

Big Hollow School District #38 Ingleside, IL 60041

REGULAR BOARD OF EDUCATION MEETING MINUTES

Monday, July 10, 2023

1. Call to Order and Roll Call:

The regular meeting of the Board of Education was called to order at 6:00 p.m. on Monday, July 10, 2023.

Roll Call:

The following member were in attendance: Bennett, Cernuska, Dollinger, Pedersen, Plescia

The following members were absent: Kueter *

The following administration was present: Gold

2. Motion to move to Closed Session:

A motion was made by Dollinger and seconded by Cernusak to move to closed session at 6:01 pm

Motion carried.

Aye: All

Nay: None

3. Resume to Open Session:

Open session began at 6:24 pm.

The following members were in attendance: Bennett, Cernuska, Dollinger, Kueter, Lyons, Pedersen, Plescia

The following members were absent: none *

The following administration were present: Gold, Biancalana, Cornwell, Janusz, McCulley

4. Pledge of Allegiance:

The Pledge of Allegiance was recited.

5. Added Items/Approval of the Agenda:

A motion was made by Cernuska and seconded by Plescia to approve the agenda. Motion carried.

Aye: All

Nay: None

6. Public Comments

There were no public comments.

7. Board Member “Code of Conduct” Review:

Item #7: “I will prepare for, attend and actively participate in school board meetings.”

8. Approve Consent Agenda Items:

A motion was made by Cernuska and seconded by Pedersen to approve the consent agenda items as presented.

Motion carried.

Aye: Cernuska, Pedersen, Dollinger, Kueter, Lyons, Plescia, Bennett

Nay: None

9. Superintendent’s Report:

a. School Improvement Planning

Building Principals; Lenayn Janusz, Vinni Bicanalana, and Josh Cornwell, shared the executive summaries from the 2022-2023 School Improvement Planning process.

Each principal shared their goals, if they were met or not and how to improve on reaching the set goals. A focus on improving IAR scores was discussed.

b. Budget Update

Mr. Gold provided an exhibit showing pre-audited end of the year expenditure, revenue, and fund balance summaries.

c. Energy Report

A summary of the energy costs from 2015-2022 was exhibited.

d. Board Agreement Review

During a training session in August of 2021, the Board created a “Board Agreements” document and committed to annually review/revise these agreements. The statement of agreements was exhibited and reviewed.

- e. **Welcome Back Breakfast**
The kick off to the 2023-2024 school year will begin with a teacher institute day breakfast on Thursday, August 17th, provided by the Board of Education in conjunction with the Big Hollow Federation of Teachers. There will be teacher institute days/activities beginning at 8:00 am on Thursday, August 17th, Friday, August 18th and Monday August 21st.
- f. **Board Policy Update**
IASB Press Plus policy revision 112 was exhibited.
A motion was made by Cernuska and seconded by Bennett to approve on 1st reading the recommendations from IASB Press Plus policy revision 112.
Motion carried.
- Aye: All
Nay: None
- g. **Review of Superintendent Evaluation Timeline**
- **June/July**
 - Superintendent creates goals which support the District goals, including indicators of success. Board approves these Superintendent goals. The Board and Superintendent agree on any additional expectations for which the Superintendent will be held accountable.
 - **January**
 - The Board and Superintendent conduct a less-formal semi-annual evaluation to monitor progress to date.
 - **March**
 - Superintendent provides the Board with a self-assessment of performance on each of the goals and expectations that had been agreed to.
 - Individual Board members and all Administrators complete the Superintendent evaluation forms. The forms are collected by the Board president.
 - **April/May**
 - The Board meets in closed session to compile the results and complete the summative evaluation document.
 - The Board president meets with the Superintendent to present the final evaluation. A written summary of the evaluation is given to the Superintendent and a copy retained by the Board.
 - **June**

- o The entire Board meets with the Superintendent so that he or she has the opportunity to hear all points of view.

10. Other Action Items:

a. June 2023 Employment Recommendations

A motion was made by Cernuska and seconded by Pedersen to approve the employment report with the addition of the approval for a leave of absence for the 2023-2024 school year for Courtney Wegrzyn, MS Reading Specialist.

Motion carried.

Aye: Cernuska, Pedersen, Lyons, Bennett, Kueter, Dollinger, Plescia

Nay: None

b. New Health/Dental/Vision/Life Insurance Rates

Mr. Gold shared an exhibit with the board of the new health/dental/vision/life insurance rates for the 2023-2024 school year. There was a 10.5% increase from last year.

A motion was made by Dollinger and seconded by Cernuska and seconded by to approve the recommendation from Mr. Gold and Finance Committee for new health/dental/vision/life insurance rates.

Motion carried.

Aye: Dollinger, Cernuska, Pedersen, Plescia, Bennett, Kueter, Lyons

Nay: None

c. Closed Session Meeting Minutes

A motion was made by Plescia and seconded by Kueter to accept Mr. Gold's recommendation that the current closed minutes should remain in closed status.

Motion carried.

Aye: All

Nay: None

e. Easement Donation with the Village of Volo

Mr. Gold shared an exhibit which consists of a resolution to approve the donation of easement for the purposes of highway curbs and sidewalk installations on Fish Lake Road. This is a temporary donation.

A motion was made by Plesica and seconded by Dollinger to accept the resolution to donate easement for highway purposes with the Village of Volo.

Motion carried.

Aye: Plescia, Dollinger, Kueter, Lyons, Pedersen, Cernuska, Bennett

Nay: None

11. Resignations Accepted:

- Accepted resignation from Mike Arndt, Transportation Driver, effective June 9, 2023.
- Accepted resignation from Caitlyn Raquet, Elementary School Social Worker, effective June 15, 2023.
- Accepted resignation from Elizabeth Macy, Elementary School Speech Pathologist, effective June 26, 2023.
- Accepted resignation from Chad Ziarko, Elementary Special Education Resource Teacher, effective July 5, 2023.
- Accepted resignation from Leah Allen, Middle School Paraprofessional, effective July 5, 2023.
- Accepted resignation from Ashley Austin, 4th Grade Teacher, effective July 5, 2023.
- Accepted resignation from Krystal Serafin, MS Special Education Teacher, effective July 10, 2023.
- Accepted resignation from Lisa Romero, MS Special Education Self Contained Teacher, effective July 10, 2023.
- Accepted resignation from Doug Westerman, Transportation Driver, effective July 10, 2023.

12. Informational Items:

- a. Freedom of Information Act (FOIA) Requests
FOIA requests received in June 2023 were exhibited.
- b. Monthly Administrator Report for June 2023 was presented to the board.
- c. The next regularly scheduled Board Meeting will take place on Monday, August 14, 2023 with closed session beginning at 6:00 pm and open session immediately following and with the superintendent evaluation being conducted after the regular scheduled meeting.

13. Motion to move to Closed Session:

A motion was made by Cernuska and seconded by Dollinger to exit open session and move to closed session at 7:11 pm.

Motion carried.

Aye: All

Nay: None

15. Return to Open Session:

Open session began at 7:38 pm.

The following members were in attendance: Bennett, Cernuska, Dollinger, Kueter, Lyons, Pedersen, Plescia

The following members were absent: none

The following administration were present: McCulley

16. Take any necessary action following closed session regarding minutes, employment of personnel, resignations, terminations or leaves of absence:

None

17. Adjournment:

A motion was made by Dollinger and seconded by Cernuska to adjourn the meeting at 7:38 p.m.

Motion carried.

Aye: All

Nay: None

Board of Education President
Big Hollow School District #38

Board of Education Secretary
Big Hollow School District #38

	EDUCATION FUND (10)	OPER. & MAINT. FUND (20)	DEBT SVC FUND (30)	TRANS. FUND (40)	SS/MED/IMRF FUND (50/51)	CAPITAL PROJ FUND (60)	WORKING CASH FUND (70)	TORT FUND (80)	TOTAL ALL FUNDS
ASSETS									
Cash & Investments									
Imprest Fund	2,000	0	0	0	0	0	0	0	2,000
Cash in Bank BMO	0	0	0	0	0	0	0	0	0
Student Activity	6,474	0	0	0	0	0	0	0	6,474
*Cash in Bank Win Trust Land of Lakes Bank	1,982,773	804,740	1,948,036	55,626	170,828	657,204	593,973	-231,953	5,981,227
PMA Investment	2,776,403	1,125,334	1,300,776	369,403	311,127	1,285,274	1,032,489	15,024	8,215,831
PMA Savings Deposit Account	0	0	0	0	0	0	0	0	0
TOTAL CASH & INVESTMENTS	4,767,651	1,930,074	3,248,812	425,029	481,955	1,942,478	1,626,462	-216,928	14,205,532
Due From Education Fund	0	0	0	0	0	0	0	0	0
TOTAL ASSETS	4,767,651	1,930,074	3,248,812	425,029	481,955	1,942,478	1,626,462	-216,928	14,205,532
LIABILITIES									
Tax Anticipation Warrants Payable	0	0	0	0	0	0	0	0	0
Accounts Payable	99,927	-15,281	0	7,035	-320	98,402	0	0	189,763
Due To Working Cash Fund	0	0	0	0	0	0	0	0	0
TOTAL LIABILITIES	99,927	-15,281	0	7,035	-320	98,402	0	0	189,763
*YTD Revenue	591,089	89,120	196,220	232,530	70,467	2,131	5,671	10,863	1,198,090
Sale of Assets									0
YTD Expenditures	-1,479,816	-114,270	0	-433,887	-56,586	-140,902	0	-269,990	-2,495,451
YTD Excess/ (Deficiency)	-888,727	-25,151	196,220	-201,356	13,881	-138,771	5,671	-259,127	-1,297,361
Beginning Fund Balance 07/01/23	5,756,304	1,939,944	3,052,592	633,420	468,394	1,982,847	1,620,791	42,199	15,496,491
Ending Fund Balance	4,867,578	1,914,793	3,248,812	432,064	482,274	1,844,076	1,626,462	-216,928	14,199,130
TOTAL LIABILITIES & FUND BAL.	4,767,651	1,930,074	3,248,812	425,029	481,955	1,942,478	1,626,462	-216,928	14,205,532

Date

Board of Education Secretary

Date

Education Fund						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$9,852,751	\$437,922	\$437,922	\$9,414,829	4%	
State Sources	\$8,111,205	\$36,700	\$36,700	\$8,074,505	0%	
Federal Sources	\$1,352,852	\$116,467	\$116,467	\$1,236,385	9%	
Fees	\$10,000	\$0	\$0	\$10,000	0%	
Total Revenue	\$19,326,808	\$591,089	\$591,089	\$18,735,719	3%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$14,408,234	\$1,029,859	\$1,029,859	\$13,378,375	7%	
Benefits	\$1,798,822	\$121,666	\$121,666	\$1,677,156	7%	
Purchased Services	\$1,658,464	\$138,257	\$138,257	\$1,520,207	8%	
Supplies and Materials	\$1,517,244	\$138,046	\$138,046	\$1,379,198	9%	
Capital Outlay	\$62,500	\$0	\$0	\$62,500	0%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Non-Capital Equipment	\$0	\$0	\$0	\$0	0%	
Other Objects	\$1,523,519	\$51,987	\$51,987	\$1,471,532	3%	
Transfers	\$22,000	\$0	\$0	\$22,000	0%	
Total Expenses	\$20,990,783	\$1,479,816	\$1,479,816	\$19,510,967	7%	

Operations and Maintenance						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$1,630,150	\$89,120	\$89,120	\$1,541,030	5%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Other Sources Sale of Land	\$0	\$0	\$0	\$0	0%	
Grant Maintenance	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$1,630,150	\$89,120	\$89,120	\$1,541,030	5%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$599,000	\$47,006	\$47,006	\$551,994	5%	
Benefits	\$84,650	\$6,328	\$6,328	\$78,322	7%	
Purchased Services	\$697,250	\$39,292	\$39,292	\$657,958	6%	
Supplies and Materials	\$493,000	\$21,643	\$21,643	\$471,357	4%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues, Fees, Tuition	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$1,873,900	\$114,270	\$114,270	\$1,759,630	6%	

Debt Service Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$3,240,000	\$196,220	\$196,220	\$3,043,780	6%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$3,240,000	\$196,220	\$196,220	\$3,043,780	6%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Purchased Services	\$1,000	\$0	\$0	\$1,000	0%	
Principal and Interest	\$0	\$0	\$0	\$0	0%	
Other Objects	\$5,666,377	\$0	\$0	\$5,666,377	0%	
Total Expenses	\$5,667,377	\$0	\$0	\$5,667,377	0%	

Transportation Fund						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$669,000	\$35,401	\$35,401	\$633,599	5%	
State Sources	\$821,438	\$197,129	\$197,129	\$624,309	24%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$1,490,438	\$232,530	\$232,530	\$1,257,908	16%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$982,700	\$36,356	\$36,356	\$946,344	4%	
Benefits	\$27,425	\$3	\$3	\$27,422	0%	
Purchased Services	\$218,600	\$28	\$28	\$218,572	0%	
Supplies and Materials	\$191,000	\$575	\$575	\$190,425	0%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Other Objects	\$416,200	\$396,924	\$396,924	\$19,276	95%	
Total Expenses	\$1,835,925	\$433,887	\$433,887	\$1,402,038	24%	

IMRF/SS Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$594,134	\$70,467	\$70,468	\$523,666	12%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$594,134	\$70,467	\$70,468	\$523,666	12%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$0	\$0	\$0	\$0	0%	
Benefits	\$773,125	\$56,586	\$56,586	\$716,539	7%	
Purchased Services	\$0	\$0	\$0	\$0	0%	
Supplies and Materials	\$0	\$0	\$0	\$0	0%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues and Fees	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$773,125	\$56,586	\$56,586	\$716,539	7%	

Capital Projects						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$50,000	\$2,131	\$2,131	\$47,869	4%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$50,000	\$2,131	\$2,131	\$47,869	4%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$0	\$0	\$0	\$0	0%	
Benefits	\$0	\$0	\$0	\$0	0%	
Purchased Services	\$190,000	\$140,564	\$140,564	\$49,436	74%	
Supplies and Materials	\$0	\$338	\$338	(\$338)	0%	
Capital Outlay	\$130,000	\$0	\$0	\$130,000	0%	
Transfers	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$320,000	\$140,902	\$140,902	\$179,098	44%	

Working Cash Fund						
<u>Revenue</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Local Sources	\$110,000	\$5,671	\$5,671	\$104,329	5%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$110,000	\$5,671	\$5,671	\$104,329	5%	
<u>Expenses</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year to Date</u>	<u>Budget Balance</u>	<u>% of Budget</u>	
Salary	\$0	\$0	\$0	\$0	0%	
Benefits	\$0	\$0	\$0	\$0	0%	
Purchased Services	\$0	\$0	\$0	\$0	0%	
Supplies and Materials	\$0	\$0	\$0	\$0	0%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$0	\$0	\$0	\$0	0%	

Total All Funds						
Revenue	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Local Sources	\$16,431,085	\$847,794	\$847,795	\$15,583,290	5%	
State Sources	\$8,932,643	\$233,829	\$233,829	\$8,698,814	3%	
Federal Sources	\$1,352,852	\$116,467	\$116,467	\$1,236,385	9%	
Other Sources Sale of Land	\$0	\$0	\$0	\$0	0%	
Fees	\$10,000	\$0	\$0	\$10,000	0%	
Maintenance Grant	\$0	\$0	\$0	\$0	0%	
Fund Transfers	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$26,726,580	\$1,198,090	\$1,198,091	\$25,528,489	4%	
Expenses	Budget	Month to Date	Year to Date	Budget Balance	% of Budget	
Salary	\$15,989,934	\$1,113,221	\$1,113,221	\$14,876,713	7%	
Benefits	\$2,684,022	\$184,584	\$184,584	\$2,499,438	7%	
Purchased Services	\$3,036,314	\$588,132	\$588,132	\$2,448,182	19%	
Supplies and Materials	\$2,201,244	\$160,603	\$160,603	\$2,040,641	7%	
Capital Outlay	\$192,500	\$0	\$0	\$192,500	0%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Transfers	\$22,000	\$0	\$0	\$22,000	0%	
Other Objects	\$7,606,096	\$448,911	\$448,911	\$7,157,185	6%	
Total Expenses	\$31,732,110	\$2,495,451	\$2,495,451	\$29,236,659	8%	

**Big Hollow School District #38
Accounts Payable Approval Form for August 14, 2023**

<u>Fund</u>	<u>Fund #</u>	<u>Accounts Payable</u>
Education	10	667,915.83
O & M	20	62,525.96
Debt Service	30	
Transportation	40	404,234.09
IMRF/SS	50	56,586.14
Capitol Projects	60	42,499.93
Working Cash	70	
TORT	80	269,990.00
Fire Prev/Safety	90	
Totals		\$1,503,751.95

Board of Education Secretary
Big Hollow School District #38

Date

Board of Education President
Big Hollow School District #38

Date

CHECK DATE	CHECK NUMBER	VENDOR	TOTAL
7/5/2023	54276	Santander Leasing LLC	\$396,924.00
7/5/2023	54270	CLIC	\$269,990.00
7/3/2023	54265	Teachers Retirement System	\$153,060.33
7/17/2023	54309	United States Treasury	\$72,452.92
7/3/2023	54266	United States Treasury	\$71,965.64
7/5/2023	54275	KS StateBank	\$62,965.00
7/5/2023	54271	Commercial Carpet Consultants, Inc	\$42,162.19
7/12/2023	54300	Skyward, Inc	\$36,989.20
7/20/2023	54323	DreamBox Learning Inc	\$35,970.00
7/12/2023	54282	Education, Training & Research Associates	\$34,874.28
7/20/2023	54328	Garelli Pavement Service, Inc.	\$33,750.00
7/3/2023	54263	Teacher's Health Insurance Security Fund	\$24,265.83
7/17/2023	54306	Illinois Dept Of Revenue	\$22,008.02
7/3/2023	54262	Illinois Dept Of Revenue	\$21,956.53
7/5/2023	54273	HumanEx Ventures	\$18,900.00
7/12/2023	54291	Lexia Learning Systems LLC	\$13,800.00
7/17/2023	54305	Ill Municipal Retirement Fund	\$12,969.51
7/18/2023	54312	Ill Municipal Retirement Fund	\$12,881.44
7/20/2023	54325	ENGIE Resources LLC	\$11,499.04
7/20/2023	54346	SEDOL	\$11,266.50
7/20/2023	54317	BrainPOP LLC	\$10,809.58
7/12/2023	54296	Riverside Insights	\$9,671.25
7/12/2023	54279	Amazon	\$8,603.20
7/20/2023	54344	Schoolwide Inc	\$6,898.50
7/20/2023	54327	Frontline Technologies Group LLC	\$6,661.83
7/5/2023	54272	Facility Engineering Associates, PC	\$6,000.00
7/17/2023	54308	Teachers Retirement System	\$5,957.45
7/20/2023	54338	Navigate360 LLC	\$5,837.40
7/20/2023	54315	Amazon	\$5,738.15
7/5/2023	54274	Illinois Association Of School Boards	\$5,065.00
7/20/2023	54336	McGraw Hill School Education	\$4,704.30
7/20/2023	54320	Connection's Academy East	\$4,600.53
7/20/2023	54353	Vista Learning, NFP	\$4,389.00
7/20/2023	54349	SuperEval	\$4,230.00
7/20/2023	54340	PMA Leasing, INC	\$3,687.85
7/20/2023	54332	JAMF Holdings, Inc & Subsidiaries	\$3,675.00
7/20/2023	54319	Connections Day School	\$3,180.98
7/20/2023	54341	Print-Xpress	\$3,137.00
7/20/2023	54345	Securly, Inc	\$2,924.60
7/20/2023	54324	Edpuzzle, Inc.	\$2,740.00
7/12/2023	54283	Frontline Technologies Group LLC	\$2,238.90
7/12/2023	54284	Gateway Education Holdings, LLC	\$2,217.24
7/20/2023	54326	Flood Brothers Disposal & Recycling Services	\$2,040.00
7/20/2023	54334	Learning A-Z	\$1,740.90
7/12/2023	54295	Renaissance Learning, Inc	\$1,351.99
7/3/2023	54267	Voya Institutional Trust Company	\$1,343.00

Exhibit 3

7/17/2023	54310 Voya Institutional Trust Company	\$1,343.00
7/20/2023	54352 Ultimate Screen Printing	\$1,236.00
7/20/2023	54342 Project Lead the Way	\$1,200.00
7/20/2023	54330 Granite Telecommunications	\$1,189.80
7/20/2023	54331 Integrated Systems Corporation	\$1,056.00
7/17/2023	54307 Teacher's Health Insurance Security Fund	\$976.16
7/12/2023	54285 Jackowiak, Christopher	\$970.00
7/12/2023	54288 Kellmann, Michelle	\$970.00
7/12/2023	54290 Leginski, Elizabeth	\$970.00
7/12/2023	54301 Sterbenz, Alexis	\$970.00
7/17/2023	54311 Wisconsin Dept Of Revenue	\$932.40
7/20/2023	54357 Wheaton, Sarah	\$854.00
7/3/2023	54268 Wisconsin Dept Of Revenue	\$821.10
7/20/2023	54333 Kagan Publishing Inc	\$795.00
7/20/2023	54316 Apple, Inc	\$756.00
7/20/2023	54335 Matt Wilhelm, Inc	\$750.00
7/20/2023	54348 Spakowski, Diane	\$700.00
7/12/2023	54293 NCC - Peterson Products	\$541.00
7/28/2023	54359 AK Forever LLC	\$500.00
7/12/2023	54280 Carroll, Lisa	\$485.00
7/12/2023	54287 Kagan Publishing Inc	\$446.00
7/20/2023	54351 Thomson Reuters-West	\$417.00
7/12/2023	54302 Techstar America Corporations	\$400.25
7/12/2023	54281 Dovichi, Alissa	\$391.60
7/20/2023	54321 D2G Group LLC	\$371.04
7/12/2023	54286 Jan Miller Burkins Consulting LLC	\$354.00
7/20/2023	54354 Wahls, Anne	\$340.00
7/20/2023	54329 Gopher	\$297.47
7/12/2023	54298 School Nurse Supply, Inc	\$266.38
7/20/2023	54322 Demco	\$247.20
7/12/2023	54289 Laske, Jacquelynn	\$247.09
7/20/2023	54355 Wells Fargo Vendor Financial Services LLC	\$222.00
7/20/2023	54347 Smithereen Pest Management	\$198.00
7/20/2023	54358 Wilson Language Training Corp	\$194.40
7/12/2023	54303 WCEPS	\$190.00
7/12/2023	54294 Quill Corp	\$165.21
7/20/2023	54356 Wex Health, Inc	\$116.00
7/20/2023	54343 Quill Corp	\$100.04
7/12/2023	54292 Marienthal, Margaret Michelle	\$100.00
7/20/2023	54339 Pixel Press Technology LLC	\$100.00
7/12/2023	54297 Schiller, Kathryn	\$99.40
7/20/2023	54337 Menards	\$92.75
7/12/2023	54299 School Specialty	\$92.19
7/12/2023	54304 Wiley, Stephaney	\$85.16
7/5/2023	54269 Celebration of Wells	\$50.00
7/20/2023	54318 Burdett, Julie	\$44.06
7/20/2023	54350 T-Mobile	\$15.17

