention Plan based upon data that shall include, but not be limited to, the following:
    - Frequency of victimization;
    - Identification of areas at school where bullying/harassing conduct occurs;

- Types of bullying/harassing behaviors/acts committed;
- Intervention/restorative measures employed;
- Student/parent/staff surveys on school safety.

8. The Principal, or his/her designee, shall maintain a written record of all reports of bullying/harassing behavior received. This record shall include:
   - Names of the perpetrator(s) and victim(s);
   - The frequency of victimization;
   - Student, staff, and family observations/reports of bullying and other safety concerns;
   - The location of alleged incidents in order to identify any bullying "hot spots";
   - The type of bullying; and,
   - Whether there was bystander participation.

Anonymous reports are also accepted by phone call or in writing to:

Nondiscrimination Coordinator: High School Director of Student Services	**Complaint Manager:** High School Principal
300 Ellis Street	300 Ellis Street
New Berlin, IL 62670	New Berlin, IL 62670
217-488-6012 ext 222	217-488-6012 ext 225

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.

A student will not be punished for reporting bullying or supplying information, even if the school'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.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Cross-references: PRESS 7:20, *Harassment of Students Prohibited,* PRESS 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment,* PRESS 7:190, *Student Discipline*, PRESS 2:260, *Uniform Grievance Procedure*

6.42 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited MSH Update 7.2025

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure. Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or 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 remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

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

Cross Reference: PRESS 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.*

6.45 Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

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.

Making a Report or Complaint

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

Nondiscrimination Coordinator: Director of Student Services	**Complaint Managers:** High School and/or Junior High Principal	**Title IX Coordinator:** Athletic Director
300 Ellis Street	300 Ellis Street	300 Ellis Street
New Berlin, IL 62670	New Berlin, IL 62670	New Berlin, IL 62670
217-488-6012 ext 1110	217-488-6012 ext 1130 or 1140	217-488-6012 ext 1710

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

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

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or 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 remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

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

Cross-References: PRESS 7:20, Harassment of Students Prohibited, PRESS 7:185, Teen Dating Violence Prohibited

6.50 Cafeteria Conduct/Expectations

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria, get their lunch, and shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location.

Students shall follow all cafeteria rules during lunch.

- Students shall wait to be dismissed from the cafeteria/dome by the supervisor.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- 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 are to remain in the cafeteria, dome, or hallway adjacent to the cafeteria until dismissed by the lunch supervisor.

6.60 Field Trips – Conduct/Eligibility

Field trips are a privilege for students. Trips may be for the day, or may include an overnight stay. The taking of trips by students is contingent upon demonstration of appropriate behavior and passing all classes at New Berlin schools. If a student receives an out-of-school suspension during the academic year when such a trip is scheduled, the student may be denied the privilege of participating in the trip. 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.
All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. All work that will be missed on the day of the field trip must be turned in prior to attending the field trip, unless otherwise arranged by a classroom teacher. Students may be prohibited from attending field trips for any of the following reasons:

- 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.

Senior Trip Conduct/Eligibility

In order to participate in an approved senior trip, a student must have senior academic standing and meet the following eligibility requirements:

- **Attendance:** No attendance letter on record. Early graduates may not participate.
- **Academics:** Currently passing all classes, including any class in any term of the senior year.
- **Fees**: All debts to the school and to the class must be paid prior to signing up for the trip.
- **Discipline:** No out of school suspension during senior year.

Students deficient in meeting these requirements will be denied the privilege of participating in the trip. All handbook rules apply while the student is on the trip. Should a student violate a policy deemed serious by the sponsor, the student's parents will be contacted and required to return the student home at parent's expense. Students attending the Senior Class Trip must have a parent permission slip and medical release form signed prior to the trip to participate. Emergency numbers must be made available. Second year seniors will be expected to pay the full individual portion of the senior trip minus the credits earned in the senior year. Senior Trips will be taken to Chicago or St. Louis, unless a proposal of another destination is made by Senior Class Officers to the Principal and/or the Board of Education for approval by the November Board Meeting.

Cross-References: PRESS 6:240, *Field Trips* PRESS 6:240-AP, *Field Trip Guidelines*

6.70 Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School authorities may 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.

Cross-References: PRESS 7:140, *Search and Seizure*; PRESS 7:190-AP7,E1 *Letter to Parents/Guardians Regarding Access to Student Social Network Passwords and Websites*

6.80 Student Use of Electronic Devices

The use of personal electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using any personal electronic devices, except as provided herein. An electronic device includes, but

is not limited to, the following: cell phone, smart watch, headphones/earbuds,, audio or video recording device, personal digital assistant (PDA), ipod©, ipad©, laptop computer, tablet computer or other similar electronic device. During instructional time, which includes time out of the classroom on a pass to another location, electronic devices must be kept silenced and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. **Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, during passing periods, and during the student's lunch period.** Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Non-Compliance with Electronic Device Policy

Students in violation of this procedure are subject to the following consequences:

1st Offense – The device will be confiscated by school personnel. A detention will be assigned. The student will receive the device back at the end of the day in the school office.

2nd Offense – The device will be confiscated. A Saturday detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.

3rd and subsequent offenses – The device will be confiscated. An in school suspension will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the remainder of the school year. If the student is found in possession of the device, the student will face consequences for insubordination.

Cross-References: PRESS 7:190-AP5, *Student Handbook, Electronic Devices*

Appeal Process

When a student is disciplined, according to the terms of this policy, parents/guardians will be notified about the disciplinary action. Students and their parents/guardians are entitled to an appeal of disciplinary action. Such appeals should be directed to the Principal.

Chapter 7: Internet, Technology, and Publications

7.10 Acceptable Use of the District's Electronic Networks

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

Terms and Conditions

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use

Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges

Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use

The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;

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

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the networks in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the electronic networks to be private property.

No Warranties

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

Indemnification

By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security

Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism

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

Telephone Charges

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

Copyright Web Publishing Rules

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

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
d. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email

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

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

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access. Classroom internet usage is monitored through GoGuardian

Computer/Internet Usage Agreement

All students using any computer housed within NBHS must have on file a computer usage agreement signed by both the student and his/her parent or guardian. There are no exceptions. Each student and parent, by signing the Computer Usage Agreement, agrees to its expectations for student behavior with all computer equipment and software.

Students are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Abusive messages are prohibited.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal

activities are strictly forbidden. Typing e-mail messages in all capital letters is taken as shouting at someone and not condoned.

3. Do not reveal your personal address, phone numbers of students or colleagues, credit card numbers, bank account numbers, age, social security number, or physical location in an email message or on-line post without approval from a parent or teacher.
4. Note that email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. All communications and information accessible via the network should be assumed to be private property. Because use is educationally-based, the system use is subject to district review at any time.
7. You should never respond to email messages that are threatening or obscene.
8. Never assume on-line users are who they say they are. The anonymity of the Net allows some users to cloak themselves in fictional personas.

The following are some examples of inappropriate conduct that may cause a student to lose the privilege of computer lab/computer usage at NBHS:

1. Placing unlawful information on a system
2. Using abusive or otherwise objectionable language in public or private messages
3. Sending messages that are likely to result in the loss of the recipient's work on systems
4. Sending a broadcast or chain letter messages to lists or individuals, or any other use which would congest the networks or otherwise interfere with the work of others
5. Attempting to sabotage the school network in any fashion through changing computer setup, wiring arrangement, hub settings, etc.
6. Downloading any type of information or posting any type of information over the Internet which is not required by a specific portion of a class assignment
7. Attempting to infect a computer or system with a virus, whether intentionally or unintentionally, by not following established virus checking procedures
8. Accessing and/or viewing information from the Internet which is not directly related to a class assignment and having been permitted by the classroom teacher or library staff
9. Violating the privacy of self or others on the net

Appropriate legal authorities will be contacted if there is any suspicion of illegal activity.

Consequences for violations:

1st Offense: Loss of all school computer privileges for 1 week
2nd Offense: Loss of all school computer privileges for 1 month
3rd Offense: Loss of all school computer privileges for 1 semester

Any criminal activity will be reported to the police and to appropriate Internet companies.

Cross Reference: PRESS 6:235, *Access to Electronic Networks*

7.20 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 building principal, 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 a material and 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, slanderous or obscene, 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. Incites students to violate any Board policy.

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, 5, 6, and 7.

Posting of Signs

All signs posted by students must be approved by the building principal unless authorized by the sponsor of a school organization.

Photo Release/Permission

Parents must give permission for the school to release photos and video tape recordings to be displayed in local media broadcasts (newspapers, television, radios, and websites).

7.25 Guidelines for School-Sponsored Publications, Productions, and Websites

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School District, or an expression of Board policy.

Cross-References: PRESS 7:310, *Restrictions on Publications;* PRESS 7:315 *Restrictions on Publications; High Schools;* PRESS 7:310-AP, *Guidelines for Student Distribution of Non-School Sponsored Publications*

7.27 Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

- Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including but not limited to material that is libelous, slanderous or

obscene, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
- Is reasonably viewed as promoting illegal drug use; or
- Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Cross Reference: PRESS 7:315 *Restrictions on Publications; High Schools*

7.40 Annual Notice to Parents About Educational Technology Venders Under the Student Online Personal Protection Act (SOPPA)

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

7.50 Use of AI "Artificial Intelligence"

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Chapter 8: Search and Seizure

8.10 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 liaison police officers.

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

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

The 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.

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 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.

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 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 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 (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) 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-References: PRESS 7:140, *Search and Seizure*

Chapter 9: Awards/Recognition, Clubs and Organizations, Student Extra-Curricular Activities and Athletics
9.00 Award/Recognition Opportunities
NBHS will use the 6 Rs of the Jostens Renaissance Results Framework to improve attendance, achievement, school climate, and culture. We will build on the programs that we already have in place for recognizing and rewarding students. We are looking forward to adding more throughout the year as we see what works and what might need improved upon!
I. Prestigious Pretzel Program: The Prestigious Pretzel Program was developed and implemented to support those New Berlin High School students who demonstrate excellence in academic performance, attendance, and behavior. Incentives are earned each quarter or semester based upon the following criteria:

Prestigious Pretzel - Quarter Awards

Incentive #1 Semester Exam* AND Get Out of Here Coupon
Zero Behavior Referrals, 95% Attendance Rate, and High Honor/Honor Roll (a GPA of 3.25 or higher).
Students meeting these criteria for a quarter will earn a Get Out of Here pass to sign out after 7th hour one day a week AND an exam exemption coupon**.
Incentive #2 Semester Exam Coupon*
Zero Behavior Referrals, 95% Attendance Rate, and have a GPA of 2.0-3.24 for the quarter will earn one semester exam exemption coupon**.
***Prestigious Pretzel Semester Exam Coupon Limit 2 Per Semester**
Exam exemption coupons are valid for a course in which the student has a C average or higher. **The exemption coupon cannot be used for a course in which the student has a D or F average.

State Assessment Coupon Incentive

Incentive #3 Meets or Exceeds on the ACT/preACTSecure10/preACTSecure9.
Students will receive one semester exam coupon for a Meets or Exceeds Rating in one or more content areas on the Spring State Assessment for the fall semester of the next school year.

II. Golden Honors Awards: The Golden Honors Awards typify a combination of high academic achievement, character, leadership, and skill, and have as their objectives the encouragement and recognition of meaningful education and informed citizenship.

Subject Area	NBHS Awards	State/Local Awards	Scholarships
Agriculture and Engineering	WCIA Best in Class	National Merit Award	Knight of Columbus Scholarship
Family and Consumer Science	Athletic – Sangamo Conference All-Academic Team	Illinois State Scholar	Tiffany Brown Memorial Scholarship
Biological and Physical Sciences	National Honor Society	Jacksonville Rotary Scholar Athlete	NBEA Memorial Scholarship
English	Society for Academic Achievement	Sons/Daughters of the American Revolution Good Citizenship	Carla Wahl Memorial Scholarship
Spanish and Public Speaking	CACC Student of the Month/Year	US Army Reserve National Scholar Athlete	Damien Crews Scholarship
Mathematics	NBHS Student Council Student of the Month	NBHS/Abe Lincoln Region Illinois Principals Association Leadership Award	Madeline Finch Memorial Scholarship
Art	NBHS Student Council Student of the Year		McCullough-Delaney & Butler Funeral Home Scholarship
Instrumental Music	Most Improved Senior		Lincoln Land Foundation Scholarship
Physical Education	Senior Character Award		West Sangamon Public Library
Social Science	Outstanding Senior Boy and Girl		American Legion Auxiliary Scholarship
Vocal Music			Dorothy Lorene Osborne

			Memorial Scholarship

9.10 Student Athletes and Participants in Extra Curricular Activities

Athletic Code of Conduct for Athletics and Extracurricular Activities

Athletes and students involved in extracurricular activities will be held to additional standards as stated in the Extra Curricular Handbook and as determined by individual coaches and sponsors. Students participating in sports and extra-curricular activities will be responsible for knowing and abiding by the policies contained in the Extra Curricular Handbook and set forth by coaches and sponsors.

Overview of Requirements

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 practice (All documents are available at www.pretzelathletics.com/forms). The easiest way to take care of this is to sign the signature sheet at the beginning of the school year. Signed forms run through one school year.

1. Current physical (within 395 days)
2. Proof of Insurance (fill out on Athletic Agreement Form)
3. Fees of $60 per sport, $240 family max
4. Athletic Agreement Form
    a. Code of Conduct Signed Receipt
    b. Concussion Information Signed
    c. CUSD #16 Drug Testing Signed Consent (HS only)
    d. IHSA Performance Enhancing Substances Signed Consent (HS only)

Philosophy

Overview

The athletic program at New Berlin High School provides a well-rounded variety of athletic activities for all students. It is our belief that athletic participation is one more valuable step in the educational process that helps students grow physically, emotionally, socially, and intellectually. Every student is encouraged to participate and share in the benefits. While coaches/sponsors may implement a "cut" procedure when numbers deem it necessary, the only other factors that may limit a student's participation are academic ineligibility, lack of dedication to the necessary hard work, or unwillingness to follow the rules.

This handbook has been made available to you because your son or daughter has indicated a desire to participate in interscholastic sports/activities at New Berlin Junior/Senior High School. This handbook applies to all extracurricular sports and activities that are not an extension of the classroom.

Parents need to be aware that when students elect to participate in extracurricular activities, they are accepting the responsibility to be self-disciplined. They must be willing to follow the rules, work hard both in season and out of season, and accept the coach's/sponsor's decisions. Student athletes and parent(s) must meet with the coach/sponsor at the beginning of each sport season in which the student athlete is participating. These meetings will cover such topics as the extracurricular handbook, specific rules of each coach, eligibility, cut procedures (if necessary), and the importance of being drug free.

Notification

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules and regulations. Membership or participation in a school-sanctioned activity is a privilege and not a right. In addition, the principal may establish certain written rules and regulations consistent with those established by the Board of Education and the Superintendent of Schools. The jurisdiction of the school for student conduct includes the following: on, or within sight of, school grounds before, or after school hours or any other time when the school is being used by a school group; off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school; traveling to or from school or a school activity, function or event; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purpose or and educational function.

Expectations

Participation in interscholastic athletics/activities at New Berlin is a privilege extended to all full-time students. Students are encouraged to participate as team members and as fans.

For many people in our community and most people in surrounding communities, the only contact they have with our school is through our student athletes, fans, and coaches. Thus, the image of the school and community is largely formed by the actions and attitudes displayed by our students, fans, and coaches at athletic contests. This applies not only on the playing field or court, but also in the locker rooms, hallways, and concession areas before, during, and after the game.
It is expected that members of the extracurricular programs be good citizens in school and in the community. A team member is constantly in the public eye and in a position of influence. Young children, community members, and other school personnel will observe the athlete, look to them for leadership, and expect them to set standards for others to follow. Self-discipline is essential in developing this high degree of social maturity.

Agreement
The extracurricular handbook rules and penalties for violating those rules will be communicated to each student by their coaches/sponsors. Each student and their parents will be required to sign an agreement stating their knowledge and acceptance of the extracurricular handbook. Athletes participating on co-op teams are subject to the extracurricular handbook of the host school.

Governing Bodies

There are five organizations that govern or control the New Berlin Athletic Programs.
New Berlin School District #16 Board of Education – Makes all local policies and rules regarding athletic participation; determines which sports will be offered; hires coaches.
Illinois High School Association – For all High School Athletics; makes all state-wide rules and policies regarding athletic and extracurricular participation; conducts state series leading to state champions in various sports.
Illinois Elementary School Association – For all Junior High Athletics; makes all state-wide rules and policies regarding athletic and extracurricular participation conducts state series leading to state champions in various sports.
Sangamo Conference – For High School Athletics; makes rules and policies that govern conference contests; organizes conference championships in scholastic bowl, football, volleyball, basketball, track, baseball and softball.
MSM Conference – For Junior High Athletics; makes rules and policies that govern conference contests; organizes conference championships in scholastic bowl, volleyball, basketball, track, baseball and softball.

Athletic Participation Opportunities

New Berlin High School offers 10 varsity sports/activities that are hosted by New Berlin. Students may earn varsity letters in six additional sports that are hosted by area schools. The New Berlin Community Unit School District #16 is involved in co-operative sports agreements with several local school districts. Districts in which CUSD#16 currently has an agreement with Franklin, Waverly, and Pleasant Plains, Auburn and Lutheran High. The purpose of the arrangement is to increase student participation opportunities at both schools at minimal costs to the respective boards of education.

Varsity Sports	**Varsity Co-Op Agreements hosted by New Berlin**	**Varsity Co-Op Agreements hosted by other schools**
Football Cheerleading Volleyball		
Competitive Cheerleading	Football	Boys Cross Country (hosted by Franklin)
Girls Track	Baseball	Girls Cross County (hosted by Franklin)
Boys Track	Softball	Boys Golf (hosted by Waverly)
Scholastic Bowl		Girls Golf (hosted by Waverly)
		Boys soccer (hosted by Lutheran)
		Girls Basketball (hosted by Waverly)
		Wrestling (hosted by Auburn)
		Girls Soccer (hosted by Plains)
		Bass Fishing (hosted by Waverly)

Tryouts

Students wishing to participate in extracurricular activities must be at the tryout for that sport of activity. Exceptions will be made for a student that is injured, with a doctor's note, at the time of tryouts. A student that is injured may try out at a time when the injury is healed. A student that is injured at the official tryout time must realize that a spot on the team will not be held for them. It is also possible, at the discretion of the coach, that the injured student that does

make the team may not be allowed to play for a period of time due to the missed practices. The number of days a student must attend for a tryout is left to the coach's discretion. However, this may not be less than one day. There will not be tryouts for individual students unless the child has been injured; exceptions must be approved by the building principal and athletic director.

General Eligibility Requirements

Eligibility for most athletics is also governed by the rules of the IHSA and IESA and, if applicable, these rules will apply in addition to this Athletic Code. In the case of a conflict between IHSA and IESA and this Athletic Code, the most stringent rule will be enforced.

