

Big Hollow School District #38 Ingleside, IL 60041

REGULAR BOARD OF EDUCATION MEETING MINUTES

Monday, July 12, 2021

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 12, 2021.

Roll Call:

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

The following members were absent: Dollinger

The following administration was present: Gold

2. Motion to move to Closed Session:

A motion was made by Cernuska and seconded by Kueter to move to closed session at 6:01 pm.
Motion carried.

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

Nay: None

3. Resume to Open Session:

Open session began at 6:22 pm.

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

The following members were absent: Dollinger

The following administration were present: Gold

The meeting was available via zoom.

4. Pledge of Allegiance:

The Pledge of Allegiance was recited.

5. Agenda Addition:

A motion was made by Cernuska and seconded by Kueter to add the reading of the Board Member Oath and Conduct to the Agenda for newly elected President, Kevin Lyons, and Secretary, Lauren Plescia.

Motion carried.

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

Nay: None

6. Added Items/Approval of the Agenda:

A motion was made by Plescia and seconded by Kueter to approve the agenda with the addition of the Oath of Office.

Motion carried.

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

Nay: None

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 Pedersen and seconded by Bennett to approve the consent agenda items as presented.

Motion carried.

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

Nay: None

9. Public Comments:

No public comments were presented.

10. Board Member Oath and Conduct:

Newly elected President, Kevin Lyons and newly elected Secretary, Lauren Plescia, read together the Board Member Oath of Conduct.

11. Superintendent's Report:

a. COVID-19 Return-to-School Update

Mr. Gold shared an update with the Board in regards to:

*Return-to-school guidance from IDPH/ISBE

Recent guidance gives school districts more control over district decisions and allows for a full return to school. Mask wearing will be up to each individual district. Big Hollow will meet in early August to discuss this topic, after more guidance is released from the IDPH and ISBE.

*Consideration of optional COVID-19 screening for students

A weekly testing program will be available to all students on site, parent approval required.

*Negotiations with the Big Hollow Federation of Teachers

These will take place as more information is received.

b. Budget update and discussion

Mr. Gold presented a pre-audited end of the year expenditure, revenue, and fund

balance summary.

c. Energy Report

Mr. Gold shared with the board a summer of energy costs from 2015-2021. An overall decrease of \$329,769 from 2015 to 2021. The exhibit showed how over the last several years there have been four major initiatives that have impacted our cost savings significantly:

- *LED lighting upgrade
- *Recommissioning study
- *Negotiation of lower electric and gas rates
- *Solar field installation

d. Strategic Planning update and discussion

Mr. Gold provided a summary of the impact the current Strategic Plan has had on Big Hollow School District 38 since 2016. He briefly shared some of the highlights and specific accomplishments. Mr. Gold will be sharing this exhibit with the community through a mass mailing. It was also discussed that the development of a new plan will begin in the year 2022.

e. Welcome Back Luncheon

We will hold three days of teacher institute activities to kick off the 2021-2022 school year, Wednesday, August 18 - Friday, August 20. The institute will begin at 7:45 a.m. in the Middle School Multi-Purpose Room/Cafeteria on August 18th. A luncheon provided by the Board of Education in conjunction with the Big Hollow Federation of Teachers will be scheduled.

f. Grant Update: American Rescue Plan - ESSER III

An exhibit was presented detailing the funding received by BHSD38 through ARP-ESSER III and how the funds are to be distributed.

h. Route 12 Tax Increment Financial (TIF) Redevelopment eligibility study

An exhibit was shared that BHSD received from The Village of Fox Lake indicating that a Tax Increment Allocation Redevelopment study is being proposed by the Village. This study includes land located at the northwest corner of Route 12 and Big Hollow Road and the northeast corner of Route 12 and Big Hollow Road. Mr. Gold and the Board of Education will remain in constant contact with the Village on the outcome of this study and the impact it may have on our district.

i. Legislative Update

Mr. Gold provided an update on recent bills passed by legislation which will impact our

school district. An exhibit provided by Engler, Callaway, Baasten & Sraga, LLC shows the specific bills and a short description of the requirements.

j. Review the Superintendent evaluation timeline

The board reviewed the timeline previously followed and made changes to the due dates.

*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.

*~~November~~ will now be January

-The Board and Superintendent conduct a less-formal semi-annual evaluation to monitor progress to date.

*~~January~~ will not be 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.

*~~February~~ will now be 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 copy retained by the Board.

*~~March~~ will now be June

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

12. Other Action Items:

a. June Employment Report

A motion was made by Plescia and seconded by Cernuska to approve the May employment report with the addition of Miriam Wallace, Paraprofessional. Motion carried.

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

Nay: None

b. Health/Dental/Vision/Life Insurance Rates

Mr. Gold provided an exhibit detailing the recommendation to continue with Cigna as our health insurance provider and MetLife for dental, vision and voluntary life coverage for the 2021-2022 school year.

A motion was made by Cernuska and seconded by Plescia to approve the recommendation from Mr. Gold and the Health Insurance Committee
Motion carried.

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

Nay: None

c. Salary Study

Mr. Gold shared with the Board the desire to have an outside company conduct a salary study for the following positions: Administrative Assistants, Paraprofessionals, Maintenance Employees, Custodians, Food Service Employees, Principals and Directors. This will allow us to be more competitive with other surrounding districts. The board requested the addition of Teachers and benefits that are provided.

A motion was made by Plescia and seconded by Pedersen to approve the agreement with Education Leadership Services to conduct a salary study which will allow BHSD38 to compare current wages being offered to certain employee groups at BHSD38 to other Illinois school districts with similar demographics. The study will be completed by September 1, 2021.

Motion carried.

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

Nay: None

d. Closed Meeting Minutes

Each July and January, Mr. Gold is to report to the Board of Education any closed session minutes that have been closed to the public that should be released. Mr. Gold is recommending that current closed minutes should remain in closed status.

A motion was made by Cernuska and seconded by Bennett to keep all closed meeting minutes in closed status.

Aye: All

Nay: None

e. COVID-19 Testing Support Agreement

The BHSD administration is recommending that an agreement with the Board of Trustees of the University of Illinois be approved in order to provide twice weekly testing/screening for the general population of students whose parents request to opt-in the testing process. Unvaccinated students in higher-risk categories such as extra-curricular participants, co-curricular participants, or students who meet the definition of being in close contact with someone who has tested positive with COVID-19 will also be part of the screening program.

There is no cost to the District for this program, as all costs and staff are covered due to the designation of BHSD38 as a Tier I school district in regards to the Evidence Based Funding model.

A motion was made by Cernuska and seconded by Kueter to approve the SHIELD IL COVID-19 Testing Support Agreement

Motion carried.

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

Nay: None

- f. Resolution to Governor JB Pritzker Requesting Local Control and Immediate Guidance for COVID-19 Mitigation Measures for the 2021-2022 School Year

A motion was made by Lyons and seconded by Kuter to postpone the resolution indefinitely.

Motion carried.

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

Nay: None

13. Resignations Accepted:

- Accepted resignation from Lauren Kistler, 6th Grade Social Studies Teacher, effective July 12, 2021.

14. Informational Items:

- a. Freedom of Information Act (FOIA) Requests

A FOIA request received on July 7, 2021 was presented to the board. No comments or questions.

- b. Monthly Reports

The Monthly Administrator Report and Administrator meeting agenda from June were presented to the board.

- c. The next regularly scheduled Board Meeting will take place on Monday, August 9, 2021.

- d. A special board meeting will be held on Thursday, August 5, 2021 at 6:00 in the Big Hollow Middle School Multi-Purpose room for the purpose of reviewing the return-to-school plan.

15. Motion to move to Closed Session:

Not needed

16. Return to Open Session:

Not needed

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

None

18. Adjournment:

A motion was made by Kueter and seconded by Cernuska to adjourn the meeting at 7:19 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

Big Hollow School District #38 Ingleside, IL 60041

SPECIAL BOARD OF EDUCATION MEETING MINUTES

Thursday August 5, 2021

1. Call to Order and Roll Call:

A special meeting of the Board of Education was called to order at 6:02 p.m. on Thursday, August 5, 2021.

Roll Call:

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

The following members were absent: None

The following administration was present: Gold

2. Pledge of Allegiance:

The Pledge of Allegiance was recited.

3. Public Comments:

A public comment was heard from a community member attending the meeting.

4. Update from Mr. Gold on new CDC/IDPH/ISBE guidance from returning to school

Mr. Gold shared a presentation explaining the mandate and guidelines for returning to school. We will begin the 2021-2022 school year full in person learning with all wearing masks. We will have a new test-to-stay program available to all staff and students whose parents sign a waiver agreeing to the terms. Remote learning will be made available to only students that are under quarantine. We will be returning to as much normalcy as possible; especially in regards to lunch and recess. Mask breaks and outside classroom time will be made available to all students. Staggered bell schedules will help ensure minimal contact in the hallways.

5. Possible active item: Motion to approve a return-to school plan

A motion was made by Bennett and seconded by Dollinger to approve Mr. Gold's return-to-school plan as presented.

Motion carried.

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

Nay: None

6. Possible action item: Approve resolution

A resolution was presented to the board granting the superintendent the ability to implement

and modify as needed an operational plan for the 2021-2022 school year.

A motion was made by Bennett and seconded by Cernuska to postpone the approval of the resolution indefinitely.

Motion carried.

Aye: All

Nay: None

7. Employment Report

_____ A motion was made by Plescia and seconded by Dollinger to accept the August 5, 2021 employment report with the addition of 2nd Grade Teacher, Michelle Carr.

Motion carried.

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

Nay: None

8. Adjournment:

A motion was made by Kueter and seconded by Pedersen to adjourn the meeting at 6:43 p.m.

Motion carried.

Aye: All

Nay: None

	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
Cash in Bank Win Trust Land of Lakes Bank	3,133,640	2,935,738	2,470,994	694,891	189,389	724,931	1,191,586	-151,565	11,189,605
PMA Investment	611,723	446,268	244,388	113,623	39,374	112,191	177,151	3,882	1,748,600
PMA Savings Deposit Account	0	0	0	0	0	0	0	0	0
TOTAL CASH & INVESTMENTS	3,747,363	3,382,006	2,715,383	808,514	228,763	837,122	1,368,737	-147,683	12,940,205
Due From Education Fund	0	0	0	0	0	0	0	0	0
TOTAL ASSETS	3,747,363	3,382,006	2,715,383	808,514	228,763	837,122	1,368,737	-147,683	12,940,205
LIABILITIES									
Tax Anticipation Warrants Payable	0	0	0	0	0	0	0	0	0
Accounts Payable	184,662	-23,349	0	-44,455	0	-3,690	0	0	113,168
Due To Working Cash Fund	0	0	0	0	0	0	0	0	0
TOTAL LIABILITIES	184,662	-23,349	0	-44,455	0	-3,690	0	0	113,168
YTD Revenue	394,927	37,019	134,950	233,188	13,255	10,511	2,708	4,571	831,128
Sale of Assets									0
YTD Expenditures	-1,496,721	-104,829	-72,150	-349,104	-45,763	-47,663	0	-195,936	-2,312,167
YTD Excess/ (Deficiency)	-1,101,794	-67,811	62,800	-115,916	-32,509	-37,151	2,708	-191,365	-1,481,038
Beginning Fund Balance 07/01/21	5,033,819	3,426,468	2,652,583	879,975	261,272	877,964	1,366,029	43,681	14,541,791
Ending Fund Balance	3,932,026	3,358,657	2,715,383	764,059	228,763	840,812	1,368,737	-147,683	13,060,753
TOTAL LIABILITIES & FUND BAL.	3,747,363	3,382,006	2,715,383	808,514	228,763	837,122	1,368,737	-147,683	12,940,205

Board of Education President
Big Hollow School District 38

Date

Board of Education Secretary
Big Hollow School District 38

Date

Education 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	\$9,004,770	\$319,503	\$319,503	\$8,685,267	4%	
State Sources	\$6,265,323	\$29,476	\$29,476	\$6,235,847	0%	
Federal Sources	\$2,056,890	\$45,578	\$45,578	\$2,011,312	2%	
Fees	\$24,000	\$371	\$371	\$23,630	2%	
Total Revenue	\$17,350,983	\$394,927	\$394,927	\$16,956,056	2%	
<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	\$12,832,785	\$906,705	\$906,705	\$11,926,080	7%	
Benefits	\$1,588,385	\$114,321	\$114,321	\$1,474,064	7%	
Purchased Services	\$1,232,809	\$181,694	\$181,694	\$1,051,115	15%	
Supplies and Mat	\$1,792,455	\$231,020	\$231,020	\$1,561,435	13%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Non-Capital Equipment	\$0	\$0	\$0	\$0	0%	
Other Objects	\$1,142,450	\$62,981	\$62,981	\$0	6%	
Transfers	\$537,500	\$0	\$0	\$537,500	0%	
Total Expenses	\$19,126,384	\$1,496,721	\$1,496,721	\$17,629,663	8%	

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	\$1,383,000	\$37,019	\$37,019	\$1,345,981	3%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Other Sources Sale of Land	\$0	\$0	\$0	\$0	0%	
	\$0	\$0	\$0	\$0	0%	
Grant Maintenance	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$1,383,000	\$37,019	\$37,019	\$1,345,981	3%	
<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	\$372,500	\$26,066	\$26,066	\$346,434	3%	
Benefits	\$32,560	\$2,937	\$2,937	\$29,623	9%	
Purchased Services	\$704,700	\$56,702	\$56,702	\$647,998	8%	
Supplies and Materials	\$464,300	\$19,124	\$19,124	\$445,176	4%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues, Fees, Tuition	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$1,574,060	\$104,829	\$104,829	\$1,469,231	7%	

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	\$5,147,305	\$134,950	\$134,950	\$5,012,355	3%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$5,147,305	\$134,950	\$134,950	\$5,012,355	3%	
<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	\$5,105,651	\$72,150	\$72,150	\$5,033,501	1%	
Total Expenses	\$5,106,651	\$72,150	\$72,150	\$5,034,501	1%	

Transportation 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	\$685,650	\$18,327	\$18,327	\$667,323	3%	
State Sources	\$779,860	\$214,861	\$214,861	\$564,999	28%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$1,465,510	\$233,188	\$233,188	\$1,232,322	16%	
<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	\$817,500	\$35,114	\$35,114	\$782,386	4%	
Benefits	\$64,725	\$821	\$821	\$63,904	1%	
Purchased Services	\$136,600	\$1,405	\$1,405	\$135,195	1%	
Supplies and Mat	\$111,400	\$3,418	\$3,418	\$107,982	3%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Other Objects	\$336,200	\$308,346	\$308,346	\$27,854	92%	
Total Expenses	\$1,466,425	\$349,104	\$349,104	\$1,117,321	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	\$538,978	\$13,255	\$13,255	\$525,723	2%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$538,978	\$13,255	\$13,255	\$525,723	2%	
<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	\$618,500	\$45,763	\$45,763	\$572,737	7%	
Purchased Services	\$0	\$0	\$0	\$0	0%	
Supplies and Mat	\$0	\$0	\$0	\$0	0%	
Capital Outlay	\$0	\$0	\$0	\$0	0%	
Dues and Fees	\$0	\$0	\$0	\$0	0%	
Total Expenses	\$618,500	\$45,763	\$45,763	\$572,737	7%	

Capital Projects						
<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	\$100,500	\$10,511	\$10,511	\$89,989	10%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$100,500	\$10,511	\$10,511	\$89,989	10%	
<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	\$10,000	\$0	\$0	\$10,000	0%	
Supplies and Mat	\$0	\$0	\$0	\$0	0%	
Capital Outlay	\$225,000	\$47,663	\$47,663	\$177,337	21%	
Transfers	\$16,000	\$0	\$0	\$16,000	0%	
Total Expenses	\$251,000	\$47,663	\$47,663	\$203,337	19%	

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	\$100,000	\$2,708	\$2,708	\$97,292	3%	
State Sources	\$0	\$0	\$0	\$0	0%	
Federal Sources	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$100,000	\$2,708	\$2,708	\$97,292	3%	
<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 Mat	\$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						
<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	\$17,146,203	\$540,843	\$540,843	\$16,605,360	3%	
State Sources	\$7,045,183	\$244,338	\$244,338	\$6,800,845	3%	
Federal Sources	\$2,056,890	\$45,578	\$45,578	\$2,011,312	2%	
Other Sources Sale of Land	\$0	\$0	\$0	\$0	0%	
Fees	\$24,000	\$371	\$371	\$23,630	2%	
Maintenance Grant	\$0	\$0	\$0	\$0	0%	
Total Revenue	\$26,272,276	\$831,128	\$831,128	\$25,441,148	3%	
<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	\$14,022,785	\$967,885	\$967,885	\$13,054,900	7%	
Benefits	\$2,304,170	\$163,842	\$163,842	\$2,140,328	7%	
Purchased Services	\$2,281,045	\$435,737	\$435,737	\$1,845,308	19%	
Supplies and Mat	\$2,368,155	\$253,563	\$253,563	\$2,114,592	11%	
Capital Outlay	\$225,000	\$47,663	\$47,663	\$177,337	21%	
Dues and Fees/Tuition	\$0	\$0	\$0	\$0	0%	
Transfers	\$553,500	\$0	\$0	\$553,500	0%	
Other Objects	\$6,584,301	\$443,477	\$443,477	\$6,140,824	7%	
Total Expenses	\$28,338,956	\$2,312,167	\$2,312,167	\$26,026,789	8%	