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/03/2023	54262	14,221.79	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/03/2023	54262	20.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/03/2023	54262	5,903.84	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/03/2023	54262	1,093.87	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
07/03/2023	54262	717.03	Illinois Dept Of Rev	TRANSPORTATION/Distr ict	Transportation - IL State With	21,956.53
07/03/2023	54263	3,339.89	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/03/2023	54263	2,486.31	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/03/2023	54263	3,339.89	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/03/2023	54263	2,486.31	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/03/2023	54263	3,339.89	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/03/2023	54263	2,486.31	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/03/2023	54263	3,339.84	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/03/2023	54263	2,486.24	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/03/2023	54263	410.09	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/03/2023	54263	551.06	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	24,265.83
07/03/2023	54265	33,398.62	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/03/2023	54265	2,152.34	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/03/2023	54265	1,179.54	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/03/2023	54265	68.44	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/03/2023	54265	33,398.62	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/03/2023	54265	2,152.34	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/03/2023	54265	1,179.54	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/03/2023	54265	68.44	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
07/03/2023	54265	33,398.62	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
07/03/2023	54265	2,152.34	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
07/03/2023	54265	1,179.54	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
07/03/2023	54265	68.44	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
07/03/2023	54265	33,397.61	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
07/03/2023	54265	2,152.15	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
07/03/2023	54265	1,179.51	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
07/03/2023	54265	68.44	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
07/03/2023	54265	5,510.70	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	
07/03/2023	54265	355.10	Teachers Retirement	mployee Deductions EDUCATION/District/E	EDUCATION Employee Deductions	153,060.33
07/03/2023	54266	875.00	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/03/2023	54266	26,863.81	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/03/2023	54266	5,193.06	United States Treasu	EDUCATION/District	EDUCATION Medicare Withheld	
07/03/2023	54266	5,193.06	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare-Medicare Withheld	
07/03/2023	54266	4,844.61	United States Treasu	EDUCATION/District	EDUCATION FICA	
07/03/2023	54266	1,475.47	United States Treasu	O & M/District	Building - FICA Withholding	
07/03/2023	54266	1,163.12	United States Treasu	TRANSPORTATION/District		
07/03/2023	54266	1,178.33	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/03/2023	54266	10,388.59	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/03/2023	54266	1,620.92	United States Treasu	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
07/03/2023	54266	466.15	United States Treasu	TRANSPORTATION/District/Federal Tax Withheld	Transportation-Federal Withhold	
07/03/2023	54266	1,993.08	United States Treasu	EDUCATION/District	EDUCATION Medicare Withiheld	
07/03/2023	54266	345.05	United States Treasu	O & M/District	Building- Medicare Withholding	
07/03/2023	54266	272.03	United States Treasu	TRANSPORTATION/District	Transportation-Medicare With	
07/03/2023	54266	7,483.20	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare - FICA Withholding	
07/03/2023	54266	2,610.16	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare-Medicare Withheld	71,965.64
07/03/2023	54267	92.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
07/03/2023	54267	938.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
07/03/2023	54267	313.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	1,343.00
07/03/2023	54268	483.06	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
07/03/2023	54268	100.00	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
07/03/2023	54268	238.04	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
07/03/2023	54268	0.00	Wisconsin Dept Of Re	TRANSPORTATION/District	Transportation -WI State With	821.10
07/05/2023	54269	50.00	Celebration of Wells	EDUCATION/District/OFFICE OF THE SUPERINTENDENT S/PROFESSIONAL AND TECHNICAL SER	Admin Retreat	50.00
07/05/2023	54270	126,108.00	CLIC	TORT FUND/District/Property/Workmans Comp Ins/PROFESSIONAL AND TECHNICAL SER	CLIC Property Insurance	
07/05/2023	54270	143,882.00	CLIC	TORT FUND/District/Property/Workmans Comp Ins/PROFESSIONAL AND TECHNICAL SER	Workmans Compensation Ins	269,990.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/05/2023	54271	42,162.19	Commercial Carpet Co	CAPITAL PROJECTS/District/BU ILDING ACQUISITION, CONSTRUC/PROFESSIONA L AND TECHNICAL SER	Classroom Restoration	42,162.19
07/05/2023	54272	6,000.00	Facility Engineering	EDUCATION/District/O THER SUPPORT SERVICES - PUPIL/OTHER PROFESSIONAL AND TECHNIC	School Safety-- Pur/Svc	6,000.00
07/05/2023	54273	18,900.00	HumanEx Ventures	EDUCATION/District/P LANNING, RESEARCH, DEVELOPMEN/PROFESSIO NAL AND TECHNICAL SER	HUMANeX Services	18,900.00
07/05/2023	54274	5,065.00	Illinois Association	EDUCATION/District/B OARD OF EDUCATION SERVICES/DUES & FEES	Board---IASB Dues	5,065.00
07/05/2023	54275	62,965.00	KS StateBank	EDUCATION/District/O PERATIONS SERVICES/RENTALS	Tech -- Lease 2023	62,965.00
07/05/2023	54276	396,924.00	Santander Leasing LL	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/REDEMPTION OF PRINCIPAL	Bus Lease--Principal	396,924.00
07/12/2023	54279	95.56	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/12/2023	54279	85.95	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
07/12/2023	54279	104.03	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/12/2023	54279	305.82	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/12/2023	54279	86.98	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
07/12/2023	54279	1,754.50	Amazon	EDUCATION/PRIMARY/EL	Pri-- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/12/2023	54279	94.95	Amazon	EMENTARY/SUPPLIES EDUCATION/PRIMARY/EL	Pri-- Supp/Mat	
07/12/2023	54279	268.94	Amazon	EMENTARY/SUPPLIES EDUCATION/PRIMARY/EL	Pri-- Supp/Mat	
07/12/2023	54279	75.99	Amazon	EMENTARY/SUPPLIES EDUCATION/District/S	SPED--- Supp/Mat	
07/12/2023	54279	203.88	Amazon	EMENTARY/SUPPLIES EDUCATION/District/O	Supt-- Supp/Mat	
07/12/2023	54279	337.74	Amazon	FFICE OF THE SUPERINTENDENT S/SUPPLIES CAPITAL	HLS replacements (FY23)	
07/12/2023	54279	7.99	Amazon	PROJECTS/District/BU ILDING ACQUISITION, CONSTRUC/SUPPLIES O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	
07/12/2023	54279	177.98	Amazon	AND UPKEEP OF BUILDING SE/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
07/12/2023	54279	89.14	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
07/12/2023	54279	79.41	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
07/12/2023	54279	99.29	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
07/12/2023	54279	96.41	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
07/12/2023	54279	237.86	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/PRIMARY/EL	Pri-- Supp/Mat	
07/12/2023	54279	93.87	Amazon	EMENTARY/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
				DLE-JUNIOR		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/12/2023	54279	103.21	Amazon	HIGH/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	
07/12/2023	54279	94.79	Amazon	HIGH/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	
07/12/2023	54279	91.10	Amazon	HIGH/SUPPLIES EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/SUPPLIES	District-- Office furniture	
07/12/2023	54279	96.66	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
07/12/2023	54279	1,530.96	Amazon	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/SUPPLIES	District-- Office furniture	
07/12/2023	54279	381.70	Amazon	EDUCATION/MIDDLE/HEA LTH SERVICES/SUPPLIES	MS-- Nurse Supp/Mat	
07/12/2023	54279	100.79	Amazon	EDUCATION/MIDDLE/Pri ncipals/SUPPLIES	MS-- Principal Supp/Mat	
07/12/2023	54279	565.45	Amazon	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	
07/12/2023	54279	483.98	Amazon	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
07/12/2023	54279	6.49	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
07/12/2023	54279	98.69	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
07/12/2023	54279	89.52	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/12/2023	54279	500.52	Amazon	EDUCATION/District/D IRECTION OF CENTRAL SUPPORT S/SUPPLIES	Dir of Curr/Inst Sup/Mat	
07/12/2023	54279	70.61	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
07/12/2023	54279	92.44	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	8,603.20
07/12/2023	54280	485.00	Carroll, Lisa	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	485.00
07/12/2023	54281	57.76	Dovich, Alissa	EDUCATION/ELEMENTARY /IMPROVEMENT OF INSTRUCTION SER/SUPPLIES	Elem-- Impr of Inst. Supp/Mat	
07/12/2023	54281	333.84	Dovich, Alissa	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Classroom spec request	391.60
07/12/2023	54282	17,437.14	Education, Training	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/TEXTBOOKS	MS-- Math textbook adoption	
07/12/2023	54282	17,437.14	Education, Training	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/TEXTBOOKS	MS-- Health Curr Resource	34,874.28
07/12/2023	54283	2,238.90	Frontline Technologi	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- Applitrack	2,238.90
07/12/2023	54284	545.40	Gateway Education Ho	EDUCATION/PRIMARY/EL EMENTARY/SOFTWARE	Pri-- Software (WordsTheirWay)	
07/12/2023	54284	1,671.84	Gateway Education Ho	EDUCATION/PRIMARY/EL EMENTARY/SOFTWARE	Pri-- Software (WordsTheirWay)	2,217.24
07/12/2023	54285	485.00	Jackowiak, Christoph	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	
07/12/2023	54285	485.00	Jackowiak, Christoph	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	970.00
07/12/2023	54286	354.00	Jan Miller Burkins C	EDUCATION/ELEMENTARY	Elem-- Impr of Inst. (staff)	354.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/12/2023	54287	349.00	Kagan Publishing Inc	/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/ELEMENTARY	Elem-- Impr of Inst. (staff)	
07/12/2023	54287	97.00	Kagan Publishing Inc	/IMPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/ELEMENTARY	Elem-- Impr of Inst. (staff)	446.00
07/12/2023	54288	485.00	Kellmann, Michelle	EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	
07/12/2023	54288	485.00	Kellmann, Michelle	EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	970.00
07/12/2023	54289	247.09	Laske, Jacquelyn	TRANSPORTATION/District/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	247.09
07/12/2023	54290	970.00	Leginski, Elizabeth	EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	970.00
07/12/2023	54291	13,800.00	Lexia Learning System	EDUCATION/District/SPECIAL EDUCATION/SOFTWARE	SPED--- Software (Lexia)	13,800.00
07/12/2023	54292	50.00	Marienthal, Margaret	EDUCATION/District/SCHOOL/SUPPLIES	Distr--- Summer schl Supp/Mat	
07/12/2023	54292	50.00	Marienthal, Margaret	EDUCATION/District/SCHOOL/SUPPLIES	Distr--- Summer schl Supp/Mat	100.00
07/12/2023	54293	189.80	NCC - Peterson Products	O & M/District/CARE AND UPKEEP OF BUILDING	Dist--- Custodial Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/12/2023	54293	175.60	NCC - Peterson Produ	SE/SUPPLIES O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING	Elem--- Custodial Supp/Mat	
07/12/2023	54293	175.60	NCC - Peterson Produ	SE/SUPPLIES O & M/PRIMARY/CARE AND UPKEEP OF BUILDING	Pri--- Custodial Supp/Mat	541.00
07/12/2023	54294	24.27	Quill Corp	SE/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	
07/12/2023	54294	74.69	Quill Corp	HIGH/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	
07/12/2023	54294	66.25	Quill Corp	HIGH/SUPPLIES EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	165.21
07/12/2023	54295	1,351.99	Renaissance Learning	EDUCATION/District/G RANTS/SUPPLIES	ESSER 3-- Easy CBM	1,351.99
07/12/2023	54296	9,671.25	Riverside Insights	EDUCATION/District/A ssessment/PROFESSION AL AND TECHNICAL SER	Dist-- COGAT assessment	9,671.25
07/12/2023	54297	99.40	Schiller, Kathryn	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	99.40
07/12/2023	54298	266.38	School Nurse Supply,	EDUCATION/MIDDLE/HEA LTH SERVICES/SUPPLIES	MS-- Nurse Supp/Mat	266.38
07/12/2023	54299	92.19	School Specialty	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	92.19
07/12/2023	54300	36,840.20	Skyward, Inc	EDUCATION/District/D ATA PROCESSING SERVICES/DUES & FEES	Tech--- Skyward Annual Fee	
07/12/2023	54300	149.00	Skyward, Inc	EDUCATION/District/D ATA PROCESSING	Tech--- Skyward Annual Fee	36,989.20

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				SERVICES/DUES & FEES		
07/12/2023	54301	485.00	Sterbenz, Alexis	EDUCATION/District/E LELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	
07/12/2023	54301	485.00	Sterbenz, Alexis	EDUCATION/District/E LELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	970.00
07/12/2023	54302	400.25	Techstar America Cor	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	400.25
07/12/2023	54303	190.00	WCEPS	EDUCATION/District/B ILINGUAL PROGRAMS/SUPPLIES	EL-- Supp/Mat	190.00
07/12/2023	54304	42.58	Wiley, Stephaney	O & M/District/OPERATION AND MAINTENANCE OF P/TRAVEL	O&M Travel	
07/12/2023	54304	42.58	Wiley, Stephaney	O & M/District/OPERATION AND MAINTENANCE OF P/TRAVEL	O&M Travel	85.16
07/17/2023	54305	3,620.81	Ill Municipal Retire	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	
07/17/2023	54305	1,085.83	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
07/17/2023	54305	846.45	Ill Municipal Retire	TRANSPORTATION/Distr ict/Benefit Accrual		
07/17/2023	54305	7,416.42	Ill Municipal Retire	IMRF/District/Benefi t Accrual	IMRF - IMRF Withholding	12,969.51
07/17/2023	54306	14,221.79	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/17/2023	54306	20.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/17/2023	54306	6,062.05	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/17/2023	54306	1,006.09	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
07/17/2023	54306	698.09	Illinois Dept Of Rev	TRANSPORTATION/Distr ict	Transportation - IL State With	22,008.02
07/17/2023	54307	416.49	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/17/2023	54307	559.67	Teacher's Health Ins	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	976.16
07/17/2023	54308	5,596.80	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	
07/17/2023	54308	360.65	Teachers Retirement	EDUCATION/District/E mployee Deductions	EDUCATION Employee Deductions	5,957.45
07/17/2023	54309	875.00	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/17/2023	54309	26,863.81	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/17/2023	54309	5,193.06	United States Treasu	EDUCATION/District	EDUCATION Medicare Withheld	
07/17/2023	54309	5,193.06	United States Treasu	SOCIAL SECURITY/MEDICARE/Di strict	SS/Medicare-Medicare Withheld	
07/17/2023	54309	4,972.36	United States Treasu	EDUCATION/District	EDUCATION FICA	
07/17/2023	54309	1,358.26	United States Treasu	O & M/District	Building - FICA Withholding	
07/17/2023	54309	1,084.64	United States Treasu	TRANSPORTATION/Distr ict		
07/17/2023	54309	1,178.33	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/17/2023	54309	11,149.80	United States Treasu	EDUCATION/District/F ederal Tax Withheld	EDUCATION FED W/H TAX	
07/17/2023	54309	1,468.51	United States Treasu	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
07/17/2023	54309	415.97	United States Treasu	TRANSPORTATION/Distr ict/Federal Tax Withheld	Transportation-Federal Withhold	
07/17/2023	54309	2,071.12	United States Treasu	EDUCATION/District	EDUCATION Medicare Withheld	
07/17/2023	54309	317.64	United States Treasu	O & M/District	Building- Medicare Withholding	
07/17/2023	54309	253.67	United States Treasu	TRANSPORTATION/Distr ict	Transportation-Medicare With	
07/17/2023	54309	7,415.26	United States Treasu	SOCIAL SECURITY/MEDICARE/Di strict	SS/Medicare - FICA Withholding	
07/17/2023	54309	2,642.43	United States Treasu	SOCIAL SECURITY/MEDICARE/Di strict	SS/Medicare-Medicare Withheld	72,452.92
07/17/2023	54310	92.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/17/2023	54310	938.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	
07/17/2023	54310	313.00	Voya Institutional T	EDUCATION/District	EDUCATION ANNUITY	1,343.00
07/17/2023	54311	483.06	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
07/17/2023	54311	100.00	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
07/17/2023	54311	349.34	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
07/17/2023	54311	0.00	Wisconsin Dept Of Re	TRANSPORTATION/Distr ict	Transportation -WI State With	932.40
07/18/2023	54312	3,724.16	Ill Municipal Retire	EDUCATION/District/B enefit Accrual	EDUCATION IMRF Deduction	
07/18/2023	54312	1,001.62	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
07/18/2023	54312	789.61	Ill Municipal Retire	TRANSPORTATION/Distr ict/Benefit Accrual		
07/18/2023	54312	7,366.05	Ill Municipal Retire	IMRF/District/Benefi t Accrual	IMRF - IMRF Withholding	12,881.44
07/20/2023	54315	-198.99	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/Copy Supplies	Elem-- Copy Supplies	
07/20/2023	54315	-1,530.96	Amazon	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/SUPPLIES	District-- Office furniture	
07/20/2023	54315	350.01	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/Copy Paper	Elem-- Copy Paper	
07/20/2023	54315	393.85	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem--- Art Supp/Mat	
07/20/2023	54315	69.81	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/20/2023	54315	96.51	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/20/2023	54315	17.90	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
07/20/2023	54315	92.35	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
07/20/2023	54315	238.88	Amazon	EDUCATION/District/B OARD OF EDUCATION	Staff-- Opening Day	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/20/2023	54315	14.70	Amazon	SERVICES/PROFESSIONAL AND TECHNICAL SERVICES/EDUCATION/ELEMENTARY/SUPPLIES	Elem--- Art Supp/Mat	
07/20/2023	54315	21.92	Amazon	EDUCATION/District/FISCAL SERVICES/SUPPLIES	Business-- Supp/Mat	
07/20/2023	54315	106.10	Amazon	EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES	Pri-- Supp/Mat	
07/20/2023	54315	99.99	Amazon	EDUCATION/ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/20/2023	54315	166.64	Amazon	EDUCATION/ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/20/2023	54315	286.59	Amazon	EDUCATION/ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/20/2023	54315	395.78	Amazon	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
07/20/2023	54315	109.66	Amazon	EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES	Pri-- Supp/Mat	
07/20/2023	54315	103.47	Amazon	EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES	Pri-- Supp/Mat	
07/20/2023	54315	92.30	Amazon	EDUCATION/ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/20/2023	54315	274.36	Amazon	EDUCATION/ELEMENTARY/SUPPLIES	Elem--- Music Supp/Mat	
07/20/2023	54315	62.97	Amazon	EDUCATION/ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/20/2023	54315	79.48	Amazon	EDUCATION/ELEMENTARY/SUPPLIES	Elem-- Math resources	
07/20/2023	54315	99.26	Amazon	EDUCATION/ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/20/2023	54315	152.98	Amazon	EDUCATION/ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/20/2023	54315	171.05	Amazon	EDUCATION/District/DATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
07/20/2023	54315	392.00	Amazon	EDUCATION/PRIMARY/ELEMENTARY/SUPPLIES	Pri-- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/20/2023	54315	76.22	Amazon	EMENTARY/SUPPLIES EDUCATION/PRIMARY/EL	Pri-- Supp/Mat	
07/20/2023	54315	216.89	Amazon	EMENTARY/SUPPLIES EDUCATION/ELEMENTARY	Elem--- Music Supp/Mat	
07/20/2023	54315	409.88	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
07/20/2023	54315	90.14	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/PRIMARY/EL	Pri-- Supp/Mat	
07/20/2023	54315	96.32	Amazon	EMENTARY/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/20/2023	54315	576.00	Amazon	/ELEMENTARY/SUPPLIES O & M/MIDDLE/CARE	MS--- Maintenance Supp/Mat	
07/20/2023	54315	195.21	Amazon	AND UPKEEP OF BUILDING SE/SUPPLIES		
07/20/2023	54315	100.94	Amazon	EDUCATION/District/F	Business-- Supp/Mat	
07/20/2023	54315	318.31	Amazon	ISCAL SERVICES/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/20/2023	54315	17.45	Amazon	/ELEMENTARY/SUPPLIES TRANSPORTATION/Distr	Trans--- Supp/Mat	
07/20/2023	54315	269.72	Amazon	ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES		
07/20/2023	54315	89.90	Amazon	EDUCATION/District/F	Business-- Supp/Mat	
07/20/2023	54315	269.72	Amazon	ISCAL SERVICES/SUPPLIES O & M/MIDDLE/CARE	MS--- Custodial Supp/Mat	
07/20/2023	54315	89.90	Amazon	AND UPKEEP OF BUILDING SE/SUPPLIES		
07/20/2023	54315	523.02	Amazon	O & M/District/CARE	Dist--- Maintenance Supp/Mat	
07/20/2023	54315	102.30	Amazon	AND UPKEEP OF BUILDING SE/SUPPLIES		
07/20/2023	54315	102.30	Amazon	EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/20/2023	54315	102.30	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/District/D	Tech--- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				ATA PROCESSING SERVICES/SUPPLIES		
07/20/2023	54315	101.74	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/20/2023	54315	101.84	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/20/2023	54315	96.47	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/20/2023	54315	93.09	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/20/2023	54315	104.10	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	5,738.15
07/20/2023	54316	756.00	Apple, Inc	EDUCATION/MIDDLE/Pri ncipals/SUPPLIES	MS-- Principal Supp/Mat	756.00
07/20/2023	54317	3,602.83	BrainPOP LLC	EDUCATION/PRIMARY/EL EMENTARY/SOFTWARE	Pri- Software (BrainPop)	
07/20/2023	54317	3,602.83	BrainPOP LLC	EDUCATION/ELEMENTARY /ELEMENTARY/SOFTWARE	Elem-- Software (BrainPop)	
07/20/2023	54317	3,603.92	BrainPOP LLC	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SOFTWARE	MS-- Software (BrainPop)	10,809.58
07/20/2023	54318	44.06	Burdett, Julie	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	44.06
07/20/2023	54319	3,180.98	Connections Day Scho	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	3,180.98
07/20/2023	54320	4,600.53	Connection's Academy	EDUCATION/Connection Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	4,600.53
07/20/2023	54321	371.04	D2G Group LLC	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/Workbooks	MS--- Spanish Workbooks	371.04
07/20/2023	54322	247.20	Demco	EDUCATION/PRIMARY/ED	Pri--- Library Supp/Mat	247.20

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/20/2023	54323	35,970.00	DreamBox Learning In	UCATIONAL MEDIA SERVICES/SUPPLIES EDUCATION/District/G	ESSERG-- DreamBox RANTS/SOFTWARE	35,970.00
07/20/2023	54324	2,740.00	Edpuzzle, Inc.	EDUCATION/District/D	Tech--- Ed Puzzle	2,740.00
07/20/2023	54325	11,499.04	ENGIE Resources LLC	ATA PROCESSING SERVICES/SOFTWARE O & M/District/CARE	Energy Electricity	11,499.04
07/20/2023	54326	2,012.05	Flood Brothers Dispo	AND UPKEEP OF BUILDING SE/ELECTRICITY O & M/District/CARE	Sanitation Services	
07/20/2023	54326	27.95	Flood Brothers Dispo	AND UPKEEP OF BUILDING SE/SANITATION SERVICES TRANSPORTATION/Distr	Trans--- Garbage pickup	2,040.00
07/20/2023	54327	6,661.83	Frontline Technologi	ict/PUPIL TRANSPORTATION SERVICES/SANITATION SERVICES EDUCATION/District/B	Board-- Frontline Sub-find	6,661.83
07/20/2023	54328	33,750.00	Garelli Pavement Ser	OARD OF EDUCATION SERVICES/COMMUNICATI ON O & M/District/CARE	Parking Lot Maintenance	33,750.00
07/20/2023	54329	297.47	Gopher	AND UPKEEP OF GROUNDS SER/Parking Lot Maintenance EDUCATION/ELEMENTARY	Elem--- PE Supp/Mat	297.47
07/20/2023	54330	1,189.80	Granite Telecommunic	/ELEMENTARY/SUPPLIES O & M/District/CARE	Phone Services (AT&T)	1,189.80
07/20/2023	54331	1,056.00	Integrated Systems C	AND UPKEEP OF BUILDING SE/At&t EDUCATION/District/D	Tech--- Skyward Annual Fee	1,056.00
07/20/2023	54332	3,675.00	JAMF Holdings, Inc &	ATA PROCESSING SERVICES/DUES & FEES EDUCATION/District/O	Tech- Apple Air Watch	3,675.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/20/2023	54333	349.00	Kagan Publishing Inc	PERATIONS SERVICES/PROFESSIONA L AND TECHNICAL SER EDUCATION/MIDDLE/IMP	MS-- Impr of Inst. (staff)	
07/20/2023	54333	97.00	Kagan Publishing Inc	ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/MIDDLE/IMP	MS-- Impr of Inst. (staff)	
07/20/2023	54333	349.00	Kagan Publishing Inc	ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER EDUCATION/MIDDLE/IMP	MS-- Impr of Inst. (staff)	795.00
07/20/2023	54334	1,740.90	Learning A-Z	EDUCATION/District/D ATA PROCESSING SERVICES/SOFTWARE	Tech--- RazKids	1,740.90
07/20/2023	54335	750.00	Matt Wilhelm, Inc	EDUCATION/District/R EGULAR PROGRAMS/SUPPLIES	Dist--- Convenience Acct S/M	750.00
07/20/2023	54336	4,704.30	McGraw Hill School E	EDUCATION/PRIMARY/EL EMENTARY/TEXTBOOKS	Pri-- Phonics Prgrm	4,704.30
07/20/2023	54337	24.27	Menards	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
07/20/2023	54337	24.27	Menards	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	
07/20/2023	54337	24.27	Menards	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/20/2023	54337	9.96	Menards	EDUCATION/District/D ATA PROCESSING SERVICES/SUPPLIES	Tech--- Supp/Mat	
07/20/2023	54337	9.98	Menards	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	92.75
07/20/2023	54338	5,837.40	Navigate360 LLC	EDUCATION/District/I NSERVICE TRAINING SERVICES (N/PROFESSIONAL AND TECHNICAL SER	ALICE Training Portal	5,837.40
07/20/2023	54339	100.00	Pixel Press Technolo	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Comp Science start-up	100.00
07/20/2023	54340	700.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
07/20/2023	54340	575.85	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
07/20/2023	54340	547.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	
07/20/2023	54340	1,865.00	PMA Leasing, INC	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	3,687.85
07/20/2023	54341	3,137.00	Print-Xpress	EDUCATION/District/O THER SUPPORT SERVICES - PUPIL/SUPPLIES	School Safety Supp/Mat	3,137.00
07/20/2023	54342	1,200.00	Project Lead the Way	EDUCATION/MIDDLE/IMP ROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	MS-- Impr of Inst. (staff)	1,200.00
07/20/2023	54343	100.04	Quill Corp	EDUCATION/District/F ISCAL SERVICES/SUPPLIES	Business-- Supp/Mat	100.04

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/20/2023	54344	6,898.50	Schoolwide Inc	EDUCATION/District/G RANTS/SUPPLIES	ESSER3- ELA guided reading	6,898.50
07/20/2023	54345	2,924.60	Securly, Inc	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	2,924.60
07/20/2023	54346	11,266.50	SEDOL	SOCIAL SECURITY/MEDICARE/SE DOL/SpecED/PAYMENTS FOR SPECIAL EDUCATION/FEDERAL INSURANCE CONTRIBUTION	SEDOL IMRF Expense	11,266.50
07/20/2023	54347	78.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	
07/20/2023	54347	60.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	
07/20/2023	54347	60.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	198.00
07/20/2023	54348	700.00	Spakowski, Diane	EDUCATION/District/F ISCAL SERVICES/PROFESSIONA L AND TECHNICAL SER	Distr--- Bus. Mngr Pur Svc	700.00
07/20/2023	54349	4,230.00	SuperEval	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Evaluwise/SuperEval	4,230.00
07/20/2023	54350	15.17	T-Mobile	EDUCATION/District/M TSS/Title I/SUPPLIES	Title I-- Homeless supp/mat	15.17
07/20/2023	54351	417.00	Thomson Reuters-West	EDUCATION/District/B	Board--- Residency Purch Svc	417.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION	340,133.67	0.00	327,782.16	667,915.83
20	O & M	10,773.26	0.00	51,752.70	62,525.96
40	TRANSPORTATION	6,706.76	0.00	397,527.33	404,234.09
50	SOCIAL SECURITY/MEDICARE	30,537.17	0.00	11,266.50	41,803.67
51	IMRF	14,782.47	0.00	0.00	14,782.47
60	CAPITAL PROJECTS	0.00	0.00	42,499.93	42,499.93
80	TORT FUND	0.00	0.00	269,990.00	269,990.00
***	Fund Summary Totals ***	402,933.33	0.00	1,100,818.62	1,503,751.95

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

9:23 AM

08/08/23

Accrual Basis

Big Hollow Student Activity Funds
Balance Sheet
As of July 31, 2023

	Jul 31, 23
ASSETS	
Current Assets	
Checking/Savings	
State Bank Activity Bank Acct	
Girls on the Run	49.13
In & Out Account	1,204.76
National Junior Honor Society	4,495.92
Nature Center	2,616.70
Puerto Rico Spanish Trip 2024	1,238.00
Recycling Club	2,676.83
Student Council	9,739.06
Student Council Elementary	2,238.65
Sunshine Club - Elementary	417.20
Sunshine Club - Primary	374.44
State Bank Activity Bank Acct - Other	-1,193.48
Total State Bank Activity Bank Acct	23,857.21
Total Checking/Savings	23,857.21
Total Current Assets	23,857.21
TOTAL ASSETS	23,857.21
LIABILITIES & EQUITY	
Equity	
Retained Earnings	23,857.21
Total Equity	23,857.21
TOTAL LIABILITIES & EQUITY	23,857.21

Convenience Fund Report July 2023

Account	Ending Balance	Debits	Credits	Ending Balance
Prek	1010.66			1010.66
KG	2074.18			2074.18
1st Grade	2689.93			2689.93
2nd Grade	288.13			288.13
3rd Grade	2841.17		8.00	2849.17
4th Grade	405.73			405.73
5th Grade	2269.67			2269.67
6th Grade	630.21			630.21
7th Grade	3207.51			3207.51
8th Grade	8590.10			8590.1
Art-P/E	0.00			0
Cheer	945.13			945.13
Computers-P	221.24			221.24
Computers-E	-0.49			-0.49
Concessions-Athletic	5635.33			5635.33
Concessions-PE	4016.26			4016.26
Graphics Arts	331.77			331.77
Lets Read to Grow	586.00			586
Library-P/E	32.00			32
Library-MS	679.12			679.12
Music-P/E	-39.71			-39.71
Noetic Math	59.50			59.5
PBIS-MS	2735.60			2735.6
PE-P	25.75			25.75
PE-E	1609.02			1609.02
Poms	517.47			517.47
Prime Time	2670.00			2670
Reading P/E	4107.80			4107.8
Respect	665.00			665
Special Ed	33.00			33
Sports Camps	318.00			318
STARS-P	1701.70			1701.7
STARS-E	14707.46	750.00		13957.46
STEM CLUB	317.28			317.28
Yearbook-M	-0.70			-0.7
Yearbook-P/E	-974.06			-974.06
In & Out Account	11664.23			11664.23
Total	76752.17			75828.99

**Big Hollow School District 38
Payroll Summary**

Date	Education	O&M	Transportation	IMRF/SS	Total
10-Jul-23	\$570,057.95	\$27,747.33	\$18,811.36	\$22,702.84	\$639,319.48
25-Jul-23	\$576,248.72	\$25,587.24	\$17,547.97	\$22,616.80	\$642,000.73
<u>Grand Total</u>	\$1,146,306.67	\$53,334.57	\$36,359.33	\$45,319.64	\$1,281,320.21

Board of Education President
Big Hollow School District 38

Date

Board of Education Secretary
Big Hollow School District 38

Date



www.bighollow.us

Mr. Robert Gold, Superintendent

Big Hollow District Office
26051 W. Nippersink Rd.
Ingleside, IL 60041
Phone 847-740-1490
Fax 847-740-9172

Big Hollow Primary School (EC-1)
33335 N. Fish Lake Rd.
Ingleside, IL 60041
Phone 847-740-5320
Fax 847-740-3490

Big Hollow Elementary (2-4)
33315 N. Fish Lake Rd.
Ingleside, IL 60041
Phone 847-740-5321
Fax 847-740-3795

Big Hollow Middle School (5-8)
26051 W. Nippersink Rd.
Ingleside, IL 60041
Phone 847-740-5322
Fax 847-740-9021

BOARD OF EDUCATION COMMITTEE REPORT

Date: August 7, 2023 **Location:** BHMS Library

Committee: Curriculum Committee

Members Present: Ashley Bennett, Kevin Lyons, Gary Dollinger

Others in Attendance: Bob Gold, Barb Steinseifer, Nicole Stroup, Josh Cornwell

Duration of Meeting: 3:30 p.m. - 5:00 p.m.

Topic Points and/or Summary of Discussion:

The following items were on the agenda for discussion, and the notes from the meeting are in red.

- Public Comment
- Introduction of Barb Steinseifer (Director of Curriculum & Instruction) and Nicole Stroup (Teaching & Learning Coordinator).
 - Provided an update on their transition work over the summer.
- BHMS 5th grade standards based grading update
 - Nicole and Barb shared and update on the plans for 5th grade to transition to Standards Based Grading for the 2023-2024 school year. Administration
- MAP summary
 - Mr. Gold shared a short summary of NWEA-MAP scores from 2023-2024. The results showed that overall our District is on average meeting growth targets as set by NWEA.
- ECRA
 - John Gatta represented ECRA in presenting what a partnership with Big Hollow SD38 would look like. Mr. Gold will share a proposal at the August Board meeting.