Overview of Requirements

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 practice (All documents are available at www.pretzelathletics.com/forms). The easiest way to take care of this is to sign the signature sheet at the beginning of the school year. Signed forms run through one school year.

1. Current physical (within 395 days)
2. Proof of Insurance (fill out on Athletic Agreement Form)
3. Fees of $60 per sport, $240 family max
4. Athletic Signature Sheet
    a. Code of Conduct Signed Receipt
    b. Concussion Information Signed
    c. CUSD #16 Drug Testing Signed Consent (HS only)
    d. IHSA Performance Enhancing Substances Signed Consent (HS only)

School Attendance

New Berlin Schools require that a student must be in school for the full school day before participating in any practice or activity. This means a student must be in attendance for all classes in order to participate in an athletic contest. If a student is not in school for the entire day, he/she cannot participate in practice or a game that night, unless one of the following conditions have been met and approved by the building principal and/or athletic director.

a. Doctor's note or appointment
b. Funeral
c. Court appointment (verified)
d. Other emergencies at the discretion of the principal

Students must be present at school on Friday for the entire day in order to participate in events on Saturday and Sunday. Students who are absent on Friday afternoon must have a medical release to participate in events over the weekend.

Physical Examination

A current physical completed within the last 395 days must be on file in the school office or presented to the coach before the student athlete may begin athletic practice. There are no exceptions.

Insurance

Students must have a proof of insurance waiver signed by the parent or guardian on file, along with a copy of the student's insurance card, in the school office or presented to the coach before the student athlete may begin athletic tryouts/practice or participate in open gyms.

Fees

Student athletes must pay all academic fees and the $60 per sport athletic participation fee prior to participation. The district has set a maximum family athletic participation fee of $240. Athletic fees will be refunded to those students that do not make the team. Athletic fees will also be refunded to those students before the 3rd day of practice or that become injured before the first contest. If a student quits the team after the 3rd day of practice, they will forfeit the athletic fee.

Academic Eligibility

In order to guarantee academic eligibility for athletic participation, New Berlin extracurricular participants must be passing ALL subjects. Grades will be checked weekly and will reflect the current semester average. If a student athlete is marked failing for any subject on the weekly check, then that student athlete will not be allowed to participate in athletics during the following week. Extracurricular ineligibility starts on the following Sunday and runs through the following Saturday. Extracurricular ineligibility does not necessarily preclude the participant from attendance at practice or games.
Grade reports are run weekly on Friday (or the last day of student attendance each week) by 10:00AM. It is the responsibility of the principal and the athletic director to determine eligibility on a week-by-week basis. Student athletes who are currently in season will receive an eligibility letter from the athletic director if the athlete has a F for any subject.
High School students participating in extra-curricular activities must also meet, in addition to all New Berlin requirements, all IHSA standards in order to participate. Junior High students participating in extra-curricular activities must also meet, in addition to all New Berlin requirements, all IESA standards in order to participate. In order to be eligible to participate in athletics and/or extracurricular activities for the following semester, students must pass seven classes from the previous semester. If a student fails to pass seven classes, they will be ineligible for the entirety of the next semester. **If a student is ineligible for any three weeks during the season, he/she may be dismissed from the team or squad by the head coach/sponsor**. These standards shall be extended to managers, statisticians, and support people as well. **JH Eligibility for Athletics and Extracurricular Activities (IESA 2.043)** For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly. Eligibility will be applied to the Sunday through Saturday following the week that was checked. Students must be passing each subject each week to be eligible. Grades shall be cumulative for the school's grading period.
Participation in a study group during a week of ineligibility, rather than practice, may be required by sponsors or coaches.

Physical Education
If a student does not participate in physical education during the school day because of a medically excused or an unexcused reason, that student will not be allowed to participate in any activity that evening unless released by a medical doctor.

Suspension
Students placed on out-of-school suspension or Directed Study Room (DSR) will not be eligible to participate in any practice or contest until the first day they re-enter school after successfully completing that suspension. If a student is suspended for one day on Monday, he/she may not participate Monday night, but may participate in a Tuesday evening contest after he/she has returned to school that same day.
If athletic practices or games are missed due to either the serving of detentions or internal/external suspensions, the absences will be considered unexcused and the individual coach's policy concerning unexcused absences for practices or games will be in effect.

Transportation

Transportation to and From Contests (and practices when applicable)
Students must travel to and from events on the bus or school-provided transportation. Students may be released to their parents at away events (at the coach's discretion) provided the following conditions are met:

a. A parent must sign the permission sheet (sign-out) distributed by the coach or sponsor following the contest.
b. When a student is going home with another student's parents or another specified adult the following applies:
    a. The parent of the student not riding the bus must have granted written permission for their child to be with another specified parent or adult.
    b. The parent or adult driving must sign the permission sheet and indicate the name of the player(s) who is riding with them.
        i. Students violating this policy will be suspended from participating in 1 contest.
c. The bus driver may not release a student to the student's parents. Release must be made by the coach or principal.
d. Students are not allowed to go home with other students.
    a. Students violating this policy will be suspended from participating in 1 contest.

Students who miss the bus and/or do not ride the bus to a practice, game, or event will not be allowed to participate. Very few exceptions apply. One such exception may be that a student and their family were attending a funeral.

Training Rules

Violation of Training Rules

The rules set forth in this 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.
The term "student athlete" will cover all extracurricular participants in regard to Training Rules and violations. However, incidents involving students that are part of a club, activity, etc. that is not sponsored by the IHSA or IESA will be handled on a case by case basis. Clubs and activities not sponsored by the IHSA or IESA do not have a "contest season"; thus, punishment for violating Training Rules in these cases will be determined by the building principal and the sponsor of that club or activity.
Actions not appropriate can/will lead to disciplinary procedures. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. Student athletes will enter high school with a "clean slate." For high school students, random drug testing of up to 10% of participants/athletes may be conducted at any time.

1. **Drugs, Alcoholic Beverages, and/or Tobacco/Electronic Cigarettes** – 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, or distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, tobacco/electronic cigarette, controlled substance, look alike, when taken into the human body is intended to enhance performance or 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. 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.
    a. **1st offense** – 25% contest suspension (The student may practice during this period)
    b. **2nd offense** – 1 calendar year. (The student will not compete in any NB athletic program during that time including practices, open gyms, and co-op activities)
    c. **3rd offense** – Student will be suspended for the remainder of his/her high school career.

    The suspension shall be served immediately and consecutively for the next contest when in season, or in the first contests of the season when the athlete is not currently in season. Any student athlete who is suspended under this policy must complete the season in which they serve their suspension. If they fail to complete the season, they must serve the full suspension in the next season.

2. **Association** – New Berlin student athletes shall not attend a party or other gathering and/or ride in a vehicle where alcohol and/or drugs are being consumed by minors.
    a. **1st offense** – 1 contest suspension (The student may practice during this period)
    b. **2nd offense** – 3 contest or 2 week suspension, whichever comes first (The student may practice during this period)
    c. **3rd offense** – 1 calendar year (The student will not compete in any NB athletic program during that time including practices, open gyms, and co-op activities)
    d. **4th offense** - Student will be suspended for the remainder of his/her high school career.

    The suspension shall be served immediately and consecutively for the next contest when in season, or in the first contests of the season when the athlete is not currently in season. *Any student athlete who is suspended under this policy must complete the season in which they serve their suspension. If they fail to complete the season, they must serve the full suspension in the next season.

3. **Unsportsmanlike Conduct or Other Unacceptable Behavior** – Behaviors that are contrary to the spirit of New Berlin Athletics, including but not limited to:
    a. An unlawful or delinquent act is a violation of any civil or criminal statute, ordinance, regulation, or court order (except for minor traffic offenses) including, but not limited to theft, vandalism, destruction of property, fighting (on or off school property), etc.
    b. Insubordination
    c. 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
    d. Any behavior which disrupts the appropriate conduct of a school program or activity
    e. Hazing, bullying, or harassment of any kind

f. Use of profanity
g. Exhibition of bad sportsmanship
h. Violation of any school rules

All offenses – the Building Principal, along with the Athletic Director and coach will decide the appropriate penalty for the athlete taking into consideration the seriousness of the offense, any harm or injury to person or property, the remorse of the student athlete and any other relevant factors. The consequence shall be served immediately and consecutively for the next contest when in season, or in the first contests of the season when the athlete is not currently in season. *Any student athlete who is suspended under this policy must complete the season in which they serve their suspension. If they fail to complete the season, they must serve the full suspension in the next season.

4. **Violation of Team/Activity Rules and Regulations**

All offenses - Violations for these acts are at the coach's discretion. Team Rules and Regulations are approved by the athletic director and the CUSD16 School Board. Coaches may determine reasonable penalties for violations outside of the team rules and regulations with approval by the athletic director. The consequence shall be served immediately and consecutively for the next contest when in season, or in the first contests of the season when the athlete is not currently in season. *Any student athlete who is suspended under this policy must complete the season in which they serve their suspension. If they fail to complete the season, they serve the full suspension in the next season.

Random Drug Test – for High School Students

Whenever a high school student athlete's test result indicates the presence of illegal drugs or banned substances, the following will occur. Refusal to participate in random drug testing will be treated as an admission of guilt.

- The building principal or athletic director, within 24 hours, will notify the parent/guardian of the positive test result. The athletic director may keep all test results for a period of up to four years or until graduation.
- If the parent/guardian or student wishes to contest the results, the vendor will arrange for the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at the expense of the parent/guardian or student. Such a request must be made to the building principal within five working days from the first notification of positive test results.

First Positive Result – The student will be given the option of:

1. Within 5 days of the positive result, the student must have an appointment with a Certified Chemical Dependency Counselor (or a counselor approved by the Board of Education) for a chemical dependency assessment and then follow the recommendations of the counselor. (If treatment is recommended, it must be with a Certified Chemical Dependency Counselor). The student must also submit to weekly urine testing for five weeks. The parent/guardian or student is responsible for all expenses. The student athlete will be required to attend practice. The student athlete will be suspended from competition for 25% of the season as described in the training rules violation or,
2. Denial of participation in interscholastic activities for the remainder of the current school year and the next school year.

Second Positive Result – The student will be given the option of:

1. If a student wishes to continue to participate in the program after a second "positive" test, the student must agree to a suspension of 1 calendar year. The student will be required to attend substance abuse counseling with a Certified Chemical Dependency Counselor (or a counselor approved by the Board of Education). Counseling must begin before the student will be allowed to return to competition even if the full suspension has been served.
2. Follow-up weekly testing will be performed prior to the athlete being declared eligible to participate after the 1 calendar year period of suspension. Proof of a negative test must be provided to administration at the parent's expense.
3. OR – denial or participation in interscholastic activities for the remainder of a student athlete's high school career.

Third Positive Result

1. A third "positive" test will result in automatic suspension from participation for the remainder of the student athlete's high school career.

Self-Admittance

An athlete or his/her parents may self-admit a substance abuse problem to an administrator. This is a one-time offer only and may not be used to avert a penalty that has been or will be discovered through "normal" occurrences, i.e. the police have already made an arrest or drug testing is about to take place. The athlete will retain full practice and playing privileges as long as the following conditions are met.

1. The admission of the said abuse is initiated by the athlete and is not made as a means of escaping disciplinary action. The athlete will give up playing privileges until drug testing (at parent/guardian or student expense) shows natural decay.
2. The athlete and parents are referred and begin to receive counseling at a recommended treatment center within two weeks of admission at the parent/guardian or student expense.
3. The athlete and parent/guardian consent to weekly urine drug testing at the parent/guardian or student expense for five weeks.

The athletic department will treat this with great confidentiality. While facing consequences for inappropriate behavior is a valuable lesson, New Berlin Schools is also very concerned with the development of all athletes well beyond their high school years. The self-admittance program is designed to offer the athletes and their parents a tool with which to foster good decision making throughout their life.

Honesty Clause
If, *from the beginning*, a student is forthcoming with the administrator investigating the potential code of conduct violation and does not present any false information, the principal has the option to reduce the penalty to 15% of the season (from 25%). The honesty clause only applies to a 1st offense. Any additional offenses will not have this option.

Counseling
If, within 5 days of the known violation, the student has an appointment with a Certified Chemical Dependency Counselor (or a counselor approved by the Board of Education) for a chemical dependency assessment and then follows the recommendations of the counselor, the principal can reduce the penalty to 15% of the season (from 25%). If the student does not follow the recommendations of the counselor, the full penalty will be reinstated.

Discovery
Violations of training rules must be made known to the school administration through
a. A student/athlete admission to a rule violation, or
b. An incident is reported in the media and is verified by law enforcement, or
c. An incident is directly reported by law enforcement to the school, or
d. An incident is witnessed and/or verified by school district officials, coaches, or teaching staff member, or
e. A parent reporting their own child

Due Process and Appeal Process
Student athletes will be provided due process. The student athlete is entitled to be informed of the allegations against him/her. The principal shall render a written decision within one school day of the conclusion of the investigation. A student athlete and his/her parent(s) may appeal the building principal's decision to suspend, in writing, to the superintendent within two business days of the building principal's decision to suspend. A suspension may be deferred pending the outcome of an appeal at the discretion of the superintendent.

Procedures

Procedures for Dropping a Sport/Activity
1. The student must see their coach/sponsor and explain why they will no longer be participating in the sport/activity.
2. All uniforms and equipment must be returned.
3. All awards for the sport are forfeited.
4. The student athlete may not participate in another sport (including open gyms) until the season of the sport they dropped is over.

Injuries
It is our hope that injuries to student athletes never occur. No matter the extent of the injury, athletes must report the injury to the coach/sponsor and/or our certified athletic trainer immediately. If a parent is aware of any injuries, physical limitations or medical conditions of their child, they must notify the coach immediately. If the athlete sees a

doctor, he/she cannot participate until a doctor's release, in writing, has been issued. **A certified athletic trainer employed by the New Berlin School District is provided at school on a regular basis for games and practices.**

Uniforms
All athletic uniforms, game or practice, shall only be worn while participating. This includes cheerleaders as well. All uniforms and school equipment must be turned in to the coach immediately following the close of the season. If a uniform or equipment is lost, damaged, or not turned in, the athlete will be responsible for the replacement costs. Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Coaches Policies
Each coach or sponsor may supplement these rules with additional requirements. However, these must be in writing and approved by the athletic director and board of education prior to the beginning of the season. After approval, a copy of the rules must be given to participating athletes and parents.

Awards

To qualify for awards, an athlete must finish the season in good standing.
Lettering Requirements (HS)
In each interscholastic sport varsity letters, sophomore patches, numerals, and pins are awarded. The criterion which must be met to win a varsity letter is determined by each varsity coach prior to the start of each season. In addition to letters, sophomore patches, numerals, and pins some special awards are given in each sport. Each team will hold an awards night at the conclusion of each season. Letters, patches, numerals, pins, and special awards are usually given out at this time. Specifically students must meet the following criteria to letter earn a varsity letter:
Baseball: Play in ½ of the total innings of all varsity games
Basketball: Play in ½ of the total quarters of all varsity games
Cheerleading: Participate in ½ of total varsity contests
Football: Play in ½ of the total quarters of all varsity games
Softball: Play in ½ of the total innings of all varsity games
Track: Must accomplish one of the following: Score 15 points (can be adjusted if meets are canceled) and/or Score points in county, conference, or sectional meet and/or set a school record
Volleyball: Play in ½ of the total sets of all varsity games
Wrestling:

- Every freshman, sophomore, junior, or senior who completes a season for the first time receives numerals.
- Sophomores who complete a season receive a sport specific patch.
- If an athlete completes the season and meets the criteria for lettering in a varsity sport, he/she will receive a varsity letter *(one letter per student)*, the pin of the sport for which he/she lettered, and a bar
- After receiving his/her first letter, the athlete will receive a bar for lettering, for every additional year that he/she letters in that sport.
- All seniors who complete the season will earn a varsity letter.

High School Special Awards

At the end of the school year, we also give special recognition to the Scholar Athlete of the Year and to the male and female Senior Athlete of the Year. To be eligible for the Scholar Athlete award a student must carry a 3.5 GPA or higher. To be eligible for the Senior Athlete of the Year award a student must have participated in six athletic seasons during his/her career and must participate in at least two sports during his/her senior year. The Senior Athlete of the Year award will be voted on by all coaches.

State Tournament Attendance Policy

New Berlin student athletes in a particular sport may be excused from school for no more than one day to attend the state tournament series in that sport. If a student athlete wishes to do this, he or she must bring a note ahead of time from his or her parents specifically stating this. The student athlete and their parents are completely responsible for all expenses, transportation, and liability. This is not a school sponsored activity, but may be an excused absence.

College Bound Athletes

All students, both general and special education, who are considering athletic competition at a Division I or II college institution, must meet the NCAA Clearinghouse requirements. Student athletes may access the NCAA website (www.ncaaclearinghouse.net). It is further recommended that a student athlete who might consider collegiate

athletics obtain an NCAA Clearinghouse form and speak to the guidance counselor no later than then end of his or her junior year.

Absences from Practices and/or games

Practices and/or games missed due to an academic requirement will be excused. There will be no penalty for this type of absence. Practices and/or games missed due to attendance at school approved but optional events will be treated as unexcused and will be acted upon at the discretion of the coach. Vacations and other such pre-arranged and school approved absences may result in limiting an athlete's participation. In general, if a player is at school, it is expected that the player attend practices and games, even if injured and able to attend.

To the Student Athlete

On the Field/Court

In athletic competition, a student athlete must not use profanity or illegal tactics. It is courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory. Officials in a game are there for the purpose of ensuring equity for both teams. It is our athletic tradition that student athletes talk to officials only in a tone of respect for the purpose of clarifying rules. Any behavior contrary to that which has been stated is a direct reflection on the school, team, and coaches, and will not be tolerated and is subject to discipline by the coach.

In the Classroom

In the academic area, a student athlete should strive to be a good student. Academic achievement for student athletes, as well as other students, must be the number one school priority. Therefore, student athletes must plan their schedules so they have sufficient time and energy for their studies. Student athletes also need to have a good attendance record.

On the Campus

The way we act and look on the campus is of great importance. Athletes should be leaders and worthy of respect from their classmates. Be a good role model.

Away from Campus

The successes that our athletic teams have achieved have led our athletes to participate as competitors or as spectators beyond the regular season. It is important that curfews, room assignments, and sportsmanlike behavior are observed at all times.

To the Parents of Student Athletes

Be positive with your student athlete. Let them know they are accomplishing something positive by simply being a part of the team. Encourage them to work hard, reach their potential and contribute to the team's efforts. Encourage and support your student athlete's efforts to follow the team rules and athletic code of conduct. Emphasize the importance of academics and understand the academic requirements necessary for participation in interscholastic athletic activities. Emphasize good sportsmanship with your student athlete. Win or lose, they must show respect for their opponents and demonstrate maturity necessary to show class. In addition, encourage your student athlete to respect the authority of the officials. Remember: Self-respect begins with self-control. Emphasizing the "team" must take precedence over the individual. The lessons learned through athletic competition are lessons for life. The skills learned are for leisure in the future. **Keep sports in perspective**.