**Big Hollow School District #38
Accounts Payable Approval Form for August 9, 2021**

<u>Fund</u>	<u>Fund #</u>	<u>Accounts Payable</u>
Education	10	\$774,136.15
O & M	20	\$76,022.19
Debt Service	30	
Transportation	40	\$319,639.33
IMRF/SS	50	\$45,763.48
Capitol Projects	60	\$47,662.75
Working Cash	70	
TORT	80	\$195,936.00
Fire Prev/Safety	90	
Totals		\$1,459,159.90

Board of Education Secretary _____ Date _____
Big Hollow School District #38

Board of Education President _____ Date _____
Big Hollow School District #38

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/01/2021	49987	4,722.41	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/01/2021	49987	589.56	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
07/01/2021	49987	684.58	Illinois Dept Of Rev	TRANSPORTATION/District	Transportation - IL State Withholding	
07/01/2021	49987	25.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/01/2021	49987	13,262.43	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	19,283.98
07/01/2021	49988	566.94	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
07/01/2021	49988	11.92	Teacher's Health Ins	O & M/District/Employee	Building-Insurance Withholding Deductions	
07/01/2021	49988	11.92	Teacher's Health Ins	TRANSPORTATION/District/Employee	Transportation-Insurance Withholding Deductions	
07/01/2021	49988	760.18	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
07/01/2021	49988	15.98	Teacher's Health Ins	O & M/District/Employee	Building-Insurance Withholding Deductions	
07/01/2021	49988	15.98	Teacher's Health Ins	TRANSPORTATION/District/Employee	Transportation-Insurance Withholding Deductions	
07/01/2021	49988	4,326.09	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
07/01/2021	49988	3,209.66	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
07/01/2021	49988	4,326.09	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
07/01/2021	49988	3,209.66	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
07/01/2021	49988	4,326.09	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
07/01/2021	49988	3,209.66	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
07/01/2021	49988	4,325.90	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	
07/01/2021	49988	3,209.58	Teacher's Health Ins	EDUCATION/District/E	EDUCATION Employee Deductions	31,525.65
07/01/2021	49989	5,264.92	Teachers Retirement	EDUCATION/District/E	EDUCATION Employee Deductions	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/01/2021	49989	110.67	Teachers Retirement	Employee Deductions O & M/District/Employee Deductions	Building-Insurance Withholding	
07/01/2021	49989	110.67	Teachers Retirement	TRANSPORTATION/District/Employee Deductions	Transportation-Insurance Withholding	
07/01/2021	49989	339.28	Teachers Retirement	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
07/01/2021	49989	7.13	Teachers Retirement	O & M/District/Employee Deductions	Building-Insurance Withholding	
07/01/2021	49989	7.13	Teachers Retirement	TRANSPORTATION/District/Employee Deductions	Transportation-Insurance Withholding	
07/01/2021	49989	31,399.18	Teachers Retirement	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
07/01/2021	49989	2,023.52	Teachers Retirement	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
07/01/2021	49989	31,399.18	Teachers Retirement	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
07/01/2021	49989	2,023.52	Teachers Retirement	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
07/01/2021	49989	31,399.18	Teachers Retirement	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
07/01/2021	49989	2,023.52	Teachers Retirement	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
07/01/2021	49989	31,397.96	Teachers Retirement	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
07/01/2021	49989	2,023.42	Teachers Retirement	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	139,529.28
07/01/2021	49990	3,191.66	United States Treasury	EDUCATION/District	EDUCATION FICA	
07/01/2021	49990	736.65	United States Treasury	O & M/District	Building - FICA Withholding	
07/01/2021	49990	1,082.31	United States Treasury	TRANSPORTATION/District		
07/01/2021	49990	588.00	United States Treasury	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
07/01/2021	49990	8,725.96	United States Treasury	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/01/2021	49990	1,069.94	United States Treasu	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
07/01/2021	49990	334.99	United States Treasu	TRANSPORTATION/District/Federal Tax Withheld	Transportation-Federal Withhold	
07/01/2021	49990	1,507.52	United States Treasu	EDUCATION/District	EDUCATION Medicare Withiheld	
07/01/2021	49990	188.44	United States Treasu	O & M/District	Building- Medicare Withholding	
07/01/2021	49990	269.25	United States Treasu	TRANSPORTATION/District	Transportation-Medicare With	
07/01/2021	49990	5,010.62	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare - FICA Withholding	
07/01/2021	49990	1,965.21	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare-Medicare Withheld	
07/01/2021	49990	575.00	United States Treasu	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
07/01/2021	49990	50.00	United States Treasu	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
07/01/2021	49990	27,495.77	United States Treasu	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
07/01/2021	49990	4,890.11	United States Treasu	EDUCATION/District	EDUCATION Medicare Withiheld	
07/01/2021	49990	4,890.11	United States Treasu	SOCIAL SECURITY/MEDICARE/District	SS/Medicare-Medicare Withheld	62,571.54
07/01/2021	49991	71.09	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
07/01/2021	49991	0.00	Wisconsin Dept Of Re	TRANSPORTATION/District	Transportation -WI State With	
07/01/2021	49991	857.61	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	928.70
07/07/2021	49992	1,095.00	Bureau of Education	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	IDEA-- Impr of Inst	1,095.00
07/07/2021	49993	12,664.35	Committee for Childr	EDUCATION/District/S PECIAL EDUCATION/TEXTBOOKS	SPED--- Second Step curriculum	12,664.35
07/07/2021	49994	47,662.75	Computer Nationwide	CAPITAL	Camera System Upgrade	47,662.75

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				PROJECTS/District/FA CILITIES ACQUISITION AND CON/REPLACEMENT & NEW EQUIPMENT		
07/07/2021	49995	139.00	ESCO Ear Service Cor	EDUCATION/District/S	SPED--- Supp/Mat	139.00
				PECIAL EDUCATION/SUPPLIES		
07/07/2021	49996	50.00	Fox Lake/Round Lake	EDUCATION/District/O	Supt--- Dues & Fees	50.00
				FFICE OF THE SUPERINTENDENT S/DUES & FEES		
07/07/2021	49997	1,974.12	Frontline Technologi	EDUCATION/District/B	Board--- Applitrack	1,974.12
				OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER		
07/07/2021	49998	40,407.50	GHA Technologies Inc	EDUCATION/District/G	ESSER2- GoGuardian	40,407.50
				RANTS/SOFTWARE		
07/07/2021	49999	935.00	Heinemann	EDUCATION/District/G	ESSER2-- Easy CBM	935.00
				RANTS/SUPPLIES		
07/07/2021	50000	13,900.00	HumanEx Ventures	EDUCATION/District/P	HUMANeX Services	
				LANNING, RESEARCH, DEVELOPMEN/PROFESSIO NAL AND TECHNICAL SER		
07/07/2021	50000	7,000.00	HumanEx Ventures	EDUCATION/District/P	HUMANeX Services	
				LANNING, RESEARCH, DEVELOPMEN/PROFESSIO NAL AND TECHNICAL SER		
07/07/2021	50000	20,500.00	HumanEx Ventures	EDUCATION/District/P	HUMANeX Services	41,400.00
				LANNING, RESEARCH, DEVELOPMEN/PROFESSIO NAL AND TECHNICAL SER		
07/07/2021	50001	1,948.00	IASA Illinois Associ	EDUCATION/District/O	Supt--- Dues & Fees	1,948.00
				FFICE OF THE SUPERINTENDENT S/DUES & FEES		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/07/2021	50002	4,917.00	Illinois Association	EDUCATION/District/BOARD OF EDUCATION SERVICES/DUES & FEES	Board---IASB Dues	4,917.00
07/07/2021	50003	26,251.82	Learning Without Tea	EDUCATION/PRIMARY/ELEMENTARY/SOFTWARE	Pri-- Software (Handwriting)	
07/07/2021	50003	26,251.81	Learning Without Tea	EDUCATION/ELEMENTARY/ELEMENTARY/SOFTWARE	Elem-- Software (Handwriting)	52,503.63
07/07/2021	50004	7,638.00	Santander Leasing LL	TRANSPORTATION/District/PUPIl TRANSPORTATION SERVICES/REDEMPTION OF PRINCIPAL	Bus Lease--Principal	7,638.00
07/07/2021	50005	39,685.94	Skyward, Inc	EDUCATION/District/DATA PROCESSING SERVICES/DUES & FEES	Tech--- Skyward Annual Fee	
07/07/2021	50005	119.00	Skyward, Inc	EDUCATION/District/DATA PROCESSING SERVICES/DUES & FEES	Tech--- Skyward Annual Fee	39,804.94
07/07/2021	50006	11,888.75	St Benedict Technolo	EDUCATION/District/DATA PROCESSING SERVICES/OTHER PURCHASED SERVICES	Tech--- Suppt Svc (SBTC)	11,888.75
07/07/2021	50007	50.00	Suburban Superintend	EDUCATION/District/OFFICE OF THE SUPERINTENDENT S/DUES & FEES	Supt--- Dues & Fees	50.00
07/07/2021	50008	40,400.00	Teaching Strategies	EDUCATION/District/G RANTS/SUPPLIES	ESSER3-- Teaching Strategies	
07/07/2021	50008	10,100.00	Teaching Strategies	EDUCATION/District/SPECIAL EDUCATION/SOFTWARE	SPED--- Software (Gold Assmnt)	50,500.00
07/15/2021	50009	2,375.96	Ill Municipal Retire	EDUCATION/District/Benefit Accrual	EDUCATION IMRF Deduction	
07/15/2021	50009	545.07	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/15/2021	50009	788.69	Ill Municipal Retire	TRANSPORTATION/District/Benefit Accrual		
07/15/2021	50009	5,844.89	Ill Municipal Retire	IMRF/District/Benefit Accrual	IMRF - IMRF Withholding	
07/15/2021	50009	2,177.34	Ill Municipal Retire	EDUCATION/District/Benefit Accrual	EDUCATION IMRF Deduction	
07/15/2021	50009	524.95	Ill Municipal Retire	O & M/District/Benefit Accrual	Building - IMRF Withholding	
07/15/2021	50009	690.73	Ill Municipal Retire	TRANSPORTATION/District/Benefit Accrual		
07/15/2021	50009	5,345.89	Ill Municipal Retire	IMRF/District/Benefit Accrual	IMRF - IMRF Withholding	18,293.52
07/15/2021	50010	25.00	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/15/2021	50010	13,262.43	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/15/2021	50010	4,513.76	Illinois Dept Of Rev	EDUCATION/District	EDUCATION ILLINOIS TAX	
07/15/2021	50010	566.99	Illinois Dept Of Rev	O & M/District	Building- IL State Withholding	
07/15/2021	50010	650.53	Illinois Dept Of Rev	TRANSPORTATION/District	Transportation - IL State With	19,018.71
07/15/2021	50011	391.82	Teacher's Health Ins	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
07/15/2021	50011	8.23	Teacher's Health Ins	O & M/District/Employee Deductions	Building-Insurance Withholding	
07/15/2021	50011	8.24	Teacher's Health Ins	TRANSPORTATION/District/Employee Deductions	Transportation-Insurance With	
07/15/2021	50011	526.51	Teacher's Health Ins	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
07/15/2021	50011	11.07	Teacher's Health Ins	O & M/District/Employee Deductions	Building-Insurance Withholding	
07/15/2021	50011	11.07	Teacher's Health Ins	TRANSPORTATION/District/Employee Deductions	Transportation-Insurance With	956.94
07/15/2021	50012	5,264.92	Teachers Retirement	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
07/15/2021	50012	110.67	Teachers Retirement	O & M/District/Employee	Building-Insurance Withholding	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/15/2021	50012	110.67	Teachers Retirement	TRANSPORTATION/District/Employee Deductions	Transportation-Insurance With	
07/15/2021	50012	339.28	Teachers Retirement	EDUCATION/District/Employee Deductions	EDUCATION Employee Deductions	
07/15/2021	50012	7.13	Teachers Retirement	O & M/District/Employee Deductions	Building-Insurance Withholding	
07/15/2021	50012	7.13	Teachers Retirement	TRANSPORTATION/District/Employee Deductions	Transportation-Insurance With	5,839.80
07/15/2021	50013	575.00	United States Treasury	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
07/15/2021	50013	50.00	United States Treasury	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
07/15/2021	50013	27,495.77	United States Treasury	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
07/15/2021	50013	4,890.11	United States Treasury	EDUCATION/District	EDUCATION Medicare Withheld	
07/15/2021	50013	4,890.11	United States Treasury	SOCIAL SECURITY/MEDICARE/District	SS/Medicare-Medicare Withheld	
07/15/2021	50013	2,912.87	United States Treasury	EDUCATION/District	EDUCATION FICA	
07/15/2021	50013	708.52	United States Treasury	O & M/District	Building - FICA Withholding	
07/15/2021	50013	944.70	United States Treasury	TRANSPORTATION/District		
07/15/2021	50013	588.00	United States Treasury	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
07/15/2021	50013	8,597.81	United States Treasury	EDUCATION/District/Federal Tax Withheld	EDUCATION FED W/H TAX	
07/15/2021	50013	1,000.96	United States Treasury	O & M/District/Federal Tax Withheld	Building - Federal Withholding	
07/15/2021	50013	454.27	United States Treasury	TRANSPORTATION/District/Federal Tax Withheld	Transportation-Federal Withhold	
07/15/2021	50013	1,443.13	United States Treasury	EDUCATION/District	EDUCATION Medicare Withheld	
07/15/2021	50013	181.87	United States Treasury	O & M/District	Building- Medicare Withholding	
07/15/2021	50013	237.06	United States Treasury	TRANSPORTATION/District	Transportation-Medicare With	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/15/2021	50013	4,566.09	United States Treasu	ict SOCIAL SECURITY/MEDICARE/Di	SS/Medicare - FICA Withholding	
07/15/2021	50013	1,862.06	United States Treasu	strict SOCIAL SECURITY/MEDICARE/Di	SS/Medicare-Medicare Withheld	61,398.33
07/15/2021	50014	857.61	Wisconsin Dept Of Re	strict EDUCATION/District	EDUCATION WISC ST TAX	
07/15/2021	50014	71.09	Wisconsin Dept Of Re	EDUCATION/District	EDUCATION WISC ST TAX	
07/15/2021	50014	0.00	Wisconsin Dept Of Re	TRANSPORTATION/Distr	Transportation -WI State With	928.70
07/15/2021	50015	2,942.31	Advanced Disposal	ict O & M/District/CARE AND UPKEEP OF BUILDING SE/SANITATION SERVICES	Sanitation Services	
07/15/2021	50015	52.62	Advanced Disposal	TRANSPORTATION/Distr	Trans--- Garbage pickup	2,994.93
07/15/2021	50016	22.92	Amazon	ict/PUPIL TRANSPORTATION SERVICES/SANITATION SERVICES	EDUCATION/ELEMENTARY Elem-- Supp/Mat /ELEMENTARY/SUPPLIES	
07/15/2021	50016	38.39	Amazon	EDUCATION/District/D	Dir of Curr/Inst Sup/Mat IRECTION OF CENTRAL SUPPORT S/SUPPLIES	
07/15/2021	50016	56.98	Amazon	EDUCATION/District/D	Dir of Curr/Inst Sup/Mat IRECTION OF CENTRAL SUPPORT S/SUPPLIES	
07/15/2021	50016	13.98	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/15/2021	50016	110.00	Amazon	EDUCATION/District/F	Business-- Supp/Mat ISCAL SERVICES/SUPPLIES	
07/15/2021	50016	60.53	Amazon	EDUCATION/District/B	Board-- Communication OARD OF EDUCATION SERVICES/COMMUNICATI ON	
07/15/2021	50016	149.85	Amazon	O & M/District/CARE	Dist--- Grounds Supp/Mat	452.65