- Adjourn

Robert B. Moly

Submitted by:

Full Name	Purchases 2022-2023
Advance Fence Inc	\$19,875.00
Alertus Technologies LLC	\$5,050.00
Alexander Leigh Center for Autism	\$103,962.14
All-Ways Transportation Services	\$13,392.00
Alpha Baking Co, Inc.	\$8,525.27
Alpha Prime Communications	\$9,650.00
Alpine Valley Resort Inc	\$9,905.00
Amazon	\$151,669.05
American Building Services Inc	\$14,964.74
AmeriNet	\$54,903.12
APCP Pizza Inc	\$13,260.00
Aperture Education, LLC	\$10,500.00
Apple, Inc	\$23,720.00
Arthur J Gallagher Risk Mgmt Servic	\$5,000.00
Benchmark Education Company	\$25,399.00
Black Diamond Plumbing & Mechanical	\$5,624.45
BrainPOP LLC	\$9,490.50
Brecht's Data Solutions, Inc	\$10,820.00
Chain O Lakes Transportation	\$159,545.00
CLIC	\$253,138.00
ComEd	\$18,471.95
Community Mechanical	\$70,156.00
Comprehensive Psychological Service	\$11,000.00
Computer Nationwide	\$10,860.10
Connection's Academy East	\$185,544.61
Connection's Day School	\$177,292.59
Connections Day School	\$77,149.86
CTEC Data Solutions LLC	\$9,722.57
Data Recognition Corporation	\$5,585.77
Denise M Maifield	\$8,496.00
Diane Spakowski	\$8,400.00
Eder Casella & Co	\$21,550.00
Eileen Martin-Upton	\$55,409.17
Elite Door Service LLC	\$7,442.68
ENGIE Resources LLC	\$61,141.91
Exceptional Learners Collaborative	\$26,499.16
Fairfield Material & Supply Co	\$10,694.00
First Educational Resources, LLC	\$10,718.00
First to the Finish	\$7,540.00
Flood Brothers Disposal & Recycling	\$17,535.55
Frontline Technologies Group LLC	\$8,279.75
FSS Technologies, LLC	\$8,748.00
Glowforge Inc	\$8,978.00
Gordon Food Service Inc	\$347,895.12
GR General Contracting LLC	\$6,625.00
Grade A Transportation Inc	\$117,926.00
Granite Telecommunications	\$17,574.75

Grant Specialties	\$5,000.00
Grant Township Highway Department	\$128,512.31
Heggerty/Literacy Resources LLC	\$5,418.56
Herff Jones, LLC	\$6,772.50
Hewlett-Packard Financial Services	\$26,568.44
Hodges, Loizzi, Eisenhammer, Rodick	\$23,695.18
Home Depot Credit Services	\$12,260.39
HumanEx Ventures	\$24,400.00
Hyatt Regency Chicago	\$5,451.18
IFSI	\$21,435.55
Ill Municipal Retirement Fund	\$343,141.10
Illinois Association Of School Boar	\$15,628.00
Illinois Dept Of Revenue	\$584,076.12
Innersync Studio, LTD	\$5,827.10
Integrated Systems Corporation	\$12,672.00
ITSavvy LLC	\$43,624.50
IXL Learning	\$14,466.00
Jim Olson Collision	\$20,335.95
Johnson Controls Fire Protection	\$18,859.64
Judith Wilson	\$9,525.00
K & M Printing	\$20,230.00
Kagan Publishing Inc	\$7,596.20
KCF Enterprises	\$5,250.00
Kully Supply	\$7,599.37
Lake County Dept of Public Works	\$20,176.93
Lake County Federation Of Teachers	\$123,589.76
Lakeshore Learning Center	\$5,018.50
Laura A Wolframski	\$6,980.08
Lauren Lipsey	\$7,900.00
Learning A-Z	\$8,136.40
Learning Without Tears	\$7,136.25
Legat Architects	\$31,880.00
Lexia Learning Systems LLC	\$12,340.00
Libertyville School District #70	\$12,555.04
Linda Jean Huemann	\$5,260.76
Lit N Glow Electric Inc	\$9,659.50
Lives In The Balance	\$6,100.00
Megan Carroll	\$65,625.00
Menards	\$25,981.01
Midland Paper	\$20,911.20
Midwest Transit Equipment	\$400,748.26
Mike's Towing Inc	\$6,632.52
Mitel	\$52,264.89
NCC - Peterson Products	\$76,596.10
Net56	\$16,204.40
New Connections Academy	\$52,345.23
Newsela, Inc	\$11,000.00
Nicor Gas	\$53,229.12

Nierman Landscape & Design	\$166,538.60
Northwest Suburban Special Educatio	\$117,603.47
NWEA	\$27,748.00
One Stone Apparel	\$17,148.50
Onyx Asset Services Group LLC	\$49,341.05
Otus, LLC	\$14,950.00
PAHCS II/Northwestern Occ Health	\$7,555.00
Pioneer Valley Educational Press, I	\$15,951.25
Play Illinois LLC	\$79,363.00
PMA Leasing, INC	\$56,301.02
Project Lead the Way	\$13,845.25
Quadient Finance USA, Inc	\$8,446.93
Quill Corp	\$11,249.18
Rah Equipment	\$5,428.80
Ray Chevrolet	\$9,663.37
ReadyRefresh by Nestle	\$8,251.37
Regional Office of Education	\$11,100.00
Riverside Insights	\$15,585.95
Robert B Gold	\$7,141.33
Rossman Services LLC	\$9,360.00
Safeway Transportation Serv	\$15,182.60
Santander Leasing LLC	\$12,279.00
Sarah M Loessl	\$6,421.87
Scharm Floor Coverings	\$50,657.00
Scholastic Inc	\$14,356.98
School Specialty	\$5,071.00
Schoolwide Inc	\$62,622.61
Schuring & Schuring, Inc	\$45,832.08
SEDOL	\$515,959.22
Skyward, Inc	\$37,689.20
Sonova USA, Inc	\$5,742.86
Special Education Services	\$81,638.14
Spectrum Center Inc	\$92,372.92
Speech Path Specialists	\$91,827.50
Sphero Inc	\$5,496.70
St Benedict Technology Consortium	\$96,601.57
State Bank Of The Lakes	\$131,326.00
Teacher's Health Insurance Security	\$176,071.87
Teachers Retirement System	\$1,109,095.63
Team Reil Inc	\$48,653.00
Techstar America Corporations	\$63,606.10
Tyler Technologies, Inc	\$89,544.41
United States Treasury	\$1,892,949.17
Upland Construction & Maintenance L	\$45,334.50
Vista Higher Learning Inc.	\$5,793.32
Voya Institutional Trust Company	\$36,275.00
Warehouse Direct Business Products	\$143,769.12
Wells Fargo Vendor Financial Servic	\$24,482.92

Wisconsin Dept Of Revenue	\$15,257.96
WM Corporate Services, Inc	\$15,287.80



LETTER OF AGREEMENT

This Agreement (the “Agreement”) is entered into between ECRA Group, Inc. (“ECRA”), headquartered in Illinois, and Big Hollow School District 38 (the “District”), located in Illinois (each a “Party” and collectively, the “Parties”).

1. **ECRA Responsibilities**

ECRA shall provide all technology, software, materials and staff needed as part of this Agreement.

2. **District Responsibilities**

The District shall furnish to ECRA in a prompt manner all such data, documents, information, materials, decisions, or approvals of the District as ECRA shall reasonably request to deliver services covered under this Agreement. The District is responsible for confirming the accuracy of the data provided to ECRA.

3. **Software Licensing**

a. ECRA will provide to the District a secure online school intelligence platform containing the following applications:

- **School Improvement (\$20,133 per year)**

The School Improvement app will provide administrators and school improvement teams access to student academic growth and assessment data, tools to evaluate the impact and academic return on investment of programs, Multi-Tiered Systems of Supports (MTSS), RTI interventions, as well as individual student monitoring.

- **Strategic Dashboard (\$5,000 per year)**

The Strategic Dashboard app will organize and make available system level metrics and benchmarks to monitor implementation of the District’s strategic priorities, and transparently communicate key performance indicators to the community. The strategic dashboard will not contain student level-data, but includes ECRA’s state report card analysis.

4. **Support, Consulting, and Professional Development**

a. **Shared Support (Included at no charge)**

District administrators shall have unlimited access to ECRA client webinars and user groups.

b. **Optional Professional Development**

The District may request customized in-district or virtual professional development sessions beyond what is provided through Shared Support. Virtual professional development will be billed at \$2,500 per session; on-site professional development will be invoiced at \$4,000 per session.

c. **Optional Consulting**

Consulting will be billed at \$350 per hour.

5. Reimbursable Expenses

Reasonable ECRA out-of-pocket expenses including, but not limited to printing, postage, travel, and lodging will be paid by the District.

6. Invoicing

- a. ECRA will invoice the annual Licensing fee of \$25,133 in full upon signing and on each July 1 thereafter. This payment schedule may increase to align with annual application software services fees, not to exceed a five percent (5%) increase.
- b. Optional consulting/professional development will be invoiced at the time they are incurred.
- c. ECRA out-of-pocket expenses including, but not limited to printing, postage, travel, and lodging will be invoiced to the District for reimbursement at the time they are incurred.

7. Business Relationship

- a. The District and ECRA agree that ECRA does not have the status of employee, shall not be entitled to any employee fringe benefits, and shall function as an independent contractor.
- b. The District agrees that any and all intellectual property and technology designed, made, or conceived by ECRA (solely or jointly with others) arising from ECRA's work for the District, is the sole property of ECRA, without royalty or other consideration to the District and shall survive this Agreement.
- c. The District understands that it is unlawful for it to either disclose to any person outside of the District's employment or make any unauthorized use of ECRA trade secrets or confidential information unless it can be shown that such information has become public knowledge through no act of the District.

8. Term and Termination

This Agreement is effective upon signing by the District. The term of this Agreement is for one school year, beginning July 1st and ending June 30th. This Agreement shall remain in effect unless written notice is provided to ECRA at least 90 days prior to the renewal date of July 1. Should the District fail to provide written notice of termination to ECRA prior to the 90-day deadline of a given school year, the District is obligated to renew this Agreement for the subsequent school year.

9. Use and Receipt of Student Data

ECRA will abide by all student data privacy and security regulations including the Family Educational Rights and Privacy Act (FERPA) and the Student Online Personal Protection Act (SOPPA).

- a. With respect to any data that could be considered "education records" as defined under the Family Educational Rights and Privacy Act (FERPA), ECRA acknowledges that for the purpose of this Agreement it will be designated as a "school official" with "legitimate educational interests" in the education records, as those terms have been defined under FERPA and its implementing regulations and ECRA agrees to abide by the FERPA limitations and requirements imposed on school officials.
- b. ECRA and the District recognize that in the course of working together, ECRA will be provided personally identifiable student data (covered information). The covered information provided to ECRA includes, but is not limited to, enrollments, demographics, grades, attendance, assessments, activities, and other data related to student engagement and student performance.

- c. ECRA will not disclose covered information to any third party unless permitted by law, court order, or the District.
- d. ECRA will not utilize covered information for any commercial purpose beyond the Scope of Services being provided, and specifically not for the purpose of advertising or marketing to students and their parents.
- e. In the event a breach of covered information exists, ECRA and the District will investigate the breach, at their own expense, within their respective organizations, and work together in good faith to determine the cause of the breach. Should it be determined the breach was a result of District employee error, compromised District systems, or other causes unrelated to ECRA's obligations under this Agreement, all costs and/or appropriate remedies are the responsibility of the District. Should it be determined the breach was a result of ECRA employee error, compromised ECRA systems, or other causes unrelated to the District, all costs and/or appropriate remedies are the responsibility of ECRA.
- f. ECRA will delete or de-identify all covered information provided to ECRA by the District within 180 days when it is no longer needed to fulfill the obligations under this Agreement.
- g. ECRA acknowledges that the District may be required to provide a redacted version of this Agreement to the public. The District will consult with ECRA to redact portions of this Agreement that could expose ECRA trade secrets or confidential information that would result in irreparable harm to ECRA's business.
- h. ECRA shall implement security procedures and practices that meet or exceed industry standards, including but not limited to, encryption of covered information, enforcement of strong passwords for user accounts, training of ECRA employees, and limiting access by ECRA employees to covered information to employees that have a legitimate educational interest in order to fulfill obligations of this Agreement.

10. Applicable Law

This Agreement will be governed by and construed in accordance with the laws of the State of Illinois. Any judicial proceeding brought by or against either party with respect to this Agreement must be brought in a state or federal court of competent jurisdiction located within the State of Illinois.

11. Entire Agreement

This Agreement sets forth the entire Agreement between the Parties. No alteration, amendment, change, addition, deletion or modification to this Agreement will be binding upon the Parties unless reduced to writing and duly authorized and signed by each of them.

12. IL-Empower

The District acknowledges that services rendered under this Agreement are not part of ECRA's role as an IL-Empower professional learning partner. Any services provided by ECRA to the District as part of ISBE's IL-Empower system shall be governed by a separate agreement.

ECRA Group, Inc.:

Signature

Printed Name

Title

Date

Big Hollow School District 38:

Signature

Printed Name

Title

Date

BHSD38 Citizens' Advisory Council Members 2023-2024

NAME	REPRESENTING
Eileen Abellera	Elementary/Middle Parent
Oscar Aponte	Primary School Parent
Amanda Bilbrey	Elementary/Middle Parent
Theresa Buschick	Elementary School Parent
Holly Byrd-Duncan	Elementary/Middle Parent
Michelle Connolly	Community Member/Teacher
Alexandrea Contreras	Primary School Parent
Chris Cronkhite	Primary/Middle Parent
Hilary Domke	Parent-At-Large
Emily Dupree	Primary School Parent
Mike Eisenmenger	Primary/Middle Parent
Karen Gatica	Elementary School Parent
Tim Gehring	Middle School Parent
Kiersten Gentile	Elementary/Middle Parent
Jess Gorrill	Elementary School Parent
Jeannine Graff	Elementary School Parent
Nikola Hrisova	Primary/Elementary Parent
Colleen Huhn	Middle School Parent
Megan Kocho	Elementary School Parent

BHSD38 Citizens' Advisory Council Members 2023-2024

Lisa LaMantia	Middle School Parent
Caitlin Layton	Elementary/Middle Parent
Pam Lesner	Elementary School Parent
Lindsay Levine	Middle School Parent
Kristie Longino	Elementary/Middle Parent
Susie Mac Kinnon	Elementary School Parent
Chris Marek	Middle School Parent
Jennifer McSherry	Middle School Parent
Jared Mitchell	Elementary/Middle Parent
Mitzi Mitchell	Elementary/Middle Parent
Pam Munoz	Elementary/Middle Parent
Cassie Ortega	Primary School Parent
Kristie Ortega Lobato	Middle School Parent
Jacqui Park	Primary/Elementary Parent
Chris Plescia	Middle School Parent
Alison Ringaman	Elementary School Parent
Marissa Rivera	Middle School Parent
Lorie Robanske	Middle School Parent
Lizzy Rohrbach	Elementary/Middle Parent
Ty Strickling	Elementary School Parent
Jason Thomas	Primary/Elementary Parent

BHSD38 Citizens' Advisory Council Members 2023-2024

Lisa Walls	Primary School Parent
Smaro Wert	Community Member



www.bighollow.us

Big Hollow District Office 26051 W. Nippersink Rd. Ingleside, IL 60041 Phone (847) 740-1490 Fax (847) 740-9172	Big Hollow Primary School (EC-1) 33335 N. Fish Lake Rd. Ingleside, IL 60041 Phone (847) 740-5320 Fax (847) 740-3490	Big Hollow Elementary (2-4) 33315 N. Fish Lake Rd. Ingleside, IL 60041 Phone (847) 740-5321 Fax (847) 740-3795	Big Hollow Middle School (5-8) 26051 W. Nippersink Rd. Ingleside, IL 60041 Phone (847) 740-5322 Fax (847) 740-9021
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Schedule of Citizen Advisory Council Meetings

2023-2024 School Year

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday, August 15, 2023	6:00 p.m.- 8:00 p.m.	Big Hollow Middle School Library
Monday, October 23 , 2023	6:00 p.m.- 8:00 p.m.	Big Hollow Middle School Library
Monday, January 22, 2024	6:00 p.m.- 8:00 p.m.	Big Hollow Middle School Library
Monday, February 26, 2024	6:00 p.m.- 8:00 p.m.	Big Hollow Middle School Library
Monday, April 22, 2024	6:00 p.m.- 8:00 p.m.	Big Hollow Middle School Library

Big Hollow School District 38

Citizen Advisory Council Objectives for SY 23-24

<u>Objectives</u>	<u>Timeline</u>	<u>Status</u>
Standards Based Grading Update	August 15, 2023	
PBIS Survey response summary	August 15, 2023	
Review student enrollments	October 23, 2023	
Update on Big Hollow District 38 financial status	October 23, 2023	
BHSD Data presentation (MAP, IAR, School Report Card)	October 23, 2022	
Review of School Improvement Plans	October 23, 2022	
Strategic Plan update	January 22, 2024	
School safety updates	January 22, 2024	
Technology update	February 26, 2024	
Student/Parent/Staff Survey Results Summary	April 22, 2024	

***Items will be added to this list of objectives as the school year progresses**



www.bighollow.us

Mr. Robert Gold, Superintendent

Big Hollow District Office
26051 W. Nippersink Rd.
Ingleside, IL 60041
Phone 847-740-1490
Fax 847-740-9172

Big Hollow Primary School (EC-1)
33335 N. Fish Lake Rd.
Ingleside, IL 60041
Phone 847-740-5320
Fax 847-740-3490

Big Hollow Elementary (2-4)
33315 N. Fish Lake Rd.
Ingleside, IL 60041
Phone 847-740-5321
Fax 847-740-3795

Big Hollow Middle School (5-8)
26051 W. Nippersink Rd.
Ingleside, IL 60041
Phone 847-740-5322
Fax 847-740-9021

School Board Accounting Procedures and Definition of Terms

FUND

The school district's accounting records, budget and financial report are organized and reported on a fund basis. A fund is established for specific activities and objectives and is operated in accordance with laws, regulations, restrictions or other designated purposes. Each fund is a separate and independent accounting entity with its own assets, liabilities and fund balance.

The following account codes/definitions are provided in the Illinois Program Accounting Manual and are used to designate the nine major funds:

- 10** Educational
- 20** Operations & Maintenance
- 30** Debt Service
- 40** Transportation
- 50** Municipal Retirement/Social Security
- 60** Capital Projects
- 70** Working Cash
- 80** Tort Immunity/Judgment
- 90** Fire Prevention & Safety

Educational Fund (10)

The most varied and the largest volume of transactions will be recorded in this fund. Includes cost of instructional salaries, administration, materials, supplies and equipment. Can also include the salaries of custodian and maintenance personnel.

Operations and Maintenance Fund (20)

All costs of maintaining, improving or repairing school buildings and property, renting buildings and property for school buildings.

Debt Service Fund (30)

Bonds are generally issued to finance the construction of buildings, but may also be issued for other purposes. The bond payments and interest are paid from this fund.

Transportation Fund (40)

All costs for transporting students: Bus driver salaries, fuel, buses, insurance for buses.

Municipal Retirement/Social Security Fund (50)

The district portion for the Illinois Municipal Retirement, Social Security and Medicare payments are made from this fund.

Capital Projects Fund (60)

All of the proceeds of each construction bond issue excluding life safety bonds are deposited into this fund to pay all construction expenses of building additions and capital improvements.

Working Cash Fund (70)

Funds deposited into this fund may be loaned to any fund for which taxes are levied.

Tort Immunity/Judgment Fund (80)

Funds to pay for insurance costs, some attorney fees and judgments against the school district.

Fire Prevention and Safety Fund (90)

Funds deposited into this fund are for fire prevention, safety, energy conservation and school security purposes.

Expenditures

Expenditures are charges estimated to be incurred during the fiscal year. The school district will need to consider fund, function and object classifications when determining expenditures.

Functions:

- **Instruction** - 1000 Series Account Number
The teaching of pupils or the interaction between teacher and pupils.
- **Support Service** - 2000 Series Account Number
Services which provide administrative, technical, and logistical support to facilitate and enhance instruction.
- **Community Services** - 3000 Series Account Number

Services provided by the district for the community as a whole or some segment of the community.

• **Non-programmed Charges** - 4000 Series Account Number

Payments to other districts/joint agreements.

• **Debt Services** - 5000 Series Account Number

Payments for specific debt service activities.

• **Provision for Contingencies** - 6000 Series Account Number

Not an account for recording entries, but the number would be used in the budget as a means of identifying contingency provisions.

Objects:

• **Salaries** - 100 Object Number

Gross salary for personal services rendered while on the payroll of the district.

• **Employee Benefits** - 200 Object Number

Fringe benefits paid by the district on behalf of the employee.

• **Purchased Services** - 300 Object Number

Amounts paid for personal services rendered by personnel who are not district employees, and other services which the district may purchase.

• **Supplies and Materials** - 400 Object Number

Amounts paid for material items of an expendable nature.

• **Capital Outlay** - 500 Object Number

Amounts paid for the acquisition of fixed assets or additions to fixed assets.

• **Other Objects** - 600 Object Number

Amounts for goods and services not otherwise classified above.

• **Transfers** - 700 Object Number

This object does not represent an expenditure: rather, it shows that funds have been transferred in some manner.

• **Tuition** - 800 Object Number

Amounts to reimburse other educational agencies for services rendered to students residing within the district boundaries.

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
3	ESTIMATED BEGINNING FUND BALANCE (without Student Activity Funds)1 as of July 1, 2023		5,754,633	1,939,944	3,052,592	633,420	304,191	1,982,847	1,620,791	42,199	0	
4	RECEIPTS/REVENUES (without Student Activity Funds)											
5	LOCAL SOURCES	1000	9,862,751	1,630,150	3,240,000	669,000	594,134	50,000	110,000	285,050	0	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
7	STATE SOURCES	3000	8,111,205	0	0	821,438	0	0	0	0	0	
8	FEDERAL SOURCES	4000	1,352,852	0	0	0	0	0	0	0	0	
9	Total Direct Receipts/Revenues ⁸		19,326,808	1,630,150	3,240,000	1,490,438	594,134	50,000	110,000	285,050	0	
10	Receipts/Revenues for "On Behalf" Payments ²	3998										
11	Total Receipts/Revenues		19,326,808	1,630,150	3,240,000	1,490,438	594,134	50,000	110,000	285,050	0	
12	DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)											
13	INSTRUCTION	1000	13,465,004				277,325			0		
14	SUPPORT SERVICES	2000	6,972,129	1,793,900		1,835,925	469,750	320,000		271,000	0	
15	COMMUNITY SERVICES	3000	42,550	0		0	50			0		
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	511,000	80,000	0	0	26,000	0		0	0	
17	DEBT SERVICES	5000	0	0	5,667,377	0	0			0	0	
18	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
19	Total Direct Disbursements/Expenditures ⁹		20,990,683	1,873,900	5,667,377	1,835,925	773,125	320,000		271,000	0	
20	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
21	Total Disbursements/Expenditures		20,990,683	1,873,900	5,667,377	1,835,925	773,125	320,000		271,000	0	
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(1,663,875)	(243,750)	(2,427,377)	(345,487)	(178,991)	(270,000)	110,000	14,050	0	
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)											
25	PERMANENT TRANSFER FROM VARIOUS FUNDS											
26	Abolishment the Working Cash Fund ¹⁶	7110										
27	Abatement of the Working Cash Fund ¹⁶	7110										
28	Transfer of Working Cash Fund Interest	7120										
29	Transfer Among Funds	7130										
30	Transfer of Interest	7140										
31	Transfer from Capital Projects Fund to O&M Fund	7150		0								
32	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int ^{3a} Proceeds to Debt Service Fund	7170			0							
34	SALE OF BONDS (7200)											
35	Principal on Bonds Sold ⁴	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets ⁵	7300										
39	Transfer to Debt Service to Pay Principal on GASB 87 Leases	7400			0							
40	Transfer to Debt Service to Pay Interest on GASB 87 Leases	7500			0							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800						0				
44	ISBE Loan Proceeds	7900										
45	Other Sources Not Classified Elsewhere	7990										
46	Total Other Sources of Funds ⁸		0	0	0	0	0	0	0	0	0	

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
47	OTHER USES OF FUNDS (8000)											
49	TRANSFER TO VARIOUS OTHER FUNDS (8100)											
50	Abolishment or Abatement of the Working Cash Fund ¹⁶	8110							0			
51	Transfer of Working Cash Fund Interest	8120							0			
52	Transfer Among Funds	8130										
53	Transfer of Interest ⁶	8140										
54	Transfer from Capital Projects Fund to O&M Fund	8150										
55	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	8160										
56	Transfer of Excess Accumulated Fire Prev & Safety Bond ^{3a} and Int Proceeds to Debt Service Fund	8170										
57	Taxes Pledged to Pay Principal on GASB 87 Leases	8410										
58	Grants/Reimbursements Pledged to Pay Principal on GASB 87 Leases	8420										
59	Other Revenues Pledged to Pay Principal on GASB 87 Leases	8430										
60	Fund Balance Transfers Pledged to Pay Principal on GASB 87 Leases	8440										
61	Taxes Pledged to Pay Interest on GASB 87 Leases	8510										
62	Grants/Reimbursements Pledged to Pay Interest on GASB 87 Leases	8520										
63	Other Revenues Pledged to Pay Interest on GASB 87 Leases	8530										
64	Fund Balance Transfers Pledged to Pay Interest on GASB 87 Leases	8540										
65	Taxes Pledged to Pay Principal on Revenue Bonds	8610										
66	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620										
67	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630										
68	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640										
69	Taxes Pledged to Pay Interest on Revenue Bonds	8710										
70	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
71	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
72	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
73	Taxes Transferred to Pay for Capital Projects	8810										
74	Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
75	Other Revenues Pledged to Pay for Capital Projects	8830										
76	Fund Balance Transfers Pledged to Pay for Capital Projects	8840										
77	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910										
78	Other Uses Not Classified Elsewhere	8990										
79	Total Other Uses of Funds ⁹		0	0	0	0	0	0	0	0	0	0
80	Total Other Sources/Uses of Fund		0	0	0	0	0	0	0	0	0	0
81	ESTIMATED ENDING FUND BALANCE (without Student Activity Funds) as of June 30, 2024		4,090,758	1,696,194	625,215	287,933	125,200	1,712,847	1,730,791	56,249	0	
82												
83	Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2023											
84	RECEIPTS/REVENUES (For Student Activity Funds)											
85	Total Student Activity Direct Receipts/Revenues (Local Sources)	1799	0									
86	DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)											
87	Total Student Activity Direct Disbursements/Expenditures	1999	0									
88	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		0									
89	Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2024		0									
90												

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
91	Total ESTIMATED BEGINNING FUND BALANCE (All Sources Including Student Activity Funds) as of July 1, 2023		5,754,633	1,939,944	3,052,592	633,420	304,191	1,982,847	1,620,791	42,199	0	
92	RECEIPTS/REVENUES (All Sources with Student Activity Funds)											
93	LOCAL SOURCES	1000	9,862,751	1,630,150	3,240,000	669,000	594,134	50,000	110,000	285,050	0	
94	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
95	STATE SOURCES	3000	8,111,205	0	0	821,438	0	0	0	0	0	
96	FEDERAL SOURCES	4000	1,352,852	0	0	0	0	0	0	0	0	
97	Total Direct Receipts/Revenues⁸		19,326,808	1,630,150	3,240,000	1,490,438	594,134	50,000	110,000	285,050	0	
98	Receipts/Revenues for "On Behalf" Payments ²	3998	0	0	0	0	0	0		0	0	
99	Total Receipts/Revenues		19,326,808	1,630,150	3,240,000	1,490,438	594,134	50,000	110,000	285,050	0	
100	DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)											
101	INSTRUCTION	1000	13,465,004				277,325			0		
102	SUPPORT SERVICES	2000	6,972,129	1,793,900		1,835,925	469,750	320,000		271,000	0	
103	COMMUNITY SERVICES	3000	42,550	0		0	50			0		
104	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	511,000	80,000	0	0	26,000	0		0	0	
105	DEBT SERVICES	5000	0	0	5,667,377	0	0			0	0	
106	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
107	Total Direct Disbursements/Expenditures⁹		20,990,683	1,873,900	5,667,377	1,835,925	773,125	320,000		271,000	0	
108	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
109	Total Disbursements/Expenditures		20,990,683	1,873,900	5,667,377	1,835,925	773,125	320,000		271,000	0	
110	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(1,663,875)	(243,750)	(2,427,377)	(345,487)	(178,991)	(270,000)	110,000	14,050	0	
111	OTHER SOURCES/USES OF FUNDS											
112	OTHER SOURCES OF FUNDS (7000)											
113	Total Other Sources of Funds⁸		0	0	0	0	0	0	0	0	0	
114	OTHER USES OF FUNDS (8000)											
116	Total Other Uses of Funds⁹		0	0	0	0	0	0	0	0	0	
117	Total Other Sources/Uses of Fund		0	0	0	0	0	0	0	0	0	
118	ESTIMATED ENDING FUND BALANCE (All Sources with Student Activity Funds) as of June 30, 2024		4,090,758	1,696,194	625,215	287,933	125,200	1,712,847	1,730,791	56,249	0	
119												
120	SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)											
121	Description	Acct #	(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	Total By Object
122			Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
123	Object Name											
124	Salaries	100	14,408,234	599,000		982,700		0		0	0	15,989,934
125	Employee Benefits	200	1,798,822	84,650		27,425	773,125	0		0	0	2,684,022
126	Purchased Services	300	1,658,464	697,250	1,000	218,600		190,000		271,000	0	3,036,314
127	Supplies & Materials	400	1,517,144	493,000		191,000		0		0	0	2,201,144
128	Capital Outlay	500	62,500	0		0		130,000		0	0	192,500
129	Other Objects	600	1,523,519	0	5,666,377	416,200	0	0		0	0	7,606,096
130	Non-Capitalized Equipment	700	22,000	0		0		0		0	0	22,000
131	Termination Benefits	800	0	0		0				0		0
132	Total Expenditures		20,990,683	1,873,900	5,667,377	1,835,925	773,125	320,000		271,000	0	31,732,010

July 2023 Employment Report

Approve the personnel change for Lisa Swiderski, Safety Paraprofessional to 8th Grade Math Teacher, effective August 17, 2023.