Admission

Adults $5
Students $3
Senior Citizens $3 (62+)
Family Athletic Passes are now issued through the Sports Boosters.

Fans and Spectator Expectations

1. Stand and remove headgear during the National Anthem
2. Cheer for our team rather than against their opponents
3. Maintain self-control at all times while conducting themselves as responsible citizens
4. Show respect for opponents in every way possible
5. Always be positive in support of our teams
6. Recognize and acknowledge good performances made by both teams
7. Respect officials and accept their decisions
8. Be humble and not boastful in victory and gracious and not bitter in defeat
9. Leave the site of an activity - including the parking lot - as soon as possible after activity is completed

Removal of Rowdy Spectators from School Events for Unsportsmanlike Conduct

Nothing prohibits a school district from immediately removing a spectator from a specific game or event for disobeying rules or causing a disruption.
According to the Illinois School Code (Section 5/24-24), a school district may adopt a code of conduct and expectations for fans and spectators (this document). Spectators who violate the code may be denied admission to school events for up to one year, provided that the individual receives 10 days written notice of the volatile behavior and has the right to a hearing before the school board, if so requested.
To promote sportsmanship, should any spectator be removed from any event (athletic and/or extracurricular activities) **that spectator will be ineligible to attend the next contest at that level of competition, and all other contests at any level in the interim**. This follows closely the by-laws for IESA (5.100) and IHSA (6.011 and 6.012) that states any coach or player that is removed shall be ineligible for the next contest.

- Ex – Ejection occurs during a varsity football contest. Spectator is ineligible through the next varsity football contest.

Parental Procedures for Registering a Concern
Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in an athletic program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.

Communication You Should Expect From Your Child's Coach

1. Philosophy of the coach
2. Expectations the coach has for your child as well as all members on the squad including all team rules
3. Locations and times for all practices and contests
4. Team requirements, i.e. fees, special equipment
5. Procedures should your child be injured during participation
6. Teaching sportsmanship, ethics, good behavior and drug prevention

Communication Coaches Should Expect From Parents

1. Concern expressed directly to the coach. Athletes should be encouraged to make this step first
2. Notification of any schedule conflict well in advance
3. Specific concern in regard to a coach's philosophy and/or expectations
4. To be a positive role model at contests and practices

As your child becomes involved in the programs at New Berlin Schools he/she will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go the way you or your child wish. At these times, discussion with the coach is encouraged.

Appropriate Concerns to Discuss with Coach

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior
4. College options and recruiting

It is very difficult to accept your child not playing as much as you hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all student athletes involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those listed next, must be left to the discretion of the coach.

Issues Not Appropriate to Discuss with Coaches

1. Playing time
2. Team strategy
3. Play calling
4. Other student athletes

Communication with a coach is important. There are situations that may require a conference between coach and parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences become necessary, please call the coach to make the necessary arrangements.
Do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation. Please note that the parent, coach, and student athlete will be required to attend the meeting.
2. At this meeting the appropriate next step can be determined.

Research indicates a student involved in athletic activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this handbook makes you and your student athlete's experience with New Berlin Schools Extracurricular Activities an enjoyable experience.

Questions

If you have questions about the New Berlin Schools Athletic & Extracurricular Handbook or the programs in general, you may call the Athletic Director during regular school hours at 488-6012, ext. 224.

PRESS 6:190, *Extracurricular and Co-Curricular Activities;* PRESS 6:190-AP, *Eligibility for Participation in Extracurricular Activities;* PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities;* PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

Proof of Insurance

The school strongly recommends that parents provide some type of insurance. The school does not provide insurance coverage for student's personal property. All students who participate in interscholastic athletics must have insurance. Students will not be allowed to try out, practice or participate in contests until proof of insurance (and physical form) is on file.

Attendance at Extracurricular Activities

Students may attend all extra-curricular activities, athletic events, plays and music events with the following exceptions:

1. Unexcused absence from school the day of the activity.
2. Absence from school due to illness or taking a mental health day the day of the activity.
3. Serving an out of school suspension the day of the activity.
4. High school students may not attend junior high dances and parties.
5. Students leaving any extra-curricular activity will not be readmitted.

The administration has the right to remove any student who does not follow the handbook rules. Consequences for removal from an event may include exclusion from attending future extra-curricular events.

School Assemblies

Assemblies and meetings of various kinds will be held throughout the school year. Students should expect that seating will be assigned. Speakers and presenters should be treated in a respectful manner.

Class, Club/Organization Meetings

Students are highly encouraged to participate in extracurricular activities. Classes, clubs, and organizations can meet during Advisory any day of the week. To schedule a meeting for your group, send the date(s) that you will be meeting to the building secretary and the HS principal for approval. Once approved, it will be added to the NBJr/SrHS Activities Google Calendar. Students are encouraged to participate in meetings. No unauthorized organizations will be recognized or allowed to assemble during the school day.

Extra-Curricular Clubs/Organizations

Extra-Curricular Activities include, but are not limited to:

Art Club	Drama/Musical	FCCLA	FFA	Key Club
Library Club	National Honor Society	Science Club	Spanish Club	SADD
Student Advocacy Leadership Team (SALTY Leadership Team)	Student Council	Yearbook		

Requirements for Holding Offices of Classes and Clubs

1. The election should be held in the spring of the school year. A secret ballot with a simple majority shall be used to determine the election.
2. Every candidate for office must attend a mandatory Leadership Seminar held by the school. Topics covered may include: Motivating your group, parliamentary procedure, commitment, limiting your involvement to maintain the ultimate leadership skills, team building, and leadership responsibility.
3. An NBHS student can be President of one class, Student Council, or club/organization, and can be an officer in other club/organizations.

4. Students who attend CACC or LLCC/College Now can be an officer of Student Council, class or a club/organization, **but must meet the expectations of the leadership position or you will be removed**. Said member must bring his/her lunch to lunch meetings and attend the advisory meetings to be a member in good standing.
5. Student Council officer candidates may be required to give a speech to the student body. This speech would give detailed information about the candidate and his/her plans for time in office.
6. A student seeking office must have maintained a C average for the prior semester and continue to maintain a C average during his/her term of office. A student who fails to maintain a C average after being elected to office has one nine week period to raise his/her grades to a C average. Failure to do so will result in removal from office. A class or club will have an election at their next meeting to elect a replacement if removal is necessary. (The Vice-President will serve as acting President until the next election is held.) Advisors shall check grades every nine weeks.
7. Advisors have the authority to remove an officer if the officer exhibits actions unbecoming of the office and/or fails to perform the duties of the office in an appropriate manner. Advisors may remove a member should participation or conduct be unacceptable. The Advisor will give the student a written warning and will consult with the principal before removing a student from office or from the club or organization.

Building and Grounds Use By Students during a Club/Organization Activity

If a student is involved in before or after-school activity, or an activity taking place on a day school is not in session, the student must report immediately to the area designated for that activity and must be supervised at all times by the sponsor of the activity.

Organization Projects/Fundraising/Events

Classes and organizations will be permitted **two** money making projects during the school year. Dates and types of projects must be approved by the appropriate sponsor, student council, and the principal before making definite plans. Hayrack rides will not be permitted. No person may advertise, distribute or sell any item while on school property that would result in personal gain for the individual. Fundraising is limited to those school clubs and organizations that have previous fundraising approval of the administration in writing.

9.20 School Dances and Court Rules

Dance Rules

All dances are for students currently enrolled at New Berlin High School and their guests, pending approval of the Dance Guest Permission Form. A guest must be “age appropriate,” defined as in high school and not having turned the age of 21. Attendance at school-sponsored dances is a privilege. Coronation is open to the general public, however, those in attendance must leave immediately after the court dance. All students and their guests are expected to abide by the rules set forth in the NBHS Student Handbook, Chapter 6. Failure to do so will result in a request to leave the event, and the student’s parent/guardian will be contacted immediately. Further disciplinary action may be imposed upon the student and their guest.

Court Rules

Homecoming and Prom Court: If a student is selected to be on the homecoming court their Freshman or Sophomore year they cannot be on court again until their senior year. If a student is selected to be on the homecoming court their junior or senior year, then they cannot be on the prom court the same year they were on the homecoming court. The court member must maintain a C average to compete and have no debts owed to a class or club.

Junior/Senior Prom

The junior/senior prom is open to juniors and seniors at New Berlin High School and their dates. A NBHS student is permitted to bring one guest and must accompany the guest that they signed up to bring to the dance. Any 9th or 10th grade student that is in attendance must complete the guest form and attend with the 11th or 12th grade student as their guest. Guests of New Berlin High School students will be required to leave at the same time as their date. Rules pertaining to dance behavior will be enforced. All juniors and seniors must pay class dues prior to attending Prom. Class dues will be determined for each class by the Class Sponsor(s) and the Class Officers of each class. Students attending After-Prom must remain in attendance at Prom until 10:15 PM, unless prior approval is granted by administration.

After-Prom

After-Prom is held following the junior/senior prom. The party is open to juniors, seniors and their dates and you do not have to attend prom in order to attend after-prom. Doors open at 12 am. Tickets must be purchased in advance and are not transferable under any circumstances. Anyone purchasing a ticket must arrive at the school by 12:30 a.m. or parents will be notified and students will not be admitted. To win major prizes, individuals must remain in attendance until the end. If a student needs to leave prior to the end of the event, it is permissible with a signed permission slip from parents. Guests of New Berlin High School students will be required to leave at the same time as their date. All of the listed rules and regulations apply to guests and early graduates as well as current students. Parents and students must sign a written agreement to the understanding and willingness to abide by the rules of

After Prom prior to attending.

Cross-References: PRESS 6:190, *Extracurricular and Co-Curricular Activities*; PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

9.30 Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Cross-References: PRESS 7:305, Student Athlete Concussions and Head Injuries

Chapter 10: Special Education

10.10 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 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., except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year.It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. 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 the building principal.

Cross-References: PRESS 6:120, *Education of Children with Disabilities* PRESS 6:120-AP1,E1 – Exhibit – Notice to Parents/Guardians Regarding Section 504 Rights

10.20 Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

Isolated Time Out, Time Out, and Physical Restraint

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

Cross-References: PRESS 7:190-AP4, Administrative Procedure – Use of Isolated Time Out, Time Out, and Physical Restraint PRESS 7:230, *Misconduct by Students with Disabilities*

10.30 Exemption From Physical Education Requirement

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,
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; or
3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

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

Cross-References: PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*

10.40 Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Cross-References: PRESS 6:300, *Graduation Requirements*

10.50 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-References: PRESS 6:120, *Education of Children with Disabilities;* PRESS 6:120-AP2,E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/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-References: PRESS 7:340-AP1, *School Student Records*

10.70 PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians - New

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

Parents may also contact the District's SASED Administrator for more information.

Chapter 11: Student Records and Privacy

11.10 Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/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 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.

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

Prohibition on Selling or Marketing Students' Personal Information

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

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

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

5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Cross-References: PRESS 7:15, *Student and Family Privacy Rights*, PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

11.20 Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days from the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District includes all SAT scores on a student's academic transcript. If a student does not want their scores added they need to submit this request in writing to the Director of Student Services. If a student wants their ACT scores to be added to their academic transcript, they need to notify the Director of Student Services in writing. We do not add ACT scores to their academic transcript unless requested to do so.

3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

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

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board;. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology

vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.
Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared 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
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Cross-References: PRESS 7:340, *Student Records*

Change of Student Information

Any change in the student's address, phone number or any other significant information should be reported promptly to the administrative office.

Student Temporary Records

According to the Illinois School Records Act, a student's temporary record may include Special Education files. The law requires notification of maintenance procedures and destruction schedules. Student's records shall be reviewed every four years or upon a student's change in attendance centers, whichever occurs first. Before any school student record is destroyed or information is deleted there from, the parent shall be given reasonable prior notice and given the opportunity to copy the record and information proposed to be destroyed or deleted.
Special education files that may be of continued assistance to the student, may after five years, be transferred to the custody of the parent or the student. The school district, under both federal and state law, is required to service special education students through the age 21. All temporary records should be maintained at least for that period of time but in no event longer than five years afterwards. Temporary records will be destroyed five years after the student's class graduates from high school.

Cross-References: PRESS 7:340, *Student Records*

11.30 Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Cross-References: PRESS 7:340, *Student Records*

11.40 Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Cross-References: PRESS 7:340-AP, *Student Records*

Chapter 12: Parental Right Notifications

12.20 Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:
Parents/Guardians 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:

a) Encourage students to work hard and study throughout the year;
b) Ensure students get a good night's sleep the night before exams;
c) Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
d) Remind and emphasize for students the importance of good performance on standardized testing;
e) Teach students the importance of honesty and ethics during the performance of these and other tests;
f) Encourage students to relax on testing day.

ACT/preACT10 Secure/preACT9 Secure- The state required test given to students in grades 9-11. The results will show how well our school and district is doing in meeting the adopted Illinois Learning Standards, also known as the Common Core State Standards, for learning. Individual student results of the assessments will be reported to parents, and school results will appear on the district report card.
iReady Diagnostic Assessment: New Berlin High School uses the iReady Diagnostic Assessment to measure the math and reading progress of our 9-11th grade students. iReady data is used to monitor growth over time, particularly growth from year to year, and growth within a school year. These tests are used to determine course placement in intervention courses. Students placed in intensive reading and/or math have been determined to perform below

grade level and need extra support to perform at grade level.

ASVAB: The Armed Services Vocational Aptitude Battery (ASVAB) is a multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational success in the military. It is administered annually to more than one million military applicants, high school, and post-secondary students.New Berlin High School gives the ASVAB test to all Juniors in November, giving students the opportunity to meet College and Career Readiness Academic Indicators that otherwise not be attained.

Cross-References: PRESS 6:340, *Student Testing and Assessment Programs*

12.30 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.

For assistance and support for homeless families, please contact the building principal and he/she will notify the district's Homeless Liaison.

Cross-References: PRESS 6:140, *Education of Homeless Children,* PRESS 6:140-AP, *Education of Homeless Children*

12.40 Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if 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-References: PRESS 6:60-AP, *Comprehensive Health Education Program*
PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

12.60 English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State Standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee. For questions related to this program or to express input in the school's English Learners program, contact the building principal at 217-488-6012.

Cross-References: 6:160, *English Language Learners*

12.70 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.

Visitor's Permit

New Berlin High School invites parents of students to visit the school at any time. Conferences with staff members should be arranged ahead of time by telephone. All visitors, including parents, should report to the high school office if they wish to visit during the school day or pick up their children. All visitors will be asked to sign in at the Office. Students from other schools are welcome to visit New Berlin High School subject to the following guidelines:

1. A visitor's permit must be secured from the principal 24 hours in advance of the visit.
2. The New Berlin student bringing the visitor is responsible for the visitor's behavior.
3. No visitor may stay more than one day, unless special permission is obtained from the high school office.
4. If teachers are engaged in activities that would be disrupted by a visitor, the visitor must report to the high school

office.
5. No visitors will be allowed to disrupt or distract from the educational environment.
6. Should a visitor cause any problems, he/she will be asked to leave immediately and not be allowed to return.
7. Only students may visit New Berlin High School. Students from other schools who are under suspension or expulsion may not be visitors at the High School.
8. No visitors will be allowed during semester exams or on the days of early dismissal. Visitors will not be allowed during the last two weeks of a semester.

Cross-References: PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*, PRESS 8:95-E2, *Verification of School Visitation*

12.80 Asbestos Report/Pesticide Application Notice

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the US Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. Materials containing asbestos have been found in New Berlin High School. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel who recognize the dangers of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing materials are inspected and evaluated periodically and additional measures will be taken when needed to protect the health and building occupants. This information was distributed to all building occupants by:

Asbestos Program Coordinator:
Matt Brown, Maintenance Director
Community United School District #16
300 E Ellis St.
New Berlin, Illinois 62670

District 16 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event this is found to be necessary, 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. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. To be added to the list, please contact the Superintendent's office at 217-488-2040.

Cross-References: PRESS 4:160-AP, *Environmental Quality of Buildings and Grounds*

12.90 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-References: PRESS 5:90, *Abused and Neglected Child Reporting*

12.100 Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

Cross-References: PRESS 4:170, *Safety*

12.105 Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Cross-References PRESS 6:170-AP2, *Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act*

12.110 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.
Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:
Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer
Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer
Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Cross-References: PRESS 4:175-AP1, Criminal Offender Notification Laws; Screening PRESS 4:175-AP1, E1, Exhibit – Informing Parents/Guardians About Offender Community Notification Laws

12.130 Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications
A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- The teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- The teacher is teaching under emergency or other provisional status.
- The teacher is teaching in the field of discipline of the certification of the teacher.
- Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency: The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.
A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.
III. Annual Report Card: Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.pretzelpride.com
IV. Unsafe School Choice Option : The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100.
V. Student Privacy: Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.
VII. English Learners: The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60.
VIII. Homeless Students: For information on supports and services available to homeless students, see handbook procedure 12:30.
For further information on any of the above matters, please contact the building principal.

Cross Reference:
PRESS 6:170-AP2, *Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act*

New Berlin Schools

Athletic & Extracurricular

Code of Conduct Policies

July 2025 updated

The mission of CUSD #16, in partnership with parents and the community, it provides quality educational opportunities, resources, and encouragement necessary for our students to…

1. Achieve their personal best academically and socially;
2. Become responsible and productive citizens;
3. Learn from and adapt to an ever-changing society

NBHS Loyalty

We're Loyal to you, NB High
And for your honor we will try.
We know that you will strive for victory tonight
And glory will be in sight.
Oh orange and blue we stand for you.
And to these colors we will be true.
So let us fight on, fight on, fight to win this game for NB High.
F-I-G-H-T Fight! Fight! Fight!

We're loyal to you NB High.
And for your honor we will try.
We know that you will strive for victory tonight.
And glory will be in sight.
Oh orange and blue we stand for you.
And to these colors we will be true.
So let us fight on, fight on, fight to win this game for NB High.

New Berlin Athletic Mission Statement:

The mission statement of the New Berlin Athletic Department is to cultivate student-athletes who embody Pretzel PRIDE (Perseverance, Respect, Integrity, Discipline, Empathy) by providing opportunities for engagement, skill development, and competitive excellence. We strive to empower our athletes to achieve their personal best, learn beyond the playing field, and become engaged leaders who serve our school and community, fostering a legacy of excellence for future generations of Pretzels.

Notable Adjustments for 25-26:

The random drug testing portion has been redacted due to changes in IHSA rules/laws and the following has been added to any "substance violation": **Any substance violation will require students to conduct (and pass) a drug test (from a facility approved by the Board of Education) at the parents'/guardian's expense BEFORE they can participate again.**

Overview of Requirements

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 practice (All documents are available at Athletic Website). The easiest way to take care of this is to sign the signature sheet at the beginning of the school year. Signed forms run through one school year.