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/15/2021	50017	50.00	Boone, Lisa	AND UPKEEP OF GROUNDS SER/SUPPLIES EDUCATION/District/S	Distr--- Summer schl Supp/Mat	50.00
07/15/2021	50018	93,250.00	CLIC	SCHOOL/SUPPLIES TORT	CLIC Property Insurance	
07/15/2021	50018	102,686.00	CLIC	FUND/District/Proper ty Insurance/CLIC Property Insurance TORT	Workmans Comp Insurance	195,936.00
07/15/2021	50019	1,100.00	Coletto, Jessica	FUND/District/Workma ns Compensation/PROFESS IONAL AND TECHNICAL SER EDUCATION/District/E	Distr-- Tuition Reimb.	1,100.00
07/15/2021	50020	528.00	Compass Health Cente	LEMENTARY/TUITION REIMBURSEMENT EDUCATION/Connection	SPED--- Private School Tuition	528.00
07/15/2021	50021	1,393.95	Connection's Day Sch	Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	
07/15/2021	50021	4,181.85	Connection's Day Sch	Day SC-Palatine/Spec Ed Private Tuition/Private Tuition	SPED--- Private School Tuition	5,575.80
07/15/2021	50022	1,363.50	Connection's Academy	EDUCATION/Connection	SPED--- Private School Tuition	
				Day		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/15/2021	50022	4,090.50	Connection's Academy	SC-Palatine/Spec Ed Private Tuition/Private Tuition EDUCATION/Connection Day	SPED--- Private School Tuition	5,454.00
07/15/2021	50023	72.45	Daily Herald/Paddock	SC-Palatine/Spec Ed Private Tuition/Private Tuition EDUCATION/District/B OARD OF EDUCATION SERVICES/COMMUNICATI ON	Board-- Communication	72.45
07/15/2021	50024	23.44	Decker Equipment	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- O&M Pur Svc	
07/15/2021	50024	37.58	Decker Equipment	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
07/15/2021	50024	332.49	Decker Equipment	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	393.51
07/15/2021	50025	1,200.00	DiMaggio, Nicole	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,200.00
07/15/2021	50026	547.50	Erickson, Douglas	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	547.50
07/15/2021	50027	2,800.00	Francisco Serrano	O & M/District/CARE AND UPKEEP OF GROUNDS SER/PROFESSIONAL AND TECHNICAL SER	Grounds Upkeep Service	2,800.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/15/2021	50028	5,873.98	Frontline Technologi	EDUCATION/District/B OARD OF EDUCATION SERVICES/COMMUNICATI ON	Board-- Frontline Sub-find	5,873.98
07/15/2021	50029	1,603.07	Granite Telecommunic	O & M/District/CARE AND UPKEEP OF BUILDING SE/At&t	Phone Services (AT&T)	1,603.07
07/15/2021	50030	36.10	Hauser, Michelle	EDUCATION/District/S ALES TO PUPILS - LUNCH	FoodSvc--- Lunch/Breakfst Rev	36.10
07/15/2021	50031	14,721.38	Hewlett-Packard Fina	EDUCATION/District/O PERATIONS SERVICES/RENTALS	Tech--- Lease (2019)	
07/15/2021	50031	49,584.92	Hewlett-Packard Fina	EDUCATION/District/O PERATIONS SERVICES/RENTALS	Tech--- Lease (2019)	64,306.30
07/15/2021	50032	699.00	Illinois Association	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- School Board Conf.	
07/15/2021	50032	5,592.00	Illinois Association	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- School Board Conf.	
07/15/2021	50032	699.00	Illinois Association	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- School Board Conf.	6,990.00
07/15/2021	50033	844.80	Integrated Systems C	EDUCATION/District/O PERATIONS SERVICES/PROFESSIONA L AND TECHNICAL SER	Tech--- Purch Svc	844.80
07/15/2021	50034	4,193.91	Intrado Interactive	EDUCATION/District/B OARD OF EDUCATION SERVICES/COMMUNICATI ON	Board--- School Messenger	4,193.91
07/15/2021	50035	150.00	King, Victorene Lee	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	150.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/15/2021	50036	183.76	Kully Supply	O & M/District/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Dist--- Maintenance Supp/Mat	183.76
07/15/2021	50037	1,100.00	Marienthal, Margaret	EDUCATION/District/ELEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,100.00
07/15/2021	50038	45.31	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
07/15/2021	50038	43.97	NCC - Peterson Produ	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
07/15/2021	50038	43.97	NCC - Peterson Produ	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	
07/15/2021	50038	720.74	NCC - Peterson Produ	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Custodial Supp/Mat	
07/15/2021	50038	720.74	NCC - Peterson Produ	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Custodial Supp/Mat	
07/15/2021	50038	720.74	NCC - Peterson Produ	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Custodial Supp/Mat	2,295.47
07/15/2021	50039	1,400.00	Net56	O & M/District/CARE AND UPKEEP OF BUILDING SE/Net56	Internet Services (Net 56)	1,400.00
07/15/2021	50040	6,208.34	Onyx Asset Service G	O & M/District/CARE AND UPKEEP OF BUILDING	Energy Electricity	6,208.34

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/15/2021	50041	1,650.00	Polark, Kelly	SE/ELECTRICITY EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,650.00
07/15/2021	50042	1,900.00	Project Lead the Way	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Impr. of Instr--- STEM	
07/15/2021	50042	950.00	Project Lead the Way	EDUCATION/ELEMENTARY /ELEMENTARY/DUES & FEES	Elem--- PLTW dues	2,850.00
07/15/2021	50043	26.99	Quill Corp	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	26.99
07/15/2021	50044	125.00	Raney Day Services	EDUCATION/District/D ATA PROCESSING SERVICES/OTHER PURCHASED SERVICES	Tech--- Suppt Svc (SBTC)	125.00
07/15/2021	50045	1,200.00	Read Naturally	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Impr. of Instr--- Staff	1,200.00
07/15/2021	50046	327.26	Scholastic Classroom	EDUCATION/District/B ILINGUAL PROGRAMS/SUPPLIES	LIPLEPS--- Supp/Mat	327.26
07/15/2021	50047	15,915.00	Schoolwide Inc	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Impr of Inst--- Schoolwide	15,915.00
07/15/2021	50048	100.00	Sonova USA, Inc	EDUCATION/District/S PECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	100.00
07/15/2021	50049	306.80	Thomson Reuters-West	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- Residency Purch Svc	306.80

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/15/2021	50050	139.00	WCEPS	EDUCATION/District/B ILINGUAL PROGRAMS/SUPPLIES	LIPLEPS--- Supp/Mat	139.00
07/15/2021	50051	80.00	Wex Health, Inc	EDUCATION/District/B OARD OF EDUCATION SERVICES/DUES & FEES	Board--Dues/Fee RevTrck & Bank	80.00
07/30/2021	50052	575.00	Accurate Biometrics	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- Purch Svc	
07/30/2021	50052	172.50	Accurate Biometrics	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES	Trans--- Fingerprinting	747.50
07/30/2021	50054	90.84	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/30/2021	50054	141.99	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/30/2021	50054	110.98	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/30/2021	50054	90.94	Amazon	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
07/30/2021	50054	106.31	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/30/2021	50054	114.59	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/30/2021	50054	104.48	Amazon	EDUCATION/ELEMENTARY /HEALTH SERVICES/PROFESSIONA L AND TECHNICAL SER	Elem-- Nurse pur/svc	
07/30/2021	50054	96.52	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/30/2021	50054	111.26	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/30/2021	50054	74.87	Amazon	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/30/2021	50054	81.14	Amazon	EDUCATION/ELEMENTARY	Elem-- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/30/2021	50054	88.39	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/30/2021	50054	94.20	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/30/2021	50054	254.28	Amazon	/ELEMENTARY/SUPPLIES EDUCATION/ELEMENTARY	Elem-- Supp/Mat	
07/30/2021	50054	2,612.02	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR	MS--- ELA resources	
07/30/2021	50054	30.31	Amazon	HIGH/TEXTBOOKS EDUCATION/District/D	Tech--- Supp/Mat	
07/30/2021	50054	109.98	Amazon	ATA PROCESSING SERVICES/SUPPLIES		
07/30/2021	50054	92.55	Amazon	O & M/District/OPERATION	Dist--- O&M Pur Svc	
07/30/2021	50054	101.97	Amazon	AND MAINTENANCE OF P/PROFESSIONAL AND		
07/30/2021	50054	50.14	Amazon	TECHNICAL SER EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
07/30/2021	50054	92.15	Amazon	DLE-JUNIOR HIGH/SUPPLIES		
07/30/2021	50054	81.45	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	
07/30/2021	50054	127.83	Amazon	HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS--- ELA resources	
07/30/2021	50054	197.80	Amazon	DLE-JUNIOR HIGH/TEXTBOOKS		
07/30/2021	50054	100.01	Amazon	EDUCATION/MIDDLE/MID DLE-JUNIOR	MS-- Supp/Mat	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/30/2021	50054	86.76	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
07/30/2021	50054	631.70	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS--- Art Supp/Mat	
07/30/2021	50054	68.77	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
07/30/2021	50054	90.43	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
07/30/2021	50054	89.84	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
07/30/2021	50054	83.63	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	
07/30/2021	50054	97.12	Amazon	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/MIDDLE/MID	MS-- Supp/Mat	6,305.25
07/30/2021	50055	89.23	Arndt, Christine	DLE-JUNIOR HIGH/SUPPLIES EDUCATION/District/O	Asst. Supt--- Mentor Program	
07/30/2021	50055	50.00	Arndt, Christine	FFICE OF THE SUPERINTENDENT S/SUPPLIES		
07/30/2021	50055	50.00	Arndt, Christine	EDUCATION/District/E	Admin cell phone stipend	139.23
07/30/2021	50056	50.00	Biancalana, Venette	XECUTIVE ADMINISTRATION SERVI/Other Benefit		
07/30/2021	50056	50.00	Biancalana, Venette	EDUCATION/District/E	Admin cell phone stipend	50.00
07/30/2021	50057	1,918.65	ComEd	XECUTIVE ADMINISTRATION SERVI/Other Benefit O & M/District/CARE	Energy Electricity AND UPKEEP OF BUILDING SE/ELECTRICITY	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/30/2021	50057	3,054.84	ComEd	O & M/District/CARE AND UPKEEP OF BUILDING SE/ELECTRICITY	Energy Electricity	4,973.49
07/30/2021	50058	741.00	Community Mechanical	O & M/PRIMARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Pri--- Maintenance Supp/Mat	
07/30/2021	50058	1,933.00	Community Mechanical	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	
07/30/2021	50058	2,055.00	Community Mechanical	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	MS--- Maintenance Supp/Mat	
07/30/2021	50058	1,231.00	Community Mechanical	O & M/ELEMENTARY/CARE AND UPKEEP OF BUILDING SE/SUPPLIES	Elem--- Maintenance Supp/Mat	5,960.00
07/30/2021	50059	75.00	Council of Administr	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	IDEA-- Impr of Inst	75.00
07/30/2021	50060	1,282.93	Crisis Prevention In	EDUCATION/District/S PECIAL AREA ADMINISTRATION SE/DUES & FEES	SPED-- Admin Dues/Fees	1,282.93
07/30/2021	50061	50.00	DeNovo, Kira	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
07/30/2021	50062	1,100.00	Dovich, Alissa	EDUCATION/District/E LEMENTARY/TUITION REIMBURSEMENT	Distr-- Tuition Reimb.	1,100.00
07/30/2021	50063	2,640.00	Emeric Facility Serv	O &	Dist-- COVID Pur/Svc	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
				M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER		
07/30/2021	50063	14,371.00	Emeric Facility Serv	O & M/District/CARE AND UPKEEP OF BUILDING SE/CLEANING SERVICES	Cleaning Service	
07/30/2021	50063	14,371.00	Emeric Facility Serv	O & M/District/CARE AND UPKEEP OF BUILDING SE/CLEANING SERVICES	Cleaning Service	31,382.00
07/30/2021	50064	92.00	Engler Callaway Baas	EDUCATION/District/B OARD OF EDUCATION SERVICES/LEGAL SERVICES	Board-- Legal Services	92.00
07/30/2021	50065	299.00	First Educational Re	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Impr. of Instr--- Staff	299.00
07/30/2021	50066	90.00	FSS Technologies, LL	O & M/PRIMARY/SECURITY SERVICES/PROFESSIONA L AND TECHNICAL SER	Pri--- Security Svc	
07/30/2021	50066	2,358.00	FSS Technologies, LL	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Fire Insp. Services	
07/30/2021	50066	90.00	FSS Technologies, LL	O & M/ELEMENTARY/SECURIT Y SERVICES/PROFESSIONA L AND TECHNICAL SER	Elem--- Security Svc	
07/30/2021	50066	180.00	FSS Technologies, LL	O & M/MIDDLE/SECURITY	MS--- Security Svc	

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/30/2021	50073	1,680.00	Illinois Association	EDUCATION/District/B FEEES OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- School Board Conf.	
07/30/2021	50073	280.00	Illinois Association	EDUCATION/District/B OARD OF EDUCATION SERVICES/PROFESSIONA L AND TECHNICAL SER	Board--- School Board Conf.	1,960.00
07/30/2021	50074	12,231.00	IXL Learning	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SOFTWARE	MS-- Software (IXL)	12,231.00
07/30/2021	50075	50.00	Janusz, Lenayn	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
07/30/2021	50076	1,489.66	Johnson Controls Fir	O & M/MIDDLE/CARE AND UPKEEP OF BUILDING SE/REPAIR AND MAINTENANCE SERVICE	MS--- O&M Repairs and Maint	1,489.66
07/30/2021	50077	363.00	Kendall Hunt Publish	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/TEXTBOOKS	MS--- ELA resources	
07/30/2021	50077	238.62	Kendall Hunt Publish	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/TEXTBOOKS	MS--- ELA resources	601.62
07/30/2021	50078	50.00	King, Victorene Lee	EDUCATION/District/E XECUTIVE ADMINISTRATION SERVI/Other Benefit	Admin cell phone stipend	50.00
07/30/2021	50079	2,642.00	Lake County Regional	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Impr of Inst-- Lake Co Ed. Svc	2,642.00
07/30/2021	50080	106.81	Lakeshore Learning M	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	106.81
07/30/2021	50081	50.00	McCulley, Matthew	EDUCATION/District/E	Admin cell phone stipend	50.00

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/30/2021	50082	50.00	Meek, Stephanie	XECUTIVE ADMINISTRATION SERVI/Other Benefit EDUCATION/District/E	Admin cell phone stipend	50.00
07/30/2021	50083	350.00	Mike's Towing Inc	XECUTIVE ADMINISTRATION SERVI/Other Benefit TRANSPORTATION/Distr	Trans--- Rep/Maintenance	350.00
07/30/2021	50084	50.00	Morley, Sunny	ict/PUPIL TRANSPORTATION SERVICES/REPAIR AND MAINTENANCE SERVICE EDUCATION/District/E	Admin cell phone stipend	50.00
07/30/2021	50085	50.00	Mullen, Rachel Ann	XECUTIVE ADMINISTRATION SERVI/Other Benefit EDUCATION/District/E	Admin cell phone stipend	50.00
07/30/2021	50086	12.58	Napa Auto Supply Fox	XECUTIVE ADMINISTRATION SERVI/Other Benefit TRANSPORTATION/Distr	Trans--- Supp/Mat	
07/30/2021	50086	18.67	Napa Auto Supply Fox	ict/PUPIL TRANSPORTATION SERVICES/SUPPLIES	Trans--- Supp/Mat	31.25
07/30/2021	50087	11,400.00	Newsela, Inc	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SOFTWARE	MS--- Software NewsELA	11,400.00
07/30/2021	50088	1,260.00	Nierman Landscape &	O & M/District/CARE AND UPKEEP OF GROUNDS SER/PROFESSIONAL AND TECHNICAL SER	Grounds Upkeep Service	1,260.00
07/30/2021	50089	17.68	Oriental Trading Com	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
07/30/2021	50089	77.18	Oriental Trading Com	EDUCATION/PRIMARY/EL	Pri-- Supp/Mat	94.86

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/30/2021	50090	830.00	PAHCS II/Northwestern	EMENTARY/SUPPLIES TRANSPORTATION/District/PUPIL	Trans--- Bus Driver Physicals	830.00
07/30/2021	50091	4,813.38	Pear Deck, Inc	TRANSPORTATION SERVICES/OTHER PURCHASED SERVICES EDUCATION/District/D	Tech--- PearDeck	4,813.38
07/30/2021	50092	50.00	Pittman, Erin	ATA PROCESSING SERVICES/SOFTWARE EDUCATION/District/E	Admin cell phone stipend	50.00
07/30/2021	50093	575.85	PMA Leasing, INC	XECUTIVE ADMINISTRATION SERVI/Other Benefit EDUCATION/District/C	Dist-- Copy Machine Lease	
07/30/2021	50093	547.00	PMA Leasing, INC	ARE AND UPKEEP OF EQUIPMENT S/RENTALS EDUCATION/District/C	Dist-- Copy Machine Lease	
07/30/2021	50093	1,865.00	PMA Leasing, INC	ARE AND UPKEEP OF EQUIPMENT S/RENTALS EDUCATION/District/C	Dist-- Copy Machine Lease	
07/30/2021	50093	865.00	PMA Leasing, INC	ARE AND UPKEEP OF EQUIPMENT S/RENTALS EDUCATION/District/C	Dist-- Copy Machine Lease	
07/30/2021	50093	1,698.41	PMA Leasing, INC	ARE AND UPKEEP OF EQUIPMENT S/RENTALS EDUCATION/District/C	Dist-- Copy Machine Lease	5,551.26
07/30/2021	50094	1,300.20	Pro-Ed, Inc	EDUCATION/District/S PECIAL	SPED--- Summer School Supp/Mat	1,300.20
07/30/2021	50095	14.39	Quill Corp	EDUCATION/SUPPLIES EDUCATION/District/O	Asst. Supt--- Mentor Program	
07/30/2021	50095	152.98	Quill Corp	FFICE OF THE SUPERINTENDENT S/SUPPLIES EDUCATION/District/O	Asst. Supt--- Mentor Program	
				FFICE OF THE SUPERINTENDENT S/SUPPLIES		