Approve the employment of Anna Kraemer, 7th Grade Social Studies Teacher, effective August 17, 2023.

Approve the employment of Riley Hudak, 2nd Grade Teacher, effective August 17, 2023.

Approve the employment of Kristin Pfeiffer, 5-8 LOP Teacher, effective August 17, 2023.

Approve the employment of Tiffany Lulik, PreK Teacher, effective August 17, 2023.

Approve the employment of Karen Jansen, 5-8 Reading Specialist, effective August 17, 2023.

Approve the personnel change for Wendy Rezac, Lunch Monitor to Safety Paraprofessional, effective August 17, 2023.

Approve the personnel change for Renee Holm, Paraprofessional to Safety Paraprofessional, effective August 17, 2023.

Approve FMLA for Sarah Loessl, 7th Grade Science Teacher, 12 weeks beginning approximately October 29, 2023.

Approve the agreements between Speech Path Specialists. Ltd. and Big Hollow School District 38 for therapy staffing, effective August 15, 2022.

Approve the agreement between Megan Carroll DBA Progressive Strides, LLC. and Big Hollow School District 38 for occupational therapy services, effective August 14, 2022.

Approve the agreement between Eileen Upton and Big Hollow School District 38 for occupational therapy services, effective August 17, 2022.

Approve the Intergovernmental Agreement between ELC and Big Hollow School District 38 effective August 17, 2023.

Approve the employment of Joshua Kumpula, Middle School Band Teacher/Director, effective August 17, 2023.

Approve the employment of Melanie Simcoe, Elementary Lunch Monitor, effective August 17, 2023.

Approve the personnel change for Andrea Sanchez from full time MS Safety Paraprofessional to part time Pri/Ele Safety Paraprofessional, effective August 17, 2023.

Approve the employment of Luminita Pavel, Elementary Paraprofessional, effective August 17, 2023.



Approve the employment of Candace Pate, Elementary Paraprofessional, effective August 17, 2023.

Approve the employment of Matthew Langford, Middle School Special Education Teacher, effective August 17, 2023.

Form: Personnel Change Form Name: Cornwell, Joshua P. Employee Type: PRINCIPAL Building Code: MS

**BIG HOLLOW SCHOOL DISTRICT #38
Personnel Change Form**

Employee Name
Lisa Swiderski

 
Email Address
lisaswiderski@bighollow.us

New Position: **8th Math Teacher (pending licensure)**

Replacement For: **Vacancy**

Building: **BHMS**

Current Position: **Safety Paraprofessional**

Date Change is Effective: **08/17/2023**
meeting)

Board Approval Date (if needed): (To be completed by District Secretary after board

Certified Position

BA Yes BA+15 MA MA+15 MA+30 Doc:

Years Credited **5 Step 6**

Salary: **\$50748**

Full or Part Time: **Full**

Years Credited: **5**

Sick: **12** Vacation: **0** Personal: **3**

Budget Code:
10e300-1120-1100

Employee Signature:

Date:

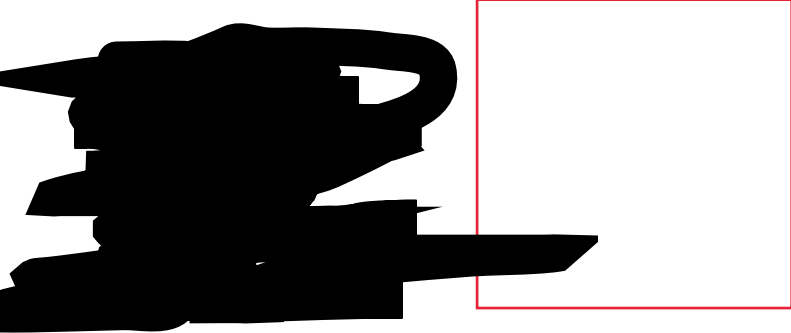
Form: New Hire Form Name: Cornwell, Joshua P. Employee Type: PRINCIPAL Building Code: MS

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Anna Kraemer



ASSIGNMENT

CERTIFIED: Administrator: Teacher: Yes If Teacher Please select ~ Gen Ed: Yes SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: BHMS Grade/Area: 7th Social Stud

Start Date: 08/17/2023 BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: Janine Gruhn Title: Asst. Sup. of Student Services

Name: Nicholas Kramer Title: Special Ed teacher

BA Yes BA+15 MA MA+15 MA+30

Years Credited 0 Step 1

BudgetCode

10e300-1120-1100

Total Years Experience 0 Salary/Hourly Rate 43775 (may be adjusted if circumstances require)

Comments:

Technology:



To be completed by New Hire:

Signature of New Hire:

Date:

Form: **New Hire Form** Name: **Biancalana, Venette Irene** Employee Type: **PRINCIPAL** Building Code: **EL**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Riley Hudak



ASSIGNMENT

CERTIFIED: Administrator: Teacher: **Yes** If Teacher Please select ~ Gen Ed: **Yes** SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **Elementary** Grade/Area: **2nd Grade**

Start Date: **Aug. 17 2023** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Vlandra Lloyd** Title: **Clinical Supervisor**

Name: **Kathy Bujak** Title: **Cooperating Teacher**

BA BA+15 MA **Yes** MA+15 MA+30 MA+45 MA +60

Years Credited **0** Step **1**

BudgetCode

10-200-1110-1100

Total Years Experience **0** Salary/Hourly Rate **\$48,262** (may be adjusted if circumstances require)

Comments:

2nd grade

Technology:



To be completed by New Hire:

Signature of New Hire:

Date:

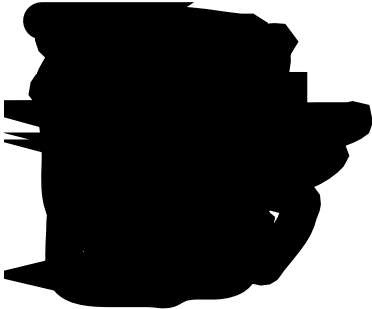
Form: New Hire Form Name: Cornwell, Joshua P. Employee Type: PRINCIPAL Building Code: MS

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Kristin Pfeiffer



ASSIGNMENT

CERTIFIED: Administrator: Teacher: Yes If Teacher Please select ~ Gen Ed: SPED: Yes ESL: Yes

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: BHMS Grade/Area: 5-8 LOP

Start Date: 08/17/2023 BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: Holly Kaprosy Title: Principal

Name: Vasiliki Frake Title: Dir. of Student Services

BA BA+15 MA MA+15 MA+30 Yes MA+45 MA +60

Years Credited 9 Step 10

BudgetCode

10e300-1221-1100

Total Years Experience 14 Salary/Hourly Rate 72941 (may be adjusted if circumstances require)

Comments:

She is being credited for a MA+60 for her education.

Technology:



To be completed by New Hire:

Signature of New Hire:

Date:

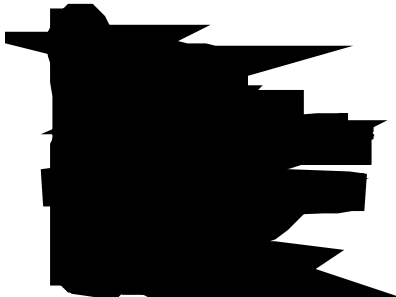
Form: New Hire Form Name: Janusz, Lenayn M. Employee Type: PRINCIPAL Building Code: PR

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Tiffany Lulik



ASSIGNMENT

CERTIFIED: Administrator: Teacher: Yes If Teacher Please select ~ Gen Ed: Yes SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: Primary Grade/Area: PreK

Start Date: 08/17/2023 BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: Lauren Ozimek Title: Supervisor

Name: Kathy Skender Title: Supervisor

BA Yes BA+15 MA MA+15 MA+30

Years Credited 1 Step 2

BudgetCode

10e100-1225-1100

Total Years Experience 1 Salary/Hourly Rate \$45,089.00 (may be adjusted if circumstances require)

Comments:

pending Background check and HR paperwork

Technology:



To be completed by New Hire:

Signature of New Hire:

Date:

Form: **New Hire Form** Name: **Cornwell, Joshua P.** Employee Type: **PRINCIPAL** Building Code: **MS**

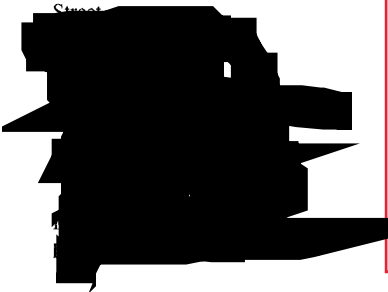
BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Karen Jansen

Street



ASSIGNMENT

CERTIFIED: Administrator: Teacher: **Yes** If Teacher Please select ~ Gen Ed: **Yes** SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **BHMS Grade/Area: 5-8 Rdg Special**

Start Date: **08/17/2023** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Darin Loepker** Title: **Principal**

Name: **Melanie Gravel** Title: **Principal**

BA BA+15 MA MA+15 MA+30 **Yes** MA+45 MA +60

Years Credited **11** Step **12**

BudgetCode

10-300-1223-1100-0-4998

Total Years Experience **19** Salary/Hourly Rate **75496** (may be adjusted if circumstances require)

Comments:

Technology:



To be completed by New Hire:

Signature of New Hire:

Date:

Form: Personnel Change Form Name: Cornwell, Joshua P. Employee Type: PRINCIPAL Building Code: MS

BIG HOLLOW SCHOOL DISTRICT #38
Personnel Change Form

Employee Name
Wendy Rezac



New Position: **Safety Paraprofessional**

Replacement For: Lisa Swiderski

Building: **BHMS**

Current Position: **Lunch Monitor**

Date Change is Effective: **08/17/2023**
meeting)

Board Approval Date (if needed): (To be completed by District Secretary after board

Certified Position

BA BA+15 MA MA+15 MA+30 Doc:

Years Credited **3** Step **4**

Salary: **\$17.20**

Full or Part Time: **full**

Years Credited: **3**

Sick: Vacation: Personal:

Budget Code:
10-3-1120-1100-01

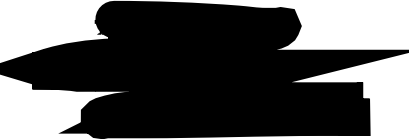
Employee Signature:

Date:

Form: **Personnel Change Form** Name: **Cornwell, Joshua P.** Employee Type: **PRINCIPAL** Building Code: **MS**

BIG HOLLOW SCHOOL DISTRICT #38
Personnel Change Form

Employee Name
Renee Holm



New Position: **Safety Paraprofessional**

Replacement For: **n/a**

Building: **BHMS**

Current Position: **Paraprofessional**

Date Change is Effective: **08/17/2023**
meeting)

Board Approval Date (if needed): (To be completed by District Secretary after board

Certified Position

BA BA+15 MA MA+15 MA+30 Doc:

Years Credited Step

Salary: **No changes**

Full or Part Time: **full**

Years Credited:

Sick: Vacation: Personal:

Budget Code:
10-300-1120-1100-01

Employee Signature:

Date:

Sarah Loessl
Big Hollow Middle School
26051 W. Nippersink Rd.
Ingleside, IL. 60041

August 2, 2023

Mr. Robert Gold
Superintendent
26051 W. Nippersink Rd.
Ingleside, IL. 60041

Mr. Gold,

Please accept this letter as formal notice of my upcoming maternity leave. This letter is to notify you that I am pregnant with my second child and wish to take maternity leave during the 2023-2024 school year. My due date is October 29, 2023. This time frame is also subject to change due to unforeseen circumstances. I plan to take twelve weeks of maternity leave.

Thank you,

Sarah Loessl
7th Grade Science Teacher

SPEECH PATH SPECIALISTS, LTD.

Speech Path Specialists, Ltd.**Therapy Staffing Agreement**

THIS AGREEMENT is made this day of June 29, 2023, by and between Speech Path Specialists, Ltd., 1636 Mulberry Drive, Lake Villa, IL 60046, (hereinafter called SPS) and Big Hollow School District #38, 26501 W. Nippersink Road, Ingleside, IL 60041, (hereinafter called District).

WHEREAS, District requires certain professional health care services and SPS desires to provide such professional health care services to the District.

NOW THEREFORE, in consideration of the mutual promises and benefits contained herein and other good and valuable consideration, the parties agree as follows:

1. **Responsibilities of SPS.** SPS agrees to place the following qualified individual, Julie Gange, in the District who can perform the 'Services' requested by the District. 'Services' include school social work services.

SPS provides equal employment opportunities to all employees and applicants for employment without regard to sex, race, color, creed, national origin, marital status, familial status, or physical or mental disability, according to applicable state and federal laws. SPS, in its sole and absolute discretion, shall hire, employ, and terminate its employees, as it deems appropriate. SPS shall maintain all payroll records, as it deems necessary and shall withhold and pay all federal and state withholding taxes as appropriate. Also, SPS will maintain professional liability in the amount of no less than one million dollars (\$1,000,000) individual and three million dollars (\$3,000,000) aggregate.

2. **Hours of Service.** The number of hours of Services to be performed and the specific days and hours which the services shall be performed, are subject to the mutual agreement of the District and SPS – 1.0 FTE (37.5 hours per week). Any alteration of an individual's regular work schedule by the District will require the District pay for the originally agreed upon hours or reschedule the hours.
3. **License.** SPS shall possess the necessary license to practice therapy as required by the State of Illinois.
4. **Responsibilities of the District.** The District shall be responsible for the reimbursement of mileage for travel between facilities by individuals of SPS. The District shall be responsible for providing the necessary office space, equipment, supplies, and related support required for the proper performance of the Services requested by the District. In addition, the District shall provide and shall notify

SPS of the location of universal precaution personal protective equipment required by the Occupational Safety and Health Administrators regulations applicable to occupational exposure to blood or other potentially infectious materials.

5. **Duties of SPS.** SPS shall provide services to the District upon appropriate referral. SPS shall provide assistance in the development of a plan of treatment, if requested, and shall make recommendations for continued treatment as necessary. SPS shall record information as is normally recorded regarding the Services provided to each client. Such recorded information shall become a part of the District's record.
6. **Payment.** The District shall pay SPS for each individual according to the agreed upon hourly sum of \$80.50 (average reimbursement 7.5 hours per day) for school social work services between SPS and the District. The District shall reimburse SPS for mileage of travel between facilities at \$0.655 per mile. Payment shall be made by the District directly to SPS. SPS shall not be considered to be an employee of the District. The District agrees to pay a late charge consisting of 5.0 % per month on any amount, which remains unpaid beyond thirty (30) days from the date of receipt of any invoice.
7. **Indemnification.** Each party (the "Indemnifying Party") shall hold harmless, indemnify and defend the other party (the "Indemnified Party"), the Indemnified Party's agents and employees against any and all claims, causes or action, injuries and damages including, but not limited to, personal injury and property damage, caused by an act or omission on the part of the Indemnifying Party, its agents, contractors or employees, related in any manner to the Agreement, except to the extent the same is caused by the negligent acts of the Indemnified Party. This indemnity shall include all costs and disbursements, including without limitation court costs and reasonable attorney's fees, and shall survive the expiration or earlier termination of the Agreement. Notwithstanding the foregoing, SPS shall not be liable for any claims arising out of unauthorized use of the therapy department or equipment by agents, employees, residents, or visitors when SPS's personnel are not on the premises.
8. **Non-Solicitation.** If Julie Gange for a period of one year after the termination of this Agreement, obtains full-time employment, part-time employment, and/or provides any services to District, as a speech/language pathologist, either due to a breach of this Agreement or on or after the termination of this Agreement; District hereby agrees and acknowledges paying SPS liquidated damages in the amount of fifteen thousand dollars (\$15,000.00).
9. **Term and Termination.** This Agreement shall continue in effect for the period of August 14, 2023 through the end of the 2023 – 2024 calendar school year. In the event Julie Gange resigns from SPS, and SPS is unable to provide an equally

qualified individual to replace Julie Gange, SPS may terminate this Agreement upon 10 business days' written notice to the District.

10. Miscellaneous:

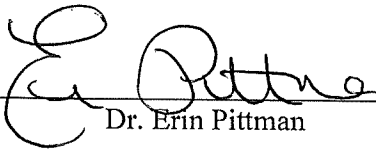
- A. It is expressly agreed that this Agreement and any and all confirmation letters issued in furtherance hereof embody the sole and entire understanding of the parties concerning its subject matter and that no other agreement or understanding, oral or otherwise, concerning its subject matter exists between the parties at the time of the execution of this Agreement. None of the provisions of this Agreement may be waived, changed or altered except by a written instrument signed by both parties.
- B. This Agreement is made under, and shall be governed, construed and interpreted by, and in accordance with the laws of the State of Illinois. The parties hereto agree that any litigation concerning the subject matter of this Agreement shall be litigated exclusively in applicable Illinois federal or state courts of proper jurisdiction and venue. Both parties agree to submit to such jurisdiction and venue for all purposes hereunder. Notwithstanding the foregoing, SPS, at its sole option, may seek to enforce this Agreement in any jurisdiction and venue.
- C. Section headings are for the convenient reference of the parties and shall not affect the meaning of interpretation of this Agreement.
- D. SPS shall not be responsible for the failure or delay in providing, or continuing to provide, any Service through SPS to the District pursuant to this Agreement if such failure or delay is due to labor disputes, strikes, fires, riots, war, acts of God or any other acts, causes or occurrences beyond SPS's control.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above. This contract shall supersede any prior written or oral agreements between the District and SPS. This contract may be automatically renewed on an annual basis.


 Date: July 29, 2023
 By: _____ Chet E. Caruth

Title: President / Special Education Director

Provider: Speech Path Specialists, Ltd.
1636 Mulberry Drive
Lake Villa, IL 60046

By:  Date: 8/3/23
Dr. Erin Pittman

Title: Director of Student Services

District: Big Hollow School District #38
26051 W. Nippersink Road
Ingleside, IL 60041

AGREEMENT TO PROVIDE OCCUPATIONAL THERAPY SERVICES

BIG HOLLOW SCHOOL DISTRICT #38

AND

MEGAN CARROLL DBA PROGRESSIVE STRIDES, LLC.

This Agreement is entered into August 14, 2023, between MEGAN CARROLL DBA PROGRESSIVE STRIDES, LLC., hereinafter referred to as "MEGAN CARROLL", and BIG HOLLOW SCHOOL DISTRICT #38, hereinafter referred to as "BHSD38".

WITNESSETH:

WHEREAS, MEGAN CARROLL is employed as qualified to practice Occupational Therapy in the State of Illinois; and

WHEREAS, the BHSD38 is in need of Occupational Therapy services for eligible students; and

WHEREAS, MEGAN CARROLL and BHSD38 desire to enter into a service agreement whereby MEGAN CARROLL shall furnish the following described Occupational Therapy services (the "Services") upon the following terms and conditions.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions hereinafter set forth, it is understood and agreed as follows:

1. MEGAN CARROLL shall provide Services including evaluations, re-evaluations, and consultations to students in the Big Hollow School District. Megan Carroll and the Director of Student Services for BHSD38 shall determine the schedule of days, hours, and location(s) for Services performed under this Agreement.

a. Evaluations at \$325 per evaluation to include domain, evaluation with students (onsite), data analysis and interpretation, evaluation write up. Evaluations (offsite) containing only teacher report, work review, record review will be offered at \$200.

b. 10 guaranteed hours per week at \$75/hour to include COTA supervision, IEP meetings, team collaboration meetings, direct services via Zoom platform, MTSS observation/input in the classroom, parent communication and treatment planning

i. Whereas COTA supervision has to be 1:1 observation of direct intervention for each student at least 1x/month per AOTA guidelines plus 1x/week check in meeting

c. Hours >10 per week are subject to therapist availability.

2. MEGAN CARROLL shall provide a copy of her Occupational therapist license, or ensure it is on file at BHSD38.

3. The BHSD38 shall provide equipment and Services as agreed upon by MEGAN CARROLL and BHSD38.

4. MEGAN CARROLL shall not provide private Occupational Therapy services to any IEP student of the BHSD38 receiving Services under the terms of this Agreement unless such therapy services have been mutually agreed to by BHSD38 and

MEGAN CARROLL.

5. MEGAN CARROLL agrees that before she will be permitted on school grounds while students are present, she will ensure that her background check is on file with BHSD38.

6. The term of this Agreement shall commence on August 14, 2023, and expire on June 1, 2024, unless sooner terminated as hereinafter provided.

7. In the event of a scheduling conflict in which MEGAN CARROLL cannot attend an eligibility meeting either in person or by phone, she will call the student's parent prior to the meeting to discuss evaluation results for occupational therapy.

8. A statement of services rendered by MEGAN CARROLL shall be submitted to BHSD38 biweekly. Upon verification of the services, BHSD38 will make payments to MEGAN CARROLL within ten (10) days from the date of receipt of MEGAN CARROLL's statement.

9. During the term of this Agreement, MEGAN CARROLL shall maintain public liability and malpractice insurance. As evidence of such insurance coverage, MEGAN CARROLL shall furnish the BHSD38 with a Certificate of Insurance prior to commencing Services under this Agreement.

10. This Agreement shall be construed for all purposes under the laws of the State of Illinois and may not be changed, modified, altered, or amended except by a written instrument signed by both parties to this Agreement.

11. MEGAN CARROLL will provide employees and services consistent with the highest degree of care, and shall comply with all medical and ethical requirements imposed by the Illinois State Board of Education, or any other applicable regulatory agency, and shall comply with requirements of the Illinois State Board of Education and the BHSD38 pertaining to students.

12. MEGAN CARROLL shall ensure BHSD38 retains a copy of her professional license.

13. MEGAN CARROLL will provide all necessary documentation required by the BHSD38 relating to Medicaid reimbursement for Services provided by MEGAN CARROLL under the terms of this Agreement.

14. Neither MEGAN CARROLL nor the BHSD38 shall assign or transfer any interest in this Agreement without the written consent of the other party.

15. MEGAN CARROLL and the Superintendent of Schools, or respective designees, shall attempt to resolve any questions or disagreements arising out of the administration or performance of this Agreement before any litigation is instituted.

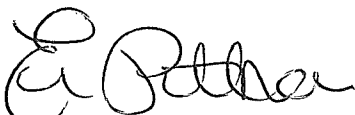
16. Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other party.

17. Services provided by MEGAN CARROLL will include the following: Evaluations, Re-evaluations, Participation in Domain & Eligibility Meetings, overflow treatment minutes and COTA supervision agreed upon by MEGAN CARROLL and BHSD38.

18. Non-reimbursable activities include: sick days, holidays, vacation days, lunch (30 minutes), travel/mileage, and continuing education activities unless agreed upon by MEGAN CARROLL and BHSD38.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this day and year written above.

BIG HOLLOW SCHOOL DISTRICT #38

BY: 
Erin Pittman, Director of Student Services/ Date

PROGRESSIVE STRIDES, LLC.

BY:
Megan Carroll/Date

AGREEMENT TO PROVIDE OCCUPATIONAL THERAPY SERVICES

BIG HOLLOW SCHOOL DISTRICT #38

AND

EILEEN UPTON

This Agreement is entered into 3/27/2023, between EILEEN UPTON, hereinafter referred to as "EILEEN UPTON", and BIG HOLLOW SCHOOL DISTRICT #38, hereinafter referred to as "BHSD38".

WITNESSETH:

WHEREAS, EILEEN UPTON is employed as a Certified Occupational Therapy Assistant who is qualified to practice Occupational Therapy under the supervision of a Certified Occupational Therapist in the State of Illinois; and

WHEREAS, BHSD38 is in need of Occupational Therapy services for eligible students; and

WHEREAS, EILEEN UPTON and BHSD38 desire to enter into a service agreement whereby EILEEN UPTON shall furnish the following described Occupational Therapy services (the "Services") upon the following terms and conditions.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions hereinafter set forth, it is understood and agreed as follows:

1. EILEEN UPTON shall provide Services to eligible students in the BHSD38 under the supervision of a Occupational Therapist.
2. EILEEN UPTON and the Director of Student Services for BHSD38 shall determine the schedule of days, hours, and location(s) for Services performed under this Agreement.
3. EILEEN UPTON shall provide a copy of her Certified Occupational Therapy Assistant license, or ensure it is on file at BHSD38.
4. BHSD38 shall provide equipment and Services as agreed upon by EILEEN UPTON and BHSD38.
5. EILEEN UPTON shall not provide private Occupational Therapy services to any IEP student of the BHSD38 receiving Services under the terms of this Agreement unless such therapy services have been mutually agreed to by BHSD38 and EILEEN UPTON.
6. EILEEN UPTON agrees that before she will be permitted on school grounds while students are present, she will ensure that her background check is on file with BHSD38.
7. The term of this Agreement shall commence on August 17, 2023 and expire on May 24, 2024 unless sooner terminated as hereinafter provided.
8. Services provided by the EILEEN UPTON and authorized by BHSD38 shall be compensated at a rate not to exceed \$42.00 per hour.
9. Total compensation under the terms of this Agreement shall not exceed \$65,000.00. EILEEN UPTON shall maintain a student schedule including the hours of service for

- each IEP student served. A statement of services rendered by EILEEN UPTON shall be submitted to BHSD38 biweekly. Upon verification of the services, BHSD38 will make payments to EILEEN UPTON within ten (10) days from the date of receipt of EILEEN UPTON's statement.
10. During the term of this Agreement, EILEEN UPTON shall maintain public liability and malpractice insurance. As evidence of such insurance coverage, EILEEN UPTON shall furnish the BHSD38 with a Certificate of Insurance prior to commencing Services under this Agreement.
 11. This Agreement shall be construed for all purposes under the laws of the State of Illinois and may not be changed, modified, altered, or amended except by a written instrument signed by both parties to this Agreement.
 12. EILEEN UPTON will provide employees and services consistent with the highest degree of care, and shall comply with all medical and ethical requirements imposed by the Illinois State Board of Education, or any other applicable regulatory agency, and shall comply with requirements of the Illinois State Board of Education and BHSD38 pertaining to students.
 13. EILEEN UPTON will provide all necessary documentation required by BHSD38 relating to Medicaid reimbursement for Services provided by EILEEN UPTON under the terms of this Agreement.
 14. Neither EILEEN UPTON nor BHSD38 shall assign or transfer any interest in this Agreement without the written consent of the other party.
 15. EILEEN UPTON and the Superintendent of Schools, or respective designees, shall attempt to resolve any questions or disagreements arising out of the administration or performance of this Agreement before any litigation is instituted.
 16. Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other party.
 17. Services provided by EILEEN UPTON will include the following: Consultative Services, Goal/Objective Updates, Participation in IEP and Eligibility Meetings, Professional development activities and/ or other services as agreed upon by EILEEN UPTON and BHSD38.
 18. Non-reimbursable activities include: sick days, holidays, vacation days, lunch (30 minutes), travel/mileage, and continuing education activities unless agreed upon by EILEEN UPTON and BHSD38.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this day and year written above.

BIG HOLLOW SCHOOL DISTRICT #38

BY: 

Erin Pittman, Director of Student Services/ Date

BY: 
EILEEN UPTON/Date

3/27/2023

**INTERGOVERNMENTAL AGREEMENT
BETWEEN ELC AND BIG HOLLOW SCHOOL DISTRICT 38**

THIS AGREEMENT by and between the Governing Board of the Exceptional Learners' Collaborative, Lake County, Illinois (hereinafter "ELC") and the Board of Education of Big Hollow School District 38, Lake County, Illinois (hereinafter "District") (collectively, the "Parties") is made and entered into this 26th day of July, 2023.

WHEREAS, the Illinois Constitution and the *Illinois Intergovernmental Cooperation Act* encourage and permit cooperation between units of local government; and

WHEREAS, both ELC and the District are units of local government as defined in the *Illinois Intergovernmental Cooperation Act*; and

WHEREAS, ELC and the District have determined that it is in the best interests of the Parties to contract with each other for ELC to provide special education and related services to the District's students;

NOW, THEREFORE, in consideration of the mutual promises hereafter set forth, the Parties agree as follows:

1. Purchase and Provision of Services

The District shall purchase services from ELC during the 2023-2024 school year. The ELC will provide .2 FTE Physical Therapy services. In exchange for the services provided by ELC under this Agreement, the District shall pay an annual cost of approximately \$29,408.42. Services will be billed to the District on a monthly basis and shall be paid within thirty (30) days of receipt of the monthly invoice.

2. Implementation of IEPs

ELC shall provide special education and related services to the District's students in accordance with each particular student's IEP. If, at any time, ELC is unable to implement a District student's IEP, ELC shall promptly notify the District, and may initiate a termination of this Agreement in accordance with Paragraph 3.