1. Current physical (within 395 days)
2. Proof of Insurance (fill out on Athletic Agreement Form)
3. Fees of $100 per sport, $300 family max
4. Athletic Agreement Form
    a. Code of Conduct Signed Receipt
    b. Concussion Information Signed
    c. IHSA Performance Enhancing Substances Signed Consent (HS only)

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Overview

The athletic program at New Berlin High School provides a well-rounded variety of athletic activities for all students. It is our belief that athletic participation is one more valuable step in the educational process that helps students grow physically, emotionally, socially, and intellectually. Every student is encouraged to participate and share in the benefits. While coaches/sponsors may implement a “cut” procedure when numbers deem it necessary, the only other factors that may limit a student’s participation are academic ineligibility, lack of dedication to the necessary hard work, or unwillingness to follow the rules.

This handbook has been made available to you because your student has indicated a desire to participate in interscholastic sports/activities at New Berlin Junior/Senior High School. This handbook applies to all extracurricular sports and activities.

Parents need to be aware that when students elect to participate in extracurricular activities, they are accepting the responsibility to be self-disciplined. They must be willing to follow the rules, work hard both in season and out of season, and accept the coach’s/sponsor's decisions. Student athletes and parent(s) must meet with the coach/sponsor at the beginning of each sport season in which the student athlete is participating. These meetings will cover such topics as the extracurricular handbook, specific rules of each coach, eligibility, cut procedures (if necessary), and the importance of being drug free.

Notification

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules and regulations. Membership or participation in a school-sanctioned activity is a privilege and not a right. In addition, the principal may establish certain written rules and regulations consistent with those established by the Board of Education and the Superintendent of Schools. The jurisdiction of the school for student conduct includes the following: on, or within sight of, school grounds before, or after school hours or any other time when the school is being used by a school group; off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school; traveling to or from school or a school activity, function or event; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purpose or and educational function.

Expectations

Participation in interscholastic athletics/activities at New Berlin is a privilege extended to all full-time students. Students are encouraged to participate as team members and as fans.

For many people in our community and most people in surrounding communities, the only contact they have with our school is through our student athletes, fans, and coaches. Thus, the image of the school and community is largely formed by the actions and attitudes displayed by our students, fans, and coaches at athletic contests. This applies not only on the playing field or court, but also in the locker rooms, hallways, and concession areas before, during, and after the game.

It is expected that members of the extracurricular programs be good citizens in school and in the community. A team member is constantly in the public eye and in a position of influence. Young children, community members, and other school personnel will observe the athlete, look to them for leadership, and expect them to set standards for others to follow. Self-discipline is essential in developing this high degree of social maturity.

Agreement

The extracurricular handbook rules and penalties for violating those rules will be communicated to each student by their coaches/sponsors. Each student and their parents will be required to sign an agreement stating their knowledge and acceptance of the extracurricular handbook. Athletes participating on co-op teams are subject to the extracurricular handbook of the host school.

Governing Bodies

There are five organizations that govern or control the New Berlin Athletic Programs.

New Berlin School District #16 Board of Education – Makes all local policies and rules regarding athletic participation; determines which sports will be offered; hires coaches.

Illinois High School Association – For all High School Athletics; makes all state-wide rules and policies regarding athletic and extracurricular participation; conducts state series leading to state champions in various sports. **Illinois Elementary School Association** – For all Junior High Athletics; makes all state-wide rules and policies regarding athletic and extracurricular participation conducts state series leading to state champions in various sports. **Sangamo Conference** – For High School Athletics; makes rules and policies that govern conference contests; organizes conference championships in scholastic bowl, football, volleyball, basketball, track, baseball and softball. **MSM Conference** – For Junior High Athletics; makes rules and policies that govern conference contests; organizes conference championships in scholastic bowl, volleyball, basketball, track, baseball and softball.

Athletic Participation Opportunities

New Berlin High School offers 10 varsity sports/activities that are hosted by New Berlin. Students may earn varsity letters in six additional sports that are hosted by area schools. The New Berlin Community Unit School District #16 is involved in co-operative sports agreements with several local school districts. Districts in which CUSD#16 currently has an agreement with Franklin, Waverly, and Pleasant Plains, Auburn and Lutheran High. The purpose of the arrangement is to increase student participation opportunities at both schools at minimal costs to the respective boards of education.

Varsity Sports	**Varsity Co-Op Agreements hosted by New Berlin**	**Varsity Co-Op Agreements hosted by other schools**
Football Cheerleading	Football	Boys Cross Country (hosted by Franklin)
Volleyball	Baseball	Girls Cross County (hosted by Franklin)
Competitive Cheerleading	Softball	Boys Golf (hosted by Waverly)
Girls Track		Girls Golf (hosted by Waverly)
Boys Track		Boys soccer (hosted by Lutheran)
Scholastic Bowl		Girls Basketball (hosted by Waverly)
Boys Basketball		JV Wrestling (hosted by Pleasant Plains)
		Girls Soccer (hosted by Plains)
		Bass Fishing (hosted by Waverly)

New Berlin Junior High offers seven sports/activities that are hosted by New Berlin with no co-operative agreement with area schools. New Berlin is in co-operative agreements in two sports, but the sport is still hosted by New Berlin.

New Berlin	Co-Op Agreements hosted by New Berlin
Softball	Girls Basketball
Boys Basketball	Baseball
Volleyball	
Girls Track	
Boys Track	
Cheerleading	
Scholastic Bowl	

Tryouts

Students wishing to participate in extracurricular activities must be at the tryout for that sport of activity. Exceptions will be made for a student that is injured, with a doctor's note, at the time of tryouts. A student that is injured may try out at a time when the injury is healed. A student that is injured at the official tryout time must realize that a spot on the team will not be held for them. It is also possible, at the discretion of the coach, that the injured student that does make the team may not be allowed to play for a period of time due to the missed practices. The number of days a student must attend for a tryout is left to the coach's discretion. However, this may not be less than one day.

There will not be tryouts for individual students unless the child has been injured; exceptions must be approved by the building principal and athletic director.

General Eligibility Requirements

Eligibility for most athletics is also governed by the rules of the IHSA and IESA and, if applicable, these rules will apply in addition to this Athletic Code. In the case of a conflict between IHSA and IESA and this Athletic Code, the most stringent rule will be enforced.

Overview of Requirements

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 practice (All documents are available at www.pretzelathletics.com/forms). The easiest way to take care of this is to sign the signature sheet at the beginning of the school year. Signed forms run through one school year.

5. Current physical (within 395 days)
6. Proof of Insurance (fill out on Athletic Agreement Form)
7. Fees of $60 per sport, $240 family max
8. Athletic Signature Sheet
    a. Code of Conduct Signed Receipt
    b. Concussion Information Signed
    c. IHSA Performance Enhancing Substances Signed Consent (HS only)

School Attendance

New Berlin Schools require that a student must be in school for the full school day before participating in any practice or activity. This means a student must be in attendance for all classes in order to participate in an athletic contest. If a student is not in school for the entire day, he/she cannot participate in practice or a game that night, unless one of the following conditions have been met and approved by the building principal and/or athletic director.

A. Doctor's note or appointment
B. Funeral
C. Court appointment (verified)

D. Other emergencies at the discretion of the principal

Students must be present at school on Friday for the entire day in order to participate in events on Saturday and Sunday. Students who are absent on Friday afternoon must have a medical release to participate in events over the weekend.

Physical Examination

A current physical completed within the last 395 days must be on file in the school office or presented to the coach before the student athlete may begin athletic practice. There are no exceptions.

Insurance

Students must have a proof of insurance waiver signed by the parent or guardian on file, along with a copy of the student's insurance card, in the school office or presented to the coach before the student athlete may begin athletic tryouts/practice or participate in open gyms.

Fees

Student athletes must pay all academic fees and the $60 per sport athletic participation fee prior to participation. The district has set a maximum family athletic participation fee of $240. Athletic fees will be refunded to those students that do not make the team. Athletic fees will also be refunded to those students before the 3rd day of practice or that become injured before the first contest. If a student quits the team after the 3rd day of practice, they will forfeit the athletic fee.

Academic Eligibility

In order to guarantee academic eligibility for athletic participation, New Berlin extracurricular participants must be passing ALL subjects. Grades will be checked weekly and will reflect the current semester average. If a student athlete is marked failing for any subject on the weekly check, then that student athlete will not be allowed to participate in athletics during the following week. Extracurricular ineligibility starts on the following Sunday and runs through the following Saturday. Extracurricular ineligibility does not necessarily preclude the participant from attendance at practice or games.

Grade reports are run weekly on Friday (or the last day of student attendance each week) by 10:00AM. It is the responsibility of the principal and the athletic director to determine eligibility on a week-by-week basis. Student athletes who are currently in season will receive an eligibility letter from the athletic director if the athlete has a F for any subject.

High School students participating in extra-curricular activities must also meet, in addition to all New Berlin requirements, all IHSA standards in order to participate. Junior High students participating in extra-curricular activities must also meet, in addition to all New Berlin requirements, all IESA standards in order to participate. In order to be eligible to participate in athletics and/or extracurricular activities for the following semester, students must pass seven classes from the previous semester. If a student fails to pass seven classes, they will be ineligible for the entirety of the next semester. **If a student is ineligible for any three weeks during the season, he/she may be dismissed from the team or squad by the head coach/sponsor**. These standards shall be extended to managers, statisticians, and support people as well. **JH Eligibility for Athletics and Extracurricular Activities (IESA 2.043)** For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly. Eligibility will be applied to the Sunday through Saturday following the week that was checked. Students must be passing each subject each week to be eligible. Grades shall be cumulative for the school's grading period.

Participation in a study group during a week of ineligibility, rather than practice, may be required by sponsors/coaches.

Physical Education

If a student does not participate in physical education during the school day because of a medically excused or an unexcused reason, that student will not be allowed to participate in any activity that evening unless released by a medical doctor.

Suspension

Students placed on out-of-school suspension or Directed Study Room (DSR) will not be eligible to participate in any practice or contest until the first day they re-enter school after successfully completing that suspension. If a student is suspended for one day on Monday, he/she may not participate Monday night, but may participate in a Tuesday evening contest after he/she has returned to school that same day.

If athletic practices or games are missed due to either the serving of detentions or internal/external suspensions, the absences will be considered unexcused and the individual coach's policy concerning unexcused absences for practices or games will be in effect.

Transportation

Transportation to and From Contests (and practices when applicable)

Students must travel to and from events on the bus or school-provided transportation. Students may be released to their parents at away events (at the coach's discretion) provided the following conditions are met:

A. A parent must sign the permission sheet (sign-out) distributed by the coach or sponsor following the contest.
B. When a student is going home with another student's parents or another specified adult the following applies:
    a. The parent of the student not riding the bus must have granted written permission for their child to be with another specified parent or adult.
    b. The parent or adult driving must sign the permission sheet and indicate the name of the player(s) who is riding with them.
        i. Students violating this policy will be suspended from participating in 1 contest.
C. The bus driver may not release a student to the student's parents. Release must be made by the coach or principal.
D. Students are not allowed to go home with other students.
    a. Students violating this policy will be suspended from participating in 1 contest.

Students who miss the bus and/or do not ride the bus to a practice, game, or event will not be allowed to participate. Very few exceptions apply. One such exception may be that a student and their family were attending a funeral.

Training Rules

Violation of Training Rules

The rules set forth in this 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.

The term "student athlete" will cover all extracurricular participants in regard to Training Rules and violations. However, incidents involving students that are part of a club, activity, etc. that is not sponsored by the IHSA or IESA will be handled on a case by case basis. Clubs and activities not sponsored by the IHSA or IESA do not have a "contest season"; thus, punishment for violating Training Rules in these cases will be determined by the building principal and the sponsor of that club or activity.

Actions not appropriate can/will lead to disciplinary procedures. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. Student athletes will enter high school with a "clean slate."

1. **Drugs, Alcoholic Beverages, and/or Tobacco/Electronic Cigarettes** – 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, or distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia,

tobacco/electronic cigarette, controlled substance, look alike, when taken into the human body is intended to enhance performance or 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. 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. Any substance violation will require students to conduct (and pass) a drug test (from a facility approved by the Board of Education) at the parents'/guardian's expense BEFORE they can participate again.

a. **1st offense** – 25% contest suspension (The student may practice during this period)
b. **2nd offense** – 1 calendar year. (The student will not compete in any NB athletic program during that time including practices, open gyms, and co-op activities)
c. **3rd offense** – Student will be suspended for the remainder of his/her high school career.

The suspension shall be served immediately and consecutively for the next contest when in season, or in the first contests of the season when the athlete is not currently in season. Any student athlete who is suspended under this policy must complete the season in which they serve their suspension. If they fail to complete the season, they must serve the full suspension in the next season.

2. **Association** – New Berlin student athletes shall not attend a party or other gathering and/or ride in a vehicle where alcohol and/or drugs are being consumed by minors.
   a. **1st offense** – 1 contest suspension (The student may practice during this period)
   b. **2nd offense** – 3 contest or 2 week suspension, whichever comes first (The student may practice during this period)
   c. **3rd offense** – 1 calendar year (The student will not compete in any NB athletic program during that time including practices, open gyms, and co-op activities)
   d. **4th offense** - Student will be suspended for the remainder of his/her high school career.

   The suspension shall be served immediately and consecutively for the next contest when in season, or in the first contests of the season when the athlete is not currently in season. *Any student athlete who is suspended under this policy must complete the season in which they serve their suspension. If they fail to complete the season, they must serve the full suspension in the next season.

3. **Unsportsmanlike Conduct or Other Unacceptable Behavior** – Behaviors that are contrary to the spirit of New Berlin Athletics, including but not limited to:
   a. An unlawful or delinquent act is a violation of any civil or criminal statute, ordinance, regulation, or court order (except for minor traffic offenses) including, but not limited to theft, vandalism, destruction of property, fighting (on or off school property), etc.
   b. Insubordination
   c. 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
   d. Any behavior which disrupts the appropriate conduct of a school program or activity
   e. Hazing, bullying, or harassment of any kind
   f. Use of profanity
   g. Exhibition of bad sportsmanship
   h. Violation of any school rules

   All offenses – the Building Principal, along with the Athletic Director and coach will decide the appropriate penalty for the athlete taking into consideration the seriousness of the offense, any harm or injury to person or property, the remorse of the student athlete and any other relevant factors. The consequence shall be served immediately and consecutively for the next contest when in season, or in the first contests of the season when the athlete is not currently in season. *Any student athlete who is suspended under this policy must complete the season in which they serve their suspension. If they fail to complete the season, they must serve the full

suspension in the next season.

4. Violation of Team/Activity Rules and Regulations

All offenses - Violations for these acts are at the coach's discretion. Team Rules and Regulations are approved by the athletic director and the CUSD16 School Board. Coaches may determine reasonable penalties for violations outside of the team rules and regulations with approval by the athletic director.

The consequence shall be served immediately and consecutively for the next contest when in season, or in the first contests of the season when the athlete is not currently in season. *Any student athlete who is suspended under this policy must complete the season in which they serve their suspension. If they fail to complete the season, they serve the full suspension in the next season.

Self-Admittance

An athlete or his/her parents may self-admit a substance abuse problem to an administrator. This is a one-time offer only and may not be used to avert a penalty that has been or will be discovered through "normal" occurrences, i.e. the police have already made an arrest or drug testing is about to take place. The athlete will retain full practice and playing privileges as long as the following conditions are met.

1. The admission of the said abuse is initiated by the athlete and is not made as a means of escaping disciplinary action. The athlete will give up playing privileges until drug testing (at parent/guardian or student expense) shows natural decay.
2. The athlete and parents are referred and begin to receive counseling at a recommended treatment center within two weeks of admission at the parent/guardian or student expense.
3. The athlete and parent/guardian consent to weekly urine drug testing at the parent/guardian or student expense for five weeks.

The athletic department will treat this with great confidentiality. While facing consequences for inappropriate behavior is a valuable lesson, New Berlin Schools is also very concerned with the development of all athletes well beyond their high school years. The self-admittance program is designed to offer the athletes and their parents a tool with which to foster good decision making throughout their life.

Honesty Clause

If, *from the beginning*, a student is forthcoming with the administrator investigating the potential code of conduct violation and does not present any false information, the principal has the option to reduce the penalty to 15% of the season (from 25%). The honesty clause only applies to a 1st offense. Any additional offenses will not have this option.

Counseling

If, within 5 days of the known violation, the student has an appointment with a Certified Chemical Dependency Counselor (or a counselor approved by the Board of Education) for a chemical dependency assessment and then follows the recommendations of the counselor, the principal can reduce the penalty to 15% of the season (from 25%). If the student does not follow the recommendations of the counselor, the full penalty will be reinstated.

Discovery

Violations of training rules must be made known to the school administration through

a. A student/athlete admission to a rule violation, or
b. An incident is reported in the media and is verified by law enforcement, or
c. An incident is directly reported by law enforcement to the school, or
d. An incident is witnessed and/or verified by school district officials, coaches, or teaching staff members, or
e. A parent reporting their own child

Due Process and Appeal Process

Student athletes will be provided due process. The student athlete is entitled to be informed of the allegations against him/her. The principal shall render a written decision within one school day of the conclusion of the investigation. A student athlete and his/her parent(s) may appeal the building principal's decision to suspend, in writing, to the superintendent within two business days of the building principal's decision to suspend. A suspension may be deferred pending the outcome of an appeal at the discretion of the superintendent.

Procedures

Procedures for Dropping a Sport/Activity

1. The student must see their coach/sponsor and explain why they will no longer be participating in the sport/activity.
2. All uniforms and equipment must be returned.
3. All awards for the sport are forfeited.
4. The student athlete may not participate in another sport (including open gyms) until the season of the sport they dropped is over.

Injuries

It is our hope that injuries to student athletes never occur. No matter the extent of the injury, athletes must report the injury to the coach/sponsor and/or our certified athletic trainer immediately. If a parent is aware of any injuries, physical limitations or medical conditions of their child, they must notify the coach immediately. If the athlete sees a doctor, he/she cannot participate until a doctor's release, in writing, has been issued. **A certified athletic trainer employed by the New Berlin School District is provided at school on a regular basis for games and practices.**

Uniforms

All athletic uniforms, game or practice, shall only be worn while participating. This includes cheerleaders as well. All uniforms and school equipment must be turned in to the coach immediately following the close of the season. If a uniform or equipment is lost, damaged, or not turned in, the athlete will be responsible for the replacement costs. Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Coaches Policies

Each coach or sponsor may supplement these rules with additional requirements. However, these must be in writing and approved by the athletic director and board of education prior to the beginning of the season. After approval, a copy of the rules must be given to participating athletes and parents.

Awards

To qualify for awards, an athlete must finish the season in good standing.