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/30/2021	50095	81.66	Quill Corp	EDUCATION/District/O FFICE OF THE SUPERINTENDENT S/SUPPLIES	Asst. Supt--- Mentor Program	
07/30/2021	50095	86.69	Quill Corp	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
07/30/2021	50095	28.06	Quill Corp	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	
07/30/2021	50095	79.19	Quill Corp	EDUCATION/MIDDLE/MID DLE-JUNIOR HIGH/SUPPLIES	MS-- Supp/Mat	
07/30/2021	50095	1,259.62	Quill Corp	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	1,702.59
07/30/2021	50096	24.99	Really Good Stuff	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	24.99
07/30/2021	50097	7,849.94	Renaissance Learning	EDUCATION/District/M TSS/Title I/SOFTWARE	Title I-- MyOn	7,849.94
07/30/2021	50098	300,708.00	Santander Leasing LL	TRANSPORTATION/Distr ict/PUPIL TRANSPORTATION SERVICES/REDEMPTION OF PRINCIPAL	Bus Lease--Principal	300,708.00
07/30/2021	50099	688.36	School Life	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
07/30/2021	50099	458.90	School Life	EDUCATION/ELEMENTARY /ELEMENTARY/SUPPLIES	Elem-- Supp/Mat	1,147.26
07/30/2021	50100	95.37	School Specialty	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	
07/30/2021	50100	91.09	School Specialty	EDUCATION/PRIMARY/EL EMENTARY/SUPPLIES	Pri-- Supp/Mat	186.46
07/30/2021	50101	11,388.50	SEDOL	SOCIAL SECURITY/MEDICARE/SE DOL/SpecED/PAYMENTS FOR SPECIAL EDUCATION/FEDERAL INSURANCE CONTRIBUTION	SEDOL IMRF Expense	11,388.50

CHECK DATE	CHECK NUMBER	AMOUNT	VENDOR	ACCOUNT DESCRIPTION	ACCOUNT LEVEL DESCRIPTION	TOTAL
07/30/2021	50102	100.00	Sheriff's Office	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- O&M Pur Svc	100.00
07/30/2021	50103	60.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	
07/30/2021	50103	60.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	
07/30/2021	50103	78.00	Smithereen Pest Mana	O & M/District/OPERATION AND MAINTENANCE OF P/PROFESSIONAL AND TECHNICAL SER	Dist--- Pest Control Services	198.00
07/30/2021	50104	50.00	Swiderski, Derek	TRANSPORTATION/Distr ict/SERVICE AREA DIRECTION/Other Benefit	Trans-- cell phone stipend	50.00
07/30/2021	50105	1,247.97	TALX UC Express	EDUCATION/District/B OARD OF EDUCATION SERVICES/INSURANCE (OTHER THAN EMPLOYEE	Board--- Unemployment Ins	1,247.97
07/30/2021	50106	2,900.00	Teaching Strategies	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Imp of Inst-- Creative Curr.	
07/30/2021	50106	2,900.00	Teaching Strategies	EDUCATION/District/I MPROVEMENT OF INSTRUCTION SER/PROFESSIONAL AND TECHNICAL SER	Imp of Inst-- Creative Curr.	

<u>CHECK DATE</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ACCOUNT LEVEL DESCRIPTION</u>	<u>TOTAL</u>
07/30/2021	50106	470.40	Teaching Strategies	EDUCATION/District/S PEECIAL EDUCATION/SUPPLIES	SPED--- Supp/Mat	6,270.40
07/30/2021	50107	1,200.50	Techstar America Cor	EDUCATION/District/C ARE AND UPKEEP OF EQUIPMENT S/RENTALS	Dist-- Copy Machine Lease	1,200.50
07/30/2021	50108	4,829.00	Vista Learning, NFP	EDUCATION/District/D ATA PROCESSING SERVICES/SOFTWARE	Tech--- Evaluwise	4,829.00
		1,459,159.90	Totals for checks			

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION	313,084.50	36.10	461,015.55	774,136.15
20	O & M	6,395.75	0.00	69,626.44	76,022.19
40	TRANSPORTATION	6,419.92	0.00	313,219.41	319,639.33
50	SOCIAL SECURITY/MEDICARE	23,184.20	0.00	11,388.50	34,572.70
51	IMRF	11,190.78	0.00	0.00	11,190.78
60	CAPITAL PROJECTS	0.00	0.00	47,662.75	47,662.75
80	TORT FUND	0.00	0.00	195,936.00	195,936.00
***	Fund Summary Totals ***	360,275.15	36.10	1,098,848.65	1,459,159.90

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

CHECK DATE	CHECK NUMBER	VENDOR	TOTAL
7/30/2021	50098	Santander Leasing LLC	\$300,708.00
7/15/2021	50018	CLIC	\$195,936.00
7/1/2021	49989	Teachers Retirement System	\$139,529.28
7/15/2021	50031	Hewlett-Packard Financial Services	\$64,306.30
7/1/2021	49990	United States Treasury	\$62,571.54
7/15/2021	50013	United States Treasury	\$61,398.33
7/7/2021	50003	Learning Without Tears	\$52,503.63
7/7/2021	50008	Teaching Strategies LLC	\$50,500.00
7/7/2021	49994	Computer Nationwide	\$47,662.75
7/7/2021	50000	HumanEx Ventures	\$41,400.00
7/7/2021	49998	GHA Technologies Inc	\$40,407.50
7/7/2021	50005	Skyward, Inc	\$39,804.94
7/1/2021	49988	Teacher's Health Insurance Security Fund	\$31,525.65
7/30/2021	50063	Emeric Facility Services	\$31,382.00
7/1/2021	49987	Illinois Dept Of Revenue	\$19,283.98
7/15/2021	50010	Illinois Dept Of Revenue	\$19,018.71
7/15/2021	50009	Ill Municipal Retirement Fund	\$18,293.52
7/15/2021	50047	Schoolwide Inc	\$15,915.00
7/7/2021	49993	Committee for Children	\$12,664.35
7/30/2021	50074	IXL Learning	\$12,231.00
7/7/2021	50006	St Benedict Technology Consortium	\$11,888.75
7/30/2021	50087	Newsela, Inc	\$11,400.00
7/30/2021	50101	SEDOL	\$11,388.50
7/30/2021	50097	Renaissance Learning, Inc	\$7,849.94
7/7/2021	50004	Santander Leasing LLC	\$7,638.00
7/15/2021	50032	Illinois Association Of School Boards	\$6,990.00
7/30/2021	50054	Amazon	\$6,305.25
7/30/2021	50106	Teaching Strategies LLC	\$6,270.40
7/15/2021	50040	Onyx Asset Service Groups LLC	\$6,208.34
7/30/2021	50066	FSS Technologies, LLC	\$6,177.00
7/30/2021	50058	Community Mechanical	\$5,960.00
7/15/2021	50028	Frontline Technologies Group LLC	\$5,873.98
7/15/2021	50012	Teachers Retirement System	\$5,839.80
7/15/2021	50021	Connection's Day School	\$5,575.80
7/30/2021	50093	PMA Leasing, INC	\$5,551.26
7/15/2021	50022	Connection's Academy East	\$5,454.00
7/30/2021	50057	ComEd	\$4,973.49
7/7/2021	50002	Illinois Association Of School Boards	\$4,917.00
7/30/2021	50108	Vista Learning, NFP	\$4,829.00
7/30/2021	50091	Pear Deck, Inc	\$4,813.38
7/15/2021	50034	Intrado Interactive Services Corp	\$4,193.91
7/30/2021	50070	Heinemann	\$4,000.00
7/30/2021	50069	Grant Township Highway Department	\$3,387.04
7/15/2021	50015	Advanced Disposal	\$2,994.93
7/15/2021	50042	Project Lead the Way	\$2,850.00

7/15/2021	50027	Francisco Serrano	\$2,800.00
7/30/2021	50079	Lake County Regional Office Of Education	\$2,642.00
7/15/2021	50038	NCC - Peterson Products	\$2,295.47
7/7/2021	49997	Frontline Technologies Group LLC	\$1,974.12
7/30/2021	50073	Illinois Association Of School Boards	\$1,960.00
7/7/2021	50001	IASA Illinois Association Of School Admin	\$1,948.00
7/30/2021	50095	Quill Corp	\$1,702.59
7/15/2021	50041	Polark, Kelly	\$1,650.00
7/15/2021	50029	Granite Telecommunications	\$1,603.07
7/30/2021	50076	Johnson Controls Fire Protection	\$1,489.66
7/15/2021	50039	Net56	\$1,400.00
7/30/2021	50094	Pro-Ed, Inc	\$1,300.20
7/30/2021	50060	Crisis Prevention Institute, Inc	\$1,282.93
7/30/2021	50088	Nierman Landscape & Design	\$1,260.00
7/30/2021	50105	TALX UC Express	\$1,247.97
7/30/2021	50107	Techstar America Corporations	\$1,200.50
7/15/2021	50025	DiMaggio, Nicole	\$1,200.00
7/15/2021	50045	Read Naturally	\$1,200.00
7/30/2021	50099	School Life	\$1,147.26
7/15/2021	50019	Coletto, Jessica	\$1,100.00
7/15/2021	50037	Marienthal, Margaret Michelle	\$1,100.00
7/30/2021	50062	Dovich, Alissa	\$1,100.00
7/7/2021	49992	Bureau of Education & Research	\$1,095.00
7/15/2021	50011	Teacher's Health Insurance Security Fund	\$956.94
7/7/2021	49999	Heinemann	\$935.00
7/1/2021	49991	Wisconsin Dept Of Revenue	\$928.70
7/15/2021	50014	Wisconsin Dept Of Revenue	\$928.70
7/15/2021	50033	Integrated Systems Corporation	\$844.80
7/30/2021	50090	PAHCS II/Northwestern Occ Health	\$830.00
7/30/2021	50052	Accurate Biometrics	\$747.50
7/30/2021	50077	Kendall Hunt Publishing Company	\$601.62
7/15/2021	50026	Erickson, Douglas	\$547.50
7/15/2021	50020	Compass Health Center, LLC	\$528.00
7/15/2021	50016	Amazon	\$452.65
7/15/2021	50024	Decker Equipment	\$393.51
7/30/2021	50083	Mike's Towing Inc	\$350.00
7/15/2021	50046	Scholastic Classroom Magazines	\$327.26
7/15/2021	50049	Thomson Reuters-West	\$306.80
7/30/2021	50065	First Educational Resources, LLC	\$299.00
7/30/2021	50103	Smithereen Pest Management	\$198.00
7/30/2021	50100	School Specialty	\$186.46
7/15/2021	50036	Kully Supply	\$183.76
7/30/2021	50072	IESA	\$160.00
7/15/2021	50035	King, Victorene Lee	\$150.00
7/30/2021	50055	Arndt, Christine	\$139.23
7/7/2021	49995	ESCO Ear Service Corporation	\$139.00
7/15/2021	50050	WCEPS	\$139.00

Exhibit 4

7/15/2021	50044	Raney Day Services	\$125.00
7/30/2021	50080	Lakeshore Learning Materials	\$106.81
7/15/2021	50048	Sonova USA, Inc	\$100.00
7/30/2021	50068	Grant Comm HS	\$100.00
7/30/2021	50102	Sheriff's Office	\$100.00
7/30/2021	50089	Oriental Trading Company	\$94.86
7/30/2021	50064	Engler Callaway Baasten & Sraga, LLC	\$92.00
7/15/2021	50051	Wex Health, Inc	\$80.00
7/30/2021	50059	Council of Administrators of Special Educati	\$75.00
7/15/2021	50023	Daily Herald/Paddock Publications, Inc	\$72.45
7/7/2021	49996	Fox Lake/Round Lake Area Rotary Club	\$50.00
7/7/2021	50007	Suburban Superintendents' Assoc	\$50.00
7/15/2021	50017	Boone, Lisa	\$50.00
7/30/2021	50056	Biancalana, Venette Irene	\$50.00
7/30/2021	50061	DeNovo, Kira	\$50.00
7/30/2021	50067	Gold, Robert	\$50.00
7/30/2021	50071	Hetrovicz, Michelle	\$50.00
7/30/2021	50075	Janusz, Lenayn	\$50.00
7/30/2021	50078	King, Victorene Lee	\$50.00
7/30/2021	50081	McCulley, Matthew	\$50.00
7/30/2021	50082	Meek, Stephanie	\$50.00
7/30/2021	50084	Morley, Sunny	\$50.00
7/30/2021	50085	Mullen, Rachel Ann	\$50.00
7/30/2021	50092	Pittman, Erin	\$50.00
7/30/2021	50104	Swiderski, Derek	\$50.00
7/15/2021	50030	Hauser, Michelle	\$36.10
7/30/2021	50086	Napa Auto Supply Fox Lake	\$31.25
7/15/2021	50043	Quill Corp	\$26.99
7/30/2021	50096	Really Good Stuff	\$24.99

Big Hollow Student Activity Funds
Balance Sheet
As of July 31, 2021

	<u>Jul 31, 21</u>
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	2,715.89
Nature Center	2,616.70
Recycling Club	2,676.83
Student Council	6,809.53
Sunshine Club - Elementary	42.02
Sunshine Club - Primary	861.01
State Bank Activity Bank Acct - Other	406.65
Total State Bank Activity Bank Acct	<u>17,382.52</u>
Total Checking/Savings	<u>17,382.52</u>
Total Current Assets	<u>17,382.52</u>
TOTAL ASSETS	<u><u>17,382.52</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	17,382.52
Total Equity	<u>17,382.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>17,382.52</u></u>

Convenience Fund Report July 2021

Account	Beginning Balance	Debits	Credits	Ending Balance
Prek	1010.66			1010.66
KG	2054.18			2054.18
1st Grade	3894.28		4.00	3898.28
2nd Grade	1084.09		14.00	1098.09
3rd Grade	2338.69			2338.69
4th Grade	506.09			506.09
5th Grade	2269.67			2269.67
6th Grade	766.71			766.71
7th Grade	2457.51			2457.51
8th Grade	13361.50			13361.50
Art-P/E	0.00			0.00
Cheer	945.13			945.13
Computers-P	221.24			221.24
Computers-E	-0.49			-0.49
Concessions-Athletic	2090.08		113.87	2203.95
Concessions-PE	7429.08		113.88	7542.96
Graphics Arts	331.77			331.77
Lets Read to Grow	313.96			313.96
Library-P/E	32.00			32.00
Library-MS	679.12			679.12
Music-P/E	-39.71			-39.71
Noetic Math	59.50			59.50
PBIS-MS	2564.53			2564.53
PE-P	25.75			25.75
PE-E	-245.98			-245.98
Poms	656.23			656.23
Prime Time	2670.00			2670.00
Reading P/E	4355.65			4355.65
Respect	665.00			665.00
Special Ed	33.00			33.00
Sports Camps	318.00			318.00
STARS-P	2020.60			2020.60
STARS-E	3310.77			3310.77
STEM CLUB	317.28			317.28
Yearbook-M	620.30		400.00	1020.30
Yearbook-P/E	581.94			581.94
In & Out Account	2606.04			2606.04
Total	62304.17	0.00	645.75	62949.92

**Big Hollow School District 38
Payroll Summary**

Date	Education	O&M	Transportation	IMRF/SS	Total
9-Jul-20	\$506,206.79	\$14,754.33	\$19,035.03	\$17,710.83	\$557,706.98
23-Jul-21	\$501,356.64	\$14,248.67	\$16,849.76	\$16,664.15	\$549,119.22
Grand Total	\$1,007,563.43	\$29,003.00	\$35,884.79	\$34,374.98	\$1,106,826.20

 Board of Education President
 Big Hollow School District 38
 Date

 Board of Education Secretary
 Big Hollow School District 38
 Date



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Mr. Robert Gold, Superintendent

Big Hollow District Office
26051 W. Nippersink Rd.
Ingleside, IL 60041
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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

Policies Committee Meeting

July 28, 2021

4:45 p.m.

Agenda

- Issue 107 PRESS+ updates
- Misc. discussion
- Adjourn



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BOARD OF EDUCATION COMMITTEE REPORT

Date: July 28, 2021 **Location:** Virtual meeting via Zoom

Committee: Policy Committee

Members Present: Vivian Kueter, Lauren Plescia, Gary Dollinger

Others in Attendance: Bob Gold, Erin Pittman

Duration of Meeting: 4:45 p.m. - 5:20 p.m.

Topic Points and/or Summary of Discussion:

- Reviewed recommended Board policy updates from PRESS Issues 107. Changes to the recommendations were made and will be shared with the Board at the next meeting.

A handwritten signature in black ink that reads "Robert B. Gold".

Submitted by:



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Mr. Robert Gold, Superintendent

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Finance Committee Meeting

August 4, 2021

District Office

5:15 p.m.