3. Termination/Renewal of Agreement

This Agreement may be terminated by either Party upon the provision of thirty (30) days prior written notice to the other Party. Unless terminated earlier by either Party, this Agreement shall terminate by June 30, 2024. The District shall pay ELC for all services provided hereunder prior to the effective date of any such termination. The term of this Agreement may be renewed or extended by written agreement signed by the Superintendent or designee for ELC and the Superintendent or designee for the District.

4. Student Records and Confidentiality

ELC shall maintain records and reports utilized hereunder in accordance with the policies of ELC and shall furnish such documents that may be reasonably required by the District relating to any District students. ELC and the District both acknowledge and agree that their officers, employees, agents, contractors, licensees, volunteers, or invitees shall also comply with any

applicable policies regarding the confidentiality of such information, as well as all federal and state laws and regulations including, without limitation, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act ("HITECH"), the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, et seq.; 34 CFR Part 99 ("FERPA"); the Illinois Personal Information Protection Act, 815 ILCS 530, et seq., the Illinois School Student Records Act, 105 ILCS 10/1, et seq., the Illinois Student Online Personal Protection Act, 105 ILCS 85/1, et seq.

5. Relationship of the Parties

ELC and the District acknowledge and agree that they are independent contractors, and that this Agreement does not create an employer-employee relationship, partnership, joint venture, agency, or any other such relationship.

6. Good Faith and Dispute Resolution

In the event of any dispute or controversy arising out of or relating to this Agreement, the Parties agree to exercise their best efforts to resolve the dispute as soon as possible. The Parties shall, without delay, continue to perform their respective obligations under this Agreement which are not affected by the dispute. In the event of a dispute arising under this Agreement which cannot be resolved informally by the Parties' Superintendents, the Parties may later agree to mediate and/or arbitrate the dispute on terms that are mutually agreeable to the Parties.

7. Amendments

This Agreement may be modified or amended only by a written agreement executed by the Parties.

8. Applicable Law

This Agreement shall be construed in accordance with the laws of the State of Illinois. Venue for any action arising hereunder shall vest exclusively within the Circuit Court of Lake County, Illinois.

9. Complete Understanding

This Agreement sets forth all of the promises, agreements, conditions, and understandings between the Parties relative to the subject matter hereof, and there are no promises, agreements, or undertakings, either oral or written, express or implied, between them other than as herein set forth.

10. Indemnification

Each Party shall indemnify, defend, and hold the other harmless against any and all liabilities, claims, causes of action, damages, costs, expenses and fees, including attorney fees, that a Party incurs arising out of or occurring in connection with the negligent, reckless, or intentional misconduct of the other in connection with this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the date below.

**BOARD OF EDUCATION
EXCEPTIONAL LEARNERS' COLLABORATIVE
LAKE COUNTY, ILLINOIS**

**BOARD OF EDUCATION
BIG HOLLOW
DISTRICT 38
LAKE COUNTY, ILLINOIS**

By: _____
President

By: _____
President

Date: _____

Date: _____

ATTEST:

ATTEST:

By: _____
Secretary

By: _____
Secretary

Date: _____

Date: _____

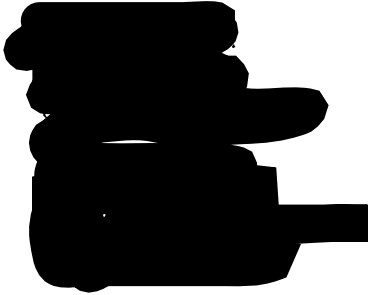
Form: **New Hire Form** Name: **Cornwell, Joshua P.** Employee Type: **PRINCIPAL** Building Code: **MS**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Joshua Kumpula



ASSIGNMENT

CERTIFIED: Administrator: Teacher: **Yes** If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **BHMS** Grade/Area: **5-8 Band**

Start Date: **08/17/2023** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Jennifer Wagner** Title: **Director of Choirs**

Name: **Yvonne Brown** Title: **Principal**

BA BA+15 MA Yes MA+15 MA+30 MA+45 MA +60

Years Credited **10** Step **11**

BudgetCode

10-300-1120-1100

Total Years Experience **16** Salary/Hourly Rate **64861** (may be adjusted if circumstances require)

Comments:

Technology:



To be completed by New Hire:

Signature of New Hire:

Date:

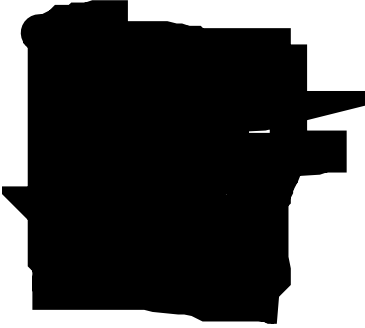
Form: **New Hire Form** Name: **Biancalana, Venette Irene** Employee Type: **PRINCIPAL** Building Code: **EL**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Melanie Simcoe



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor: **Yes**

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **Elementary** Grade/Area: **Grades 2-4**

Start Date: **Aug.17, 2023** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Krystal Kelly** Title: **Manager**

Name: **Val Oestreich** Title: **Manager**

BA BA+15 MA MA+15 MA+30 MA+45 MA +60

Years Credited Step

BudgetCode

10-200-2190-1100

Total Years Experience **0** Salary/Hourly Rate **\$13.36** (may be adjusted if circumstances require)

Comments:

Technology:



To be completed by New Hire:

Signature of New Hire:

Date:

Form: Personnel Change Form Name: Morley, Melissa N. Employee Type: 12 MO CLERICAL Building Code: MS

BIG HOLLOW SCHOOL DISTRICT #38
Personnel Change Form

Employee Name
Andrea Sanchez

[Redacted box]

Email Address
andreasanchez@bighollow.us

New Position: Part Time Safety Para Pri/Ele

Replacement For: none

Building: Pri/Ele

Current Position: Full Time MS Safety Para

Date Change is Effective: 8/17/2023
meeting)

Board Approval Date (if needed): (To be completed by District Secretary after board

Certified Position

BA BA+15 MA MA+15 MA+30 Doc:

Years Credited Step

Salary:

Full or Part Time: Part

Years Credited:

Sick: Vacation: Personal:

Budget Code:
10-100-1110-1100-
03

10-200-1110-1100-
03

Employee Signature:

Date:

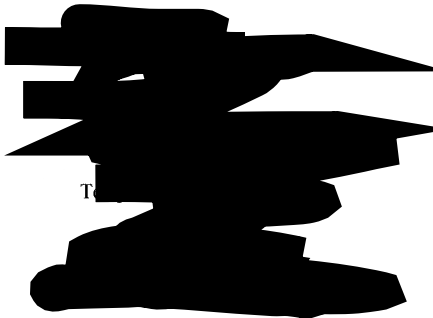
Form: **New Hire Form** Name: **Biancalana, Venette Irene** Employee Type: **PRINCIPAL** Building Code: **EL**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Luminita Pavel



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: **Yes** Secretary: Substitute:

Technology: Transportation: Other:

Building: **Elementary Grade/Area: Gr. 1-4 Sped**

Start Date: **Aug. 17, 2023** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Jennifer Phillips** Title: **Supervisor**

Name: **Ody Poruch** Title: **Supervisor**

BA BA+15 MA MA+15 MA+30 MA+45 MA +60

Years Credited **8 years** Step **9**

BudgetCode

Total Years Experience **12 years** Salary/Hourly Rate **\$18.75** (may be adjusted if circumstances require)

Comments:

Technology:



To be completed by New Hire:

Signature of New Hire:

Date:

Form: **New Hire Form** Name: **Biancalana, Venette Irene** Employee Type: **PRINCIPAL** Building Code: **EL**

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Candace Pate



ASSIGNMENT

CERTIFIED: Administrator: Teacher: If Teacher Please select ~ Gen Ed: SPED: ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **Elementary** Grade/Area: **2-4**

Start Date: **Aug.17, 2023** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Florence Shaw** Title: **Supervisor**

Name: **Derrick Williamson** Title: **Assistant Principal**

BA BA+15 MA MA+15 MA+30 MA+45 MA +60

Years Credited **9 years** Step **10**

BudgetCode

Total Years Experience **15 years** Salary/Hourly Rate **\$20.78** (may be adjusted if circumstances require)

Comments:

Technology:



To be completed by New Hire:

Signature of New Hire:

Date:

BIG HOLLOW SCHOOL DISTRICT #38
New Hire Information Form

BACKGROUND

Name

Matthew Langford



ASSIGNMENT

CERTIFIED: Administrator: Teacher: **Yes** If Teacher Please select ~ Gen Ed: SPED: **Yes** ESL:

NON-CERTIFIED: Custodian: Food Service: Lunch Monitor:

Nurse: Paraprofessional: Secretary: Substitute:

Technology: Transportation: Other:

Building: **Middle** Grade/Area: **7/8**

Start Date: **8/17/23** BOE Approval Date: (To be completed by District Secretary after board approval)

* Board Approval is pending the completion of fingerprints, current physical, TB test, and all required paperwork

REFERENCES CONTACTED (list 2)

Name: **Alyson Finley** Title: **Principal**

Name: **Mitch Kuhnert** Title: **Indirect Supervisor**

BA BA+15 MA **Yes** MA+15 MA+30 MA+45 MA +60

Years Credited Step **11**

BudgetCode

10e300-1221-1100

Total Years Experience **14+** Salary/Hourly Rate **64,861** (may be adjusted if circumstances require)

Comments:

Technology:

User ID: (firstlast)

Password: (employee will change upon first login)

To be completed by New Hire:

Signature of New Hire:

Date:



To: Big Hollow School District 38 Board of Education

From: Bob Gold, Superintendent

Date: December 12, 2022

Re: BHMS Stage Lighting Upgrade

During the summer of 2023, the BHMS Fine Arts program approached me regarding the status of the stage lighting system at BHMS. The current lights have been discontinued and are obsolete. When a light stops working, it is very difficult to get it fixed or replaced. Two of the current lights are no longer functioning. This has led our Fine Arts program leaders to explore options for replacement to a new LED system.

Over the summer, we met with two different vendors who specialize in doing replacements for these systems. Both bids came in at nearly the same price and were for comparable LED systems which will greatly improve the current experience for the students and the spectators.

After talking further with the Fine Arts Booster leadership, it is my recommendation to move forward with the quote from Mainstage Theatrical Supply, Inc. for a total cost of \$26,919. The Fine Arts Boosters are allocating \$10,000 towards this project if it is approved by the Board. The work would likely be completed in the November 2023 - January 2024 timeframe.



MainStage

• Wisconsin • Florida • Tennessee • Texas • Louisiana •

July 11, 2023

Big Hollow Middle School

Project: LED Lighting Upgrade
Quote#: 2023000734
Attn: Denise Maifield

Following is our pricing for this project. Pricing is based on site visit conducted by Jeff Chesebro.

Bill of Materials

Package A – Lighting Upgrade

Table with 5 columns: Quantity, Part Number, Description, Price Each, Extended Price. Rows include items like ETC Colorsource 20 Console, ETC ColorSource Spot Jr 25/50 Zoom, ETC ColorSource Par, 10' DMX Cable, ColorSource DMX Relay, GSP (Stage Pin) plug, and Multiverse SHoW Baby.

Package A Price: \$ 22,019.00

Note: Includes shipping to site.

Package B - Labor

Service
Delivery of Materials to Site
Fixture Hang and Focus

Package B Price: \$ 4,900.00

Total Price: \$ 26,919.00

Assumptions/Exceptions for Base Bid

- 1. Pricing is firm for sixty (60) days.
2. Sales/Use Taxes are not shown.
3. Freight costs are INCLUDED ground. Expedited shipping may be billed additionally.
4. Term: Deposits may be required without established credit. Orders accepted by Mainstage Theatrical Supply, Inc. (P.O.'s, Contracts, Letters of Intent) that incur costs such as submittal preparation, deposits to vendors, meeting attendance will incur cancelation fees. All orders are subject to progress billing over the project duration.

5. Generally, the lead-time for delivery of equipment is 5 to 8 weeks from receipt of approved drawings. **Due to nationwide part shortages, we are unable to guarantee lead times.**
6. **Proposal assumes adequate structural support for all static and dynamic loads have been reviewed and approved by the structural engineer of record. Structural engineering for any facility members is not included. Approval of attachment means and methods for items provided by MainStage will be sought from the Architect and or engineer of record. Additional structural support steel where required has not been included.**
7. General Liability Insurance included: \$2,000,000 General Aggregate, \$1,000,000 Products & Completed Operations, \$1,000,000 Personal & Advertising Injury, \$1,000,000 Each Occurrence. Umbrella Liability: \$5,000,000 per Occurrence and Annual Aggregate. Contractual liability and standard Additional Insured included. Waivers of subrogation/special provisions are not included and will incur additional cost.
8. Workers Compensation Insurance included: \$1,000,000/accident or disease with a \$1,000,000 limit. Waivers of subrogation/special provisions are not included and will incur additional cost.
9. **Bid Bond and Payment/Performance Bonds are not included or offered unless otherwise stated.**
10. **Any changes after the date of quotation to US import fees or taxes on products included in this quotation will be passed on to purchaser.**

Customer safety is our primary concern; we are an ETCP-recognized employer, and we employ multiple ETCP Certified Technicians. For more information, visit <http://etcp.esta.org>.

If you have any questions, please contact me directly.

Sincerely,
Jeff Chesebro
Midwest Sales Lead
Office: 888-936-7687
Direct Line: 414-831-9989

**BIG HOLLOW SCHOOL DISTRICT #38
PARENT/STUDENT HANDBOOK
2023-2024**



MISSION STATEMENT

TO EDUCATE, EMPOWER AND ENGAGE ALL LEARNERS.

VISION STATEMENT

ONE DISTRICT - ONE COMMUNITY. GROWING CONFIDENT, CREATIVE AND CONSCIENTIOUS LEARNERS.

This publication is designed to be a skeletal document. This handbook contains information, some of which is a summary of board policies and school district rules governing the district. These policies are available to the public at the district office. The rules, regulations and policies contained in this document can be changed throughout the school year.

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SCHOOL HOURS

Pre-Kindergarten Morning Program
9:00 a.m.-11:30 a.m.

Pre-Kindergarten Afternoon Program
12:30 p.m.-3:00 p.m.

Big Hollow Primary School
8:45 a.m.-3:30 p.m.
(Early Release 1:30pm)

Big Hollow Elementary School
8:45 a.m.-3:30 p.m.
(Early Release 1:30pm)

Big Hollow Middle School
7:40 a.m.-2:45 p.m.
(Early Release 12:45pm)

Belonging Statement:

Big Hollow School District 38 is committed to being a school community where everyone belongs as demonstrated by being an inviting environment that actively promotes equitable policy, is respectful of all people and embraces diversity. We will be held accountable to each other by fostering accessibility and valuing all Partners in Education for their unique experiences and backgrounds.

Partners in Education- Partners in Education (PIE) include all people who are critical in the educational experience of our students. This includes, but is not limited to, families, students, teachers, support staff, and administrators.

Student Rights

Every student has:

- The right to learn.
- Be taught in a safe environment.
- Be treated justly, courteously, and fairly by other students and staff.
- The right to bring complaints or concerns to the principal or staff.
- Be informed of any disciplinary decision.

Student Responsibilities

Every student should:

- Observe the rights of others.
- Be responsible for working their best.
- Be an active member of the learning community.
- Be thoughtful, compassionate, and empathetic in interactions with others.
- Stand up when things are being done that are not right.

Staff Responsibilities

- Build rapport with other partners in education and seek out opportunities to learn and grow.
- Be active members in a collaborative environment recognizing all methods of communication, verbal and nonverbal
- Being an active listener, seeking to understand and acknowledge rather than respond and react
- Cocrete solutions with Partners in Education
- Staff will acknowledge their own deep culture and that it impacts their perceptions of their students; staff are responsible for suspending judgment in order to give space for the reality of the individuals they are working with

Family and Caregiver Responsibilities

- Be a supportive member of the school community
- Build rapport with other partners in education and collaborate, being open to opportunities to learn and grow.
- Contribute and build alliances with all partners in education as it pertains to the learning community and the student body
- Take an active role as a partner in education to support students

District Responsibilities

- Creating a positive school culture, improving behavior and developing appropriate student discipline practices are top district priorities. All district staff shall teach, enforce, advocate, communicate and model all aspects of school and district PBIS plans by playing an active supportive role in assisting schools in the successful implementation of and ongoing compliance with this policy by:
 - Ensuring alignment and ongoing training of all district offices, programs, policies and initiatives with MTSS.
 - Regularly identify, develop, maintain and coach prevention and intervention activities consistent with our tiers of support.
 - Analyze data, monitor, and evaluate school practices in order to address situations where practices need to be strengthened.
 - Broaden the adoption and implementation of consistent alternatives to suspension and expulsion districtwide by ensuring that all site administrators participate in mandatory PBIS district training, coaching, and the use of uniform documents for the purposes of data collection.
 - Regularly oversee schools' efforts to maintain relationships with outside community partners.
 - Address Student needs in selecting appropriate placement options for the small percentage of students who do not respond to intensive interventions and who are not receiving an appropriate education on a comprehensive school campus. BHSD #38 will use systematic data analysis as one indicator of the need for a more supportive and/or individualized environment.

STUDENT BEHAVIORAL EXPECTATIONS

Every student, preschool through adult, has the right to be educated in a safe, respectful, and welcoming environment. The school environment should be characterized by positive interpersonal relationships among students and between students and staff. To that end, the district has adopted and implemented a school-wide *MTSS program (Multiple Tiers System of Support)*.

MTSS is based on research that indicates that the most effective intervention and support systems use proactive strategies designed to prevent discipline problems. Before consequences are given, students must first be supported in learning the skills necessary to enhance a positive school climate and avoid negative behavior. This research also shows that there is a strong link between a positive school climate and academic success for all students when students clearly understand behavioral expectations.

Each school will develop and annually revise a plan that will include: teaching positive school rules; implementing a social-emotional skills development and enhancement program; positively reinforcing appropriate student behavior; using effective classroom management;

providing early intervention and support strategies for misconduct; and appropriate use of logical and meaningful consequences including the use of restorative practices. Exhibit 17

REASONABLE CONSEQUENCES

The District will make every reasonable effort to correct student misbehavior through school-based resources at the lowest possible level and to support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior. The vast majority of disciplinary issues should be addressed at the classroom level by teachers. In all instances, school discipline should be reasonable, timely, fair, and age-appropriate, and should match the severity of the student's misbehavior.

When choosing consequences for students' misbehavior, teachers, administrators, and staff must consider the following factors:

- Age, health, and disability or special education status of the student;
- Appropriateness of student's academic placement;
- Student's prior conduct or record of behavior;
- Student's attitude;
- Student's willingness to repair the harm;
- Seriousness of the offense and harm caused;
- Impact on the overall school community.

INTERVENTIONS

Interventions are a part of the MTSS plan and can include a variety of interventions. There are three types of intervention strategies that are available to teachers and administrators: Administrative, Restorative, and Skill-based/Therapeutic.

- Administrative Strategies are statutory, rule-based, or contract-based interventions done "to" the offender, such as detention or suspension.
- Restorative Strategies are problem-solving interventions done "with" the offender. They focus on the harm caused and how it will be repaired. Examples may include:
 - Family group conferencing
 - Victim-offender mediation
 - Classroom peace circles
 - Restorative Circles
- Therapeutic/Resource Strategies are done "by" the offender and require intrinsic motivational behavior change. Such interventions include
 - Mental health counseling
 - Social Academic Instructional Groups (SAIG)
 - Informal mentoring and behavior coaching
 - Behavior Intervention Plans (BIP)

DEFINITIONS

As defined in Federal codes and State Education codes, and in alignment with Administrative and Board policies at Big Hollow School District #38:

Absence/Truancy	(Board Policy 7:70)
Physical Contact/Physical Aggression	Willfully using force or violence upon another except in self-defense.
Defiance/ Insubordination/ Noncompliance/Disruption	Conduct and/or behavior that is disruptive to the orderly educational procedure of the school.
Technology Violation	Inappropriate use of technology.
Fighting	Engaging in or threatening an act which causes or might cause harm to another person; mutual combat between two people.
Bullying, Cyberbullying & Harassment	(Board Policy 7:180)
Abusive/ Inappropriate Language/Profanity	Conduct and/or language that is disruptive to the orderly educational procedure of the school.
Harassment	(Board Policy 7:180)
Inappropriate Location/Out of Bounds Area	Leaving campus without proper authorization. Being in an unauthorized area.
Forgery/Theft/ Plagiarism	Taking or attempting to take property that does not belong to you, or knowingly being in possession of the stolen property.
Property Damage/Vandalism	Destroying or mutilating property or materials belonging to the school, school personnel, or other persons.
Lying/Cheating Academic Dishonesty/Plagiarism	Dishonesty on a test or school-related assignment.
Inappropriate Display of Affection	Vulgarity or acts that are considered obscene.
Use/Possession of Tobacco/ Electronic Smoking Device	The possession or use of tobacco, nicotine, or electronic smoking device products on school property.
Extortion/Robbery	The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.
Gambling	Participating in games of chance for the purpose of exchanging money or something of value.
Sexual Assault	Committing or attempting to commit an act of sexual battery, rape, statutory rape, lewd and lascivious conduct, molestation, etc.

Use/Possession of Drugs	The use, possession, or sale of a controlled substance, or otherwise furnished to another person, a controlled substance or the selling of other substances or materials and representing such substances or material as a controlled substance.
Use/Possession of Weapons	The possession, use, or sale of any object that might be used to inflict bodily injury to another person.
Use/Possession of Combustibles	The use, possession, or sale of explosive devices.
Use/Possession of Alcohol	The use, possession, or sale of an alcoholic beverage
Gang Affiliation Display	Intentionally engaging in the behavior (writings, hand signals, intimidation, "stare down", etc.) or wearing attire or symbols that signify gang affiliation or membership.
Hate Crimes	Actions committed because of the victim's race, color, religion, nationality, country of origin, ancestry, disability, or sexual orientation.
Hazing	Any method of initiation into a student organization or group that causes or may cause physical harm or personal degradation or disgrace resulting in physical or mental harm to a student.
Bomb Threat/False Alarm	Deliberately pulling or setting off a school fire alarm or making a threat to the school via a bomb or explosive device.
Arson	Starting or setting a fire on the school campus.
Skipping Class/Cutting Class	Leaving class without permission or not attending class without permission from a school staff.

ACTIONS TO BE TAKEN

For behavioral errors not included below, the administrator or designee will utilize one or more of the following measures depending on the behavior:

- 1) reteach the expected behavior with multiple examples, teach where the problems are occurring, give frequent practice opportunities;
- 2) provide useful and immediate corrections when behavior errors take place;
- 3) provide positive feedback when behavior expectations are met;
- 4) prevent problem behavior by increasing supervision, restricting student privileges;
- 5) parent/caregiver contact;
- 6) allow students to restore the environment and relationships that were affected by his or her behavior in the form of restorative practices or community service;

7) refer students for a Problem Solving Team meeting at the specific school site.

RELATIONSHIP BETWEEN PROBLEM AREA AND DISCIPLINE ACTION

The following charts indicate in general the types of disciplinary action that apply in each problem area in each school. Each infraction shows a minimum and maximum action suggested, as well as a suggested action for the first occurrence and one for repeated occurrences. School officials may want to consider the school records of students before action is taken. If a student has continually and repeatedly been involved in problem areas, disciplinary action may result in the maximum action listed. Students should not feel they will automatically receive the maximum action if they have previously been involved in problem areas. Aggravated incidents may result in the maximum disciplinary action without going through progressive disciplinary action.

PROBLEM	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Arson	Minimum	May include: Reteach, loss of privileges, formal consequence, community service, counseling, contacting fire marshal	Formal reprimand, community service
	Maximum	Formal reprimand, police report, in-school suspension, out-of-school suspension, expulsion	In-school suspension, out-of-school suspension, police report, expulsion
Battery on School Staff	Mandatory	May include: Reteach, loss of privileges, formal consequence, community service, counseling, formal reprimand, police report, in-school suspension, out-of-school suspension, expulsion	Suspension, expulsion, police report
Bullying (incl. Cyberbullying)	Minimum	May include: Reteach, loss of privileges, formal consequence, community service, counseling, contacting parents or guardians	Formal conference, no contact contract, formal reprimand
	Maximum	Detention, no contact contract, formal reprimand, police report, in-school suspension, out-of-school suspension, expulsion	In-school suspension, out-of-school suspension, expulsion
Bus Conduct	Minimum	Reteach, informal consequence, loss of privileges, community service, restorative practices	Loss of bus privileges, formal conference, community service
	Maximum	Loss of bus privileges, formal conference, in-school suspension, out-of-school suspension, formal reprimand	In-school suspension, suspension, formal reprimand
Campus—Leaving without Authorization	Minimum	Reteach, informal consequence, loss of privileges	Community service, detention
	Maximum	Detention, formal conference	In-school suspension, out-of-school suspension
Cheating	Minimum	Reteach, informal consequence, loss of privileges, restorative practices	Detention, informal/formal conference, community service
	Maximum	Formal conference, failing grade, detention	In-school suspension, out-of-school suspension, failing grade
Defiance	Minimum	Reteach, informal consequence, loss of privileges, restorative practices, community service	Detention, Time out of class, informal/formal conference

	Maximum	Formal conference, detention, in-school suspension, out-of-school suspension	Formal reprimand, in-school suspension, out-of-school suspension, expulsion
Destruction of Property	Minimum	Reteach, informal consequence, loss of privileges, restorative practices, community service	Formal conference, community service
	Maximum	In-school suspension, out-of-school suspension, police report, parent liability	In-school suspension, out-of-school suspension, expulsion, police report
Drugs/Alcohol, Paraphernalia	Minimum	Formal conference, detention, drug and alcohol counseling (referral)	In-school suspension, out-of-school suspension
	Maximum	In-school suspension, out-of-school suspension, formal reprimand, expulsion, police report	Expulsion, police report
Electronic Devices, Disruptive Use	Minimum	Reteach, informal consequence, loss of privileges, restorative practices	Informal/Formal conference, Confiscation
	Maximum	Confiscation	Confiscation (with parent/caregiver pick up), In-school suspension
Explosive Devices, Bomb Threat	Mandatory	Reteach, formal conference, restorative practices, in-school suspension, out-of-school suspension, formal reprimand, expulsion, police report	In-school suspension, out-of-school suspension, formal reprimand, expulsion, police report
Extortion/Robbery	Minimum	Reteach, informal consequence, loss of privileges, restorative practices	Community service, loss of privileges
	Maximum	Detention, formal conference, in-school suspension, out-of-school suspension, police report	In-school suspension, out-of-school suspension, expulsion, police report
Fighting, Assault, Threats	Minimum	Reteach, informal consequence, loss of privileges, restorative practices, community service	Informal/Formal conference, restorative practices
	Maximum	Detention, no contact contract, in-school suspension, out-of-school suspension, expulsion, police report	In-school suspension, out-of-school suspension, expulsion, police report
Fire Alarm—Deliberate False	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Loss of privileges, community service
	Maximum	Formal conference, In-school suspension, out-of-school suspension, fire marshal, police report	In-school suspension, out-of-school suspension, expulsion, police report
Forgery	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Formal conference, detention
	Maximum	Detention, in-school suspension, out-of-school suspension	In-school suspension, out-of-school suspension, police report

Gambling	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Loss of privileges, community service, formal conference
	Maximum	In-school suspension, out-of-school suspension	In-school suspension, out-of-school suspension
Gang Behavior/Attire	Minimum	Reteach, informal conference, counseling referral	Formal conference with parent, conference with school safety officer, counseling referral
	Maximum	Conference with school safety officer, in-school suspension, out-of-school suspension, expulsion, police report	In-school suspension, out-of-school suspension, expulsion, police report
Harassment, Intimidation	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Formal conference, community service
	Maximum	Detention, in-school suspension, out-of-school suspension, expulsion	In-school suspension, out-of-school suspension, expulsion, police report
Hazing	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Formal conference, community service
	Maximum	Detention, in-school out-of-school suspension, out-of-school suspension, expulsion	In-school suspension, out-of-school suspension, expulsion, police report
Profanity/Obscene Acts/Verbal Abuse	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Formal conference, community service
	Maximum	Detention, in-school suspension, out-of-school suspension, expulsion	In-school suspension, out-of-school suspension, expulsion, police report
Sexual Assault	Mandatory	In-school suspension, out-of-school suspension, police report	In-school suspension, out-of-school suspension, expulsion, police report
Sexual Battery	Mandatory	In-school suspension, out-of-school suspension, police report	In-school suspension, out-of-school suspension, expulsion, police report
Sexual Harassment	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Out-of-school suspension, police report
	Maximum	Detention, in-school suspension, out-of-school suspension, expulsion, police report	Out-of-school suspension, expulsion, police report
Smoking/Tobacco Products	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service	Reteach, in-school suspension, out-of-school suspension
	Maximum	Detention, in-school suspension, out-of-school suspension	Out-of-school suspension, police report
Theft/Possession of Stolen Property/Burglary	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service, detention	Formal conference, community service, restorative practices

	Maximum	Detention, in-school suspension, out-of-school suspension, police report	In-school suspension, out-of-school suspension, expulsion, police report
Weapons/Injurious Objects/Replica Firearms	Minimum	Reteach, informal conference, loss of privileges, restorative practices, community service, detention	In-school suspension, out-of-school suspension, expulsion, police report
	Maximum	Detention, in-school suspension, out-of-school suspension, expulsion, police report	In-school suspension, out-of-school suspension, expulsion, police report

DEFINITIONS

Loss of Privileges - If someone abuses a previously earned privilege, that privilege can be revoked. The student can earn it back by successfully engaging in the behavior under supervision, or by meeting prearranged criteria for reinstatement of the privilege. Any activity or event that is a scheduled part of the school day (e.g. recess, lunch) is not considered a privilege.