Lettering Requirements (HS)

In each interscholastic sport varsity letters, sophomore patches, numerals, and pins are awarded. The criterion which must be met to win a varsity letter is determined by each varsity coach prior to the start of each season. In addition to letters, sophomore patches, numerals, and pins some special awards are given in each sport. Each team will hold an awards night at the conclusion of each season. Letters, patches, numerals, pins, and special awards are usually given out at this time. Specifically students must meet the following criteria to letter earn a varsity letter:

Baseball: Play in ½ of the total innings of all varsity games
Basketball: Play in ½ of the total quarters of all varsity games
Cheerleading: Participate in ½ of total varsity contests

Football: Play in ½ of the total quarters of all varsity games
Softball: Play in ½ of the total innings of all varsity games
Track: Must accomplish one of the following: Score 15 points (can be adjusted if meets are canceled) and/or Score points in county, conference, or sectional meet and/or set a school record
Volleyball: Play in ½ of the total sets of all varsity games

- Every freshman, sophomore, junior, or senior who completes a season for the first time receives numerals.
- Sophomores who complete a season receive a sport specific patch.
- If an athlete completes the season and meets the criteria for lettering in a varsity sport, he/she will receive a varsity letter *(one letter per student)*, the pin of the sport for which he/she lettered, and a bar
- After receiving his/her first letter, the athlete will receive a bar for lettering, for every additional year that he/she letters in that sport.
- All seniors who complete the season will earn a varsity letter.

High School Special Awards

At the end of the school year, we also give special recognition to the Scholar Athlete of the Year and to the male and female Senior Athlete of the Year. To be eligible for the Scholar Athlete award a student must carry a 3.5 GPA or higher. To be eligible for the Senior Athlete of the Year award a student must have participated in six athletic seasons during his/her career and must participate in at least two sports during his/her senior year. The Senior Athlete of the Year award will be voted on by all coaches.

Junior High Awards

An awards ceremony is held in May at the end of each school year. Student athletes will receive a certificate for each sport in which they participated.

State Tournament Attendance Policy

New Berlin student athletes in a particular sport may be excused from school for no more than one day to attend the state tournament series in that sport. If a student athlete wishes to do this, he or she must bring a note ahead of time from his or her parents specifically stating this. The student athlete and their parents are completely responsible for all expenses, transportation, and liability. This is not a school sponsored activity, but may be an excused absence.

College Bound Athletes

All students, both general and special education, who are considering athletic competition at a Division I or II college institution, must meet the NCAA Clearinghouse requirements. Student athletes may access the NCAA website (www.ncaaclearinghouse.net). It is further recommended that a student athlete who might consider collegiate athletics obtain an NCAA Clearinghouse form and speak to the guidance counselor no later than the end of his or her junior year.

Absences from Practices and/or games

Practices and/or games missed due to an academic requirement will be excused. There will be no penalty for this type of absence. Practices and/or games missed due to attendance at school approved but optional events will be treated as unexcused and will be acted upon at the discretion of the coach. Vacations and other such pre-arranged and school approved absences may result in limiting an athlete's participation. In general, if a player is at school, it is expected that the player attends practices and games, even if injured and able to attend.

To the Student Athlete

On the Field/Court

In athletic competition, a student athlete must not use profanity or illegal tactics. It is courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory. Officials in a game are there for the purpose of ensuring equity for both teams. It is our athletic tradition that student athletes talk to officials only in a tone of respect for the purpose of clarifying rules. Any behavior contrary to that which has been stated is a direct reflection on the school, team, and coaches, and will not be tolerated and is subject to discipline by the coach.

In the Classroom

In the academic area, a student athlete should strive to be a good student. Academic achievement for student athletes, as well as other students, must be the number one school priority. Therefore, student athletes must plan their schedules so they have sufficient time and energy for their studies. Student athletes also need to have a good attendance record.

On the Campus

The way we act and look on the campus is of great importance. Athletes should be leaders and worthy of respect from their classmates. Be a good role model.

Away from Campus

The successes that our athletic teams have achieved have led our athletes to participate as competitors or as spectators beyond the regular season. It is important that curfews, room assignments, and sportsmanlike behavior are observed at all times.

To the Parents of Student Athletes

Be positive with your student athlete. Let them know they are accomplishing something positive by simply being a part of the team. Encourage them to work hard, reach their potential and contribute to the team's efforts. Encourage and support your student athlete's efforts to follow the team rules and athletic code of conduct. Emphasize the importance of academics and understand the academic requirements necessary for participation in interscholastic athletic activities. Emphasize good sportsmanship with your student athlete. Win or lose, they must show respect for their opponents and demonstrate maturity necessary to show class. In addition, encourage your student athlete to respect the authority of the officials. Remember: Self-respect begins with self-control. Emphasizing the "team" must take precedence over the individual. The lessons learned through athletic competition are lessons for life. The skills learned are for leisure in the future. **Keep sports in perspective**.

Admission

Adults $5
Students $3
Senior Citizens $3 (62+)
Family Athletic Passes are now issued through the Sports Boosters.

Fans and Spectator Expectations

1. Stand and remove headgear during the National Anthem
2. Cheer for our team rather than against their opponents
3. Maintain self-control at all times while conducting themselves as responsible citizens
4. Show respect for opponents in every way possible
5. Always be positive in support of our teams
6. Recognize and acknowledge good performances made by both teams
7. Respect officials and accept their decisions
8. Be humble and not boastful in victory and gracious and not bitter in defeat
9. Leave the site of an activity - including the parking lot - as soon as possible after activity is completed

Removal of Rowdy Spectators from School Events for Unsportsmanlike Conduct

Nothing prohibits a school district from immediately removing a spectator from a specific game or event for disobeying rules or causing a disruption.

According to the Illinois School Code (Section 5/24-24), a school district may adopt a code of conduct and expectations for fans and spectators (this document). Spectators who violate the code may be denied admission to school events for

up to one year, provided that the individual receives 10 days written notice of the volatile behavior and has the right to a hearing before the school board, if so requested.

To promote sportsmanship, should any spectator be removed from any event (athletic and/or extracurricular activities) **that spectator will be ineligible to attend the next contest at that level of competition, and all other contests at any level in the interim**. This follows closely the by-laws for IESA (5.100) and IHSA (6.011 and 6.012) that states any coach or player that is removed shall be ineligible for the next contest.

- Example: Ejection occurs during a varsity football contest. Spectator is ineligible through the next varsity football contest.

Parental Procedures for Registering a Concern

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in an athletic program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.

Communication You Should Expect From Your Child's Coach

1. Philosophy of the coach
2. Expectations the coach has for your child as well as all members on the squad including all team rules
3. Locations and times for all practices and contests
4. Team requirements, i.e. fees, special equipment
5. Procedures should your child be injured during participation
6. Teaching sportsmanship, ethics, good behavior and drug prevention

Communication Coaches Should Expect From Parents

1. Concern expressed directly to the coach. Athletes should be encouraged to make this step first
2. Notification of any schedule conflict well in advance
3. Specific concern in regard to a coach's philosophy and/or expectations
4. To be a positive role model at contests and practices

As your child becomes involved in the programs at New Berlin Schools he/she will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go the way you or your child wish. At these times, discussion with the coach is encouraged.

Appropriate Concerns to Discuss with Coach

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior
4. College options and recruiting

It is very difficult to accept your child not playing as much as you hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all student athletes involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those listed next, must be left to the discretion of the coach.

Issues Not Appropriate to Discuss with Coaches

1. Playing time
2. Team strategy
3. Play calling
4. Other student athletes

Communication with a coach is important. There are situations that may require a conference between coach and parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences become necessary, please call the coach to make the necessary arrangements.

Do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation. Please note that the parent, coach, and student athlete will be required to attend the meeting.
2. At this meeting the appropriate next step can be determined.

Research indicates a student involved in athletic activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this handbook makes you and your student athlete's experience with New Berlin Schools Extracurricular Activities an enjoyable experience.

Questions

If you have questions about the New Berlin Schools Athletic & Extracurricular Handbook or the programs in general, you may call the Athletic Director during regular school hours or email (DBinkley@pretzelpride.com).

NEW BERLIN SCHOOLS

ATHLETIC PARTICIPATION AGREEMENT

PARENT AGREEMENT:
My signature below verifies that I have received/viewed a copy, understand, and had a chance to ask questions about the **New Berlin Schools Athletic & Extracurricular Code of Conduct Policies, Concussion Information Sheet, CUSD #16 Drug Testing Consent (HS Only), and IHSA Steroid Policy (HS Only).** We agree that student/athletes selected to participate in the athletic program at New Berlin CUSD #16 are to follow the rules in this Athletic Policy and any additional rules the coach has approved by the Athletic director and/or building principal. I agree to support my child's adherence to the athletic code. I will support the coaching staff, athletic director, and administration if it is determined that my child has broken the athletic code in any way. Our child has our permission to take part in activities in the New Berlin School District. The school will take reasonable care and precaution to prevent any accidents, but the schools, teachers, or coaches are not responsible if any accident should occur in practice or games. We understand that participation in any extracurricular activity or sport is voluntary and a privilege and not an exclusive right in the New Berlin School District. Anyone abusing this privilege may lose it.

STUDENT AGREEMENT:
My signature below verifies that I have received/viewed a copy, understand, and had a chance to ask questions about the **New Berlin Schools Athletic & Extracurricular Code of Conduct Policies, Concussion Information Sheet, and IHSA Steroid Policy (HS Only).** I agree to follow the athletic code and understand that if I violate any part of the code, I will be subject to the penalty specified.

INSURANCE WAIVER:
We also understand that my child must be covered by medical and/or accident insurance in order to participate in sports and hereby certify that my child is covered for injuries and/or death occurring as a result of participation in, or the practice for, all athletic events as a student in the New Berlin School District during the current school year. I also certify that said insurance will be kept in force during the full time that my child engages in the practice for or participation in athletic events during the current school year.

Name of Insurance Company _____ Policy/Group #_____

Address of InsuranceCompany_____

SIGNATURES:

School Year: _____

Student Name: _____ Grade:_____

Student Signature:_____

Parent Name:_____

Parent Signature: _____ Date: _____ 18

Parent Coach Communication

As your child becomes involved in the baseball program, they will hopefully experience some rewarding moments. It is important to understand that there also may be times when things do not go the way you or your child wishes. At this time, discussion with the coach is encouraged.

Appropriate concerns to discuss with your child's coach:

- The treatment of your child; mentally and physically.
- Notification of schedule conflicts well in advance.
- Ways to help your child improve.
- Concerns about your child's behavior.

Parent Coach Communication

It is very difficult to accept your child not playing as much as you may hope. Coaches, at times, are forced to make judgment decisions based on what they believe is best for all student-athletes involved. As you may have seen from the list above, certain things can and should be discussed with your child's coach.

Other things, such as those listed here should be left to the discretion of the coach.

Issues not appropriate to discuss with your child's coach:

- Playing time
- Team strategy
- Other student athletes

Parent Coach Communication

Procedures to follow if you have a concern to discuss with the coach:

❖ Set up a time to discuss the concern please email Coach Gum at bgum@pretzelpride.com or use the Remind App to message him directly. However, if your concern is time sensitive in nature, then please contact your child's coach by phone.

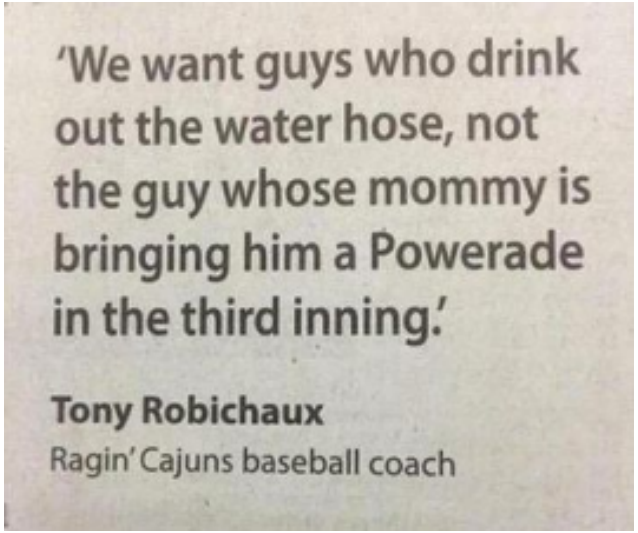
❖ Please do not attempt to confront the coach before or after a practice or contest. These confrontations can be emotional for both the parent and the coach. Meetings of this nature do not promote resolutions.

Player (& Parent) Dugout Behavior:

❏ Players will be focused on baseball ❏ Players are allowed to leave the dugout during a game for the following reasons only: retrieve a foul ball, go to the bathroom, warm up/stretch/throw, or in a medical or weather related emergency. Players are expected to perform the necessary function and return to the dugout without incident. Any other request to leave the dugout should be discussed and approved by a member of the coaching staff.

Parents:

❏ Please stay out of dugouts. Unless there is an emergency.



Culture

Try not to complain in front of your child.

Grades:

New Berlin Baseball Players are expected to be students first. If this expectation is not met the Coaching Staff will take additional steps to make sure the player improves their grades. This is not just in relation to eligibility.

❏ **Players will be expected to attend all practices.** While at practice players will hustle, have good attitudes, and work to improve as an individual and a team.

❏ Please contact the coach if you are sick or must miss.

❏ Missed practice without any communication is unacceptable.

❏

❏ Players should be dressed and **ready to go** at the schedule practice time. *Not arriving.*

incase we need to go inside)

❏ ***This year we will practice with baseball pants on unless otherwise noted.***

❏ Shirt (prefer a new berlin baseball shirt. Or orange/navy shirt)

❏ ***Players are expected to attend all practices and all games.***

❏ Absences without any communication is unacceptable.

❏ It is up to the coaching staff to determine the potential consequences for absences. ❏ Players are expected to wear the proper practice attire to practice.

❏ Baseball Cleats (and Tennis shoes/turfs

Games:

Players are expected to be at home games at least an hour before game time. Unless otherwise instructed. If it is a school day with regular dismissal time, players should go directly to the field. During games players are expected to hustle, play with good sportsmanship, and compete to win. Players not in the game are still valuable and are expected to act a certain way.

*Parents: Your job during a game is to positively support ***our team***. Please allow the Coaching Staff to do their responsibility of coaching. The coaching staff also asks that you stay away from the dugout. This includes handing players drinks/food. We will provide water at the games If players want something besides water they are expected to bring it themselves.

Playing Time:

Is NOT Guaranteed.

- ❏ The coaching staff will make decisions that we feel our best for the current team and the program.

Taking Care of the Field:

Players will be expected to take care of the field, before and after practice/home games. Therefore, expect at least 15 min. And up to 30 of field work after these events.

Buses:

❏ Players are expected to be ready to leave 15 minutes prior to schedule bus departure time.

❏ We pick up at the Dome parking lot. ❏ Waverly/Franklin players. We will do a good job of communicating when you will be picked up from your respected school. ❏ After the game parents must sign a player out if he is riding home with them. A player is not permitted to ride home with ANYONE else without a note prior to the game.

❏ One of the assistants will pass out the sign out sheet.

Tip:

Write the note. Take a picture. Send it over Band App.

Playing multiple sports...

- We can make it work. Just need to communicate with the coaches.
- No other baseball teams for A team players.
- School affiliated…

Concessions

Parents are asked to work concessions for one home game. Two people in concessions per game.

We will assign parents dates to work. If there is a conflict. Parents can communicate amongst each other to get a change.

Fundraiser

❏ Each player is asked to sell at least 10 tickets.
❏ All tickets should be turned in. August 9th. ❏ We will do a potluck and raffle off the prizes on August 10th.
❏ If a player sells 20 or more tickets we will put them in a player raffle for a chance to win a prize.

New Berlin CUSD #16

Coaches Manual

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PHILOSOPHY

The mission statement of the New Berlin Athletic Department is to cultivate student-athletes who embody Pretzel PRIDE (Perseverance, Respect, Integrity, Discipline, Empathy) by providing opportunities for engagement, skill development, and competitive excellence. We strive to empower our athletes to achieve their personal best, learn beyond the playing field, and become engaged leaders who serve our school and community, fostering a legacy of excellence for future generations of Pretzels.

New Berlin CUSD #16 intends to provide for its students an interscholastic athletic program that will be of benefit to them and will meet the needs and interests of participating students. This manual shall be used as a guide for all coaches and staff involved with extracurricular activities in athletic and academic competition. Our purpose is to address problems, questions, and concerns about coaching, and to outline the school districts expectations of our coaching staff.

The athletic program will follow the general objectives and philosophy of New Berlin CUSD #1's educational aims and objectives. It should serve as a valuable supplement to the total education program and should function as a part of the whole curriculum. It will constantly strive for the development of a well-rounded individual, capable of taking his or her place in modern society.

Leadership should be of highest quality providing a better opportunity for the athletes to compete and providing the potential for the athletes to become better people and citizens. Measurements for success will not be judged entirely on victories and defeats, but upon the personal development of the individual in the program.

The New Berlin athletic program is administered under the guidelines and jurisdiction of the Illinois Elementary School Association, the Illinois High School Association, the Administration of the school, and the Board of Education of New Berlin CUSD #16.

INTRODUCTION

This manual is being prepared for use during the school year so that all coaches will have similar guidelines when confronted by any problems or concerns that may arise.

Regardless of how complete a manual may be, it cannot anticipate all of the situations that will occur. It is meant as a document to guide the direction of school athletic policy.

Each coach should be advised the first general policy that governs the athletic program is that of loyalty to each coach in the Athletic Department. It is important that coaches keep this in mind and make this a part of their own philosophy. It creates weakness in the department when coaches criticize other coaches, School Administration, Athletic Director, and Board of Education in the presence of individuals who are not directly involved in coaching. This will be considered a most serious issue. The problem of morale must start with the staff before it can be transferred to any one squad.

This handbook is designed to inform coaches of their duties and responsibilities and to promote personal success as well as program success.

ATHLETIC DIRECTOR RESPONSIBILITIES

1. The Athletic Director shall work with all personnel in establishing a program that will facilitate an efficient system toward athletic development.

2. It shall be the duty of the Athletic Director, working with the coaches, to establish and recommend for the improvement of all athletic fields and athletic equipment pertaining to athletics at the middle/high schools. The maintenance and the care of the athletic facilities will be coordinated between the Athletic Director, maintenance director, and coaches.

3. The Athletic Director shall be responsible for the recommendation and supervision of all personnel under his/her jurisdiction.

4. It shall be the duty of the Athletic Director, in cooperation with the coach, to act as an advisor in the scheduling of athletic games and to make final recommendations.

5. It shall be the duty of the Athletic Director, in cooperation with the coach, to employ and approve officials for all athletic events.

6. It shall be the responsibility of the Athletic Director to gather eligibility information from teachers each Friday.

7. The Athletic Director and Principal(s) will arrange supervision for all home games.

8. The Athletic Director will also act as a liaison officer between New Berlin athletics, school personnel, and the community.