Agenda

- Review the tentative 2021-2022 budget
- Review board meeting document drafts for the September Board meeting
- Discuss fund balances and direction for upcoming levy.
- Discus salary adjustments for support staff
- Misc. discussion
- Adjourn



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Mr. Robert Gold, Superintendent

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BOARD OF EDUCATION COMMITTEE REPORT

Date: August 4, 2021 **Location:** District Office

Committee: Finance Committee

Members Present: Lauren Plescia, Kevin Lyons, Ashley Bennett

Others in Attendance: Bob Gold

Duration of Meeting: 5:15 p.m. to 6:00 p.m.

Topic Points and/or Summary of Discussion:

- Reviewed the budget and all associated documents that will be presented to the Board on September 13, 2021.
- Discussed fund balances and direction for upcoming levy.
- Discussed possible salary adjustments for support staff based on information received in recent salary study. Once the final salary study document is received, Mr. Gold will create a recommendation for the Board at the September 13, 2021 meeting.

A handwritten signature in black ink that reads "Robert B. Gold".

Submitted by:

Vendors Over \$5,000 FY21

Full Name	Purchases 2020
Adlai E. Stevenson High School	11935.59
Advanced Disposal	39128.22
Allendale Association	11616
Alpine Valley Resort Inc	14792
Amazon	87024.67
AmeriNet	5648.84
Amplify	9058.56
Antioch School District 34	10219.6
Aperture Education, LLC	8700
Apex Learning, Inc.	14863
Apple, Inc	11383.9
Armana Productions LLC	10472.89
Arthur J Gallagher Risk Mgmt Servic	5000
Ashland Door Solutions	7595
BrainPOP LLC	7965
Cengage Learning Dist Center	23790
CLIC	159220.9
COIT Drapery Cleaners, Inc	7880
ComEd	50309.93
Community Mechanical	69533.5
Connection's Academy East	62011.74
Connection's Day School	60565.21
Current Technologies Corporation	17941.95
Denise Maifield	5134
DreamBox Learning Inc	26730
Dude Solutions, Inc	5584.97
Dyopath	8400
Eder Casella & Co	17225
Eileen Martin-Upton	50905.94
Emeric Facility Services	194203.32
Exceptional Learners Collaborative	24771.94
First Bankcard	45782.52
Follett School Solutions Inc	10854.39
Frontline Technologies Group LLC	12310.36
FSS Technologies, LLC	9318
Garelli Pavement Service, Inc.	34491
GHA Technologies Inc	279279.57
Goalbook	64977
Gordon Food Service Inc	188210.69
Granite Telecommunications	45839.19
Grant Township Highway Department	40648.76
Hewlett-Packard Financial Services	64306.3
Hodges, Loizzi, Eisenhammer, Rodick	16318.7
Home Depot Credit Services	9097.09
Hudson Energy Services LLC	43249.24
Huemann Water Conditioning	7228.33

HumanEx Ventures	41400
IFSI	14583.37
Ill Municipal Retirement Fund	255674.97
Illinois Association Of School Boar	6817
Illinois Dept Of Revenue	489896.08
Imagine Learning, Inc	89250
Innersync Studio, LTD	5827.1
Integrated Systems Corporation	10137.6
IXL Learning	27800
Jessica M. Oladapo	11650
Johnson Controls Fire Protection	16757.13
Judith Wilson	10500
K & M Printing	8419.75
Kelly R Polark	5687.8
KS StateBank	76227.71
Lake County Dept of Public Works	19141.5
Lake County Federation Of Teachers	117068.2
Learning A-Z	5285.35
LearnPlatform, Inc	9956.52
Libertyville Tile & Carpet, LTD	8576.6
Lit N Glow Electric Inc	7532
Malcor Roofing of IL Inc	5215
Martin Landscape, Inc	6970
McGraw-Hill School Education Holdir	6046.13
Megan Carroll	40418.75
Melissa Lynn Strand	15435
Menards	22724.78
Midland Paper	12164
Mikes AutoMall, Inc.	12338.43
NCC - Peterson Products	74265.04
Neatframe Inc.	20000
Net56	17099.02
Network Craze Technology	6272.43
Newsela, Inc	10900
Nicor Gas	52128.04
Nierman Landscape & Design	87731
Northwestern CTD	13425
NWEA	27750
Onyx Asset Service Groups LLC	54934.33
Oriental Trading Company	5247.33
Otus, LLC	13851.75
PMA Leasing, INC	71636.71
Pro-Ed, Inc	7051.8
Project Lead the Way	19240.5
Quadient Finance USA, Inc	10149.73
Quill Corp	13888.34
R A Adams Enterprises	15673.69
Renaissance Learning, Inc	7700
Riverside Insights	6185.42

Santander Leasing LLC	332572
Schoolwide Inc	10838.68
Schuring & Schuring, Inc	22869.14
SEDOL	508964.84
SeeSaw	5225
Simha Trading Inc	17088.22
Skyward, Inc	38612.75
Sound Design, Inc.	31601.9
Spectrum Center Inc	83791.02
Speech Path Specialists	106337
St Benedict Technology Consortium	72540.06
State Bank Of The Lakes	131340
Steve Oertle	12750
Teacher's Health Insurance Security	191780.77
Teachers Retirement System	876243.9
Techstar America Corporations	54582.6
The Bank of New York Mellon	88755
The Math Learning Center	5970.6
The Omni Group	41619.7
Uline	5861.05
United States Treasury	1615847.43
Venette Irene Biancalana	7783.45
Warehouse Direct Business Products	8465.68
Wisconsin Dept Of Revenue	32134.25
Wooden Thumb Remodeling	112930.18
Zaner-Bloser	5423.68

BHSD38 Citizens' Advisory Council Members 2021-2022

NAME	REPRESENTING
Therese Adams	Primary School Parent
Alexis Aguilar	Parent At-Large
Amanda Bilbrey	Elementary School Parent
Holly Byrd-Duncan	Parent At-Large
Paul Cohen	Elementary School Parent
Grace Cruz	Parent-At-Large
Tim Dempsey	Elementary School Parent
Chante Evans	Elementary School Parent
Kyle Filler	Primary School Parent
Erik Fries	Middle School Parent
Karen Gatica	Primary School Parent
Laura Grimes	Middle School Parent
Christine Hartman	Elementary School Parent
Colleen Huhn	Parent At-Large
Erica Jones	Middle School Parent
Kristy Kempf	Middle School Parent
Megan Kocho	Primary School Parent
Caitlin Layton	Elementary School Parent
Jerilyn Leonard	Parent At-Large

BHSD38 Citizens' Advisory Council Members 2021-2022

Lindsay Levine	Middle School Parent
Kristie Longino	Elementary School Parent
Susie Mac Kinnon	Elementary School Parent
Jennifer McSherry	Middle School Parent
Jack Mitchell	Primary School Parent
Mitzi Mitchell	Parent At-Large
Nicholas Pegarsch	Primary School Parent
Jacqui Park	Elementary School Parent
Chris Plescia	Parent At-Large
Lorie Robanske	Elementary School Parent
Penny Roman	Elementary School Parent
Farah Silverberg	Middle School Parent
Nathan Silvers	Elementary School Parent
Natalie Statdfeld	Middle School Parent
Sonia Viramontes	Middle School Parent
Katie Waggoner	Parent At-Large
TBD	8th Grade Representative
TBD	7th Grade Representative



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Schedule of Citizen’s Advisory Council Meetings

2021-2022 School Year

<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday, September 20, 2021	6:00 p.m.- 8:00 p.m.	Big Hollow Middle School Cafeteria
Monday, October 18, 2021	6:00 p.m.- 8:00 p.m.	Big Hollow Middle School Cafeteria
Monday, January 17, 2022	6:00 p.m.- 8:00 p.m.	Big Hollow Middle School Cafeteria
Monday, February 21, 2022	6:00 p.m.- 8:00 p.m.	Big Hollow Middle School Cafeteria

(Superintendent has the authority to cancel a meeting if there are not meaningful issues to present or discuss.)

Big Hollow School District 38

Citizens' Advisory Council Objectives for SY 21-22

<u>Objectives</u>	<u>Timeline</u>	<u>Status</u>
Review student enrollments	September 20, 2021	
NWEA Fall Assessment update	September 20, 2021	
Review of Assessment Calendar	September 20, 2021	
Strategic Action Plan Summary	September 20, 2021	
Diversity, Equity, Inclusion Presentation	September 20, 2021	
School Report Card and Student Data Update	October 18, 2021	
HUMANeX data update	October 18, 2021	
Review of School Improvement Plans	October 18, 2021	
Update on Big Hollow District 38 financial status	October 18, 2021	
Technology Update	January 17, 2022	
TBD	February 21, 2022	

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

There needs to be Board discussion on this policy, as it was developed by our attorney.

Exhibit 13

August 2021

2:270

School Board

Use of District's Trademarks, Logos, Tradenames, And Other District Intellectual Property

Third parties are prohibited from using the District's trademarks, logos, tradenames, and other protected intellectual property belonging to the District, including but not limited to any intellectual property registered with the State of Illinois or the United States Patent and Trademark Office or of which the District claims common law ownership, without the express written permission of the Board or its authorized designee. Third parties include but are not limited to individuals, parent organizations, booster clubs, political candidates, Board of Education candidates, and commercial enterprises.

No third party is permitted to use any names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with policies of the Board and any rules established by the District administration. The District reserves the right to make such permission contingent on the third party's continued compliance with expectations or conditions set forth by the Board or its designee. Permission to use any of the District's trademarks, logos, tradenames, and other protected intellectual property may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any individual or organization, regardless of whether such individual or organization was permitted to use any of the above-mentioned intellectual property of the District.

The District reserves the right to take legal action to prevent or stop any non-permitted use or non-compliant use of the District's intellectual property.

CROSS REF.:

8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

8:90 (Parent Organizations and Booster Clubs)

723559_2

Big Hollow School District 38 \ SECTION 1 - SCHOOL DISTRICT ORGANIZATION \

Document Status: 5-Year-Review - Needs Review

SCHOOL DISTRICT ORGANIZATION

1:10 School District Legal Status

The Illinois Constitution requires the State to provide for an efficient system of high-quality public educational institutions and services in order to achieve the educational development of all persons to the limits of their capabilities.

The General Assembly has implemented this mandate through the creation of school districts. The District is governed by the laws for school districts serving a resident population of not fewer than 1,000 and not more than 500,000.

The Board of Education constitutes a body corporate that possesses all the usual powers of a corporation for public purposes, and in that name may sue and be sued, purchase, hold and sell personal property and real estate, and enter into such obligations as are authorized by law.

LEGAL REF.:

Ill. Constitution, Art. X, Sec. 1.

105 ILCS 5/10-1 et seq.

CROSS REF.: 2:10 (School District Governance), 2:20 (Powers and Duties of the Board of Education; Indemnification)

ADOPTED: January 9, 2017

Big Hollow School District 38 \ SECTION 1 - SCHOOL DISTRICT ORGANIZATION \

Document Status: 5-Year-Review - Needs Review

SCHOOL DISTRICT ORGANIZATION

1:20 District Organization, Operations, and Cooperative Agreements

The District is organized and operates as an Elementary District serving the needs of children in grades K through 8 and others as required by the School Code.

The District enters into and participates in joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community. The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the Board concerning these programs and agreements. The District participates in the following joint programs and intergovernmental agreements:

SEDOL (Special Education District of Lake County)

Nihip Medical Insurance

CLIC (liability and workmen's compensation)

LEGAL REF.:

Ill. Constitution, Art. VII, Sec. 10.

5 ILCS 220/1 et seq.

ADOPTED: January 9, 2017

Big Hollow School District 38 \ SECTION 1 - SCHOOL DISTRICT ORGANIZATION \

Document Status: 5-Year-Review - Needs Review

SCHOOL DISTRICT ORGANIZATION

1:30 School District Philosophy

Mission Statement

The mission of Big Hollow School District is inspiring a diverse school community to be passionate and empathetic learners..

CROSS REF: 2:10 (School District Governance), 3:10 (Goals and Objectives), 6:10 (Educational Philosophy and Objectives)

Recommend to approve as written.
Policy is adjusted to permit public bodies to meet without a quorum physically present during a public health emergency.

Big Hollow School District 38 \ SECTION 2 - BOARD OF EDUCATION \

Document Status: Draft Update

BOARD OF EDUCATION

2:10 School District Governance

The District is governed by a Board of Education consisting of seven members. The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools.

Official action by the Board of Education may only occur at a duly called and legally conducted meeting. Except as otherwise provided by the Open Meetings Act, at which a quorum is must be physically present at the meeting. [PRESSPlus1](#)

As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual.

LEGAL REF.:

5 ILCS 120/~~1.02~~, Open Meetings Act.

105 ILCS 5/10-1, 5/10-10, 5/10-12, 5/10-16.5, 5/10-16.7, and 5/10-20.5.

CROSS REF.: 1:10 (School District Legal Status), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:80 (Board Member Oath and Conduct), 2:120 (Board Member Development), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure)

~~ADOPTED: January 9, 2017~~

PRESSPlus Comments

PRESSPlus 1. Updated to reflect changes to 5 ILCS 120/7(e), amended by P.A. 101-640, permitting public bodies to meet without a quorum physically present during a public health emergency. **Issue 107, June 2021**

Exhibit 12

Recommend to approve as written.
Legal references and footnotes have
been updated.

Big Hollow School District 38 \ SECTION 2 - BOARD OF ED

Document Status: Draft Update

BOARD OF EDUCATION

2:30 School District Elections

School District elections are non-partisan, governed by the general election laws of the State, and include the election of Board of Education members, various public policy propositions, and advisory questions. Board of Education members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. The canvass of votes is conducted by the election authority within 21 days after the election.

The Board, by proper resolution, may cause to be placed on the ballot: (a) public policy referendum according to Article 28 of the Election Code, or (b) advisory questions of public policy according to Section 9-1.5 of the School Code.

The Board Secretary serves as the local election official. He or she receives petitions for the submission of a public question to referenda and forwards them to the proper election officer.

LEGAL REF.:

10 ILCS 5/1-3, 5/2A, 5/9, 5/10-9, 5/22-17, 5/22-18, and 5/28.

105 ILCS 5/9 and 5/9-1.5. [PRESSPlus1](#)

CROSS REF.: 2:40 (Board Member Qualifications), 2:50 (Board Member Term of Office), 2:210 (Organizational Board of Education Meeting)

~~ADOPTED: July 14, 2014~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 107, June 2021**

Document Status: 5-Year-Review - Needs Review

GENERAL SCHOOL ADMINISTRATION

3:30 Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

ADOPTED: January 9, 2017

Recommend to approve as written.
Policy is unchanged.

OPERATIONAL SERVICES

4:90 Student Activity and Fiduciary Funds

The Board, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes. The Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The District has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds.

Student Activity Funds

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and the Ill. State Board of Education (ISBE) rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in ISBE rules for school activity funds, including the authority to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

Fiduciary Funds

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and ISBE rules for fiduciary funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

LEGAL REF.:

105 ILCS 5/8-2 and 5/10-20.19.

23 Ill.Admin.Code §§100.20, 100.80, and 100.85.

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fundraising Activities)

Adopted: January 11, 2021

Big Hollow SD 38

Recommend to approve as written. See the required change that is noted and the highlighted section at the end of the page.

Document Status: Draft Update

General Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic violence, sexual violence, or gender violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; PRESSPlus1 or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

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

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

Nondiscrimination Coordinator:

Robert B. Gold, Superintendent
26051 W. Nippersink Rd., Ingleside, IL 60041
bobgold@bighollow.us
847.740.1490

Update to add Matthew McCulley as new complaint manager.

Complaint Managers:

Scott Whipple

Christine Arndt

26051 W. Nippersink Rd., Ingleside, IL 60041
5:10

26051 W. Nippersink Rd., Ingleside, IL 60041

scottwhipple@bighollow.us
847.740.1490

christinearndt@bighollow.us
847.740.1490

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

Minority Recruitment

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

LEGAL REF.:

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

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

29 U.S.C. §206(d), Equal Pay Act.

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

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

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

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

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

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

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

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

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

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

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

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

410 ILCS 513/25, Genetic Information Privacy Act.

740 ILCS 174/, Ill. Whistleblower Act.

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

775 ILCS 35/5, Religious Freedom Restoration Act.

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

820 ILCS 70/, Employee Credit Privacy Act.

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

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

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

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

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to 775 ILCS 5/2-103.1, added by P.A. 101-656, prohibiting an employer from disqualifying or taking other adverse action against applicants/employees based on conviction records unless certain conditions and notification requirements are met.

See 5:30-AP2, E1, *Notice of Preliminary Hiring Decision Based on Conviction Record* and 5:30-AP2, E2, *Notice of Final Hiring Decision Based on Conviction Record*, available by logging in to **PRESS Online** at www.iasb.com. The exhibits were added with **PRESS** Issue 107 to assist districts with implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656, requiring employers to provide an applicant with preliminary and final written notice before disqualifying the applicant based on a conviction record.

For more detail and discussion about the impacts of P.A. 101-656, see 5:30, *Hiring Process and Criteria*, at f/ns 5 and 6, and 5:30-AP2, *Investigations*, available at **PRESS Online** by logging in at www.iasb.com. **Issue 107, June 2021**

Recommend to approve with adjustments as noted below.