Informal Conference - A school official (teacher, administrator, or counselor) will meet with the student for instruction & guidance providing re-teaching and corrective feedback. This may offer the student an opportunity to have an understanding of, and be motivated to change, his or her behavior. A student so involved is more likely to become re-engaged in the process of learning.

Formal Conference - A formal conference is held between the student, parent, and one or more school officials. During this conference, the student must agree to correct his/her behavior. Parent(s) may be notified by telephone, personal contact, letter, or certified letter. A conference may also be conducted between the student, his/her parent(s), appropriate school personnel, and any other individuals concerned.

Community Service - A student may perform community service on school grounds during non-school hours. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs.

Restorative Practices - Gives students who commit infractions in school an opportunity to understand how their behavior affects others in the school community, including students, teachers, and parents/caregivers, and directly involves them in a process to repair the harm caused. Students may participate in “circles,” “peer mediations,” or other “conferences” to allow affected parties to come together in a safe environment to explore how everyone has been affected by an offense and, when possible, to decide how to repair the harm.

Problem-Solving Team (PST) - A formal process involving a team of school site personnel, parent/caregiver, and students (when appropriate) to develop collaborative strategies to assist students who have learning and/or behavioral challenges at school. The goal of the PST is to design a team action plan for student improvement.

Behavior Contracts - An effective contract is one which clearly states what the behavioral goals are for the student, the positive consequences (rewards) he or she can earn for demonstrating these behaviors, and the negative consequences that will follow when those behaviors are not demonstrated.

Behavior Support Plans - A Student experiencing “serious” behavior challenges may benefit from a Behavior Support Plan (BSP) developed through the PST. Students who receive special education services whose behavior impedes learning may also require a BSP through the IEP team. A Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) may also be required. The law also requires additional procedures and considerations for suspensions and expulsions of students with disabilities

Recess Restriction/Time Out - A student's recess time may be restricted (kept in a supervised classroom, benching, sitting in the office, etc.). The student shall be given adequate time to use the restroom and get a drink or eat lunch. Such restriction cannot be imposed during recess in grades Kindergarten to 5th grade, but can be assigned during lunch for grades 6 through 8.

Detention - Assignment of a student to a supervised detention schedule. Such detention shall not occur during the minimum lunch or recess period. Such detention cannot be imposed during recess in grades Kindergarten to 5th grade, but can be assigned during lunch for grades 6 through 8. and may be imposed for up to one hour at the maximum after the close of the school day. A student who is transported by school bus shall be detained only until the time when the bus departs. School personnel must give the parent/student 24-hour advance notice. Same-day after-school detentions must receive prior parent/caregiver approval.

Alternatives to Suspension - Consequences identified as appropriate responses to misconduct that provide a student with an opportunity to learn skills necessary to avoid future misconduct may include re-teaching expected behavior, practicing the expected behavior, community service, or restorative practices (among others). *ALTERNATIVES TO SUSPENSION; MUST BE USED TO ADDRESS PROBLEMS OF TRUANCY, TARDINESS, AND/OR OTHER ATTENDANCE-RELATED ISSUES.

Suspension from Extracurricular or Co-Curricular Activities – Extracurricular activities occur outside of the academic day. Co-curricular activities may be within or outside of the academic day and are built into the curriculum. It may be determined that a student may not participate in an extra-curricular activity (e.g. athletics) or a co-curricular activity (e.g. field trips, Outdoor Ed) if they have shown unsafe or other behavior that would indicate that they may harm themselves or others.

Classroom Suspension - A student may be suspended from one class for no longer than the balance of the day plus the following day and must remain on campus under appropriate supervision. The teacher shall, as soon as possible, ask the parent/caregiver to attend a conference with the teacher, at which the school administrator, school counselor, or school psychologist may also be present. If the student has committed an obscene act, engaged in habitual profanity or vulgarity, or has disrupted school activities or otherwise defied the valid authority of school officials, the teacher may require that the parent attend a portion of the school day in his or her child’s classroom. The teacher MUST provide the student with sufficient and relevant classroom work in order to keep the student engaged in learning. None of the following measures are required to be preceded by any other disciplinary measures:

Exclusionary Measure	Conditions of Implementation
<p><u>In-School Suspension:</u> Part or all of a school day(s) spent in the office.</p>	<ol style="list-style-type: none"> 1. The student is responsible for all classroom assignments. Assignments for the day(s) of suspension will be provided, when possible, by the teachers to be completed during the suspension. 2. The student may be asked to complete a reflection to prevent the infraction from occurring again. 3. This will count as a day of attendance. 4. Students may be prohibited/ineligible to attend extra-curricular events of any kind during the week of suspension and on the day of. 5. A phone or in-person conference will be held with the family to discuss the behavior and outline strategies for the prevention of future infractions. 6. A copy of the suspension notice will be sent home and one will be kept in the student’s disciplinary file.
<p><u>Out-of-School Suspension:</u> Removal from school for a period of 10 days or fewer for serious misconduct.</p>	<ol style="list-style-type: none"> 1. The student is not permitted on or near School grounds for the duration of the Suspension. 2. Any student that receives an Out-of-School Suspension during the week of an extra-curricular event will be unable to attend the extra-curricular event, including, but not limited to, dances.

	<ol style="list-style-type: none"> 3. The student will also receive a loss of privileges to participate in extracurricular activities for the duration of the Out-of-School Suspension. 4. Schoolwork will be furnished upon the student's return. Students are expected to ask for the work they have missed. The number of days suspended is the number of days to make up work. Students who receive an Out-of-School Suspension longer than 4 days will be provided with appropriate support services by the District if they are available at that time.
<p><u>Expulsion:</u> The removal from the school environment in cases of gross misconduct, no more than two years.</p>	<ol style="list-style-type: none"> 1. A conference will be held with the parent(s)/guardian(s), student, and Administrator to discuss the incident. 2. Notification will be sent to the parent(s)/guardian(s) informing them of the time and date for their appearance before the School Board. 3. An Expulsion requires formal action by the School Board in accordance with due process requirements.

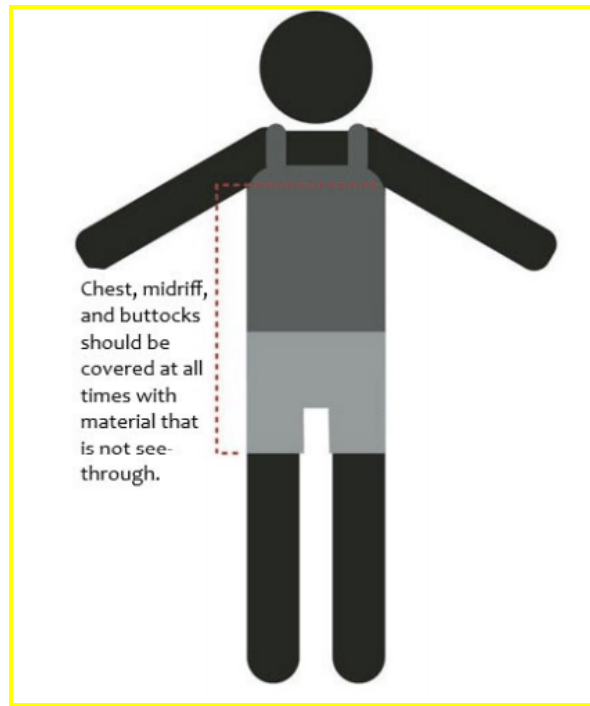
YOUR RIGHTS--DUE PROCESS

All students are entitled to fair treatment when facing suspension and expulsion and are afforded due process rights under the law. When a student is suspended from school the parent or guardian will be notified in writing. At the time of suspension, a school employee will also make a reasonable effort to contact parents or guardians either in person or by telephone. While school officials are not required to meet with parents or guardians in person, we find it helpful to work collaboratively to support student behavior and welcome parental involvement. All questions, challenges, or objections to suspensions may be addressed directly to the school-site principal.

STUDENT DRESS AND APPEARANCE

Our schools continuously work to ensure that students receive instruction in a place where safety, respect, and responsibility are the main focus. In preparing our students for the responsibilities they will have in college, the workplace, and beyond, we ask families to support our efforts in holding students to basic standards of professionalism in school. School staff will address individual students on an as-needed basis.

Clothes must be worn in a manner that fully covers all areas of the body between the armpits and the mid-thigh. This means that all skin, genitals, buttocks, nipples, and undergarments within the identified area of the body are fully covered with opaque or solid fabric. Additionally, all outfits must include straps that connect the front to the back and go over the shoulders. See Image below. ** It is important to note that some courses or specific instructional activities may have additional requirements; these will be communicated by the instructor.



The following expectations apply to all school activities:

1. Shoes are to be worn at all times.
2. Students are permitted to wear religious head coverings throughout the school environment.
3. Vulgar, profane, or suggestive writing and/or symbols on clothing are not acceptable.
4. Undergarments should not be visible.
5. ~~Dress should be socially appropriate and in accordance with the maturity level of the students.~~

In all cases, a school administrator will make the final determination as to the appropriateness of dress. If a student is determined to be wearing clothing of unacceptable nature, the student may be provided alternative clothing to wear while in school.

STUDENT HARASSMENT

Information regarding Student Harassment can be found in Board Policy 7:20. To view the Board Policy manual, please visit

<https://www.bighollow.us/board-of-education/policy-manual>

STUDENT RIGHTS AND RESPONSIBILITIES (Board Policy 7:130)

Information regarding Student Rights and Responsibilities can be found in Board Policy 7:130. To view the Board Policy manual, please visit

<https://www.bighollow.us/board-of-education/policy-manual>

Expressions of Concern

Students have both the right and responsibility to express school-related concerns and

grievances to staff members or the Principal. These concerns must be expressed in a manner that is not slanderous, obscene, likely to disrupt class work, or cause substantial disorder to the learning environment of the school. Expression of these concerns may be made in writing or in-person to a staff member or the Principal.

Due Process

Prior to a suspension from school, a student has the right to a conference with the Principal. During this conference, the student will be informed of the complaint against him/her and given an opportunity to respond.

If a student receives an out-of-school suspension, the parents/legal guardians have the right to appeal the suspension to the Superintendent and School Board.

Student Expectations

In Big Hollow School District #38, students are proactively taught the following expectations. Students who fail to meet expectations are addressed within the Positive Behavior Intervention Support (PBIS) framework.

Big Hollow Primary School Behavior Matrix

December, 2019

	Hallway	Bathroom	Classroom	Assemblies	Café	Bus	Field Trip	Recess	When you feel upset
Safety	<ul style="list-style-type: none"> • Hands to side/back • Stay in line • Walking feet 	<ul style="list-style-type: none"> • Walk • Wait your turn 	<ul style="list-style-type: none"> • Keep your hands and feet to yourself • Sit correctly • Walking feet 	<ul style="list-style-type: none"> • Sit cross-cross • Hands in lap 	<ul style="list-style-type: none"> • Stay seated • Walk • Hands, feet and objects to yourself 	<ul style="list-style-type: none"> • Sit down facing forward • Keep hands, feet, and objects to yourself • Quiet voice 	<ul style="list-style-type: none"> • Keep your hands and feet to yourself • Stay with adult in charge 	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Sit properly on equipment • Climb up ladders and down slides 	<ul style="list-style-type: none"> • Use calm corner or quiet space • Talk to adult if you need help • Keep your hands and body to yourself
Take Responsibility	<ul style="list-style-type: none"> • Eyes and feet forward • Walk on right side of the colored tiles 	<ul style="list-style-type: none"> • Flush the toilet • Wash your hands with soap • Leave the restroom clean 	<ul style="list-style-type: none"> • Do your work • Follow directions • Do your best 	<ul style="list-style-type: none"> • Follow directions 	<ul style="list-style-type: none"> • Follow directions • Eat your own lunch • Clean up 	<ul style="list-style-type: none"> • Follow directions • Report problems to the bus driver 	<ul style="list-style-type: none"> • Follow directions 	<ul style="list-style-type: none"> • Follow directions • Line up when the whistle blows • Use equipment correctly 	<ul style="list-style-type: none"> • Choose a coping strategy (eg. belly breaths) • Walk away or talk it out • Talk to adult and/or complete a think sheet
Respect	<ul style="list-style-type: none"> • Silent • Wave hello 	<ul style="list-style-type: none"> • Quiet voice • Respect privacy 	<ul style="list-style-type: none"> • Be kind • Use good manners • Whole body listening 	<ul style="list-style-type: none"> • Whole body listening • Respond to signals for attention 	<ul style="list-style-type: none"> • Use good manners • Quiet voice • Listen while others are talking 	<ul style="list-style-type: none"> • Use good manners • Be kind 	<ul style="list-style-type: none"> • Whole body listening • Quiet voice 	<ul style="list-style-type: none"> • Use rock, paper, scissors to problem solve • Walk away or talk it out • Be kind and include everyone 	<ul style="list-style-type: none"> • Body still • Voice quiet • Name your feeling

Big Hollow Elementary School Behavior Matrix

	Hallway	Bathroom	Classroom	Assemblies	Café	Bus	Field Trip	Recess	When you feel upset (angry, frustrated, sad, etc.)
Safety	<ul style="list-style-type: none"> Hands to side/back (hands under control) Face forward Stay in line 	<ul style="list-style-type: none"> Walk Wait patiently 	<ul style="list-style-type: none"> Keep your hands and feet to yourself Four on the floor Walking feet 	<ul style="list-style-type: none"> Sit cross-cross Hands in lap 	<ul style="list-style-type: none"> Stay seated Walk 	<ul style="list-style-type: none"> Sit down facing forward Keep hands, feet, and objects to yourself Quiet voice 	<ul style="list-style-type: none"> Hands to yourself Listen to directions 	<ul style="list-style-type: none"> Keep hands and feet to yourself Walk around moving things Sit properly on equipment Climb up ladders and down slides 	<ul style="list-style-type: none"> Keep your hands and feet to yourself Ask staff before using or going to a quiet place
Take Responsibility	<ul style="list-style-type: none"> Stop at the stop sign Follow the arrows Only one square between students Right side of the colored tiles 	<ul style="list-style-type: none"> Flush the toilet Wash your hands with soap Take your turn in a timely manner Leave the restroom clean 	<ul style="list-style-type: none"> Complete and return all work Appropriate responses Put things away where they belong Clean up after yourself Follow directions right away Give your best effort 	<ul style="list-style-type: none"> Make smart choices Be a good example for others Appropriate responses 	<ul style="list-style-type: none"> Follow directions Eat your own lunch Clean up 	<ul style="list-style-type: none"> Follow directions Report problems to the bus driver 	<ul style="list-style-type: none"> Follow directions 	<ul style="list-style-type: none"> Clean up Use equipment properly Follow directions quickly 	<ul style="list-style-type: none"> Follow directions Choose and use a coping strategy without disrupting others Talk to an adult about how you are feeling and ask for help if you need it STOP name your feeling, and take a belly breath
Respect	<ul style="list-style-type: none"> Respect decorations Silent Wave hello 	<ul style="list-style-type: none"> Only go in your designated bathroom Respect privacy Quiet voice 	<ul style="list-style-type: none"> Listen while others are talking Be kind Respect adults and each other 	<ul style="list-style-type: none"> Whole body listening 	<ul style="list-style-type: none"> Use manners Quiet voice Respect adults and each other 	<ul style="list-style-type: none"> Use appropriate and peaceful language Be kind 	<ul style="list-style-type: none"> Respect adults and each other Whole body listening Quiet voice 	<ul style="list-style-type: none"> Use rock, paper, scissors to problem solve Walk away or talk it out Invite others to join your game Use manners 	<ul style="list-style-type: none"> Use appropriate language and a quiet voice Use kind words to yourself and others

PBIS Expectations Matrix

Big Hollow Middle School

	Classrooms	Technology	Public Areas (Hallways, Bathrooms, Cafeteria, Playground)	Arrival/Dismissal and Buses	Assemblies	Continuum of Support (Adults)
Safety Using self-control and making good choices	<ul style="list-style-type: none"> Follow directions Maintain appropriate volume Report unsafe conditions 	<ul style="list-style-type: none"> Avoid sharing or publishing last names, address, phone number, or other identifying information online Report unsafe conditions 	<ul style="list-style-type: none"> Remain aware of your surroundings (Walk on the right, clean up after yourself and others)- Keep voices at conversational level Utilize equipment for intended purpose Report unsafe conditions Follow directions and be aware of your surroundings 	<ul style="list-style-type: none"> Follow directions Enter and exit safely and promptly Remain seated on bus Keep voices at conversational level Report unsafe conditions 	<ul style="list-style-type: none"> Follow directions Remain silent unless otherwise prompted Report unsafe conditions 	<ul style="list-style-type: none"> Actively monitor student behavior in all areas of school, including online Keep students in line of sight Be on duty on time & ready to give full attention to students
Respect Treating yourself and others properly	<ul style="list-style-type: none"> Actively listen to adults and peers Keep body and objects to yourself Think before speaking Respect others' ideas and opinions Set personal boundaries and respect others' boundaries 	<ul style="list-style-type: none"> Think before posting Bring cell phone only to classes in which they are permitted Use the device that is assigned to you Log into the devices using your own username and password 	<ul style="list-style-type: none"> Maintain a clean environment Keep body and objects to yourself Honor others' privacy Think before speaking Set personal boundaries and respect others' boundaries 	<ul style="list-style-type: none"> Actively listen Keep body and objects to yourself Think before speaking Set personal boundaries and respect others' boundaries 	<ul style="list-style-type: none"> Actively listen Be supportive of those presenting Enter and exit at appropriate times Keep body and objects to yourself 	<ul style="list-style-type: none"> Model the behavior wanted from students Use positive tone & language when interacting with staff and students Verbally praise & acknowledge positive student behavior Correct students calmly & privately Discuss student matters privately with appropriate staff & with the intention of problem-solving Discuss staff concerns with involved staff member(s)
Responsibility Knowing what to do and doing it	<ul style="list-style-type: none"> Be on time Bring all materials to each class Try your best Manage time using school agenda Use problem-solving skills to address academic and social issues 	<ul style="list-style-type: none"> Use all classroom devices carefully Report damage to teacher immediately Use personal and school devices for assigned purposes Use problem-solving skills to address academic and social issues 	<ul style="list-style-type: none"> Keep personal belongings in locker or on your person Use buffers for appropriate purposes Use problem-solving skills to address social issues 	<ul style="list-style-type: none"> Be on time Take care of belongings Use problem-solving skills to address social issues 	<ul style="list-style-type: none"> Be on time Attempt to participate when prompted 	<ul style="list-style-type: none"> Interact with & correct all students in the building (not just your own) Enforce BH student expectations at all times Use pro-corrections before all transitions Interact students how to use materials and technology in class appropriately

TEEN DATING VIOLENCE PROHIBITED (Board Policy 7:185)

Information regarding Teen Dating Violence can be found in Board Policy 7:185. To view the Board Policy manual, please visit

<https://www.bighollow.us/board-of-education/policy-manual>

Making a Complaint/Enforcement

Students are encouraged to report claims or incidents of teen dating violence to the Non-discrimination Coordinator, Building Principal, or Assistant Building Principal. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good-faith complaints will not be disciplined.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

DISCIPLINE AND CONDUCT

BULLYING, INTIMIDATION, AND HARASSMENT (Board Policy 7:180)

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying 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 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 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. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who have information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Managers:

Mr. Robert Gold

Superintendent

26051 W. Nippersink Rd.

Ingleside IL 60041

Dr. Erin Pittman
Assistant Superintendent of Student Services
erinpittman@bighollow.us
26051 W. Nippersink Rd.
Ingleside IL 60041
847-740-1490

MISCONDUCT BY STUDENTS WITH DISABILITIES (Board
Policy 7:230)

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for 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 *as determined by an Individualized Education Plan Committee*.

SEARCH AND SEIZURE (Board Policy 7:140)

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" include school liaison police officers.

Making a Complaint/Enforcement

Students are encouraged to report claims or incidents of teen dating violence to the Non-discrimination Coordinator, Building Principal, or Assistant Building Principal. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good-faith complaints will not be disciplined.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

FEES AND PARTICIPATION

Students whose registration fees are not paid by the established deadline are not eligible to participate in extracurricular activities.

Students whose extra-curricular activity participation fees are not paid by the established deadline are not eligible to continue to participate in the activity until the fees are paid.

Before a student may participate in a future extra-curricular activity (including in future years), his/her previous Registration Fees and Extra-Curricular Activity Fees must be paid in full, even if he/she was dropped from the activity due to non-payment. Extra-Curricular Fees are non-refundable.

This does not apply to any instructional programs or families that have fee waivers.

ATHLETIC/EXTRA-CURRICULAR ELIGIBILITY

Grades

- A student must be passing (***D or above***) all classes to participate in practice or games.
- If a student has a grade below a C, teachers, and coaches will work together to offer opportunities for students to make up the learning. Students who show initiative in improving their proficiency may be determined eligible even if their average falls below a C.
- Teachers will be responsible for updating grades weekly by Fridays via Skyward to let coaches know the eligibility of students.
- Coaches are responsible for letting athletes, managers, statisticians, and parents know about ineligible students no later than 8:00 p.m. Saturday before the week of ineligibility. If the coach cannot reach the parents by phone, then the coach will document the call, and if possible, will leave a voice message. Students are ineligible from Monday through Sunday of the following week. Students will not be ineligible if the coach has not attempted to call the parents.
- Ineligible students/athletes may be present at practice, but they may only participate in half of the practice. The other half of practice is used for class work, or to receive extra help from teachers after school or during study hall.
- Students are also welcome to utilize the homework club to complete assignments and get help from teachers.
- Athletes, managers, and statisticians will not be allowed to attend home and away games during the week they are ineligible. The purpose of this rule is for the ineligible student to focus on improving their grades. If an ineligible student attends a game, they will receive a one-game suspension. If a student-athlete is academically ineligible for three (consecutive or nonconsecutive) weeks, they will be removed from the team.

Behavior

All school expectations in the student handbook apply. Students should conduct themselves in a Safe, Responsible, and Respectful manner at all times. Continual

behavior that is inappropriate or disruptive will result in disciplinary action by the coach or leader ranging from lack of playing time/participation to removal from the team/club. A student may not use or be in possession of tobacco products, alcohol, or illegal drugs at any time. Student suspension from a given percentage of the season up to the full year may apply.

Excused Absences from Practice

A student must submit a signed note from the parent/guardian stating the reason for the missed practice. This note must be given to the coach either before, or on the next day following the absence(s) in order for it to be an excused absence.

Unexcused Absences from Practice

A student-athlete, manager, or statistician that has detention or suspension will not be allowed at practices or games during that time period. Students who miss practice without a signed note from the parent stating the reason for the absence is one unexcused absence. In-school suspension counts as 2 unexcused absences and an out-of-school suspension count as 3 unexcused absences. Four unexcused absences will result in removal from the team.

Excused and unexcused absences may result in practice and game-playing time adjustments.

EXTRA-CURRICULAR ACTIVITIES (Board Policy 7:300)

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, Extra-Curricular 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 for the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice 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(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coach's instructions.
6. The student and his or her parent(s)/guardian(s) 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.
7. Student registration fees must be paid by the established deadline.
8. Student extra-curricular activity participation fees must be paid by the established deadline.

EXTRA-CURRICULAR GUIDELINES

Extra-curricular activities include after-school activities, dances, and clubs. Compliance with the student discipline policy is expected. Disciplinary consequences which are in effect during the regular school day will be issued. In addition, the following rules will apply:

1. Students who receive a detention, an in-school, or an out-of-school suspension will not be able to attend any after-school activities on the day of the detention/suspension.
2. In order to participate in school activities, students must be in attendance, or checked into the school office no later than 11:40 a.m. on the day of the activity. Special requests may be honored by contacting the administration.
3. Students must be supervised by a teacher, parent, or activity sponsor in order to remain after school.
4. Students who are staying after school must report directly to the area in which the event is to be held. Students will not be permitted to go to classrooms or locker areas. Coats, books, and other materials which will be taken home must be brought to the activity. Loitering on the school grounds or in the building is not permitted.
5. If a student should choose to leave an event held within the school building before the activity has ended and the student's parents are not present to provide proper supervision, they will be notified to pick up their child.

Student Participation

1. Students represent their school and their community on and off the playing field at home and away. They are to display good sportsmanship and exemplary behavior.
2. Student academic eligibility evaluations will be sent to the appropriate teachers on Thursday. The coach/sponsor will contact the parent about any unsatisfactory reports.
3. The use of drugs, alcohol, or tobacco by any student will result in immediate removal from the activity and/or loss of eligibility for a period of time determined by the sponsor and principal. Disciplinary consequences will also apply.
4. Students cannot attend a practice or participate in any contest the day a detention, in-school suspension, or out-of-school suspension has been served.

Rules Specific to Athletic Participation

1. Each student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice 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. Physicals are valid for one year from the date they are given.
2. A permission slip to participate in the specific sport or activity signed by the student's parent/guardian is required.
3. On the day of an athletic contest, each participating student must attend school for at least one-half day. Students must be in attendance or checked into the school office no later than 11:40 a.m. on the day of the activity. Special requests may be honored by contacting the administration.
4. Students must dress and participate in physical education classes in order to take part in after-school sports. (Exception: Unless a student is absent during his/her scheduled physical education class.)
5. Athletes are expected to attend all practices and games. Unexcused absences may result in suspension from the squad for a minimum of one game. Other disciplinary

actions will be left to the discretion of the coach.

6. Team members are responsible for any equipment issued to them while participating in athletics. Failure to return the equipment in acceptable condition will result in the replacement of damaged or lost articles by the students or their parents.
7. Failure to comply with any of the above-stated rules may result in athletic ineligibility or dismissal from the team.

The supervising teacher, coach, or sponsor may, at any time deemed necessary, remove a student for disciplinary reasons. It is necessary, however, that administration be informed of any situation that is occurring which could be detrimental to the school or athletic program.

STUDENT-ATHLETE CONCUSSIONS AND HEAD INJURIES

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

ATTENDANCE, PROMOTION, AND GRADUATION

ACCELERATED PLACEMENT

The Big Hollow School District 38 Board of Education believes that all students across the achievement spectrum should be challenged and supported to develop their potential. For some students needing a higher level of instruction, this can best be achieved by affording them access to curricula and learning environments more commonly provided to older students. This policy describes the process that shall be used for evaluating students for possible accelerated placement and identifying students who should be granted early admission to kindergarten or first grade, accelerated in one or more individual subject areas, or promoted to a higher grade level than their same-age peers. The policy shall be applied equitably and systematically to all students referred for acceleration regardless of race, ethnicity, gender, religion, sexual orientation, disability, gifted and talented status, twice/multiple exceptionality, English language proficiency, or socioeconomic background. Key components of the Model Acceleration Policy that are required by the Illinois Accelerated Placement Act, Public Act 100-0421 have been included in this policy. A full copy of the policy can be viewed on the District website at: <https://www.bighollow.us/board-of-education/policy-manual>

ATTENDANCE GUIDELINES

Absences

Students that regularly attend school have a greater opportunity for educational growth and success. While some absences from school are legitimate and necessary, excessive absences from school for any reason will be addressed by the administration.

All students receive maximum academic benefits when they attend school on a daily basis for the scheduled length of the instructional day. The State of Illinois has determined the minimum amount of daily full instructional time to be:

- Half-day Kindergarten: two hours
- Full-day Kindergarten-Grade 1: four hours
- Grades 2-8: five hours

Students are credited for a half-day of attendance based on the following daily instructional time:

- Half-day Kindergarten: a minimum of one-hour
- Full-day Kindergarten and Grade 1: a minimum of two hours
- Grades 2-8: a minimum of two-and-one-half hours

Absences and tardies may be excused or unexcused depending on specific individual circumstances.

The following measures will take place to ensure continuous communication with families regarding student attendance and to promote access to the support necessary to assist in the prevention of chronic truancy. The following applies to the accumulation of both excused and/or unexcused absences but excludes medically excused absences.