9. The Athletic Director and Principal(s) shall assume and maintain control of an athletic event or practice in the event of a school emergency.

RESPONSIBILITIES OF COACHES

1. The coach is an official representative of New Berlin CUSD #16 at interscholastic athletic activities. In this important capacity, these standards should be practiced.

2. Develop an understanding of the role of interscholastic athletics and communicate it to players, parents and the public.

3. Develop an up-to-date knowledge of the rules, strategies, safety precautions and skills of the sport and communicate them to players and parents.

4. Develop, communicate and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition and at other appropriate times.

5. Develop fair, unprejudiced relationships with all squad members.

6. Encourage your athletes to stay active when not in season.

7. Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.

8. Give the highest degree of attention to athletes' physical well being.

9. Teach players, by actions/conduct and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.

10. Teach players strict adherence to game rules and contest regulations.

11. Present privately, through proper school authorities, evidence of rules violations by opponents; and counteract rumors and unproven allegations of questionable practices by opponents.

12. Attend required meetings, keep abreast of IESA/IHSA policies regarding the sport, and be familiar with IESA/IHSA eligibility and contest regulations.

13. Coaches are expected to follow the "chain of command" and communicate it to all stakeholders of the team. The "chain of command" is: assistant coach>head coach>athletic director>principal>superintendent>school board.

14. Use up to, but not exceeding, the allotted 20 conduct days for summer activities (varsity coaches).

CODE OF CONDUCT

Our job is to put our players in a position where they can develop to their fullest potential through proper teaching and nurturing.

• Be mindful never to shame a player, but to correct them in an uplifting way.

• Believe in every player. Remember, “In youth is where miracles are made.”

• Protect our players. Be big enough to build up, not tear down. Our kids are getting attacked from many places that we don’t often see and of which we are not aware.

• Remember our job is to put our players in a position where they can develop to their fullest potential through proper teaching and nurturing.

• Each player is part of our family, deserves every chance to succeed, and deserves the utmost respect.

• Coaches can disagree in meetings but never in front of our players or anyone else outside our “family”. Disagreements are saved for private meetings.

• Our players are student-athletes and we are teacher-coaches. We hold ourselves accountable as teachers of young men and women and the lessons they need in order to navigate life.

• If you do not know, say so and get appropriate information. Don’t bluff our kids. They know the difference.

• Remember that parents are our partners. We strive to work with each family in helping their child succeed.

• Respect your players and the other coaches.

• No profanity!

• Know the difference between shaming and coaching. No screaming, shaming, swearing, or sarcasm.

• Don’t be afraid to apologize. We all make mistakes. When mistakes are made publicly, apologize publicly; when mistakes are made personally, apologize personally.

• We are nurturing successful people, not just successful athletes.

• Treat all opposing coaches and their teams with the honor true competitors deserve.

• Respect all referees, officials, and timekeepers. They are imperfect and trying their best just as we are.

• Regardless of our wins and losses, we will be successful if we carry out the above items.

HEAD COACH JOB DESCRIPTION

TITLE: **Head Coach**

QUALIFICATIONS:
1. Teaching Certificate (preferred)
2. Ability to organize and supervise a total sports program.
3. Previous successful coaching experience (preferred)
4. Substantial knowledge of the sport, its rules, techniques, and strategies

RESPONSIBLE TO: Athletic Director

SUPERVISES: In most cases, the Head Coach must advise, coordinate and support a staff of assistant coaches.

JOB GOAL: To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive information that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

GENERAL: The success of the athletic programs has a strong influence on the community's image of the entire school. Public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

DUTIES OF HEAD COACHES

The major responsibilities of Head Coaches are listed below as a guide for carrying out assigned duties.

1. Develop a program at all levels of the sport under his/her direction within the regulations of the IESA/IHSA.
2. Be familiar with policies and regulations of the IESA/IHSA and New Berlin CUSD #16 in the sport in which he/she is head coach.
3. Promote honest and positive faculty and community relations.
4. Remember that coaches are classroom teachers first, and not let routine coaching responsibilities interfere with their classroom work.
5. Attend all athletic meetings unless excused by the Athletic Director.
6. Attend and encourage your players to go to as many programs as possible honoring New Berlin students.
7. Assist the Principal and Athletic Director in the assignment of Assistant Coaches in the sport under his/her direction. The Head Coaches, along with the Athletic Director, help make determinations about coaching staff. When a new Head Coach is hired, a recommendation will be made to non- renew all assistant coaches (including volunteers). It is the philosophy of the athletic department that Head Coaches will assist the Athletic Director to put in place a staff that supports the philosophy of the direction of the program and the Head Coach.
8. Assign and communicate responsibilities and duties for practices and games to Assistant Coaches at all levels.
9. Consult immediately with the Athletic Director on any coaching staff problem.
10. Evaluation of all Assistant Coaches at the end of the sports season. Supply the Athletic Director with a written summary and any recommended changes. If the Athletic Director is also a head coach, she/he must be evaluated by someone other than themselves.
11. See that all activities conform to the IESA/IHSA rules and regulations.
12. Plan and supervise all practice sessions for their varsity team and oversee all teams in the sport. The High School Head Football coach is responsible for the supervision of home Freshman and JV games. The High School Head Basketball coach is responsible for the supervision of home Freshman games.
13. Develop a weekly practice schedule and make sure all athletes are informed of practice times and place at least 24 hours in advance unless done by the Athletic Director.
14. Notify the Athletic Director of all off-season squad meetings.
15. Collect all forms for participation in your sport, alphabetize, and submit them to the Athletic Director.
16. Submit a list of names of all participants to the Athletic Director after 3 days of practice. Keep a list of current events throughout the season.
17. See that all squad members are familiar with New Berlin CUSD #16 district policies concerning

training rules, care and use of school equipment, team travel, eligibility, team rules (in written form), absences, and the student athletic policy.

18. Schedule, as soon as possible, all bus times for away contests and advise the Athletic Director.
19. Assume the responsibility for the conduct of the squad members and coaches at all practice and contest sessions.
20. Accompany teams on buses to and from all contests unless other arrangements have been made in advance with the Athletic Director or other members of the coaching staff.
21. Assume the responsibility for the team members until they are dressed and have left the athletic facilities. This responsibility may be delegated to an Assistant Coach.
22. Secure all dressing rooms, locker areas, and gym facilities under his/her jurisdiction before leaving the building. He/She must check all outside doors in the athletic area.
23. See that your facilities are clean and orderly at the end of the practice.
24. Compile a list of all participants who are eligible for athletic awards and submit it to the Athletic Director immediately after the season.
25. Prepare a season summary at the end of the season. Summary should contain season statistics, award winners, and any other pertinent information. One copy is to be filed with the Athletic Director.
26. Present to the Athletic Director any schedule and game official recommendations. Complete all official reports for the IESA/IHSA.
27. Assist the Athletic Director with the following procedure for treating serious injuries.
    a. Report any serious injury to the parent, Athletic Director, and Principal,
    b. See that the injured athlete is treated by appropriate personnel.
    c. A parent or staff member should accompany any injured squad member to the doctor or hospital.
    d. Complete an accident report form the next day and submit to the Athletic Director or Principal.
    e. Check on the progress of the injured athlete.
    f. In case of serious injury, the Doctor of the injured athlete will be responsible for determining when practice or play can resume.
28. All purchases must be approved by the Athletic Director so that proper purchase order forms can be completed.
29. Provide the Athletic Director with a complete itemized inventory of all equipment, within two weeks after completion of season. Make sure all equipment is accounted for, clean and neatly stored in the appropriate location.
30. Recommend repairs and improvements to the athletic facilities. Report any immediate repair needs.
31. Attend all games including: home, away, and tournaments.
32. Coaches must travel with first aid kits to all athletic contests.
33. Coaches are responsible for assuring athletes ride the bus to and from all athletic contests unless

other arrangements are made by written consent of parents.

34. Report individual statistics and results to the appropriate media.
35. Organize and implement summer programs (camps, leagues, tournaments, etc.) to promote his/her sport. All summer programs must be approved by the Athletic Director.
36. Keep practice periods within the confines of the time specified by the Athletic Director.
37. Strive to build good sportsmanship and develop good public relations in the school and the community.
38. Be responsible for the general health and welfare of students in the sport.
39. Be responsible for seeing that the members of the respective team are dressed appropriately for trips to other schools.
40. The Head Coach should conduct oneself so that he/she is above criticism at all times. The following conduct will not be tolerated:
    a. Profane language in the presence of students at school related events
    b. Smoking or drinking in the presence of students at school related events
    c. Improper attire in the presence of students at school related events
    d. Improper actions, berating of game officials and any other conduct unfitting the coach.
41. The Head Coach will correct inappropriate student actions or behaviors but will not demean the student in the process.

ASSISTANT COACH JOB DESCRIPTION

TITLE: **Assistant Coach**

QUALIFICATIONS:
1. Teaching Certificate (preferred)
2. Ability to organize and supervise a total sports program.
3. Previous successful coaching experience (preferred)
4. Substantial knowledge of the sport, its rules, techniques, and strategies.

RESPONSIBLE TO: Head Coach

JOB GOAL: To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive information that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

GENERAL: The success of the athletic programs has a strong influence on the community's image of the entire school. Public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

DUTIES OF ASSISTANT COACHES

1. Assistant coaches report to the Head Coach and shall be responsible for the full understanding of their function and dimensions within the staff. They shall execute the duties as set down by the Head Coach and should fulfill the responsibilities listed below.

2. To follow and carry out recommended techniques, methods, etc., related to the philosophies of the Head Coach and not to deviate from them without first consulting with the Head Coach.

3. To assist, when requested, with any duty or responsibility assigned by the Head Coach.

4. To attend any meeting called by the Head Coach.

5. To assist in scouting responsibilities as requested by the Head Coach.

6. All coaches assigned should assume full responsibility for equipment, supplies, inventories, etc.,

as delegated by the Head Coach, Athletic Director, or Principal.

7. Report individual statistics and results of the contest to the media.

8. Keep abreast of respective sport rules and rule changes.

9. Keep abreast of new knowledge, innovative ideas, and techniques by attending clinics and workshops.

10. Assist the Head Coach in carrying out his/her responsibilities.

11. Assist the Head Coach in making a systematic issuance of school equipment.

12. Assist the Head Coach in providing accurate information needed to compile eligibility lists and other reports.

13. Assume responsibility for constant care of equipment and facilities.

14. Assume supervisory control over athletes and teams in the program.

15. Be in regular attendance at practice and contests.

16. Apply discipline in a firm and positive manner.

17. Emphasize safety precautions and be aware of best training and injury procedures.

18. Display ethical conduct during practice and contests.

19. Keep equipment locked up and the equipment room organized.

20. Supervise dressing rooms before and after practice and contests. If the Assistant Coach is the last coach out of the building, he/she must check all interior/exterior doors in the athletic area to make sure they are locked, and stay until the last student has left.

21. Assist in the return and inventory of school equipment. Assist the Head Coach in the collection of and storage of all equipment.

22. Recommend athletes to the Head Coach for awards.

23. Recommend facility maintenance and improvements.

24. Recommend equipment to be purchased.

25. Recommend schedule improvements.

26. The Assistant Coach will show support for the Head Coach and do his/her best to enhance the image of the program.

27. The Assistant Coach should conduct oneself so that he/she is above criticism at all times. The following conduct will not be tolerated:

a. Profane language in the presence of students at school related events
b. Smoking or drinking in the presence of students at school related events
c. Improper attire in the presence of students at school related events
d. Improper actions, berating of game officials and any other conduct unfitting the coach.

28. The Assistant Coach will correct inappropriate student actions or behaviors but will not demean the student in the process.

* The Head Coaches, along with the Athletic Director, help make determinations about coaching staff. When a new Head Coach is hired, a recommendation will be made to non-renew all assistant coaches (including volunteers). It is the philosophy of the athletic department that Head Coaches will assist the Athletic Director to put in place a staff that supports the philosophy of the direction of the program and the Head Coach.

Procedures for Use of School Cafeterias and Kitchens

The kitchens and cafeterias at the district school sites are integral to providing food and nutrition for our students. The kitchens and the cafeterias are managed by the district's Food Service Department. Use of these facilities by outside and school groups will not be allowed to disrupt the work of the department. Use of kitchens and cafeterias is allowed and permitted under the following regulations:

Kitchen Use

1. All use of kitchen facilities, equipment or supplies for cooking and preparation of food must receive special authorization by the Food Service Director. School sites will work directly with Food Service Department for authorization. Users will coordinate their use with the Director of Food Service.

2. A Food Services employee shall be on duty whenever the cafeteria kitchens are being used. At no time is the kitchen to be open for use without a Food Service employee present the full time.

3. Arrangements shall be made with the Director of Food Service Department by the using organization at least two weeks prior to the function so that an understanding may be reached as to the use of the facility.

4. The organization using the kitchen shall be responsible for the preparation of the food, the serving of the food and the cleaning of the serving room and kitchen, washing the dishes, pots and pans used, and performing other necessary duties in order to leave the kitchen and premises in the condition in which it was found.

5. The Food Service employee shall not be expected to take responsibility for the preparation of the food unless the meal is being prepared as a function of FSD. Their duties are primarily to direct, assist, and supervise the proper use of cafeteria equipment and facilities and to assume the responsibility of assuring the facility is left clean and in good order.

6. Breakage, damage, or loss of equipment shall be paid by the organization using the district's kitchen and/or cafeteria.

7. School Site and Facility users will be charged $25.00 per hour for the cost to the district for hiring the Food Service employee. There is a three-hour minimum for all employee work calls.

8. Use of district kitchens will only be allowed on non-school days and on school days between 2:30 p.m. and 9:30 p.m. Exceptions must be authorized in writing by the Director of Food Service.

9. Use of refrigerators must be arranged in advance with the Food Service employee for the space. Requirements of the cafeteria receive first consideration.

10. Any leftover food and/or beverages belonging to the organization must be removed from the cafeteria site immediately following the function by the using organization. Any leftover food and/or beverages will be discarded by the Food Service employee the following working day.

11. No home-prepared foods may be sold or served as meals or refreshments on campus during school days. Food may be sold or served on campus only if prepared in our school kitchens under conditions approved by the County Health Department or from another approved source.

If there are any questions, please contact the Food Service Director.

ADDRESSING ISSUES

Athletic Dress

1. Require our athletes to dress appropriately when representing New Berlin CUSD #16 at athletic contests or while attending special events.

Injuries

1. Require all athletes to report injuries to you.
2. If parents are not present, call and inform them of necessary information.
3. If an athlete does not need emergency care, but is of a serious nature, notify parents of the problem.
4. Fill out an Accident Report Form These forms can be picked up from the school office. Each form should be completed and on file in the school office by the next regular school day.
5. Notify the Principal and Athletic Director if the injury is of a serious matter.

Individual Sport Rules

1. Head coaches of each sport should set up their own policies and/or procedures in regards to training, practice, etc. (Note: Rules in the student handbook must be strictly enforced in each sport, as well as general athletic office rules.)

Player Roster

1. A list of all athletes must be submitted to the Athletic Director after the THIRD practice session.
2. The list must be updated every time an add or drop occurs.

Athletes Absent From School

1. An athlete must be in attendance on the preceding school day (unless excused from principal) to practice or participate in a contest.
2. If the athlete had prior permission to be absent from the Administration, he/she could participate on that day.

Sports Rules

1. Coaches have the responsibility to be current on all rules set by ISHA/IESA guidelines in their respective sport(s).

Early Dismissal

1. It is imperative that each coach keeps the Athletic Director informed of roster and schedule

changes so proper notification is made to all involved in early athletic dismissals. Team managers should also be included.
2. Coaches should make every effort to have students dismissed from school as late as possible for any contest to avoid missing valuable class time.

Press and Public Relations

1. Following each game, write and submit announcements to be read, sharing the highlights of specific players and the game in general.
2. Coaches are strongly encouraged to submit results and game highlights following athletic contests to the local news.
3. All coaches should promote their sport as often as possible.

Practice Rules

1. An athlete must be in attendance during the afternoon preceding a practice to be allowed to participate.
2. The directives from physicians regarding injured athletes will be closely followed.
3. After reporting to practice areas, students should not be in other areas of the school unless supervised.
4. All athletes should be informed of the week's practice schedule in advance so this information can be taken home.
5. Other individuals not officially approved by the Athletic Director and School Board should not be used in any capacity in practice sessions unless approved by the Athletic Director or Principal. This is a direct violation of both IESA and IHSA by-laws.
6. No Sunday practice unless the Athletic Director has granted special permission. This includes open gyms.
7. Coaches need to be sensitive to the fact that parents make plans around practice times given to them, especially the time given for the conclusion of practice.

Bus Rules

1. Players must ride the bus to ALL athletic events. Players may ride home with a parent if written permission is given to the coach.
2. Bus rules/expectations should be clear to all athletes and closely monitored by the coach. The bus should be left in the same condition as when first boarded. All trash must be deposited in the garbage can on the bus.
3. While transporting athletes, coaches should pay special attention to the players to prevent mischief.
4. Coaches are required to ride the bus with the athletes to and from athletic contests, unless the Athletic Director or Principal has granted special permission.

Coaches Clinics

1. Coaches are encouraged to attend clinics. However, the entire cost accrued for the clinic will be the coach's responsibility (Teachers receive $425 dollars in professional development).

The Athlete

1. Obligations: The team's members should also be made aware of their obligations. They should know what their training rules are and why they are in effect. They should also know what the locker room and practice area regulations are and in what manner they are expected to obey them. They should have full knowledge of game discipline and control. Just as the coach is expected to be loyal to the team, coaches should demand the same loyalty on the part of the individual team members to the team. It is not enough for the players to know their obligations, but these obligations must be enforced. All these items will contribute to the team's morale in a positive way.

2. Athletes in School: In the school, the athlete should dress appropriately. An athlete should also make every effort to do the best possible job in the classroom. The coach should insist that the athlete be polite in all dealings with faculty members. An athlete must be a good citizen, particularly while on school grounds, achieving a good reputation and commanding respect from those with whom he/she comes in contact.

3. Athletes in the Community: The athlete should be alerted by the coach to his/her responsibility in the community. The athlete represents the school and helps formulate community opinion of the school, as some people know the school only through the athlete. This extends to other communities as well.

4. Athletes as Role Models: Though an athlete may not realize it, younger boys and girls in the community may look to him or her as a role model or hero. They must be faithful to the image the youngsters see in them. They could warp a young athlete's entire athletic outlook because of a lack of devotion or lack of awareness.

5. Coach's Aid to the Athlete: The coach can be of great help by encouraging and checking the activity of each player. A coach can see how a player's grades are progressing and check the athlete's course of study throughout the year.

6. Coach/Athlete Communication: Often athletes will have a problem that they will bring to the coach long before they confide in anyone else. No matter how trivial the problem may seem to an adult, it is important to the athlete or he/she would not discuss it with the coach. A coach should know his/her limitations in this area; the role should be that of a good listener and the coach should help as best as he/she can. Participating in or allowing criticism of other faculty members weakens the coach's position.