EXHIBIT 13

General Personnel

5:20 Workplace Harassment Prohibited

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

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

Sexual Harassment Prohibited

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

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

Making a Report or Complaint

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

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

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

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

Nondiscrimination Coordinator:

Robert B. Gold, Superintendent
26051 W. Nippersink Rd., Ingleside, IL 60041
bobgold@bighollow.us
847.740.1490

Update to new complaint manager: Matthew McCulley

Complaint Managers:

Scott Whipple

Christine Arndt

26051 W. Nippersink Rd., Ingleside, IL 60041
5:20

26051 W. Nippersink Rd., Ingleside, IL 60041

scottwhipple@bighollow.us

847.740.1490

christinearmdt@bighollow.us

847.740.1490

Investigation Process

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

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

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

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

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

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

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

Enforcement

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

Retaliation Prohibited

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

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

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

LEGAL REF.:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Vance v. Ball State University, 133 S. Ct. 2434 (2013).

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

Adopted: October 13, 2020

Big Hollow SD 38

INSTRUCTION

6:20 School Year Calendar and Day

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Please also refer to the current Agreement between the Board of Education School District No. 38, Lake County, Illinois and the Big Hollow Federation of Teachers, a Council of the Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure observances required by State law are followed during each day of school attendance.

Please also refer to the current Agreement between the Board of Education School District No. 38, Lake County, Illinois and the Big Hollow Federation of Teachers, a Council of the Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO.

LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-24.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.

10 ILCS 5/11-4.1.

23 Ill.Admin.Code §1.420(f).

Metz v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves); 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

Adopted: January 11, 2021

Big Hollow SD 38

Recommend to approve with adjustments as noted below.

STUDENTS

7:20 Harassment of Students Prohibited

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

Sexual Harassment Prohibited

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

Making a Report or Complaint

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

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

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

Nondiscrimination Coordinator:

Robert B. Gold, Superintendent
26051 W. Nippersink Rd., Ingleside, IL 60041
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Update with new complaint manager: Matthew McCulley

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Christine Arndt
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christinearndt@bighollow.us
847.740.1490

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

- 1. For students, age-appropriate information about the contents of this policy in the District’s student handbook(s), on the District’s website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
- 2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

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

and including discharge.

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

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

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

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

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

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

Enforcement

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

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

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

LEGAL REF.:

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

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

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

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

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: October 13, 2020

Document Status: Draft Update - New To District

7:30 Student Assignment

New/Unpublished Section

The Superintendent or designee shall assign students to classes. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*. [PRESSPlus1](#)

LEGAL REF.:

105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

PRESSPlus Comments

PRESSPlus 1. This required policy is referred to in policy 7:40.

Recommend to approve as written.
Footnotes and references have been updated.

Document Status: Draft Update

COMMUNITY RELATIONS

8:90 Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the Board of Education welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club is a 501(c)(3) that has submitted proof of its status and has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. An agreement not to engage in discrimination based on someone's innate characteristics or membership in a suspect classification.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts. [PRESSPlus1](#)
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board of Education's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

ADOPTED: January 9, 2017

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 107, June 2021**

Big Hollow School District 38 \ SECTION 2 - BOARD OF EDUCATION \

Document Status: Draft Update

BOARD OF EDUCATION

2:130 Board-Superintendent Relationship

The Board of Education directs, through policy, the Superintendent in his or her charge of the administration of the District by delegating its authority to operate the District and provide leadership to staff. [PRESSPlus1](#) The Board of Education employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law.

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

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

LEGAL REF.:

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

CROSS REF.: 3:40 (Superintendent)

ADOPTED: January 9, 2017

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. Statutory text, previously contained in the sample policy's footnotes, was moved into the policy as a result of **PRESS** Advisory Board feedback. **Issue 107, June 2021**

Big Hollow School District 38 \ SECTION 2 - BOARD OF EDUCATION \

Document Status: Draft Update

BOARD OF EDUCATION

2:240 Board Policy Development

The Board of Education governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

Policy Development

Anyone may propose new policies, changes to existing policies, or elimination of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration **will may** be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board of Education policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, *Access to District's Public Records*.

Board Policy Review and Monitoring

The Board of Education will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required.

Words Importing Gender [PRESSPlus1](#)

Throughout this policy manual, words importing the masculine and/or feminine gender include all gender neutral/inclusive pronouns.

Superintendent Implementation

The Board will support any reasonable interpretation of Board of Education policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board of Education policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.:

105 ILCS 5/10-20.5.

CROSS REF.: 2:150 (Committees), 2:250 (Access to District's Public Records), 3:40 (Superintendent)

PRESSPlus Comments

PRESSPlus 1. Optional. Updated in response to subscriber feedback and evolving diversity, equity, and inclusion work at IASB. Consult the board attorney to determine whether inclusion of a subhead related to gender neutral/inclusive pronouns is appropriate for the district. This subhead's text mirrors language from the Ill. Statute on Statutes importing words applying the masculine gender to include the female gender. See 5 ILCS 70/1.04.

For students, State law prohibits gender-based discrimination, including transgender and gender non-conforming students. 775 ILCS 5/5-101(A)(11); 775 ILCS 5/1-103(O-1); and 23 Ill.Admin.Code §1.240. Title IX of the Education Amendments of 1972 (20 U.S.C. §1681) also prohibits exclusion and discrimination on the basis of sex. 20 U.S.C. §1681(a). See also policy 7:10, *Equal Educational Opportunities*.

For employees, the Equal Employment Opportunities Act (a/k/a Title VII of the Civil Rights Act of 1964) prohibits discrimination because of an individual's sex, which includes sexual orientation and/or transgender status. See 42 U.S.C. §2000e et seq., amended by The Lilly Ledbetter Fair Pay Act of 2009, Pub.L. 111-2; Bostock v. Clayton Cnty., 140 S.Ct. 1731 (2020); and Hively v. Ivy Tech, 853 F.3d 339 (7th Cir. 2017). See also policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. **Issue 107, June 2021**

Recommend to approve as written.
Policy is unchanged.

Educational Support Personnel

5:270 Employment At-Will, Compensation, and Assignment

Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Compensation

The Board of Education will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.:

105 ILCS 5/10-22.34 and 5/10-23.5.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Employment Termination and Suspensions)

Adopted: January 11, 2021

Big Hollow SD 38

5:310 ** New Section **

June 2019

5:310

Educational Support Personnel

Compensatory Time-Off

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §201 et seq., and (2) are not represented by an exclusive bargaining representative.

Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and the FLSA, the latter shall control.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §201 et seq.; 29 C.F.R. Part 553.

CROSS REF.: 5:35 (Compliance with the Fair Labor Standards Act), 5:185 (Family and Medical Leave), 5:270 (Employment At-Will, Compensation, and Assignment)

Big Hollow SD 38

105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

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

School Dist 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

Adopted: October 13, 2020

Big Hollow SD 38

Big Hollow School District 38 \ SECTION 6 - INSTRUCTION \

Document Status: 5-Year-Review - Needs Review

INSTRUCTION

6:100 Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

LEGAL REF.:

105 ILCS 5/2-3.122, 5/27-14, and 112/1 et seq.

CROSS REF.: 6:40 (Curriculum Development)

ADOPTED: January 9, 2017

Big Hollow School District 38 \ SECTION 6 - INSTRUCTION \

Document Status: Draft Update

INSTRUCTION

6:145 Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District in accordance with federal law. [PRESSPlus1](#)

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant children with full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet.
4. Provide, to the extent feasible:
 - a. Advocacy and outreach programs to migrant children and their families, including helping such children and families gain access to other education, health, nutrition, and social services, and
 - b. Professional development programs, including mentoring, for District staff,
 - c. Family literacy programs, and
 - d. The integration of information technology into educational and related programs.
5. Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students in an understandable format and language.

Migrant Education Program for Parent/Guardian and Family Member Engagement

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.:

20 U.S.C. §6318.

20 U.S.C. §6391 et seq., Education of Migratory Children.

34 C.F.R. §200.810 et seq.

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: January 9, 2017

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 107, June 2021**

Document Status: Draft Update

INSTRUCTION

6:160 English Learners

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. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English language proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (6) specific exit requirements of the program, (7) how the program will meet their child's individualized education program, if applicable, and (8) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; ~~and~~ (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; ~~and~~ (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee. [PRESSPlus1](#)

LEGAL REF.:

20 U.S.C. §§6312, 6314, 6315, and 6318.

20 U.S.C. §6801 et seq.

34 C.F.R. Part 200.

105 ILCS 5/14C-1 et seq.

23 Ill.Admin.Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

~~ADOPTED: January 9, 2017~~

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/14C-10 requires school districts to establish parent advisory committees for transitional bilingual education programs. See 2:150-AP, *Superintendent Committees*, available at **PRESS Online** by logging in at www.iasb.com. **Issue 107, June 2021**

Document Status: 5-Year-Review - Needs Review

INSTRUCTION

6:170 Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parent and Family Engagement

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parent and Family Engagement Compact

The Superintendent or designee shall develop a *District-Level Parent and Family Engagement Compact* according to Title I requirements. The *District-Level Parent and Family Engagement Compact* shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Compact

Each Building Principal or designee shall develop a *School-Level Parent and Family Engagement Compact* according to Title I requirements. This *School-Level Parent and Family Engagement Compact* shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated

by Reference:6:170-AP1, E1 (District-Level Parent and Family Engagement Compact) and 6:170-AP1, E2 (School-Level Parent and Family Engagement Compact)

LEGAL REF.:

Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED: January 9, 2017

Document Status: Draft Update

INSTRUCTION

6:235 Access to Electronic Networks

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

The term *electronic networks* includes all of the District's technology resources, including, but not limited to: [PRESSPlus1](#)

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

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

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

Curriculum and Appropriate Online Behavior

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

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

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. ~~Students and staff members~~ Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks ~~or District computers~~. General rules for behavior and communications apply when using electronic networks. The District's *Internet Acceptable Use Agreement* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material,

including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

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

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

Authorization for Electronic Network Access

Each staff member must sign the District's *Internet Acceptable Use Agreement* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Agreement* before being granted unsupervised use.

Confidentiality

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

Violations

The failure of any ~~student or staff member~~ user [PRESSPlus2](#) to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.:

~~No Child Left Behind Act, 20 U.S.C. §6777.~~ [20 U.S.C. §7131, Elementary and Secondary Education Act.](#)

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

~~Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.~~

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

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

720 ILCS 5/26.5.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADOPTED: December 3, 2013

PRESSPlus Comments

PRESSPlus 1. Updated in response to the expanded use of educational technologies in schools and for other continuous improvements. **Issue 107, June 2021**

PRESSPlus 2. This policy only requires staff and students to sign the *Authorization*; however, all users of the District's Electronic Networks, including board members and volunteers, are bound by this policy and its implementing procedure and should be familiar with their content. The District's administrative procedure, 6:235-AP1, *Acceptable Use of the District's Electronic Networks* (available at PRESS Online by logging in at www.iasb.com), rather than this board policy, specifies appropriate conduct, ethics, and protocol for Internet use. **Issue 107, June 2021**

Big Hollow School District 38 \ SECTION 6 - INSTRUCTION \

Document Status: Draft Update

INSTRUCTION

6:255 Assemblies and Ceremonies

Assemblies must be approved by the Superintendent or designee and be consistent with the District's educational objectives.

The District shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity.

LEGAL REF.:

Lee v. Weisman, 505 U.S. 577~~112 S.Ct. 2649~~ (1992).

Santa Fe Independent Sch.~~ool~~ Dist.~~riect~~ v. Doe, 530 U.S. 290~~120 S.Ct. 2266~~ (2000).

Jones v. Clear Creek Independent Sch.~~ool~~ Dist.~~riect~~, 930 F.2d 416~~977 F.2d 963~~ (5th Cir.~~;~~
~~1991~~1992), ~~reh'g denied, 983 F.2d 234 (5th Cir., 1992)~~ and ~~cert. granted, judgement~~
~~vacated~~~~denied~~, 505 U.S. 1215~~113 S.Ct. 2950~~ (1992), ~~remand, 977 F.2d 963, reh'g denied, 983~~
~~F.2d 234 (5th Cir.;~~ 1992), and ~~cert. denied, 508 U.S. 967~~ (1993). [PRESSPlus1](#)

CROSS REF.: 6:70 (Teaching About Religion), 6:80 (Teaching About Controversial Issues)

~~ADOPTED: January 9, 2017~~

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated. **Issue 107, June 2021**

Big Hollow School District 38 \ SECTION 6 - INSTRUCTION \

Document Status: Draft Update

INSTRUCTION

6:260 Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum pursuant to Board of Education policy 7:15, *Student and Family Privacy Rights*. [PRESSPlus1](#)

Persons who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy should file a complaint using Board policy 2:260, *Uniform Grievance Procedure*. Persons with all other suggestions or complaints about curriculum, instructional materials, and/or programs should complete a eCurriculum eObjection form and/or use the *Uniform Grievance Procedure*. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a eCurriculum eObjection form.

LEGAL REF.:

20 U.S.C. §1232h, Protection of Pupil Rights Amendment.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns ~~Complaints~~)

ADOPTED: January 9, 2017

PRESSPlus Comments

PRESSPlus 1. 20 U.S.C. §1232h(c)(1)(C)(i). Updated in response to a five-year review. **Issue 107, June 2021**

INSTRUCTION

6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

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

105 ILCS 10/, Illinois School Student Records Act.

105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

Adopted: January 11, 2021

Big Hollow SD 38

STUDENTS**7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students**Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
 - a. If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.
 - b. Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school.

A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board of Education policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.:

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

105 ILCS 5/27-8.1 and 45/1-20.

410 ILCS 45/7.1 and 315/2e.

23 Ill.Admin.Code §1.530.

77 Ill.Admin.Code Part 665.

77 Ill.Admin.Code Part 690.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

Adopted: January 11, 2021

STUDENTS**7:140 Search and Seizure**

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

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

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

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

Students

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

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

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

LEGAL REF.:

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

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

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

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

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

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

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

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

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

Adopted: January 11, 2021

Big Hollow SD 38

STUDENTS

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

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

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

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

Definitions from 105 ILCS 5/27-23.7

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

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

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*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

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

Bullying Prevention and Response Plan

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

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school

community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.

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

Nondiscrimination Coordinator:

Robert B. Gold, Superintendent
 26051 W. Nippersink Rd., Ingleside, IL 60041
 bobgold@bighollow.us
 847.740.1490

Update with new complaint manager: Matthew McCulley

Complaint Managers:

Scott Whipple
 26051 W. Nippersink Rd., Ingleside, IL 60041
 scottwhipple@bighollow.us
 847.740.1490

Christine Arndt
 26051 W. Nippersink Rd., Ingleside, IL 60041
 christinearndt@bighollow.us
 847.740.1490

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

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

- 6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
- 7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student’s act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
- 8. A student will not be punished for reporting bullying or supplying information, even if the District’s investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
- 9. The District’s bullying prevention and response plan must be based on the engagement of a range of school stakeholders,

including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

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

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.:

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

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

Adopted: October 13, 2020

Document Status: 5-Year-Review - Needs Review

STUDENTS

7:220 Bus Conduct

All students must follow the District's *School Bus Safety Rules*.

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 conduct as defined in Board of Education 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 Board of Education 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.

LEGAL REF.:

Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.

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

720 ILCS 5/14-3(m).

23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities), 7:340 (Student Records)

~~ADOPTED: June 13, 2016~~

Big Hollow School District 38 \ SECTION 7 - STUDENTS \

Document Status: 5-Year-Review - Needs Review

STUDENTS

7:230 Misconduct by Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education 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.

LEGAL REF.:

Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.

Gun-Free Schools Act, 20 U.S.C. §7151 et seq.

34 C.F.R. §§300.101, 300.530 - 300.536.

105 ILCS 5/10-22.6 and 5/14-8.05.

23 Ill.Admin.Code §226.400.

Honig v. Doe, 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

ADOPTED: January 21, 2014

Big Hollow School District 38 \ SECTION 7 - STUDENTS \

Document Status: Draft Update

STUDENTS

7:280 Communicable and Chronic Infectious Disease

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

LEGAL REF.:

105 ILCS 5/10-21.11.

~~410 ILCS 315/2a.~~ [PRESSPlus1](#)

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

77 Ill.Admin.Code Part 690.

~~Individuals With Disabilities Education Act,~~ 20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.

~~Rehabilitation Act, Section 504,~~ 29 U.S.C. §794(a), Rehabilitation Act of 1973, Section 504.

ADMIN PROC.:7:280-AP (Managing Students with Communicable or Infectious Disease)

~~ADOPTED: January 9, 2017~~

PRESSPlus Comments

PRESSPlus 1. Repealed by P.A. 98-353. **Issue 107, June 2021**

STUDENTS**7:300 Extracurricular Athletics**

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parents/guardians must: (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.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirements comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.:

105 ILCS 5/10-20.30, 5/10-20.54, 5/22-80, and 25/2.

23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Concussions and Head Injuries), 7:340 (Student Records)

Adopted: January 11, 2021

BHSD 38 Curriculum & Instruction Update

Big Hollow Middle School- August 2021

Hello!