3 days consecutive absences	<ul style="list-style-type: none"> • A doctor’s note will be required upon the student’s return to excuse the absences • Directed by the administration or school nurse.
1-4 days absent	<ul style="list-style-type: none"> • Contact from school personnel, including but not limited to office staff, teachers, and administration
5 or more days absent	<ul style="list-style-type: none"> • A letter sent to the family informing them of the district’s attendance policies and procedures • Home visits from school personnel
10 days absent	<ul style="list-style-type: none"> • Maximum allowed per school year • An additional letter informing families that a doctor’s note will be required for any additional absence • Further absences may result in a letter also being sent to the Truancy Officer at the Regional Superintendent’s office notifying them of possible chronic truancy. Contact will be made to the student and the parent(s)/guardian(s) by the Truancy Office.

Please note

1. Pre-arranged absences count toward the student’s ten (10) days.

2. Administration may excuse an absence(s) over the allowed ten (10) days for students with a documented chronic medical illness, for example, epilepsy, leukemia, diabetes, etc. A parent/guardian should submit a doctor's note to the school nurse at registration if there is a preexisting condition indicating the nature of the chronic illness and how it may affect a student's school attendance. The parent is encouraged to submit the request to share information between the school and the doctor. If a diagnosis is made during the school year, the parent/guardian needs to submit a doctor's note to the school nurse following the diagnosis. A doctor's note will be accepted after the ten (10) days, and the days excused if the physician specializing in the medical condition specifically states the number of days that the patient needs to remain at home due to the illness, but does not require making a doctor's visit. For each incident that the student is absent beyond ten (10) days, it may be required that the parent notify the specializing physician and have him/her fax the school stating the absence was due to the medical condition. If a chronic illness is diagnosed during the school year, students are required to continue to follow the policy of having five (5) school days upon their return to school to present a doctor's note to the Attendance Secretary for the absence(s) to be considered Doctor's Excused, even if there is a "chronic illness" that has caused the absence.
3. Mental Health Days (5 days) allocated by the state are considered excused absences.
4. An absence will be considered excused if directed by the school nurse.

ALL ABSENCES WILL COUNT TOWARD THE TEN DAYS EXCEPT THE FOLLOWING:

1. Doctor's excuse (when seen and documented by a licensed physician)
2. Funeral of close friend or relative
3. Court appearance.
4. State allowance of mental health days (5 days).

Illness or Injury: PLEASE KEEP YOUR CHILD HOME IF he/she has a fever, vomiting, diarrhea, unexplained rash, or red eyes the night before or the morning of school. Diarrhea is defined as 3 loose stools in 24 hours or a change in bowel habits. A fever is defined as a temperature of 100°F. Most fevers subside in the morning but go up again during the day. Your child can return to school when he/she has been symptom-free for 24 hours without the use of fever-reducing medication. If your child will be absent from school, you need to call the attendance line (847-740-1490) by 9 a.m. This is a 24-hour line so you can call anytime--even during the night if necessary.

Call-In Attendance Procedures

It is the responsibility of the parents/guardians to ensure that their child is in school. If the absence is due to any communicable disease, please notify the school.

- Parents/guardians must call their child's school to report their child absent by 7:40 a.m. for Middle School students. The Middle School's number is 847-740-5322 and by 8:45 a.m. for Primary and Elementary School students. The Primary School telephone number is 847-740-5320; the Elementary School number is 847-740-5321. There is a 24-hour voicemail system for your use in reporting

absences.

- There is also the option of reporting your child's absence using Skyward. Here is a link to a short video that will explain this process: 60-second [attendance video](#)
- If you do not report your child's absence, the school must make a reasonable attempt to contact the parent/guardian to confirm the child's absence.

When a child is late for school, that student is considered tardy. The tardy student and parent must stop at the office, be signed in by the parent/guardian, and get a pass before going to class.

Chronic Truancy

District #38 considers a student to be a chronic truant when he/she is absent without valid causes for 5% or more of the previous 180 regular attendance days, per Section 26-2a of the Illinois School Code.

In keeping with Section 26-12 of the Illinois School Code, District #38 will take no punitive action, such as out-of-school suspensions, expulsion, or court action against chronic truants for such truancy unless Resources and Support Services have been offered to the student and parent/guardian.

If chronic truancy persists after support services and other resources are made available, the school district will take further action, including:

- ~~Referral to the truancy officer.~~ A referral to the Regional Office of Education Truancy Department could result in:
 - Reporting to officials under the Juvenile Court Act
 - Referral to the State's Attorney
 - Possible court appearances.
- ~~Appropriate school discipline~~

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Release Time for Religious Instruction/Observance (Board Policy 7:80) A student shall 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). This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

Requests for Homework Due to Absence Related to Illness

Parents may request homework when they notify the school office their child will be absent. The request for homework must be made before 8:45 a.m. on the day of the absence. The homework will be available in the school office. The Middle School Office is open until 3:00 p.m. The Primary/Elementary Offices are open until 4:00 p.m. Homework will not be sent home with other children. Under general circumstances, students will be given one day to make up homework for every day missed as long as the absence is not immediately preceding the end of the grading period.

Vacations

Per the Illinois School Code, removing a child from school for the purpose of taking a family vacation is not a “valid cause” for absence. Therefore, teachers will not be responsible for preparing assignments prior to the vacation and all make-up work must be completed within five (5) school days of the student’s return. Exhibit 17

Absences from Physical Education Class

The district excuses any student from engaging in any physical activity components of a physical education course during a period of religious fasting if the student’s parent or guardian notifies the school principal in writing that the student is participating in religious fasting. The district also honors excuses signed by persons licensed under the Medical Practice Act of 1987, and has adopted a policy defining the types of parental excuses it will deem appropriate, which must include, but not be limited to, reliance upon religious objections. Students will be excused from Physical Education for up to three consecutive days from parent notification without a note from a licensed professional.

Student Pick Up

When picking a student up from any of the district schools you will be required to show proof of identification. Please be sure to bring a form of picture identification in order to sign out your student. The individual will also need to be listed in the Skyward list of emergency pickups or a person can be identified by parent or guardian via email of a one-time pick up in the case of an emergency, unless they are a parent or guardian.

DROP-OFF/PARKING - END OF DAY PICKUP

Each school has locations available for school visitor parking.

Middle School:

Those dropping off students may do so beginning at 7:20 a.m.

- When approaching the curb in the circle drop-off area, please stay tight to the school side curb.
- Please stop to drop your student off ONLY between the front entrance and the activity entrance.
- Please do not drop off your child(ren) in any other area as this will compromise their safety and disrupt the flow of traffic.

In addition, please sign your child in if he/she is arriving to school after 7:40 a.m.

Primary/Elementary Schools:

Those dropping off students may do so beginning at 8:35 a.m.

- Drive slowly!
- Enter through the Fish Lake Road entrance (near the bus lot)
- Follow to the back of the school. Parents dropping off ONLY primary students should stay to the right as you pass the bus lot. Parents dropping off both elementary and primary students should stay to the left as they pass the bus lot.
- Wait in the drop-off lane until it is safe to pull forward.
- Once your vehicle is alongside the curb at the appropriate school, a staff member will assist your child as they exit the vehicle.
- Please do not drop off your child(ren) in any other area as this will compromise their safety and disrupt the flow of traffic.

- Parents are asked not to leave their vehicles while in the drop-off lane.

Primary/Elementary End-of-Day Pick-Up

In order to ensure that our buses are able to leave on time, we ask that if you are picking up your child from school you must notify the school office by 2:15 pm. You can call earlier in the day, or even, days ahead of time. It is also very helpful to send your child’s teacher a note in the agenda or an email.

If you have an emergency situation occur after 2:15 pm, please notify the office and an exception will be made.

EMERGENCY CLOSING OF SCHOOLS/LATE START

Emergency school closing information will be sent using Skylert School Messenger via email and/or phone once a decision has been made. It will also be posted on the District website: www.bighollow.us

Special education students transported to out-of-district schools will not be transported on the days District #38 schools are closed.

Late Start means that school will start two hours later than normal. Expect school buses to arrive at your student’s bus stop two hours later than their regularly scheduled time. Early Childhood AM will not attend. Early Childhood PM will begin at their regularly scheduled time. Dismissal will occur at the regular time.

Students not taking the bus should arrive at school no sooner than two hours after their normal start time. The buildings will not be open and staff will not be available until this time. Middle School drop-off will be at 9:20 a.m. Primary and Elementary drop-off will be at 10:30 a.m.

DELAYED START TIMES

Grade Level/Building	Normal Start Time	Delayed Start Time
Early Childhood AM	9:00 a.m.	Will not attend
Early Childhood PM	12:30 p.m.	12:30 p.m.
Primary School (K-1st)	8:45 a.m.	10:45 a.m.
Elementary School (2nd-4th)	8:45 a.m.	10:45 a.m.
Middle School (5th-8th)	7:40 a.m.	9:40 a.m.

END-OF-YEAR ACTIVITIES

There are a number of “end-of-school-year activities” that are considered a privilege and not a right. As the year progresses, we want to ensure that all students are putting forth their best effort. Students must perform both academically and behaviorally in order to participate in activities such as academic field trips, end-of-year field trips, class picnics, and “reward” days.

EIGHTH GRADE END OF THE YEAR REQUIREMENTS

Eighth-grade activities (dance, breakfast, ceremony) are privileges offered to students who

have a cumulative passing average in three out of the four core subjects (reading/language arts, math, science, and social studies) and maintain a good behavioral record for the entire school year as indicated by the following: bus suspensions, in-school suspensions, out-of-school suspensions, referrals, etc. Students at risk of losing any privileges associated with the end-of-year ceremonies will begin *trimester* check-ins at the end of the first *trimester*. Final decisions will be made by a team comprised of teachers and administrators. Failure to meet these expectations could result in exclusion from 8th-grade end-of-the-year activities.

GRADING AND PROMOTION (Board Policy 6:280)

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois Assessment of Readiness (IAR) and/or other assessments. A student shall not be promoted based on age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system was used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

GRADING SCALE-MIDDLE SCHOOL

The following grading scale will be used for all Big Hollow Middle School courses:

100% - 90% A
 89% - 80% B
 79% - 70% C
 69% - 60% D
 59% - 0% F

HOMELESS CHILDREN (Board Policy 6:140)

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or when the child was last enrolled. A homeless child living in any District school's

attendance area may attend that school.

Whenever a child and his/her parent(s)/guardian(s) who initially share the housing of another person due to loss of housing, economic hardship, or similar hardship continue to share the housing, the Liaison of Homeless Children (Dr. Erin Pittman, 847-740-1490) shall, after 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

HONOR ROLL-MIDDLE SCHOOL

At the end of each *twelve*-week *trimester* students have the opportunity to qualify for Honor Roll or High Honor Roll by meeting the following criteria:

- High Honors: All A's for the *trimester* (4.0 Grade Point Average)
- Honors: Any combination of A's and B's for the *trimester* (3.00 or higher Grade Point Average)
- Honorable Mention: Any combination of A's, B's and one C

SIGN-IN/SIGN-OUT PROCEDURES

A parent/guardian is required to write a note if his/her child needs to leave school early. The note should state the time, date, and reason. It is mandatory that a parent/guardian come into the office to sign out his/her student if it is deemed necessary to leave school early. If anyone other than the authorized parent/guardian is to sign a student out, please inform the office. These precautions are taken to ensure the safety of our students. Individuals may be required to show a picture ID when picking up a student.

STUDENT PERFORMANCE AND ASSESSMENT

Report Cards

All students in grades K-8 are issued report cards three times a year, following each trimester grading period. All report cards are posted electronically and are available via Skyward Family Access. Parents may opt to receive a paper copy as well. Report cards will not be made available to students or parents/guardians before the designated distribution. Grades are available at all times on Skyward Family Access for grades 5-8.

You are encouraged to communicate with your child's teacher if you have a concern. A note, e-mail or phone call can usually handle ordinary situations and simple questions. The teacher will schedule a parent conference if necessary. Parent conferences must be arranged at a mutually agreeable time. Regular conferences are held *once* each school year.

Parents are welcome to observe a class. Please make an appointment with your child's teacher prior to the visit. All people entering the building must present a valid driver's license or State ID to receive a visitor's badge.

Assessments

All students in grades K-8 will be administered a set of screening/benchmark assessments in the Fall, Winter, and Spring of each school year to align with State mandates and national performance levels. Screener/benchmark assessments assist with the determination of students that may benefit from additional support in tandem with the core instruction. Screening students three times per year provides the opportunity to proactively address

instructional concerns to readily support student progress and reduce increasing gaps in learning. MAP testing is currently administered at least two times per year to all students in grades K-8.

Students will also be administered yearly grade-level state assessments. The *State Standardized Assessments typically take place in the spring*) grades 3-8.

STUDENT PLACEMENT

The school may implement formal or informal testing and information from the student's cumulative record, parent(s), and former teacher(s) as deemed necessary to determine appropriate grade level placement.

Parent Requests

The District will not accept requests for specific teachers. If you have twins or multiples, you must request in writing *before March 17th* if you would like them together or in separate classes.

STUDENT TRANSFERS (Board Policy 7:50)

Transferring In

A student seeking admission to a District school must meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law.

If a transferring-in student was suspended or expelled from any Illinois public school, he or she shall not attend class until having served the entire period of such disciplinary action.

The building principal or designee shall make the class or grade level assignment with input from other appropriate personnel when needed, and may accept or reject the transferring school's recommendations.

The District will request the records from the transferring school. If the student is transferring from an Illinois public school, an Illinois State Board of Education Student Transfer Form must be included in the student record and must state that the student is "in good standing" in order to attend a District school.

Transferring Out

Parents/guardians of a student transferring from the District should complete a Notification of Student Withdrawal Form with the building office, pay outstanding fees or fines, sign a release form, and return all school-owned property.

The building principal shall complete an Illinois State Board of Education Student Transfer Form for any student transferring to an Illinois school. Within 10 days of receiving a Records Request from the transferred to school, the office will send the completed Student Transfer Form indicating the student's status and the student's school records. If a transferring student was suspended or expelled, and the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school, any school student records required to be transferred shall include the date and duration of the suspension or expulsion.

GENERAL INFORMATION AND NOTIFICATIONS

BIRTHDAYS AND CLASS TREATS

Big Hollow Schools recognize that birthdays are important celebrations for young children. Each grade level team may decide how best to celebrate birthdays in ways that do not detract from instructional time. However, it is not permissible to bring edible treats to celebrate birthdays. Parents of students in grades EC-4 who wish to honor their child's birthday may do so in one of two ways: (a) a book, game, or other similar items could be donated to the classroom in their child's honor, or (b) pencils, erasers, stickers, and similar items could be distributed to students if parents choose.

BUILDING AND GROUNDS

Pest Management

It is the policy of Big Hollow School District #38 to implement and practice Integrated Pest Management (IPM) procedures to control pests in school buildings and minimize the exposure of students, faculty, and staff to pesticides. Pests can pose hazards to human health, damage property, and disrupt learning. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people. State law requires public schools to practice IPM. The Integrated Pest Management program at District #38 will include the following:

1. Regular monitoring to identify pest problems.
2. Preference for the use of non-chemical control methods to address pest problems.
3. When necessary, use the least-hazardous chemical controls after non-chemical control methods have been applied.
4. Preventative actions to reduce future pest problems.

Pesticides

It is the policy of Big Hollow School District #38 to reduce potential exposure to pesticides in the school environment. Exposure to pesticides can pose a health risk to students, staff, and others, which can be minimized by practicing IPM. Regularly scheduled applications of pesticides are not permitted under the IPM policy.

Contractors

Any contractor hired by the school district to provide pest control or other similar services must comply with the district's IPM and notification policy.

Notification

Big Hollow District #38 maintains a registry of parents/guardians of students and employees who have registered to receive written notification prior to the application of pesticides to grounds or property. Prior notice is not required if there is an imminent threat to health or property.

CLOSED CAMPUS POLICY

In order to maintain maximum safety and accountability of students, the school district site is a closed campus. Once a student arrives on school grounds, he/she may not leave

without permission. Students are also expected to remain on campus after school until properly picked up or the parent has notified the school district of appropriate alternative arrangements. Once a student (walker) leaves the building from an after-school activity, he/she may not return to the building.

CONVICTED SEX OFFENDER

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender:

1. Is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of (a) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (b) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (c) attending conferences to discuss other student issues concerning his or her children such as retention and promotion; or
2. Received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the superintendent, or his/her designee who is a certified employee, shall supervise a child sex offender whenever the offender is on school district property.

ENGLISH LANGUAGE LEARNERS (Board Policy 6:160)

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet.

Parents/guardians of English Language Learners will be given an opportunity to provide input to the program and will be provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact Bilingual/ELL Director, Barb Steinseifer, at 847-740-5321.

Information regarding Student Harassment can be found in Board Policy 6:160. To view the Board Policy manual, please visit

<https://www.bighollow.us/board-of-education/policy-manual>

EQUAL EDUCATION OPPORTUNITIES (Board Policy 7:10)

Information regarding Equal Educational Opportunities can be found in Board Policy 7:10. To view the Board Policy manual, please visit

<https://www.bighollow.us/board-of-education/policy-manual>

Non-discrimination Coordinators:

Mr. Robert Gold
Superintendent

26051 W. Nippersink Rd.
Ingleside IL 60041
847-740-1490

Dr. Erin Pittman
Assistant Superintendent of Student Services
26051 W. Nippersink Rd.
Ingleside IL 60041
847-740-1490

FIELD TRIPS (Board Policy 6:240)

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives. 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/guardian authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

All non-participating students shall be provided with an alternative experience.

Field Trip Regulations for Chaperones:

1. Be on time.
2. The first responsibility is to care for assigned students.
3. Ask the teacher if there is anyone in your group with medical concerns.
4. Review with the teacher what to do if a student gets lost.
5. Take periodic head counts of your assigned group.
6. Do not purchase gifts, food, or drinks for students without prior approval from the classroom teacher.
7. Position yourself so there is appropriate supervision at the front, middle, or back of the bus. This is to keep control of all students on the bus, not just your group. An adult should sit in the backseat of the bus.
8. Do not repeat things you may hear or witness that should remain confidential. If you are not sure, check with the teacher.
9. No gum, candy, or drinks are allowed.
10. Eating is allowed at specified times.
11. Siblings and younger children are not allowed on field trips.

Information regarding Field Trips can be found in Board Policy 6:240. To view the Board Policy manual, please visit

FLOWER/BALLOON DELIVERIES TO STUDENTS

Students are not allowed to carry flowers, balloons, etc. around with them during the school day. If flowers are delivered in glass containers, they cannot be carried on the bus. Balloons also cannot be carried on the bus. Arrangements need to be made to have them picked up by an adult after school.

HALLWAY PASSES-MIDDLE SCHOOL

No student is allowed in the hallway during class time without a pass. A pass will be issued to students by the classroom teacher. Students are to go DIRECTLY to the place they have been assigned. Students who fail to report to the designated area on the pass within a reasonable length of time may have the privilege of using a hall pass denied and be marked tardy.

HOME TO SCHOOL COMMUNICATIONS

When you have a question, problem, or concern, please follow the link sequence below:

LINK #1: Contact the Teacher, Bus Driver, or other Employee closest to the situation.

LINK #2: Contact the Building Assistant Principal.

LINK #3: Contact the Building Principal.

LINK #4: Contact the Superintendent.

LINK #5: Contact the Board of Education.

In working together for the best interest of the children, it is important that the lines of communication between home and school be kept open. Teachers communicate with parents through a variety of means including e-mails, phone calls, and websites. Information from school can also be found in the virtual backpack.

Telephones

To provide better communication, teachers have a telephone in their classrooms. Messages are not retrieved until after school hours. Please do not leave messages for students on classroom phones. Children are not allowed to use telephones without the classroom teacher's permission.

Parent Involvement

As partners in educating children, parent involvement is essential. We encourage participation in the PTO and your child's school activities. Please contact your child's teacher if you would like to volunteer in the classroom, library, or computer lab. We ask that siblings not accompany parents when they assist in the classroom or at school parties.

Anytime entering the school buildings during regular school hours you must present a state I.D.

HOMEWORK CLUB-MIDDLE SCHOOL

There may be Homework Club after school for any 5th, 6th, 7th, or 8th graders who would like extra time to work with a teacher. Homework Club will run after school from 2:45-4:15. Students must arrange a ride home or have permission to walk home. Homework Club will be in the Library and students will have a teacher supervising them. Homework Club requires a signed permission slip.

HOMEWORK PRACTICES-PRIMARY SCHOOL

The purpose of assigning homework is to give students the opportunity to extend lessons, practice skills, and develop good work habits. Homework includes reading every night as we help each student develop the habit of being a lifelong reader. In the primary grades, the homework is for families and their children to spend time together with books.

To clarify:

Extending the lesson - for example, if a child heard a story at school about sharks and this sparks an interest, they could extend the lesson by reading about sharks at home with their family.

Practicing skills - teachers will share sight words, spelling patterns, and story elements with families. A parent can then practice some of those skills with their child at home. For example, when reading a story with your child, you can ask your child to look for sight words in the story.

Good work habits - parents can help their child by setting aside time every night to read together. This will reinforce the habit of nightly homework.

HOMEWORK POLICY-MIDDLE SCHOOL

Students may receive homework each day from one or more academic classes. Students are expected to turn in their homework on the date it is due. Homework turned in after the due date will receive a grade reduction based on each teacher's respective Homework Policy. Teachers will make their expectations clear to students and parents at the beginning of the school year.

HOT LUNCH/BREAKFAST PROGRAM

Big Hollow provides a daily hot lunch program for all full-day students. The price includes milk. Milk can also be purchased separately.

Students will not be able to purchase milk if there is a negative \$5.00 balance in their account.

Applications for Free/Reduced meals are available on Big Hollow's website at www.bighollow.us and in the school office. Income standards are based on Federal criteria distributed by the Illinois State Board of Education. Eligibility for Free/Reduced Lunch must be established each school year.

Monthly menus are posted on the school website, District app, and are available in the school office. The menu may be changed if conditions make it necessary. In keeping with the State Mandated Wellness Policy, and in the best interest of our children, parents/guardians who send lunch to school are encouraged to provide a nutritious meal for their child.

Students are not permitted to bring food or beverages out of the cafeteria. Students should not bring more food than can be consumed during their lunch period. Gum chewing is prohibited.

LOCKERS-MIDDLE SCHOOL

Students are responsible for the care of their assigned locker. Students whose lockers are

damaged by others must report the problem to the school office immediately.

Any person caught tampering with, opening, or removing items from any locker other than his or her own will face disciplinary action.

All hallway lockers are equipped with a lock and 5th-8th grade students are issued a lock for their gym locker. The only school-issued locks may be used. *Students must not tell anyone about their private combination.* The following locker guidelines should be followed:

1. Never leave your locker without making sure you have locked it.
2. Big Hollow Middle School is not responsible for any lost or stolen items from lockers. Students should not share locker combinations with friends.
3. Students are not permitted to share lockers, except under special circumstances.
4. All belongings are to be kept in a neat and orderly manner.
5. The school district has the right to inspect any locker for just cause.
6. Lockers cannot be decorated for birthdays, etc. by other students at any time.

LOST ITEMS

Any lost or misplaced textbooks, library books, or other instructional items issued to, or signed out, by a student must be replaced at cost by the student. It is the student's responsibility to make sure that the assigned items are returned to the issuing teacher or library in the same condition as when they were received.

A "lost and found" area is maintained in each building. Clothing, books, and other personal items are kept in the lost and found. Valuables such as glasses, purses, wallets,

jewelry, watches, and keys will be kept in the building office. We urge parents to clearly label student items. After a reasonable period of time, unclaimed personal items will be donated to local charities.

MAKE-UP WORK-MIDDLE SCHOOL

Students who are absent are responsible for contacting the teachers of the classes missed and determining what assignments are to be made up along with the time limit for having them completed. You may call 847-740-5322 extension 5000 to request a list of missed assignments for the day(s) your child is ill before 9:00 a.m. and they will be ready to be picked up at the office 2:45-3:00 p.m. Work missed while absent and not turned in by the date required by the class teacher will be marked incomplete. Don't forget you can check the website for homework at www.bighollow.us, Middle School, then Teacher Websites and Contacts.

MESSAGES TO STUDENTS

Students who are ill, or must call home, will use the school phone at the discretion of the staff including the school nurse. Students wishing to make phone calls for other reasons (forgotten lunch, books, homework, must stay after-school, etc.) will be required to use a school phone. In order to minimize classroom interruptions, personal messages to students from the parent(s)/guardians(s) must be deemed an emergency by the building principal prior to any message being delivered. To preserve the learning environment

NOTICE TO PARENTS OF STUDENTS WHO ARE DEAF, HARD OF HEARING, BLIND OR VISUALLY IMPAIRED

School districts are required to provide written notice to parents of children who are deaf, hard of hearing, blind, or visually impaired of the existence and services of the Illinois School of the Deaf and the Illinois School for the Visually Impaired.

PARENT NOTIFICATION

An electronic notification system, Skylert School Messenger, is utilized by the District. Information will be emailed to parents using email addresses provided during registration and Skyward Family Access. Information may be specific to certain buildings or could be district-wide.

PARENT/TEACHER COMMUNICATION

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child.

Parents/Guardians are encouraged to inquire about available meeting times and to work with teachers. Parents/Guardians will be informed in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the State, the Federal Government, and the District.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extra-curricular time.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The District will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Mrs. Christine Arndt at 847-740-1490.

The state's resources on parental involvement can be located at <https://www2.illinois.gov/education/parents>. The website provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, county, and by a categorical query.

PARENT-TEACHER ORGANIZATION (PTO)

The Big Hollow Parent-Teacher Organization is a 501(c)3 charity designed to work together with Big Hollow School District #38 teachers, staff, parents, students, and community members. They provide educational, social, and cultural experiences for the students through various events, activities, and fundraisers. Each year, Big Hollow PTO provides funds and grants for teachers and staff to purchase additional teaching aids, books, technology enhancements, and extended classroom experiences to enliven and enrich Big Hollow students.

Meetings are held once a month during the school year in the Middle School Staff Lounge. You may access all of Big Hollow's PTO information at www.bighollow.us, then use the Parent tab to select PTO. Once on the PTO page, you may sign up to receive their newsletter under the Parent Information tab.

PARENT VOLUNTEERS

Parent Volunteers and Visitors are a very important aspect of Big Hollow Schools. Big Hollow invites and encourages parents to be an active part of their student's education. Through volunteering, the adult members of the family become an extension of the school's faculty and staff, and an integral part of daily life at Big Hollow. Parents are welcome and encouraged to volunteer. Please fill out a [Parent/Volunteer Agreement Form](#) and return it to your student's school.

There are numerous volunteer and visitor opportunities available throughout the school year including but not limited to: classroom parties, field trips, mystery readers, field days, and helping the teacher. To discuss your child with the teacher, please make an appointment. **When entering the school building during school hours you will need to provide a state I.D. at the front office.**

Parent Volunteers and Visitors agree to

- Sign in and out at each office
- Promptly report to and remain in assigned location (in the event of an emergency, it is essential that all visitors are accounted for at all times)
- Follow the Big Hollow dress code
- Refrain from cell phone usage so your child knows that you are truly present when volunteering in the school
- If you take a picture at Big Hollow, you must have permission from all adults photographed and parent permission from all students photographed before

- posting on social media
- Use respectful, encouraging, and appropriate language
- Respect the privacy of all students and staff
- Understand that some volunteer and visitor activities may or may not be appropriate for younger siblings to attend
- Keep observations, experiences and information confidential
- Parent Volunteer Agreement

Understand that volunteering at Big Hollow School is a privilege. The school's Principal reserves the right to deny or remove any volunteer violating confidentiality or any District policy. Parent Volunteers and Visitors agree not to divulge information about any student or family to any person outside the school setting.

PERSONAL PROPERTY

Whenever possible, any personal property should be marked with permanent ink or by using a label. Coats, jackets, notebooks, gym shoes, and physical education outfits are to be marked with the student's name. Lost or misplaced articles are more likely to be returned to the proper person if they are clearly marked.

The school district does not have insurance coverage for lost or stolen items.

PHYSICAL EDUCATION

Uniforms are an optional purchase for students. Students will need to dress to be actively engaged in lessons in physical education class with appropriate shoes. Students should have active wear when needed and as directed by the teacher.

RECESS

Students in grades K-8 who have recess will be sent outside, weather permitting unless they provide a doctor's note. Should your child's physician require that your child be excused from any school activity (P.E., band, music, etc.), a note is required from your physician.

RESPONSE TO INTERVENTION (RtI)

RtI is a problem-solving process designed to provide high-quality interventions that are matched to student needs as well as monitor student progress on a frequent basis. Screening assessments are given three times per year to the student population. The data generated from the screening measures along with student performance within the general education setting is utilized to make decisions regarding the student's educational program and needs.

To request a copy of the *NOTICE OF PROCEDURAL SAFEGUARDS FOR PARENTS/GUARDIANS OF STUDENTS WITH DISABILITIES*, please contact the Special Education Director, Dr. Erin Pittman at 847-740-1490.

SEX OFFENDER AND VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police website at:

<http://www.isp.state.il.us/cmvo/>.