7. Communication with Parents: Service can be rendered to the athlete and the school if the coach will make every effort to keep parents informed.

Athletic Eligibility

Eligibility will be determined each week for all students who are involved in athletic activities.

Eligibility will be collected on Friday and will run from Sunday to Sunday. Students will be required to pass all courses each week.

Upon an athlete being declared ineligible, the coach is to make contact with the athlete and his/her parent/guardian regarding the ramifications of being ineligible.

In addition to the above, all student athletes/coaches are required to present the following to the Athletic Director **before** starting active participation in a sport.

1. Current **Physical Exam** (signed by medical doctor). Physicals are good for 395 days.
2. **Code of Conduct/Accidental Insurance Waiver Form (must provide copy of insurance card)/IHSA Concussion/IHSA PES (all one form).** These forms are good for one calendar year.
3. **Pay $60 Sports fee**
4. **Sign individual team rules**

The IESA/IHSA has specific rules regarding attendance, age, etc. To familiarize yourself with the rules, please visit the IESA/IHSA websites or see the Athletic Director to obtain a rule book.

New Berlin CUSD #16 Seasonal Checklist

The following items will be submitted to the Athletic Director according to terms of the coaches' manual. It is strongly suggested that duplicate copies of the enclosed forms be used to complete the necessary seasonal expectations.

1. Schedule in advance (to create facilities schedule)
2. Written team rules and policies (1+ month)
3. Completed roster information
4. Copy of signed team rules from each athlete
5. Proof of valid sports physical for each athlete (395 days)
6. IHSA Concussion Information Form
7. ISHA Performance Enhancing Substances Form (HS only)
8. Emergency contact information on file in athletic office
9. End of season inventory
10. Letter to approve volunteer coaches
11. Attendance at required meetings

Acknowledgement and Receipt

*Required each school year.

I have received a copy of the New Berlin CUSD#16 Coaches Manual.

The Coaches Manual describes important information at New Berlin Athletics, and I understand that I should consult the Athletic Director regarding any questions not answered in this handbook.

I have reviewed the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

_____

Employee's Name

_____ _____ _____

Employee's Signature Date School Year

Educational Support Personnel

5:330 Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

All non-certified employees will be allowed to use their sick, personal and vacation time in hours instead of ½ or full days.

Sick and Bereavement Leave

All non-certified employees will receive one (1) sick day per month, accumulating ten (10) days a year. Twelve-month employees will receive 13 days a year.

Employees eligible to participate in IMRF under the 600 hour standard or other such IMRF standards shall be entitled to no less than (10) days sick leave at full pay each year.

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday.

Sick leave shall be interpreted to mean personal illness, mental or behavioral complications, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of employee's sick leave.

The following scale will increase available sick leave days for employees working 600 hours or 9 months as follows: (Employees with contracts exceeding 9 months will receive an additional day of sick leave for each additional month worked)

If 50 days are accumulated after 10 years of service 12 days

If 80 days are accumulated after 15 years of service 13 days

If 110 days are accumulated after 20 years of service 15 days

If 140 days are accumulated after 25 years of service 20 days

Employees who retire into the IMRF System will be paid an amount equal to $5.00 per unused accumulated sick day up to a maximum of (240). Days used to purchase

retirement years will not be reimbursed. Sick days accumulated past the (240) cannot be used for purchase of retirement years or reimbursement from the district. Only days granted in this school district will be reimbursed.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need to foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Three (3) paid days will be granted for reason of bereavement for death of each immediate family member. These days will not be charged against the employee's sick leave or personal leave. "Immediate family" shall include the employee's or employee's spouse's parents, step-parents, spouse, brothers, sisters, children, step-children, grandparents, grandchildren, parent-in-law, brother and sister-in-law, daughter-in-law, son-in-law, grandparent-in-law, nieces, nephews, aunts, uncles, legal guardians, and any legal dependent.

<u>Vacation</u>

After one year of continuous employment, year-round employees shall be eligible for paid vacation days according to the following schedule:

After one (1) year continuous employment – ten (10) working days

After ten (10) years continuous employment – fifteen (15) working days

After fifteen (15) years continuous employment – seventeen & one-half (17.5) working days

After twenty (20) years continuous employment –twenty (20) working days

If someone starts working mid-year, they must work a full year before they receive any vacation days.

For instance, the employee starts working on February 1st. When February 1st of the next year comes around, he/she will receive 10 days of vacation. When July 1 of that year comes around, he/she will receive pro-rated vacation days - .83 per month (10/12) for 5 months = 5 x .83 = 4.15 = 4 days. After that, every July 1st he/she will receive the vacation days coming to them for that year:

After 5 years of service – 12 days

After 10 years of service – 14 days

If 80 days are accumulated after 15 years of service – 16 days

If 110 days are accumulated after 20 years of service – 18 days

If 140 days are accumulated after 25 years of service – 20 days

Vacation is accrued each quarter at the rate of ¼ time of the total yearly allotment. Vacation days earned in one fiscal year must be used by the end of the following 15 months or the employee will lose them. Educational support personnel holding supervisor or confidential employment positions may carry over vacation for 1 year & 6 months before loosing it. Employee terminating their employment is entitled to remuneration for the amount of vacation earned to the date of termination, provided they have been in the employ of the District for one year. Vacation remuneration shall be paid only when employment is terminated by the action of the School Board or by a two weeks notice in writing by the employee.

Requests for vacation should be submitted to the employee's supervisor one (1) week in advance and must be approved by the Superintendent. Every effort will be made to meet the desires of the employee and the needs of the school system.

There are times during the year when vacations may be denied by the supervisor/Superintendent due to the amount of workload. Employees should have alternate dates for vacation planned.

Holidays

School District full time 12 month employees will be paid for but will not be required to work on the holidays listed below unless the holiday is waived in the official school calendar and considered a day of student attendance. In the event that a holiday is waived and used for student attendance, the full time year round (12 month) employee will be expected to work on that holiday and will be given an extra day to his/her vacation day allotment for use at another time, with approval of his/her supervisor, during that year. Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

Day before New Year's	Labor Day
New Year's Day	Columbus Day
Martin Luther King Jr.'s Birthday	Veterans Day
Abraham Lincoln's Birthday or President's Day	2024 Election Day
Casimir Pulaski's Birthday	Thanksgiving Day
Friday before Easter	Day after Thanksgiving
Memorial Day	Day before Christmas
Juneteenth National Freedom Day	Christmas Day
Independence Day	

If the Fourth of July falls on Saturday, the employee will take Friday as the holiday. If it falls on a Sunday, the employee will take Monday as the holiday.

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Full time employees will be eligible for full day pay at their straight time rate, provided they meet the following requirements:

1. The employee must work within the payroll period during which the holiday occurs.
2. The employee must work the last scheduled working day before the holiday and the first scheduled work day after the holiday, unless on approved vacation or

approved personal leave. If a sick day is used, the employee must have a doctor's office notice.

Personal Leave/Special Leave

First year employees will receive (1) personal day immediately upon employment. Employee will then be on a nine (9) month probation and receive a second personal day after four (4) months of employment accumulating two (2) personal days a year. Educational support personnel holding supervisory or confidential positions shall receive three (3) personal days each school year.

Employees shall be given two (2) personal leave days per year by the School Board subject to the following conditions:

1. Personal leave days cannot be accumulated. Those days not used will be transferred to sick leave.
2. No reason need be given if five working days prior notice is given.
3. With less than five working days notice, written reason must be given to the immediate supervisor.
4. No days may be used immediately before or immediately after a holiday unless prior approval is granted by the immediate supervisor.
5. There are times during the year when personal days may be denied by the supervisor/Superintendent due to the amount of workload. Employees should have alternate dates for personal days planned. No more than two (2) employees may be gone at the same time in their department unless approved by the supervisor.
6. Teachers' Aides must follow the guidelines listed above. In addition to the above, aides will also go by the guidelines listed below:

    a. Personal day requests must be made to appropriate principal forty-eight (48 hours) in advance of the day for which the leave is requested.
    b. No personal leave will be granted for an absence occurring the day before or after the following holidays: Thanksgiving, Christmas, Easter or during the first 5 student attendance days or last 5 student attendance days of the school year or a day on which semester tests are scheduled.
    c. No more than 2 aides, district wide, may be granted personal leave on the same day without the Superintendent's prior approval.

Leave to Serve as a Trustee of the Ill Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with State law.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Child Extended Bereavement Leave.
7. Leave to serve as an election judge.
8. COVID-19 Paid Administrative Leave.

LEGAL REF.:

105 ILCS 5/10-20.7b, 5/10-20.83, 5/24-2, 5/24-6, and 5/24-6.3.

10 ILCS 5/13-2.5, Election Code.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Family Bereavement Leave Act.

820 ILCS 156/, Child Extended Bereavement Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

School Dist 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

Adopted: December 13, 2023

REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	**Employee Category:**	Educational Support Staff	**Employment Status:**	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:		**Subject/Grade:**	Click or tap here to enter text.	**ESP Position:**	Custodian
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Erik Lehnen			**Hourly/Daily Rate of Pay:**	$15 per hour
Location:	Elementary School	**Certified Degree:**	Choose an item.	**Additional Hours:**	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	**Step:**	Choose an item.	**Annual Rate of Pay:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement:**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Incumbent Name:	Todd Cheek	**Desired Beginning Date:**	7-21-2025		
Position Supervisor:	Matt Brown				
Action Requested by:	Lori Niemeier	**Date:**	7/8/2025		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		**Superintendent:**	
President:		**Secretary**	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	**Employee Category:**	Educational Support Staff	**Employment Status:**	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:		**Subject/Grade:**	Click or tap here to enter text.	**ESP Position:**	Custodian
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Rena Lacy			**Hourly/Daily Rate of Pay:**	$15 per hour
Location:	Jr/Sr High school	**Certified Degree:**	Choose an item.	**Additional Hours:**	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	**Step:**	Choose an item.	**Annual Rate of Pay:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement:**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Incumbent Name:	Jacob Weber	**Desired Beginning Date:**	N/A		
Position Supervisor:	Matt Brown				
Action Requested by:	Lori Niemeier	**Date:**	7/24/25		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		**Superintendent:**	
President:		**Secretary**	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	**Employee Category:**	Certified	**Employment Status:**	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Teacher	**Subject/Grade/ Activity/Sport:**	Structure	**ESP Position:**	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Karie Bullard			**Hourly/Daily Rate of Pay:**	Click or tap here to enter text.
Location:	Elementary School	**Certified Degree:**	BA	**Additional Hours:**	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	**Step:**	Choose an item.	**Annual Rate of Pay:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement:**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Incumbent Name:	Booher	**Desired Beginning Date:**	7/17/2025		
Position Supervisor:					
Action Requested by:	Jokisch	**Date:**	7/8/2025		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		**Superintendent:**	
President:		**Secretary**	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	**Employee Category:**	Certified	**Employment Status:**	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Teacher	**Subject/Grade/ Activity/Sport:**	HS Social Science	**ESP Position:**	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Nick Skinner			**Hourly/Daily Rate of Pay:**	Click or tap here to enter text.
Location:	Senior High School	**Certified Degree:**	BA	**Additional Hours:**	Click or tap here to enter text.
Salary Schedule Placement	BA+0	**Step:**	0	**Annual Rate of Pay:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement:**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Incumbent Name:	Lauren Hemmerle	**Desired Beginning Date:**	Click or tap to enter a date.		
Position Supervisor:	Hattie Llewellyn				
Action Requested by:	Hattie Llewelyn	**Date:**	7/18/2025		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		**Superintendent:**	
President:		**Secretary**	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	New Position	**Employee Category:**	Educational Support Staff	**Employment Status:**	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Choose an item.	**Subject/Grade/ Activity/Sport:**	Click or tap here to enter text.	**ESP Position:**	Paraprofessional - Individual Aide
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Bre Dion			**Hourly/Daily Rate of Pay:**	$15
Location:	Elementary School	**Certified Degree:**	Choose an item.	**Additional Hours:**	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	**Step:**	Choose an item.	**Annual Rate of Pay:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement:**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Incumbent Name:	Click or tap here to enter text.	**Desired Beginning Date:**	7/29/2025		
Position Supervisor:					
Action Requested by:	Jokisch	**Date:**	7/9/2025		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		**Superintendent:**	
President:		**Secretary**	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	New Position	**Employee Category:**	Educational Support Staff	**Employment Status:**	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Choose an item.	**Subject/Grade/ Activity/Sport:**	Click or tap here to enter text.	**ESP Position:**	Paraprofessional - Classroom Aide
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Brooke Fuchs			**Hourly/Daily Rate of Pay:**	$15
Location:	Elementary School	**Certified Degree:**	Choose an item.	**Additional Hours:**	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	**Step:**	Choose an item.	**Annual Rate of Pay:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement:**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Incumbent Name:	Click or tap here to enter text.	**Desired Beginning Date:**	8/11/2025		
Position Supervisor:					
Action Requested by:	Jokisch	**Date:**	7/23/2025		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		**Superintendent :**	
President:		**Secretary**	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	**Employee Category:**	Educational Support Staff	**Employment Status:**	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:		**Subject/Grade:**	Click or tap here to enter text.	**ESP Position:**	Custodian
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Erik Lehnen			**Hourly/Daily Rate of Pay:**	$15 per hour
Location:	Elementary School	**Certified Degree:**	Choose an item.	**Additional Hours:**	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	**Step:**	Choose an item.	**Annual Rate of Pay:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement:**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Incumbent Name:	Todd Cheek	**Desired Beginning Date:**	7-21-2025		
Position Supervisor:	Matt Brown				
Action Requested by:	Lori Niemeier	**Date:**	7/8/2025		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		**Superintendent:**	
President:		**Secretary**	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Hiring	**Employee Category:**		**Employment Status:**	
				If PT, No. of Hrs/Day:	
Certified Position:	Athletic Trainer	**Subject/Grade/ Activity/Sport:**	Athletic Department	**ESP Position:**	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Jason Royer			**Hourly/Daily Rate of Pay:**	$33/hr
Location:	JH/HS Athletics	**Certified Degree:**		**Additional Hours:**	
Salary Schedule Placement		**Step:**		**Annual Rate of Pay:**	
Extra-curricular assignment:		**Placement:**		**Salary:**	
Extra-curricular assignment:		**Placement**		**Salary:**	
Extra-curricular assignment:		**Placement**		**Salary:**	
Incumbent Name:	Cassie Dorsey	**Desired Beginning Date:**	August 11th		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	**Date:**	07/29/2025		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		**Superintendent:**	
President:		**Secretary**	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	New Position	**Employee Category:**	Certified	**Employment Status:**	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	JH Student Council Sponsor	**Subject/Grade/ Activity/Sport:**	Student Council Sponsor	**ESP Position:**	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Jennifer Tom			**Hourly/Daily Rate of Pay:**	Click or tap here to enter text.
Location:	District	**Certified Degree:**	Choose an item.	**Additional Hours:**	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	**Step:**	13	**Annual Rate of Pay:**	Split stipend $2001.50
Extra-curricular assignment:	Click or tap here to enter text.	**Placement:**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Incumbent Name:	Click or tap here to enter text.	**Desired Beginning Date:**	8/1/2025		
Position Supervisor:	Brandon Radford				
Action Requested by:	Larson	**Date:**	7/29/2025		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		**Superintendent:**	
President:		**Secretary**	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	New Position	**Employee Category:**	Certified	**Employment Status:**	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	JH Student Council Sponsor	**Subject/Grade/ Activity/Sport:**	Student Council Sponsor	**ESP Position:**	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Lu Bauman			**Hourly/Daily Rate of Pay:**	Click or tap here to enter text.
Location:	District	**Certified Degree:**	Choose an item.	**Additional Hours:**	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	**Step:**	1	**Annual Rate of Pay:**	Split stipend $1201
Extra-curricular assignment:	Click or tap here to enter text.	**Placement:**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Incumbent Name:	Click or tap here to enter text.	**Desired Beginning Date:**	8/1/2025		
Position Supervisor:	Brandon Radford				
Action Requested by:	Larson	**Date:**	7/29/2025		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		**Superintendent:**	
President:		**Secretary**	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	**Employee Category:**	Educational Support Staff	**Employment Status:**	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Choose an item.	**Subject/Grade:**	Click or tap here to enter text.	**ESP Position:**	Cafeteria
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Sean Tacke			**16**	$16.00/hour
Location:	JR/SR High School	**Certified Degree:**	Choose an item.	**Additional Hours:**	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	**Step:**	Choose an item.	**Annual Rate of Pay:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement:**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Incumbent Name:	Kaylie Rowland	**Desired Beginning Date:**	8/4/2025		
Position Supervisor:	Heather Pidcock				
Action Requested by:	Heather Pidcock	**Date:**	7/28/2025		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		**Superintendent:**	
President:		**Secretary**	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Hire	**Employee Category:**		**Employment Status:**	
				If PT, No. of Hrs/Day:	
Certified Position:	Coach	**Subject/Grade/ Activity/Sport:**	Varsity Scholastic Bowl	**ESP Position:**	Coach
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Laura Kapinus			**Hourly/Daily Rate of Pay:**	$2,402
Location:	High School	**Certified Degree:**		**Additional Hours:**	
Salary Schedule Placement		**Step:**		**Annual Rate of Pay:**	
Extra-curricular assignment:		**Placement:**		**Salary:**	
Extra-curricular assignment:		**Placement**		**Salary:**	
Extra-curricular assignment:		**Placement**		**Salary:**	
Incumbent Name:	Joseph Coulton	**Desired Beginning Date:**	September 2026		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	**Date:**			

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		**Superintendent:**	
President:		**Secretary**	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Hire	**Employee Category:**	Coaching	**Employment Status:**	
				If PT, No. of Hrs/Day:	
Certified Position:	JV Scholastic Bowl Coach	**Subject/Grade/ Activity/Sport:**	Scholastic Bowl	**ESP Position:**	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Trina Clair			**Hourly/Daily Rate of Pay:**	
Location:		**Certified Degree:**		**Additional Hours:**	
Salary Schedule Placement		**Step:**		**Annual Rate of Pay:**	$1,201
Extra-curricular assignment:	JV Scholastic Bowl Coach	**Placement:**		**Salary:**	
Extra-curricular assignment:		**Placement**		**Salary:**	
Extra-curricular assignment:		**Placement**		**Salary:**	
Incumbent Name:		**Desired Beginning Date:**			
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	**Date:**	7/29/2025		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		**Superintendent:**	
President:		**Secretary**	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	New Position	**Employee Category:**	Certified	**Employment Status:**	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Lead Mentor	**Subject/Grade/ Activity/Sport:**	Click or tap here to enter text.	**ESP Position:**	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Lu Bauman			**Hourly/Daily Rate of Pay:**	Click or tap here to enter text.
Location:	District	**Certified Degree:**	Choose an item.	**Additional Hours:**	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	**Step:**	Choose an item.	**Annual Rate of Pay:**	$1,201
Extra-curricular assignment:	Click or tap here to enter text.	**Placement:**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Incumbent Name:	Brian Bandy	**Desired Beginning Date:**	8/1/2025		
Position Supervisor:	Click or tap here to enter text.				
Action Requested by:	Larson	**Date:**	7/15/2025		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		**Superintendent:**	
President:		**Secretary**	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Coaching Change	**Employee Category:**	Athletic Dept.	**Employment Status:**	Choose an item.
				If PT, No. of Hrs/Day:	
Certified Position:	Asst. Football Coach	**Subject/Grade/ Activity/Sport:**	HS Football	**ESP Position:**	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Robert Dunn			**Hourly/Daily Rate of Pay:**	Click or tap here to enter text.
Location:	District	**Certified Degree:**	Choose an item.	**Additional Hours:**	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	**Step:**	3	**Annual Rate of Pay:**	(Split Stipend) $2201.50
Extra-curricular assignment:	Click or tap here to enter text.	**Placement:**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	**Placement**	Click or tap here to enter text.	**Salary:**	Click or tap here to enter text.
Incumbent Name:	Click or tap here to enter text.	**Desired Beginning Date:**	7/28/2025		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	**Date:**	7/15/2025		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		**Superintendent:**	
President:		**Secretary**	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

COMMUNITY UNIT SCHOOL DISTRICT NO. 16
ASSISTANT PRINCIPAL'S EMPLOYMENT CONTRACT
2025 - 2028 SCHOOL YEAR

Whereas, the Board of Education, New Berlin Community Unit School District No. 16, hereinafter referred to as "the Board " and Tyler Berola, hereinafter referred to as "Assistant Principal" do hereby agree to memorialize the terms and conditions for the employment of the Assistant Principal, pursuant to 105 IICS 5/10-23.8a, for three school years (2025 - 2028).