Dr. Michelle Hetrovicz, Director of Curriculum & Instruction

Dr. Vicki King, Director of Data, Accountability, and Assessment
& Interim Middle School Principal

Tonight we will discuss...

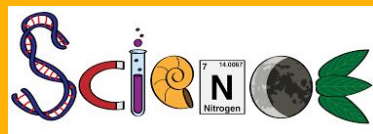
- Recent district curricular work
- Standards based grading & reporting
- MTSS
- Moving forward
- Questions

01

Recent District Work

Continuous review, modification of course & discipline content, and vertical alignment

Science



Domain to integrated model

Adoption of new resource 5-8;
focus on Science &
Engineering practices

Art, Music, STEM, Electives & PE

Priority standard re-selection

Identifying success criteria



ELA

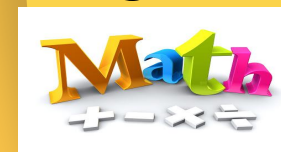


Priority standard selection
Increase in rigor

Redevelopment of Accelerated ELA
courses

Identifying learning progressions,
success criteria, rubric development

Math



Priority standard re-selection
& scope and sequence
development

K-8 standard alignment
Course description development

Social Studies



Integration of civics mandates

Finalizing DBQs, learning progressions,
success criteria, rubric development

02

Why standards based grading?

Focus on learning & mastery instead of grades

More relevant instruction

Accurate measurement of learning

Emotional safety/fear of testing

Improved feedback

Student ownership and agency



Standards Based Grading: A students' perspective

— Irene M. Pepperberg

02 What is standards based reporting?

Traditional Report Card	
Class	Q1
Mathematics	95% = A

Standards-based Report Card	
Class/Standards	Q1
Mathematics	3
I can define a number sentence	2
I can solve number sentences that have brackets	2
I can solve number sentences that have braces	3
I can create number patterns using two rules	3
I can estimate the answers of number sentences	2
I can find the sum of two 2-digit numbers	3
I can find the difference of two 2-digit numbers	2
I can find the product of two 2-digit numbers	2
I can find the quotient of two 2-digit numbers	3

Figure 1: Examples of Traditional and Standards-based Grading

02

What is standards based grading?

Traditional Grading Scale

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

Standards-based Grading Scale

Points	Notes
4	Advanced
3	Meets Expectations for Target
2	Partial Mastery of Target. Demonstrates partial understanding, or can perform portions of the target with assistance.
1	Little or No Mastery. Cannot demonstrate mastery, even with instructor assistance.

Figure 2: Traditional and Standards-based Grading Scales

Learning Target: I can multiply multi-digit numbers

4	I have multiplied multi-digit numbers using multiple strategies and can generate multi-digit multiplication equations from word problems
3	I have multiplied multi-digit numbers using strategies demonstrated by the teacher
2	I have multiplied a single-digit number with a multi-digit number. I have also multiplied multi-digit numbers with teacher or peer prompting
1	I have multiplied single digit numbers, but don't know how to approach multiplying multi-digit numbers

Figure 6: Rubric breaks down a learning target

What have we done with standards based grading so far?

Eliminated zeros

Zeros on a 100 point scale represent the lowest and most unrecoverable "F."

We need to be able to instill hope in our students and keep them vested in their learning.

Doing nothing in a class still results in an "F."

Instituted Retake Opportunities

Students are able to retake an assessment if they do not earn the grade they wanted.

Retaking assessments allows students to learn at different rates and provides additional opportunities to reach mastery. All students can request to reassess regardless of the score earned. Teachers can also initiate the re-learning process and request reassessment.

What have we done with standards based grading? (cont'd...)

Classwork and homework as practice

Classwork and homework are considered formative practice and therefore are not graded.

Mini-Summatives as checkpoints

Mini-summatives are checkpoints of student learning as they make their way toward the summative assessment. Mini-summatives are formative assessments, in that students will receive feedback on how they're progressing with skills or content. These were worth 20%.

What have we done with standards based grading? (cont'd...)

Missing & Late Work

Late was accepted without penalty; Some deadlines were established for the purposes of reporting at the end of each trimester.

Formative Practice

- Will be a 0% category in Skyward.
- All assignments out of 0 possible points.
- You will see a '0' if the student completed the formative practice
- Assignment will be marked missing if the student did not complete it

Formative & Summative Assessments

- Will initially be marked with no score and missing if not completed. Teacher will work with students to encourage them to complete the missing Formative or Summative Assessment.
- After one week the incomplete assessment will be marked 50% (5) in Skyward and will remain that score until the student has completed the assessment.
- Assessments that remain incomplete at the end of the grading period or trimester will have the score of 5 or Incomplete; showing that there is insufficient evidence to assess the standard.

What have we done with standards based grading? (cont'd...)

Elimination of extra credit

Instead of offering extra credit or bonus points, we have made the shift to using evidence that more work has resulted in a higher level of achievement.

Attendance was not included in grade determination.

Academic dishonesty did not result in reduced grades.

We only used individual achievement evidence, not group evidence.

We are developing high quality assessments to gather proper evidence of learning.

What have we done with standards based grading? (cont'd...)

Learner Characteristics– Grades that mix learning and behavior do not accurately reflect student mastery of learning goals.

Teachers will provide students/parents with feedback on student mastery of learner characteristics at the end of each month. This feedback will be reported out through separate assignments on Skyward

There will be a separate category on Skyward for 'Learner Characteristics', which will be weighted at 0%. These 'assignments' will be listed as 'no count', as behaviors should not impact academic grades.

Learner characteristics include organization, digital accountability, work habits, community awareness, and participation.



What will we do to improve & address the community's concerns?

We are moving away from a 10 point system.

We will be transitioning to a 4 point system with 4 point rubrics used for each mini-summative or formative assessment.

We will make explicit the requirements to earn a "4" or "Exceeds" on rubrics.

Each rubric we build will continue to include the success criteria for the learning objective, but the requirements for "exceeds" will be clearly outlined for students. Our goal is teacher and student clarity in learning expectations and criteria for levels of performance.

We will be considering the use of half points instead of solely whole numbers.

Instead of just a 4, 3, 2, 1 scale, we will consider using 4, 3.5, 3.0, 2.0, 1.0. This will allow for more flexibility in evaluating and communicating student learning.

Standards Based Conversion Chart

Rubric Value	Letter Grade	Skill Level	Percent Equivalent
4	A	Exceeding Proficiency in Standards	90- 95 -100
3	B	Proficient in Standards	80- 85 -89
2	C	Approaching Proficiency in Standards	70- 75 -79
1	D	Well Below Proficiency in Standards	60- 65 -69
0	F	Insufficient Evidence (evidence submitted)	50-55-59
0	F	Insufficient Evidence (no evidence submitted)	40

This conversion chart will serve as a resource to better understand the rubric values being assigned and what they mean.

03

Multi-Tiered Systems of Support

MTSS

What does this have to do with my child?

80–85%

Of students respond to the core curriculum and instruction.

10–15%

Of students need reteaching after the core curriculum or need another layer of support to be adequately challenged.

1–5%

Need a third layer of support to reach grade level expectations or be adequately challenged.

So, that means...

Extra staff at Middle School

Differentiation in classrooms– small group, responsive instruction

Primary & Elementary supports

Here are some questions you can ask your child:

Instead of asking:

Did you do your homework? Did you study for your test? What did you get on your test?

Have you practiced your learning intentions?

What standards are you proficient in?

What standards you are not proficient in?

What standards do you plan to reassess?

When will you see your teacher to plan a reassessment?

04

Moving Forward

Continuation of rubric development

Developing high quality assessments

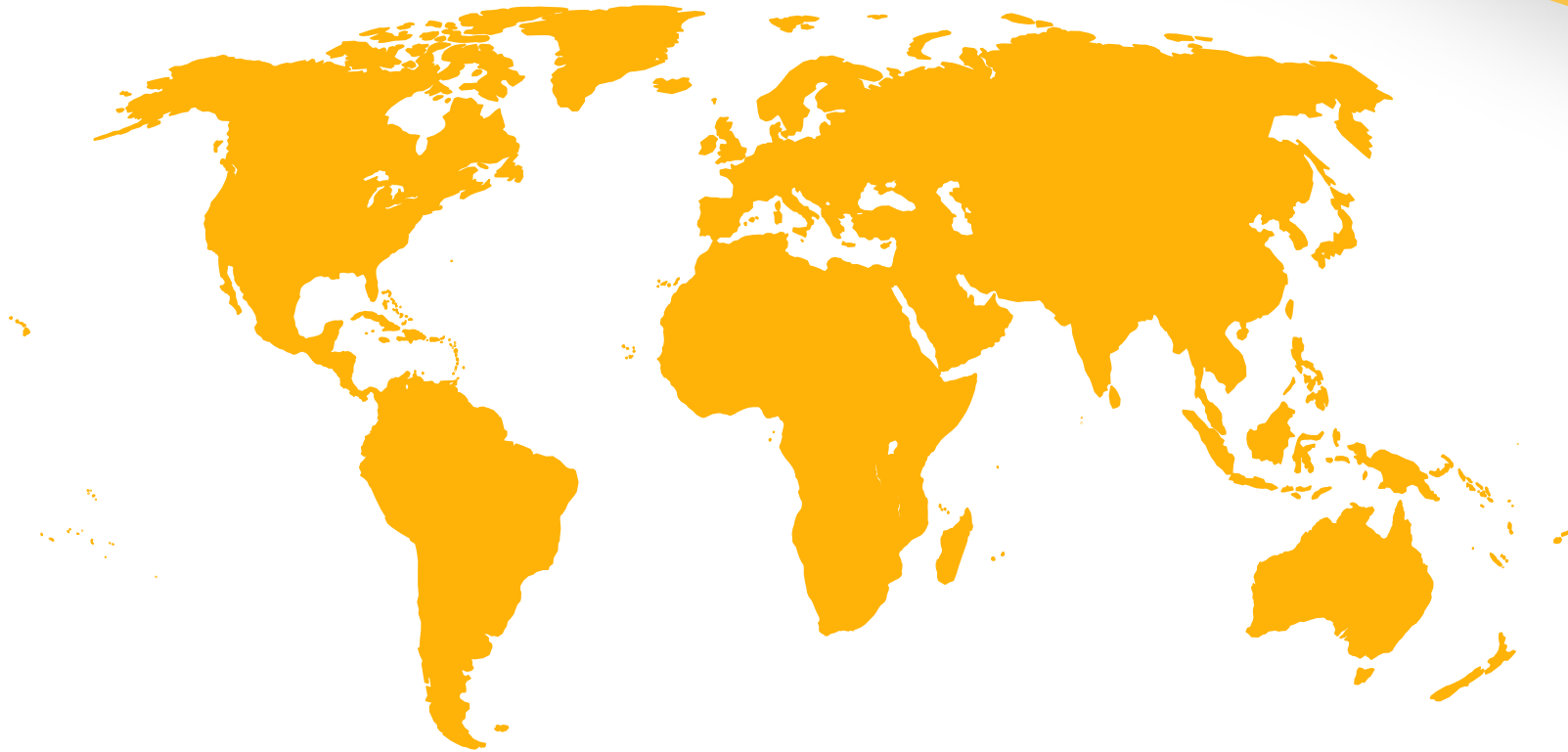
Matching assessments to rubrics or success criteria

Checking Inter-rater reliability to ensure assessments are reliable as well as valid.

In future school years:

We will not be relying on the mean to calculate grades.
It will be extremely clear to both students and parents how students can earn a "4"

Won't this lower my child's GPA and prevent them from getting into higher level classes in High School?



No, it will not.

We will still give letter grades, and we will still give a GPA.

05

Questions?

What questions do you have?

Thank you!

Do you have any questions?

Dr. Vicki King vickiking@bighollow.us

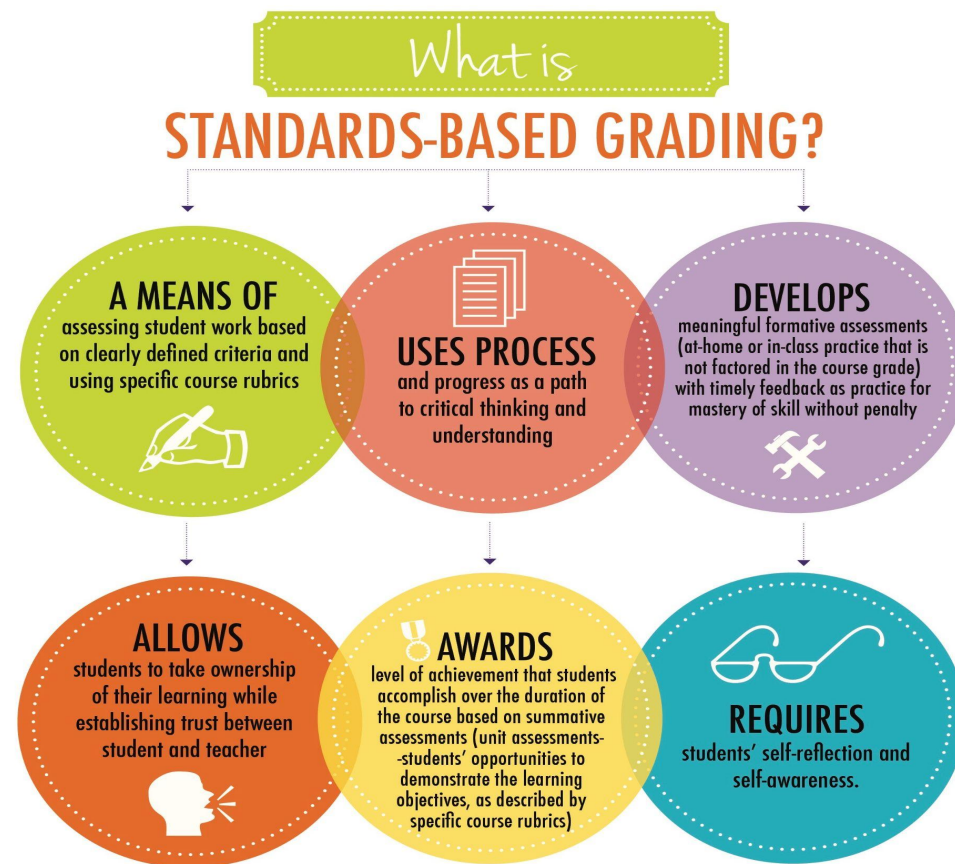
Dr. Michelle Hetrovicz

michellehetrovicz@bighollow.us

SBG Resources and Research

Rick Wormeli site

Standards Based Grading



Please contact us if you would like access to more videos and research related to standards based grading.



To: Mr. Bob Gold, Superintendent
 Big Hollow School District 38 Administration
 Big Hollow School District 38 Board of Education

From: Dr. Michelle Hetrovicz, Director of Curriculum & Instruction

Date: August 9, 2021

Re: Spelling & Word Study Research, Best Practices, and Resource Update

BACKGROUND & RESEARCH

As it was previously believed, students learned to spell by using rote visual memory. Consequently, students traditionally received a list of words to practice, with a test given after a specific period of time to ensure the spelling of the words had been committed to memory. As soon as a list was tested, another was put in its place for the student to memorize, with hopes that the memorized words would be useful in written work at a later date. However, that thinking and the teaching practices associated with it have changed in the last 30 years as researchers have discovered that “a child’s memory for words is not entirely or even principally rote” (Moats, 2021).¹ Instead, we now know that students develop their ability to spell through a series of fairly predictable steps that build on each other. We also know “that spelling memory is dependent on a child’s growing knowledge of spoken and written word structure” (Moats, 2021).²

This recent research and knowledge is reflected within the Common Core English Language Arts Standards. Spelling instruction requirements are available and may be found in the Language Strand. The expectations for learners with regard to spelling are vague, however. For example, the sixth grade language standard related to spelling states, “CCSS.ELA-LITERACY.L.6.2.B: Spell correctly.”³ Although the language lacks specificity, the Common Core approach to spelling instruction is detailed in the Orthography section of Appendix A.⁴ The suggested approaches are based on the idea that there are distinct stages in students’ spelling development. Students at different stages attend to and represent different features in their spelling (Lipzig, 2021).⁵

With a heavy focus on identifying and investigating patterns within words, students learn to spell, read, and write words that they may have never been exposed to before. Therefore, the need to memorize individual words is no longer necessary, since students become more aware of the patterns in words and build word knowledge as they practice the spelling features included in each stage. “Take, for example, the difference between “hard c” (as in *cat*) and “soft c” (as in *cell*). After collecting many words containing the letter “c,” students discover that “c” is usually hard when followed by consonants (as in *clue* and *crayon*) and the vowels “a,” “o,” and “u” (as in *cat*, *cot*, and *cut*). In contrast, “c” is usually soft when followed by “i,” “e,” and “y” (as in *circus*, *celery*, and *cycle*).”⁶

¹ <https://www.scholastic.com/teachers/articles/teaching-content/how-children-learn-spell/>

² <https://www.scholastic.com/teachers/articles/teaching-content/how-children-learn-spell/>

³ <http://www.corestandards.org/ELA-Literacy/L/6/2/b/>

⁴ http://www.corestandards.org/assets/Appendix_A.pdf

⁵ Leipzig, D. H. (2021). *Word study: Learning word patterns. Reading Rockets.*

⁶ <https://www.readingrockets.org/article/word-study-learning-word-patterns>

Because of the focus on word patterns and features, instruction now is more commonly referred to as “word study,” and the stages of spelling development serve as a guide for instruction. “The Words Their Way developmental spelling stages include Emergent, Letter Name-Alphabetic Spelling, Within Word Pattern, Syllables and Affixes, and Derivational Relations.”⁷

Table 1: Stages of spelling development.⁸

Stage	Age Range	Spelling Behavior
Stage 1: Emergent Spelling	3- to 5-year-olds	<ul style="list-style-type: none"> • String scribbles, letters, and letter -like forms together. • Do not associate the marks made with any specific phonemes.
Stage 2: Letter Name Alphabetic Spelling	5- to 7-year-olds	<ul style="list-style-type: none"> • Learn to represent phonemes in words with letters. • In the beginning, spellings are abbreviated. • Learn to use consonant blends, digraphs, and short-vowel patterns.
Stage 3: Within-Word Pattern Spelling	7- to 9-year olds	<ul style="list-style-type: none"> • Learn long-vowel patterns and r-controlled vowels. • May confuse spelling patterns (Ex: mete for meet) • May reverse order of letters (Ex: form for from)

⁷Bear, D. & Templeton, S. (1998). Explorations in developmental spelling: Foundations for learning and teaching phonics, spelling, and vocabulary. *The Reading Teacher* 52(3), 222-242.