STUDENT RECORDS (Board Policy 7:340)

Information regarding Student Records can be found in Board Policy 7:340. To view the Board Policy manual, please visit

<https://www.bighollow.us/board-of-education/policy-manual>

Permanent Record

The student Permanent Record consists of the following:

- Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents;
- Academic transcript, including grades, class rank, graduation date and grade level achieved, the unique student identifier assigned and used by the Student Information System(SIS);
- Attendance record;
- Health record;
- Record of release of permanent record information; and

If not maintained in the temporary record, may also consist of

- Honors and awards received; and
- Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

Temporary Record

The student Temporary Record consists of the following:

- A record of release of temporary record information;
- Scores received on the State assessment tests administered in the elementary grade levels (Kindergarten-8th Grade);
- The completed home language survey form;
- Information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction;
- Information provided under Section 8.6 of the *Abused and Neglected Child Reporting Act* [325 ILCS 5/8.6], as required by Section 2(f) of the Act; ● Any biometric information that is collected by the school;
- Health-related information;
- Accident Reports;
- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews;
- Elementary and secondary achievement level test results;
- Participation in extra-curricular activities, including any offices held in

- school-sponsored clubs or organizations;
- Honors and awards received;
 - Teacher anecdotal records;
 - Other disciplinary information;
 - Special education records;
 - Records associated with plans developed under section 504 of the Rehabilitation Act of 1973; and
 - Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student.

TITLE I

Each year in the first *trimester* of the school year, the school holds a meeting for all Parents/Guardians of students who are served in the Title I program.

At the meeting, the school will discuss parental involvement and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for them to be fully involved in the educational process.

VIRTUAL BACKPACKS

Parents should reference the district website at www.bighollow.us for information regarding their child's education and events. In an effort to reduce the consumption of paper, forms, newsletters, flyers, and other information is available under the Virtual Backpack tab.

VISITING OUR SCHOOLS

All exterior doors are locked during the school day. The main entrance doors allow public access to the building only through authorization from the office. All visitors are required to check in at the main office. Each visitor will be required to provide state-issued identification and a statement of purpose of visit. The district will utilize software to search sex offender databases before visitors are allowed in the buildings. All approved visitors will receive a visitor's badge. The visitor's badge must be worn and visible at all times during the school visit. All visitors must return to the main office and sign out before leaving the school.

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

Guest students are generally not approved; a request of this nature must be directed to the building principal.

Please be aware the schools utilize video surveillance equipment. Students, staff, and visitors will be recorded both inside and outside of our facilities.

You are encouraged to make an appointment with your child's teacher if you have a

concern. A note, e-mail, or phone call can usually handle ordinary situations and simple questions. The teacher will be happy to schedule a parent conference if necessary. Parent conferences must be arranged ahead of time. Parents are always welcome to observe a class. Please make an appointment with your child's teacher prior to the visitation.

VISITORS CONDUCT ON SCHOOL PROPERTY (Board Policy 8:30)

Information regarding Visitors Conduct on School Property can be found in Board Policy 8:30. To view the Board Policy manual, please visit

<https://www.bighollow.us/board-of-education/policy-manual>

HEALTH AND SAFETY

ACCIDENT-ILLNESS

In the case of an accident or injury, school personnel may provide assistance and attempt to contact a parent/guardian or emergency designee. When we are unable to make contact, a rescue squad may be called.

When a child is ill at school, we will attempt to contact a parent/guardian and/or emergency person listed on Skyward Family Access. It is imperative that you keep emergency contact information in Skyward Family Access accurate and up-to-date during the school year. If you are unable to update the information, please contact your school office. Children will not be sent home on the bus if they are ill.

PLEASE KEEP YOUR CHILD HOME IF he/she has a fever, vomiting, diarrhea, unexplained rash, or red eyes the night before or the morning of school. Diarrhea is defined as 3 loose stools in 24 hours or a change in bowel habits. A fever is defined as a temperature of 100°F. Most fevers subside in the morning but go up again during the day. Your child can return to school when he/she has been symptom-free for 24 hours without the use of fever-reducing medication.

ADMINISTERING MEDICATION (Board Policy 7:270)

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" 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.

Non-prescription medication including aspirin, Tylenol, cold preparations, throat lozenges, and topical ointments, will be allowed for a maximum of two days with a parent/guardian signature. Longer administration time will require the signature of a licensed prescriber. The procedures for any medication are as follows:

1. Medication must be brought to the school in the original container and taken immediately to the nurse's office where it will be stored in a locked cabinet. Prescription medication shall display
 - a. Child's Name/Prescription Number/Medication
 - b. Name/Dosage/Date/Refill
 - c. Licensed Prescriber's Name
2. Non-prescription medications shall be brought in the original container with the child's name affixed to the container.
3. Changes in prescription medication will only be made when a note from a prescribing physician has been received. The prescription container stating the proper dosage must be sent to school.
4. 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.
5. The parent/guardian will be responsible for picking up any unused medication. Medications not picked up by the end of the school year will be discarded.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and/or medication, or the storage of any medication by school personnel. [Please refer to school board policy 7:285.](#)

CARE OF STUDENTS WITH *MANAGED MEDICAL NEEDS* If your child has a *medical condition, such as asthma or diabetes*, and requires assistance with managing this while at school and school functions, a Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Care Plan.

For further information, please contact the school nurse.

EMERGENCY/SAFETY DRILL PROCEDURES AND CONDUCT (Board Policy 4:170)

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 and shelter-in-place drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the Administration. Drills will not be preceded by a warning to the students.

Evacuation Drill

In the event of a fire in the school and/or the presence of smoke, we practice exiting our school buildings in a safe, orderly, timely fashion accounting for all students and adults. One of the three fire drills is done in conjunction with the Fox Lake Fire Department.

Severe Weather Drill

In the event of severe weather related to a possible tornado, extremely high winds, dangerous thunderstorm activity, or large hail we practice moving all children and adults to designated safe areas in the school.

Law Enforcement Drill (dangerous intruder)

In the event of a dangerous intruder(s) or another dangerous event within the building, we follow ALICE training guidelines. This drill is now required by law and must be done in conjunction with law enforcement (Lake County Sheriff's Department).

Soft Lock Down

During a Soft Lock Down no one is allowed in or out of the buildings. Adults are directed to lock interior doors, but there is business as usual inside all classrooms.

Bus Evacuation

This drill simulates the need to exit the bus out the back door. Students and supervisors practice safely getting out of the bus using the emergency exit door.

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 a life-threatening chronic illness, please notify the school nurse.

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. Exhibit 17

HEAD LICE

According to the National Association of School Nurses, students should not lose access to their education for head lice, which is considered a nuisance rather than a communicable disease.

Big Hollow School District, therefore, will inform the families of children who have head lice the day it is found. Families will be offered instructions on how to treat the lice and should return to school the next day after treatment. Students who have been identified with lice will be checked again after 7 calendar days to determine if treatment was successful.

HOME AND HOSPITAL INSTRUCTION (Board Policy 6:150)

Information regarding Home and Hospital Instruction can be found in Board Policy 6:150. To view the Board Policy manual, please visit <https://www.bighollow.us/board-of-education/policy-manual>

IMMUNIZATIONS, HEALTH, EYE AND DENTAL EXAMINATION REQUIREMENTS (Board Policy 7:100)

Information regarding Immunizations, Health, Eye and Dental Examination requirements can be found in Board Policy 7:100. To view the Board Policy manual, please visit <https://www.bighollow.us/board-of-education/policy-manual>

MEDICAL ALERT

The school nurse, classroom teachers, and office should be made aware of any outstanding medical conditions, prescription medications, or changes in any existing conditions which your child has. These conditions may include but are not limited to: allergies, heart conditions, epilepsy, asthma, diabetes, ADHD, etc.

PHYSICAL EXAMS OR SCREENINGS (Board Policy 7:15)

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

1. Is permitted or required by applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*).
3. Is otherwise authorized by Board policy.

REPORTING COMMUNICABLE DISEASES

When calling the school to report your child’s absence due to illness, please inform us of any diagnosed communicable disease or condition such as, but not limited to: chicken pox, strep throat, impetigo, or pink eye. The school will observe recommendations of the

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/guardian.
3. The school will provide instructions to the parent/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/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.

SEXUAL ABUSE EDUCATION (Erin's Law)

The Illinois State Board of Education requires schools to inform students on how to recognize behaviors of abduction and abuse, including sexual abuse. Illinois State Law (Erin's Law) requires that all public schools implement a prevention-oriented child sexual abuse program. Students will learn age-appropriate techniques to keep themselves safe and to speak up. These lessons will be discussed in individual classrooms. Parents will be given the opportunity to sign a waiver to exempt their children from the lesson.

STUDENT SAFETY

Backpacks

Backpacks, or any bag that is used to carry books, are to be kept in the student's lockers or cubbies. Students are not allowed to carry them when switching classes. Students are permitted to visit their lockers/cubbies between classes.

Aerosol Sprays

Due to the potential danger of aerosol sprays, (hair spray, deodorant, breath spray, bug spray, sunscreen, etc.) they are forbidden on school property, at school events, extra-curricular activities, and on school buses. The use or possession of aerosol containers will result in immediate consequences.

Bicycle Regulations

All student bike riders are required to provide the office with a signed parental permission slip.

Students without a permission form on file must bring a dated note, signed by the parent, stating where the child is biking and how long this should be in effect. Please observe the following rules:

1. Students may ride their bicycles to and from school if operated in a safe manner. When leaving school grounds, bike riders must wait until all school buses have departed.
2. Park the bike at the bike rack and lock it securely.
3. Students are not to be near the bicycle rack during the day except for arriving or leaving the school grounds.
4. Students must leave the school grounds immediately after retrieving their bicycles from the rack.
5. Students who violate these rules will not be permitted to ride a bicycle to and from school.

Skateboards

Skateboards are not allowed on school property. School property includes school buildings,

parking lots, playgrounds, and school buses. Students violating this policy will be subject to disciplinary measures. Exhibit 17

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION (Board Policy 7:290)

Education regarding suicide, self-harm, and depression are central to their prevention. Schools will provide age-appropriate instruction on identifying, reporting, and preventing situations to reduce the risk posed to themselves and their peers.

Information regarding Suicide and Depression Awareness and Prevention can be found in Board Policy 7:290. To view the Board Policy manual, please visit <https://www.bighollow.us/board-of-education/policy-manual>

VISION AND HEARING SCREENING

All Kindergarten students will be Vision and Hearing screened. Special Education students will also be screened yearly for possible vision and hearing difficulties. Your child is not required to undergo the Vision Screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months. The schedule for Vision and Hearing Screening is

Kindergarten: Vision and Hearing

Grade 1: Hearing

Grade 2: Vision and Hearing

Grade 3: Hearing

Grade 8: Vision

Vision screening is not a substitute for a complete eye evaluation by a licensed doctor.

INTERNET, TECHNOLOGY, AND PUBLICATIONS

ACCESS TO ELECTRONIC NETWORKS (Board Policy 6:235)

Computer Access

The District offers a computer program for grades 1-8. Each building is equipped with a computer lab. Students have time for weekly computer activities.

Student Accounts and 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.

Personal Electronic Devices

Parents who wish to allow their students to use a personally owned electronic device within the Big Hollow School District #38 learning environment must agree to the following:

1. Students shall take full responsibility for their personal devices. BHSD shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school.
2. Students are responsible for the proper care of their personal devices, including any costs of repair, replacement, or any modifications needed to use the device at school.
3. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, and school rules or has engaged in other misconduct while using the device.
4. Personal electronic devices will only be utilized when students have been given permission by school staff.
5. Students must comply with any request of a staff member to shut down the computer/device or close the screen.
6. Current virus protection is recommended on devices that utilize the guest wireless network. The district does not provide virus protection.

Internet Use

Each student and parent must sign a usage agreement of the rules and policies for using the Internet at school and using the computers. Any student violating the policies of Internet usage will not be allowed to use the school computers and may be subject to disciplinary action. All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures on the Authorization Form included in the registration packet are legally binding and indicate the party has read the terms and conditions carefully and understands their significance.

Terms and Conditions

Acceptable Use/Access to the District's internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.

Privileges

The use of the District's internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The principal will make the initial determination regarding whether or not a user has violated this authorization and will make a recommendation as to whether access is to be denied, revoked, or suspended at any time.

Unacceptable Use

The user is responsible for his/her actions and activities involving the network. Examples of unacceptable uses include, but are not limited to

1. Posting pictures or videos of themselves, classmates, or staff taken on school property or at school activities. Inappropriate activities could result in the loss of internet privileges. School property includes school buildings, buses, and while representing our school at school activities.
2. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulations.
3. Using the name of the school or its logo, or any other representative symbol in an unauthorized manner (i.e., the creation of a website or webpage (s) on an off-site server or network).
4. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
5. Downloading copyrighted material for other than personal use.
6. Using the network for private financial or commercial gain.
7. Gaining unauthorized access to resources or entities.
8. Invading the privacy of individuals.
9. Using another user's account or password.
10. Posting material authored or created by another without his/her consent.
11. Posting anonymous messages.
12. Using the network for commercial or private advertising.
13. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material.
14. Using the network while access privileges are suspended or revoked.

Network Etiquette

The user is expected to abide by generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Being abusive in messages sent to others is unacceptable.
2. Use appropriate language. Swearing, using vulgarities or any other inappropriate language is unacceptable.
3. Revealing the personal address or telephone numbers of students or colleagues is unacceptable.
4. Electronic mail (e-mail) is not private. Personnel who operate the system have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. The network is to be used in a way as not to disrupt its use by others.
6. All communications and information accessible via the network should be considered 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; this includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or user errors or omissions. Use of any information obtained via the internet is at the user's risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the district for any losses, costs or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any breach of this authorization.

Security

Network security is a high priority. If the user identifies a security problem on the Internet, it must be reported immediately to the building principal. The problem is not to be demonstrated to other users. The users account and password are to be kept confidential. The account of another user may not be used without written permission from that individual, and the approval of the principal. Attempts to log on to the Internet as a System Administrator will result in the cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism

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

Telephone Charges

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

ELECTRONIC DEVICES/CELL PHONES

The District is not responsible for the theft, loss, damage, or charges incurred while such electronic communication devices are on school property or during school-related activities and functions, unless directed by the district personnel to utilize personal devices for specific purposes.

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, 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 class periods and passing periods, electronic devices must be kept powered-off 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 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.

Students in violation of this procedure are subject to the following consequences.

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention 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 next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student’s parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

CYBER SECURITY

No student shall attempt to defeat the cybersecurity measures taken by the district to protect its network or connected electronic systems or disciplinary action shall be taken.

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS ACCESSED OR DISTRIBUTED

ON-CAMPUS (Board Policy 7:310) For purposes of this section and the following section, a *publication* includes, without limitation: (a) written or electronic print material, and (b) audio-visual material, on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.). 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;
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: (a) accessing or distributing forbidden material, or (b) 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 (Board Policy 7:310)

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing publications that cause: (a) substantial disruption or a foreseeable risk of substantial disruption to school operations, or (b) interferes with the rights of other students or staff members.

STUDENT PRIVACY PROTECTION (Board Policy 7:15)

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must receive prior Board approval. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This section applies to every survey: (a) that is created by a person or entity other than a District official, staff member, or student, (b) regardless of whether the student answering the questions can be identified, and (c) regardless of the subject matter of the questions.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity,

including the District) containing one or more of the following items:

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

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

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

All surveys must receive prior Board approval.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward'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.

REGISTRATION

EMERGENCY CONTACT INFORMATION

Please keep your contact information up-to-date using Skyward Family Access. You may contact the school office to have your phone numbers updated if needed. It is crucial that the school office is able to contact you, or another adult designated by you, in the event of an illness or emergency.

FEES

All students will be annually assessed a registration fee which shall be established and approved by the Board of Education.

A Fee Waiver Form must be completed each year to qualify for a fee reduction or waiver. Fee Waiver Forms may be obtained from the school building office or through the District website. The Fee Waiver Form is in addition to the Free/Reduced Lunch Application. Completed forms shall be submitted by the parents or guardians to the school building office within two weeks after requesting the form.

The business office shall be responsible for processing requests for waivers of school fees. Should a request be denied, the parents will be notified within 14 days. The decision shall state the reason for the denial and shall inform the parents of their right of appeal, including the process and timelines for that action.

An appeal must be filed with the Superintendent within 14 days of receiving a denial. The Superintendent shall inform parents of his decision within 30 days. If the appeal is denied, the Superintendent shall mail a copy of his decision to the parent, including the reason(s) for the denial.

Physical Education uniform fees will be optional for all students. There is no requirement to purchase.

PROOF OF RESIDENCY REQUIREMENT

New students and students who have a change of address will be required to prove residency. Existing students may be asked to show proof of residency as part of the registration process or if their residency is questionable. All students enrolled in Big Hollow District #38 must be legal residents of the District. Legal residency within the District requires that a student and his/her parent/legal guardian must be residing within the District's boundaries. Establishing a residence within the district with the primary intent to enroll the child(ren) in the education program does not constitute residency for enrollment in the school program nor does ownership of property within the District constitute residency for enrollment in the school program.

Registration of a student who is not a legal resident is illegal. Students who are found to be illegally registered will be immediately removed from all educational programs. The person(s) who were responsible for illegally enrolling the student(s) are liable for tuition charges covering the period of illegal enrollment. The District will pursue payment through available legal resources.

Registration cannot proceed until residency has been verified. To verify proof of residence within the geographic boundaries of Big Hollow School District #38 for new students, acceptable documentation must include at least one item from Category 1 and at least two items from Category 2. However, if there is reason to believe a student's residency is in question, further documentation may be requested.

If the student is not residing with the parents, the responsible adult must complete the Certification of Legal Responsibility form. If you are residing with a family member and all forms of legal residency are in their names, the district resident must complete a Property Owner Verification form. It will also be necessary for the district resident to provide the above listed proofs of residency.

REGISTRATION

Registration for returning students and new incoming students for the fall is held in the spring of each year by using the Student Registration link on the Big Hollow website.

Illinois law requires children to be five years old by September 1st to be eligible for Kindergarten.

New students entering the district during the school year may be registered at any time by using the Student Registration link on the Big Hollow website.

In order to complete the online registration portion, a parent/legal guardian will need to present a Certified copy of the child's Birth Certificate and the required Proof of Residency documents to the school office.

Proof of Residency Documents-Category 1 (One item required from the following):

For Homeowners:

- Current Property Tax Bill
- Current Mortgage Papers
- Original Closing Papers or Occupancy Permit

For Rental Property Residents:

- Original Signed and Dated Lease indicating the parent/guardian's name, length of lease, and a copy of the cancelled check or receipt of the most recent rent payment
- Landlord Verification (if lease is not available)
- Current Renters Insurance Policy

Proof of Residency Documents-Category 2 (two items required from the following):

- Driver's License
- Electric Bill (current within 60 days)
- Gas Bill (current within 60 days)
- Water Bill (current within 60 days)
- Homeowners or Renters' Insurance

SPECIAL EDUCATION

ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES (Board Policy 8:70) Information regarding Accommodation for Individuals with Disabilities can be found in Board Policy 8:70. To view the Board Policy manual, please visit <https://www.bighollow.us/board-of-education/policy-manual>

Complaint Managers:

Mr. Bob Gold

Superintendent

26051 W. Nippersink Rd.

Ingleside, IL 60041

847-740-1490

Dr. Erin Pittman
Assistant Superintendent of Student Services
26051 W. Nippersink Rd.
Ingleside, IL 60041
847-740-1490

EDUCATION OF CHILDREN WITH DISABILITIES (Board Policy 6:120)

Information regarding Education of Children with Disabilities can be found in Board Policy 6:120. To view the Board Policy manual, please visit <https://www.bighollow.us/board-of-education/policy-manual>

TRANSPORTATION

BUS CONDUCT (Board Policy 7:220)

The following bus rules are designed for student safety. Bus drivers must be able to pay attention to their driving. It is important that the riders do not distract the bus driver and be courteous to fellow pupils and the bus driver. All school bus riders, while in transit, are under the jurisdiction of the school bus driver. Riding the school bus is a privilege, not a right. Therefore, it is the responsibility of every student to comply with behavior and safety standards on the bus and at all bus stops. Bus drivers will stop only at designated bus stops.

1. Arrive at your assigned bus stop at least five (5) minutes prior to the scheduled bus departure time.
2. While waiting for the bus, stay off the road and be visible to the bus driver.
3. Do not approach the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is moving. Always stay in your assigned seat. Quiet talking with a seat partner is allowed.
5. No singing or chanting is allowed.
6. Obey the bus driver's directions.
7. Remain in the bus if there is a road emergency and follow the driver's instructions.
8. Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows.
9. Students must be silent when coming to a railroad-crossing stop.
10. Help keep the bus safe and clean at all times. Eating, drinking, and gum chewing are not allowed on the bus.
11. Animals are not allowed on the bus.
12. Skateboards are not allowed on the bus.
13. Glass jars, bottles, or other breakable items are not allowed on the bus, unless properly protected inside a backpack and then only with permission.
14. Technology on the bus must be used safely, without disrupting the driver. Inappropriate use of technology would result in the school following Board Policy 7:15, Student Privacy Protection, and Board Policy 7:310, Non-School Sponsored Publications Accessed or Distributed Off-Campus.
15. Bus aisles must be clear at all times.
16. Bullying, teasing, rough housing or any other inappropriate behaviors are prohibited.
17. Observe safety precautions when exiting the bus. When it is necessary to cross a road, proceed to a point at least 10 feet in front of the bus on the right shoulder of the road where traffic may be observed in both directions. Wait for a signal from the bus driver

- permitting you to cross.
18. Never run back to the bus, even if you dropped or forgot something.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student behavior as defined in Board Policy, 7:190, Student Behavior.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

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

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

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

Discipline Procedure

In most cases the bus driver will first address a discipline problem directly with the student. If the problem is not resolved the bus driver will submit a written bus referral to the school principal. Except for cases of gross disobedience, consequences for misbehavior on the school bus will be progressive in nature.

STUDENT TRANSPORTATION (Board Policy 4:110)

The District shall provide free transportation for any student in the District who resides:

- (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board of Education has certified to the Illinois State Board of Education that adequate public transportation is available, or
- (2) if adequate public transportation is not available,

within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a serious safety hazard due to either (a) vehicular traffic or rail crossing or (b) a course or pattern of criminal activity, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (a) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (b) is bearing one or more students. The following guidelines have been adopted:

1. Students are allowed two routes to school and/or two routes from school. Students must be picked up from one location and dropped off at one location. The AM location may be different from the PM location.
2. Students are assigned to a specific stop and route. Students must use their assigned stop every day. The number of students assigned to each stop is planned when the routes are developed to avoid overcrowding on the routes.
3. Kindergarten students must be put on and taken off the bus by a parent/guardian or responsible individual authorized by the parent/guardian. If you are unable to be at the stop to take your child off the bus, we need to know who is authorized by you to meet your child.
4. If an emergency situation should arise, any change to your child's bus route needs to be approved through the school office. A note must be submitted to the school office stating the reason for the special request. The district is not able to accommodate requests to ride a different bus for events such as birthday parties, scout meetings, play time, school projects or dental/doctor appointments.

If you have any questions about bus transportation guidelines, please contact the Transportation Manager at 847-740-1490.

7/7/23, 10:24 AM

Big Hollow School District 38 Mail - SmartProcure FOIA Request to Big Hollow School District No. 38 for Contact Information



Morley, Melissa <melissamorley@bighollow.us>

SmartProcure FOIA Request to Big Hollow School District No. 38 for Contact Information

1 message

Morley, Melissa <melissamorley@bighollow.us>
To: kareng@smartprocure.com

Fri, Jul 7, 2023 at 10:24 AM

Attached is the information you requested in the FOIA below. Please let me know if you need anything additional.

Dear Robert Gold or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Big Hollow School District No. 38 for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Direct Phone Number (if does not exist, list main phone number with extension)
6. Business Cell Phone (if provided by Big Hollow School District No. 38)
7. Email Address
8. Office Address (Address, City, State, Zip)

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYjZRMdAwMDAzdDZKN1FBSSZzdD1JTCZvcmc9QmInSG9sbG93U2Nob29sRGlzdHJpY3RObzM4>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to the email address noted below in my signature.

Regards,

Karen Garcia
Data Acquisition Specialist
SmartProcure
Direct: +117542120045
Email: kareng@smartprocure.com

Best Regards

--

Melissa Morley

District Secretary



Morley, Melissa <melissamorley@bighollow.us>

Fwd: SmartProcure FOIA Request to Big Hollow School District No. 38 For PO/Vendor Information

1 message

Gold, Bob <bobgold@bighollow.us>
To: Melissa Morley <melissamorley@bighollow.us>

Fri, Jul 7, 2023 at 12:36 PM

----- Forwarded message -----

From: **Sural, Lauren** <laurensural@bighollow.us>
Date: Fri, Jul 7, 2023 at 12:25 PM
Subject: Re: SmartProcure FOIA Request to Big Hollow School District No. 38 For PO/Vendor Information
To: Sheri Reid <sreid@smartprocure.com>, Gold, Bob <bobgold@bighollow.us>

Good Afternoon,

The FOIA requested has been uploaded to your link. Have a great day.

--

Lauren Sural
Bookkeeper

Big Hollow School District 38
26051 W Nippersink Rd
Ingleside IL 60041

E: laurensural@bighollow.us
P: 847-740-1490 x5086

On Thu, Jun 29, 2023 at 8:02 AM Sheri Reid <sreid@smartprocure.com> wrote:

Dear Lauren Sural or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Big Hollow School District No. 38 for any and all purchasing records from 3/20/2023 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYjZRMDAwMDAzdDhwb1FBQSZzdD1JTCZvcmc9QmlnSG9sbG93U2Nob29sRGlzdHJpY3RObzM4>

7/10/23, 11:52 AM

Big Hollow School District 38 Mail - Fwd: SmartProcure FOIA Request to Big Hollow School District No. 38 For PO/Vendor Inform...

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Sheri Reid
Data Acquisition Specialist
SmartProcure
Direct: (561) 609-6759
Email: sreid@smartprocure.com

--
Bob Gold
Superintendent
Big Hollow School District 38

847-740-1490 x5402 (office)
309-645-9237 (cell)

@bobgold_supt(Twitter)

Our Mission: To educate, empower, and engage all learners

Our Vision: One District - One Community: Growing confident, creative, and conscientious learners

"This message and any attachment constitute a PRIVATE and CONFIDENTIAL communication and may contain legally privileged information. Do not share any information from this communication with any one unless you have received permission from the sender. If you are not the intended recipient, further distribution or use of these items is prohibited. In that case, do not read, copy or use the information contained herein or disclose it to others. Please notify the sender of the delivery error by replying to this message and then delete it from your system."

Board of Education Administrator Report

August 14, 2023

1. Good Things Happening for Kids:

Student schedules are going through the QC process before they are finalized and prepped to be mailed home - M

Main schedule & class lists completed and distributed to staff. - P, E

Welcome postcards sent to all students - P, E

Building tours will be offered mid August - E, M

Kindergarten Camp scheduled for August 14, 2023 - P

Ordering Student Birthday lunch gifts - E

Fifth Grade Transition Camp scheduled for August 17 - M

Meet and Greet - August 21 from 3-5 pm - P, E

2. Good Things Happening for Staff:

New Teacher Orientation - P, E, M

Curriculum/GVC work taking place - P, E, M

Kagan workshop in August - P, E, M

3. General Information to Share:

Development of 2023-2024 School Improvement Plans are underway - P, E, M

Recruitment and recommended hires continue for staff positions-P, E, M

Buildings are being cleaned and prepared for student return in August-P, E, M

Plans being created for Institute days on August 17, 18, 21

Meet & Greet for students PreK - grade 4 will be held on Monday, August 21 from 3-5 pm

MS Supply Drop Off -, from 10am-7 pm

Primary Curriculum Night - September 14, 2023 from 6-7:30 pm

Elementary Curriculum Night- September 07, 2023 from 6-7:30 pm

MS Curriculum Nights - from 6-7:30 pm (5 & 6), from 6-7:30 pm

ELL Curriculum Night - September 13, 2023 from 6-7 pm

July 10, 2023

1. Good Things Happening for Kids:

Student schedules are going through the QC process before they are finalized and prepped to be mailed home - M

Main schedule & class lists completed and distributed to staff. - P, E

Welcome postcards ordered and prepared for mailing in August - P, E

Getting to Know You sessions provided for incoming kindergarten students and families - P

Building tours will be offered following construction - P

Building tours will be offered mid August - E, M

Kindergarten Camp scheduled for August 14, 2023 - P
EL Summer school will be offered in July - P, E, M
Ordering Student Birthday lunch gifts - E
Fifth Grade Transition Camp scheduled for August 17 - M

2. Good Things Happening for Staff:

New Teacher Orientation - P, E, M
Curriculum/GVC work taking place - M
Kagan workshop in August - P, E, M

3. General Information to Share:

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