Now, therefore, on this 31st of July 2025, the Board and Assistant Principal,in consideration of the mutual promises contained herein, do hereby enter into this Employment Contract on the following terms and conditions as approved by the Board at a duly convened public meeting as prescribed by law.

1. **EMPLOYMENT:** Assistant Principal is hereby retained for an additional three (3) years commencing on August 1, 2025 and through the end of the 2027 – 28 school year terminating on June 30, 2028 (working 200 days a fiscal year), to serve as an Assistant Principal within Community Unit School District No. 16, Sangamon and Morgan Counties, Illinois.

2. **DUTIES:** The duties and responsibilities of the Assistant Principal shall be allthose duties incident to the office of Principal as set forth in Board policy and the job description of the Assistant Principal, those obligations set forth in the Illinois School Code, and, such other duties normally performed by an Assistant Principal, and as from time to time may be assigned by the Board. The Assistant Principal shall devote her full-time and attention to her duties as Assistant Principal. Her conduct shall always be reflective of the highest standards on integrity and good character.

3. **PERFORMANCE GOALS:** In accordance with 105 ILCS 5/10-23.8(a), the parties have established Performance Goals for the Assistant Principal for the term of this Contract, including indicators that will be used by the Board to measure the Assistant Principal's achievement of these Goals.

   A. The Board, in consultation with the Superintendent, has the sole and exclusive right to set the final Performance Goals.

   B. Final determination as to whether or not the Assistant Principal has met the Performance Goals of this Contract shall be within the sole and exclusive discretion of the Board.

   C. The Performance Goals and indicators are set forth as Appendix A.

4. SALARY AND BENEFITS:

A. **SALARY.** In consideration of the Assistant Principal's services listed herein, the Board of Education will pay to his an annual salary of $75,000.

In consideration of the salary listed herein, the Assistant Principal hereby agrees to devote such time, skill, labor, and attention to this employment during the term of this Agreement, and to perform faithfully the duties of an Assistant Principal for this District as set forth in this Agreement. The annual salary herein provided shall be paid in equal installments in accordance with the policy of the Board governing payment of salary to other certificated members of the professional staff. The Board retainsthe right to adjust the annual salary of Assistant Principal during the term of this Agreement, provided that any salary and benefit adjustment does not reduce the annual salary and benefits provided in the previous fiscal year. Any adjustment in salary made during the life of this Agreement shall be in the form of a written amendment executed by both parties and shall become a part of this Agreement. However, by so doing, it shall not be considered that the Board has entered into a new Agreement with Assistant Principal or that the termination date of this Agreement has been in any way extended.

B. **PENSION SYSTEM.** In addition to the annual salary set forth above, the Board shall pay on behalf of the Assistant Principal to the Illinois Teachers' Retirement System and the Teachers' Health Insurance Security Fund the Assistant Principal's required contributions to said pension system. The Assistant Principal does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the State of Illinois Teachers' Retirement System. Both parties acknowledge that the Assistant Principal did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions made as a condition of employment to secure the Assistant Principal's future services, knowledge, and experience.

C. **INSURANCE.** The Board will provide the Assistant Principal with the following insurance benefits:

1. Full single employee hospitalization and medical insurance as provided under any group program effective in the District during the term of this Agreement. In the event that any health reform legislation or other law shall prohibit or otherwise restrict the Board from providing the insurance benefit herein described, the Board retains the right to limit participation of the employee and her beneficiaries in the district Health Plans to the same terms and conditions provided to other certified employees. In such event, the monetary equivalent of the difference in premium cost for the employee's elected

coverage shall be paid to the employee as salary to the extent that any such additional payment does not result in a penalty or other cost to the Board from TRS. To the extent possible,the Board and employee will work together to avoid any TRS conversion issues.

2. Term Life Insurance policy totaling twenty-five thousand dollars and no cents ($25,000.00).

D. **VACATION.** The Principal shall receive six (6) workdays of vacation annually, exclusive of legal holidays and student vacation days scheduled during the school attendance year. Vacation days shall be taken subject to the approval of the Superintendent. Vacation days must be taken within twelve (12) months of the year in which it is earned and shall not be accumulated from year to year. Unused vacation days shall accumulate as sick days.

E. SICK LEAVE. The Assistant Principal shall be granted sick leave, as defined in Section 24-6 of the Illinois School Code, of ten (10) working days per year and may accumulate to a maximum of three hundred forty (340) days and shall be subject to such other provisions as may be contained in the Illinois School Code, District policies, and rules and regulations.

F. **PERSONAL LEAVE.** At the beginning of each fiscal year, Assistant Principal shall be granted three (3) personal leave days. All unused personal leave days may be converted to sick leave days, except when Assistant Principal has reached the maximum amount of days listed above.

G. **OTHER BENEFITS.** The Assistant Principal shall be entitled to all the benefits normally given to other staff and employees in the District. This provision excludes the benefit of any medical insurance.

5. **PROFESSIONAL ORGANIZATION:** The Board encourages the Assistant Principal to participate in this professional organization in the interest of promoting a better understanding of his role in the District and its concerns. The Board will reimburse the Assistant Principal for dues and membership fees to an Association if said membership is approved by the Superintendent priorto participation.

6. **PROFESSIONAL ORGANIZATION MEETING ATTENDANCE:** The Assistant Principal is expected to attend appropriate professional meetings at the local and state levels as authorized by the Superintendent. The Board will reimburse the Assistant Principal for all reasonable expenses incurred as a result of his attendance at these meetings.

7. **EVALUATION:** The Superintendent shall conduct annual evaluations of the Assistant Principal. The evaluation shall include a description of the Assistant Principal's duties and responsibilities and standards to which the Assistant Principal is to conform. The evaluation shall be in writing and shall consider the Assistant Principal's specific duties, responsibilities, management and competence as an Assistant Principal. A copy of the evaluation shall, upon completion, be delivered to the Assistant Principal and another copy placed in the Assistant Principal's personnel file. Nothing herein shall be construed to extend the contract terms beyond its agreed termination date.

8. **CERTIFICATION:** Assistant Principal shall furnish to the Board evidence of her possession of a valid and appropriate certificate to act as Assistant Principal of Schools in accordance with the laws of the State of Illinois and asdirected by the Board and shall be able to pass the criminal background check as provided by law for certified school employees.

9. **WAIVER OF TENURE:** By accepting this Agreement, the Superintendent waives any right to acquire tenure in the District under Sections 24-11 through 24-16 of the Illinois School Code, as may be amended from time to time.

10. **MEDICAL EXAMINATION:** The Board of Education may direct the Assistant Principal, when job related and consistent with business necessity, to undergo a complete medical examination by a physician of the Board's choice. The reasonable costs of the medical examination shall be reimbursed by the Board. Any report of the medical examination shall be given directly and exclusively by the examining physician to Assistant Principal. The Assistant Principal shall cause the physician to provide the Board with a written certification. of Principal's continued fitness for duty, which shall remain confidential to the Board. If the. physician determines Assistant Principal is not fit for duty, the Assistant Principal shall waive doctor-patient privilege and the Board shall have access to all medical reports and records relevant to Assistant Principal's condition. The Assistant Principal agrees to provide, upon reasonable request by the Board, a medical release to obtain medical information relevant to the Assistant Principal's condition from other medical providers.

11. **DISCHARGE FOR CAUSE DURING TERM OF AGREEMENT:** Throughout the term of this Agreement, Assistant Principal shall be subject to discharge for just cause. The Board shall not arbitrarily or capriciously call for dismissal of the Assistant Principal, and the Assistant Principal shall have the right to service written charges, notice of hearing, and a closed hearing before the Board. If the Assistant Principal chooses to be accompanied by counsel at such hearing, all such personal expenses shall be paid by the Assistant Principal. The Parties agree that just cause is defined for the purposes of this Contract as the Assistant Principal's breach of any express condition of this Contract and/or: 1) any action by the Assistant Principal that causes substantial prejudice to or is harmful to the best interests of this school district; 2) actionsor conduct that constitutes moral turpitude; and 3) conviction of a felony. TheParties agree that the decision of the Board on dismissal for cause shall be final.

This employment contract may be terminated for the following additional reasons:

A. Mutual agreement of the parties;

B. Retirement of the Assistant Principal;

Extended or excessive absence as defined herein. In the event the Assistant Principal is unable to perform his/her duties and obligations under this agreement by reason of illness, accident, or other cause beyond control of the Assistant Principal, and such inability exists for a period of not more than 90 days after the exhaustion of accumulated sick *leave* days and vacation days in any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulation. If such inability exists for a period of more than 90 days after the exhaustion of accumulated sick *leave* days and vacation days in any school year, the Board may, in its discretion, terminate this agreement, whereupon the respective duties, rights and obligations of the parties shall terminate, provided prior to termination, the Assistant Principal shall be entitled to a hearing before the Board if he so requests.

C. Death of Assistant Principal.

12. **TERMINATION BY AGREEMENT:** During the term of this Agreement, the Board and Assistant Principal may mutually agree, in writing, to terminate this Agreement.

13. **NOTICE OF NON-RENEWAL:** Unless notice of intent not to renew this contract shall be given in writing by the Board not later than April 1st of the final contract year, this Agreement shall renew in accordance with its terms for one additional year.

14. **NOTICE:** Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing hereof by registered or certified mail, addressed:

If to the Board, to:
President, Board of Education
Community Unit School District #16
600 N. Cedar
New Berlin, Il 62670

If to the Assistant Principal, to:
Address is on File in the District Office

15. **GOVERNING LAW:** This Agreement has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

16. **MULTIPLE PARTS:** This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

17. **COMPLETE AGREEMENT:** This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements.

18. **SEVERABILITY:** If any provision of this Agreement is deemed void or unenforceable, the remainder of this Agreement shall not be affected.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of the Board, by its President, on the day and year first written above.

Tyler Berola

By: _____
Assistant Principal

Community Unit School District No. 16 Board of Education

By: _____
President, Board of Education

Attest

_____
Secretary, Board of Education

Exhibit A

JULY 31, 2025 AMENDMENT TO AGREEMENT FOR ELEMENTARY PRINCIPAL
BETWEEN BOARD OF EDUCATION OF NEW BERLIN CUSD #16 AND
MATTHEW JOKISCH

This JULY 31, 2025 AMENDMENT TO AGREEMENT (hereinafter "Amendment") made this 31st day of July 2025, by and between the BOARD OF EDUCATION, NEW BERLIN COMMUNITY UNIT SCHOOL DISTRICT NO. 16, New Berlin, Illinois (hereinafter referred to as "the Board") and MATTHEW JOKISCH (hereinafter referred to as "Principal"), ratified by resolution at the regular meeting of the Board held on July 31, 2025 and as found in the minutes of that meeting.

IT IS AGREED:

1. The Principal's "Unused vacation days shall convert to sick days at the end of the 12-month contract year" with it being retroactive from the 2024-2025 contract year and for the remainder of the contract.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed in their respective names and in the case of the Board, by its President, on the day and year first written above.

MR. MATTHEW JOKISCH

BOARD OF EDUCATION,
NEW BERLIN CUSD #16

_____
Principal

_____
President

ATTEST:

_____
Secretary

RESOLUTION FOR AMENDMENT TO PRINCIPAL CONTRACT

WHEREAS, the New Berlin CUSD #16 Board of Education (herein "Board of Education") is a party to the *Agreement for Superintendent Between Board of Education of New Berlin CUSD #16 and Matthew Jokisch* (herein "Agreement") for the employment of Matthew Jokisch (herein "Superintendent") from July 1, 2024 through and including June 30, 2027.

WHEREAS, the Principal has 11 vacation days stated in the contract where they must be taken within twelve (12) months of the year of the year in which it is earned and shall not accumulated from year to year.

WHEREAS, the Board of Education wishes to allow the Principal to add a sentence "Unused vacation days shall convert to sick days at the end of the 12-month contract year" and shall retroactive.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education:

1. Approves of the July 31, 2025, Amendment to the *Agreement for Elementary Principal Between Board of Education of New Berlin CUSD #16 and Matthew Jokisch* attached hereto and incorporated by reference as **Exhibit A**.

Adopted this 31st of July, 2025, by the following roll-call vote:

AYES:_____

NAYS:_____

ABSENT:_____

ABSTAIN: _____

_____
President

_____
Secretary

Exhibit A

JULY 31, 2025 AMENDMENT TO AGREEMENT FOR JUNIOR HIGH PRINCIPAL
BETWEEN BOARD OF EDUCATION OF NEW BERLIN CUSD #16 AND
BRANDON RADFORD

This JULY 31, 2025 AMENDMENT TO AGREEMENT (hereinafter "Amendment") made this 31st day of July 2025, by and between the BOARD OF EDUCATION, NEW BERLIN COMMUNITY UNIT SCHOOL DISTRICT NO. 16, New Berlin, Illinois (hereinafter referred to as "the Board") and BRANDON RADFORD (hereinafter referred to as "Principal"), ratified by resolution at the regular meeting of the Board held on July 31, 2025 and as found in the minutes of that meeting.

IT IS AGREED:

1. The Principal's "Unused vacation days shall convert to sick days at the end of the 12-month contract year" with it being retrooactive from the 2024-2025 contract year and for the remainder of the contract.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed in their respective names and in the case of the Board, by its President, on the day and year first written above.

MR. BRANDON RADFORD

_____
Principal

BOARD OF EDUCATION,
NEW BERLIN CUSD #16

_____
President

ATTEST:

_____
Secretary

RESOLUTION FOR AMENDMENT TO PRINCIPAL CONTRACT

WHEREAS, the New Berlin CUSD #16 Board of Education (herein "Board of Education") is a party to the *Agreement for Superintendent Between Board of Education of New Berlin CUSD #16 and Brandon Radford* (herein "Agreement") for the employment of Brandon Radford (herein "Superintendent") from July 1, 2023 through and including June 30, 2026.

WHEREAS, the Principal has 11 vacation days stated in the contract where they must be taken within twelve (12) months of the year of the year in which it is earned and shall not accumulated from year to year.

WHEREAS, the Board of Education wishes to allow the Principal to add a sentence "Unused vacation days shall convert to sick days" and at the end of the 12-month contract year" and shall be retroactive.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education:

1. Approves of the July 31, 2025, Amendment to the *Agreement for Junior High Principal Between Board of Education of New Berlin CUSD #16 and Brandon Radford* attached hereto and incorporated by reference as **Exhibit A**.

Adopted this 31st of July, 2025, by the following roll-call vote:

AYES:_____

NAYS:_____

ABSENT:_____

ABSTAIN: _____

_____
President

_____
Secretary

Exhibit A

JULY 31, 2025 AMENDMENT TO AGREEMENT FOR DISTRICT ATHLETIC AND ACTIVITIES DIRECTOR BETWEEN BOARD OF EDUCATION OF NEW BERLIN CUSD #16 AND DILLON BINKLEY

This JULY 31, 2025 AMENDMENT TO AGREEMENT (hereinafter "Amendment") made this 31st day of July 2025, by and between the BOARD OF EDUCATION, NEW BERLIN COMMUNITY UNIT SCHOOL DISTRICT NO. 16, New Berlin, Illinois (hereinafter referred to as "the Board") and DILLON BINKLEY (hereinafter referred to as "District Athletic and Activities Director"), ratified by resolution at the regular meeting of the Board held on July 31, 2025 and as found in the minutes of that meeting.

IT IS AGREED:

1. The District Athletic and Activities Director's "Unused vacation days shall convert to sick days at the end of the 12-month contract year" with it being retroactive from the 2025 - 2026 contract year and for the remainder of the contract.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed in their respective names and in the case of the Board, by its President, on the day and year first written above.

MR. DILLON BINKLEY

BOARD OF EDUCATION,
NEW BERLIN CUSD #16

_____
Principal

_____
President

ATTEST:

_____
Secretary

RESOLUTION FOR AMENDMENT TO DISTRICT ATHLETIC AND ACTVITIES DIECTOR CONTRACT

WHEREAS, the New Berlin CUSD #16 Board of Education (herein "Board of Education") is a party to the *Agreement for Superintendent Between Board of Education of New Berlin CUSD #16 and DILLON BINKLEY* (herein "Agreement") for the employment of Dillon Binkley (herein "Superintendent") from July 1, 2025 through and including June 30, 2028.

WHEREAS, the District Athletic and Activities Director has 10 vacation days stated in the contract where they must be taken within twelve (12) months of the year of the year in which it is earned and shall not accumulated from year to year.

WHEREAS, the Board of Education wishes to allow the District Athletic and Activities Director to add a sentence "Unused vacation days shall convert to sick days at the end of the 12-month contract year" and shall retroactive.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education:

1. Approves of the July 31, 2025, Amendment to the *Agreement for District Athletic and Activities Director Between Board of Education of New Berlin CUSD #16 and Dillon Binkley* attached hereto and incorporated by reference as **Exhibit A**.

Adopted this 31st of July, 2025, by the following roll-call vote:

AYES:_____

NAYS:_____

ABSENT:_____

ABSTAIN: _____

_____
President

_____
Secretary