⁸ Putman, R. (2017). Using research to make informed decisions about the spelling curriculum. *Texas Journal of Literacy Education* 5(1), 24-32.

Stage 4: Syllables and Affixes Spelling	9- to 11-year-olds	<ul style="list-style-type: none"> ● Use what has been learned about one-syllable words to spell multi-syllable words. ● Learn to break words into syllables ● Learn to add inflectional endings (e.g. -s, -ed, -ing) ● Differentiate between homophones (Ex: your and you're)
Stage 5: Derivational Relations Spelling	11- to 14-year olds	<ul style="list-style-type: none"> ● Explore relationships between spelling and meaning. ● Learn that words with related meanings are often related in spelling. (e.g. wise-wisdom, nation-national) ● Learn about Latin and Greek root words and derivational affixes (e.g. amphi-, pre-, -able, -tion)

NEXT STEPS

Word Study Instruction

Formal word study will be a focus of instruction in first through fourth grade during each teacher's daily literacy block. Incorporating word study into daily instruction will allow students to propel through the stages of spelling development as they are individually ready. Teachers will ensure students are working within their zone of proximal development by differentiating instruction for each student. Instruction may include the usage of word sorts, word games, making words lessons, and other methods to draw attention to the patterns and meanings found within words based on the word's orthographic structure. Because students progress through the spelling stages at different paces, students in a class would rarely be practicing the same list of words and word patterns. In fifth through eighth grade, teachers will ensure adequate support is provided to develop students' spelling abilities. Through feedback on written pieces and through the editing process during English Language Arts courses and writer's workshop, teachers will ensure the Language standards related to spelling are addressed.

Words Their Way® Developmental Spelling Inventory

First through fourth grade teachers will ensure word study instruction is a part of their literacy block each day. Words Their Way® is a hands-on, developmentally-driven approach to word study that illustrates how to integrate and teach children phonics, vocabulary, and spelling skills.⁹ Included in Words Their Way® is a *Developmental Spelling Inventory (DSI)*. The District will be using the DSI as a resource to assess individual student's spelling development three times per year. When starting word study within the classroom, the teachers will use the DSI to determine which stage of spelling development each student is performing within and then group students for instruction (Bear, et al., 2012).¹⁰ As students progress through the spelling stages throughout the year, teachers will make adjustments based on formative data to ensure word study instruction matches the students' most current spelling stage.

Professional Development

Professional development for the *Developmental Spelling Inventory* will be provided to teachers during the Fall of 2021 so teachers can adequately prepare to assess and differentiate word study instruction for their students this school year. The reading specialist at the elementary building will be training the first through fourth grade teachers how to administer and score the DSI for each student. Teachers will be trained how to group students determined by their performance on the DSI. Ongoing support will be provided to teachers to ensure the DSI is being administered as a reliable assessment tool.

⁹<https://www.pearson.com/us/higher-education/program/Bear-Words-Their-Way-Word-Study-for-Phonics-Vocabulary-and-Spelling-Instruction-6th-Edition/PGM199292.html>

¹⁰ Bear, D.R., Invernizzi, M., Templeton, S., & Johnston, F. (2012). *Words their way: Word study for phonics, vocabulary, and spelling instruction* (5th ed.). Boston, MA: Pearson.



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Mr. Robert Gold, Superintendent

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26051 W. Nippersink Rd.
Ingleside, IL 60041
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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.

School District
 Joint Agreement

**SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FORM *
July 1, 2021 - June 30, 2022**

Accounting Basis:

Cash
 Accrual

Unbalanced budget, however, a deficit reduction plan is not required at this time.

Date of Amended Budget: _____
(MM/DD/YY)

District Name: _____ Big Hollow School District 38

District RCDT No: _____ 34-04903-8002

If your FY21 AFR states that you need to do a deficit reduction plan and your FY22 budget is balanced please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)

Budget of _____ Big Hollow School District 38 _____, County of _____ Lake _____,
State of Illinois, for the Fiscal Year beginning _____ July 1, 2021 _____ and ending _____ June 30, 2022 _____.

WHEREAS the Board of Education of _____ Big Hollow School District 38 _____,
County of _____ Lake _____, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary
of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;
AND WHEREAS a public hearing was held as to such budget on the _____ day of _____, 20 _____,
notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, Be it resolved by the Board of Education of said district as follows:

Section 1: That the fiscal year of this school district be and the same hereby is fixed and declared to be
beginning _____ July 1, 2021 _____ and ending _____ June 30, 2022 _____.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and expenditures from each be
and the same is hereby adopted as the budget of this school district for said fiscal year.

ADOPTION OF BUDGET

The budget shall be approved and signed below by members of the School Board. Adopted this

day of _____, 20 _____ by a roll call vote of _____ Yeas, and _____ Nays, to wit:

** MEMBERS VOTING YEA:	** MEMBERS VOTING NAY:

* Based on the 23 Illinois Administrative Code-Part 100 and inconformity with Section 17-1 of the School Code.

** Type in the members who voted "YEA" nor "NAY". Actual school board member signatures are not required for electronic submission.

- (1) A certified copy of this document must be filed with the county clerk within 30 days of adoption as required by Section 18-50 of the Property Tax Code (35 ILCS 200/18-50).
- (2) Districts are required to submit the adopted/amended budget electronically to ISBE within 30 days of adoption or by October 30, whichever comes first. Budgets are submitted to **School Finance Report (SFR)**: <https://sec1.isbe.net/attachmgr/default.aspx>

Please type the member signatures before submitting to ISBE. We do not accept PDF copies.

BUDGET SUMMARY

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 5-10 and EstExp 11-17 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 July 1, 2021 ¹ (without Student Activity Funds)		5,033,819	3,426,468	2,652,583	879,975	126,403	877,964	1,366,029	43,681	0	
4	RECEIPTS/REVENUES (without Student Activity Funds)											
5	LOCAL SOURCES	1000	9,028,770	1,383,000	5,147,305	685,650	538,978	100,500	100,000	186,000	0	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
7	STATE SOURCES	3000	6,265,323	0	0	779,860	0	0	0	0	0	
8	FEDERAL SOURCES	4000	2,056,890	0	0	0	0	0	0	0	0	
9	Total Direct Receipts/Revenues ⁸		17,350,983	1,383,000	5,147,305	1,465,510	538,978	100,500	100,000	186,000	0	
10	Receipts/Revenues for "On Behalf" Payments ²	3998										
11	Total Receipts/Revenues		17,350,983	1,383,000	5,147,305	1,465,510	538,978	100,500	100,000	186,000	0	
12	DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)											
13	INSTRUCTION	1000	12,700,275				225,965			0		
14	SUPPORT SERVICES	2000	5,816,650	1,504,060		1,466,425	368,485	251,000		195,936	0	
15	COMMUNITY SERVICES	3000	5,959	0		0	50			0		
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	603,000	70,000	0	0	24,000	0		0	0	
17	DEBT SERVICES	5000	0	0	5,106,651	0	0			0	0	
18	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
19	Total Direct Disbursements/Expenditures ⁹		19,125,884	1,574,060	5,106,651	1,466,425	618,500	251,000		195,936	0	
20	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
21	Total Disbursements/Expenditures		19,125,884	1,574,060	5,106,651	1,466,425	618,500	251,000		195,936	0	
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(1,774,901)	(191,060)	40,654	(915)	(79,522)	(150,500)	100,000	(9,936)	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 Capital Leases	7400			0							
40	Transfer to Debt Service Fund to Pay Interest on Capital 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	

BUDGET SUMMARY

1	A	B	C	D	E	F	G	H	I	J	K	L
	<i>Begin entering data on EstRev 5-10 and EstExp 11-17 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 Capital Leases	8410										
58	Grants/Reimbursements Pledged to Pay Principal on Capital Leases	8420										
59	Other Revenues Pledged to Pay Principal on Capital Leases	8430										
60	Fund Balance Transfers Pledged to Pay Principal on Capital Leases	8440										
61	Taxes Pledged to Pay Interest on Capital Leases	8510										
62	Grants/Reimbursements Pledged to Pay Interest on Capital Leases	8520										
63	Other Revenues Pledged to Pay Interest on Capital Leases	8530										
64	Fund Balance Transfers Pledged to Pay Interest on Capital 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 June 30, 2022 (Without Student Activity Funds)		3,258,918	3,235,408	2,693,237	879,060	46,881	727,464	1,466,029	33,745	0	
82												
83	Student Activity ESTIMATED BEGINNING FUND BALANCE July 1, 2021 Fund 11		17,382									
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 June 30, 2022		17,382									
90												
91	Total ESTIMATED BEGINNING FUND BALANCE July 1, 2021 (All Sources Including Student Activity Funds)		5,051,201	3,426,468	2,652,583	879,975	126,403	877,964	1,366,029	43,681	0	
92	RECEIPTS/REVENUES (All Sources with Student Activity Funds)											
93	LOCAL SOURCES	1000	9,028,770	1,383,000	5,147,305	685,650	538,978	100,500	100,000	186,000	0	
94	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0		0	0					
95	STATE SOURCES	3000	6,265,323	0	0	779,860	0	0	0	0	0	

BUDGET SUMMARY

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 5-10 and EstExp 11-17 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	
96	FEDERAL SOURCES	4000	2,056,890	0	0	0	0	0	0	0	0	
97	Total Direct Receipts/Revenues ⁸		17,350,983	1,383,000	5,147,305	1,465,510	538,978	100,500	100,000	186,000	0	
98	Receipts/Revenues for "On Behalf" Payments ²	3998	0	0	0	0	0	0		0	0	
99	Total Receipts/Revenues		17,350,983	1,383,000	5,147,305	1,465,510	538,978	100,500	100,000	186,000	0	
100	DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)											
101	INSTRUCTION	1000	12,700,275				225,965			0		
102	SUPPORT SERVICES	2000	5,816,650	1,504,060		1,466,425	368,485	251,000		195,936	0	
103	COMMUNITY SERVICES	3000	5,959	0		0	50			0		
104	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	603,000	70,000	0	0	24,000	0		0	0	
105	DEBT SERVICES	5000	0	0	5,106,651	0	0			0	0	
106	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
107	Total Direct Disbursements/Expenditures ⁹		19,125,884	1,574,060	5,106,651	1,466,425	618,500	251,000		195,936	0	
108	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
109	Total Disbursements/Expenditures		19,125,884	1,574,060	5,106,651	1,466,425	618,500	251,000		195,936	0	
110	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(1,774,901)	(191,060)	40,654	(915)	(79,522)	(150,500)	100,000	(9,936)	0	
111	OTHER SOURCES/USES OF FUNDS											
112	OTHER SOURCES OF FUNDS (7000)											
113	Total Other Sources of Funds ⁸		0	0	0	0	0	0	0	0	0	
114	OTHER USES OF FUNDS (8000)											
116	Total Other Uses of Funds ⁹		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 June 30, 2022 (All Sources With student Activity Funds)		3,276,300	3,235,408	2,693,237	879,060	46,881	727,464	1,466,029	33,745	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	12,832,785	372,500		817,500		0		0	0	14,022,785
125	Employee Benefits	200	1,588,385	32,560		64,725	618,500	0		0	0	2,304,170
126	Purchased Services	300	1,232,809	704,700	1,000	136,600		10,000		195,936	0	2,281,045
127	Supplies & Materials	400	1,791,955	464,300		111,400		0		0	0	2,367,655
128	Capital Outlay	500	0	0		0		225,000		0	0	225,000
129	Other Objects	600	1,142,450	0	5,105,651	336,200	0	0		0	0	6,584,301
130	Non-Capitalized Equipment	700	537,500	0		0		16,000		0	0	553,500
131	Termination Benefits	800	0	0		0				0		0
132	Total Expenditures		19,125,884	1,574,060	5,106,651	1,466,425	618,500	251,000		195,936	0	28,338,456

SUMMARY OF CASH TRANSACTIONS

	A	B	C	D	E	F	G	H	I	J	K
1			(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	BEGINNING CASH BALANCE ON HAND July 1, 2021 ⁷ (Without Student Activity Funds)		5,033,819	3,426,468	2,652,583	879,975	126,403	877,964	1,366,029	43,681	0
4	Total Direct Receipts & Other Sources ⁸		17,350,983	1,383,000	5,147,305	1,465,510	538,978	100,500	100,000	186,000	0
5	OTHER RECEIPTS										
6	Interfund Loans Payable (Loans from Other Funds)	411									
7	Interfund Loans Receivable (Repayment of Loans)	141									
8	Notes and Warrants Payable	433									
9	Other Current Assets	199									
10	Total Other Receipts		0	0	0	0	0	0	0	0	0
11	Total Direct Receipts, Other Sources, & Other Receipts		17,350,983	1,383,000	5,147,305	1,465,510	538,978	100,500	100,000	186,000	0
12	Total Amount Available		22,384,802	4,809,468	7,799,888	2,345,485	665,381	978,464	1,466,029	229,681	0
13	Total Direct Disbursements & Other Uses ⁹		19,125,884	1,574,060	5,106,651	1,466,425	618,500	251,000	0	195,936	0
14	OTHER DISBURSEMENTS										
15	Interfund Loans Receivable (Loans to Other Funds) ¹⁰	141									
16	Interfund Loans Payable (Repayment of Loans)	411									
17	Notes and Warrants Payable	433									
18	Other Current Liabilities	499									
19	Total Other Disbursements		0	0	0	0	0	0	0	0	0
20	Total Direct Disbursements, Other Uses, & Other Disbursements		19,125,884	1,574,060	5,106,651	1,466,425	618,500	251,000	0	195,936	0
21	ENDING CASH BALANCE ON HAND June 30, 2022 ⁷ (Without Student Activity Funds)		3,258,918	3,235,408	2,693,237	879,060	46,881	727,464	1,466,029	33,745	0
22											
23	Activity Funds BEGINNING CASH BALANCE ON HAND July 1, 2021 ⁷		17,382								
24	Total Direct Receipts & Other Sources ⁸		0								
25	Total Amount Available		17,382								
26	Total Direct Disbursements & Other Uses ⁹		0								
27	Activity funds ENDING CASH BALANCE ON HAND June 30, 2022 ⁷		17,382								
28											
29	Total BEGINNING CASH BALANCE ON HAND July 1, 2021 ⁷ (With Student Activity Funds)		5,051,201	3,426,468	2,652,583	879,975	126,403	877,964	1,366,029	43,681	0
30	Total Direct Receipts & Other Sources ⁸		17,350,983	1,383,000	5,147,305	1,465,510	538,978	100,500	100,000	186,000	0
31	Total Other Receipts		0	0	0	0	0	0	0	0	0
32	Total Direct Receipts, Other Sources, & Other Receipts		17,350,983	1,383,000	5,147,305	1,465,510	538,978	100,500	100,000	186,000	0
33	Total Amount Available		22,402,184	4,809,468	7,799,888	2,345,485	665,381	978,464	1,466,029	229,681	0
34	Total Direct Disbursements & Other Uses ⁹		19,125,884	1,574,060	5,106,651	1,466,425	618,500	251,000	0	195,936	0
35	Total Other Disbursements		0	0	0	0	0	0	0	0	0
36	Total Direct Disbursements, Other Uses, & Other Disbursements		19,125,884	1,574,060	5,106,651	1,466,425	618,500	251,000	0	195,936	0
37	Total ENDING CASH BALANCE ON HAND June 30, 2022 ⁷ (With Student Activity Funds)		3,276,300	3,235,408	2,693,237	879,060	46,881	727,464	1,466,029	33,745	0

	A	B	C	D	E	F	G	H	I	J	K
1			(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	RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)										
4	AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY	1100									
5	Designated Purposes Levies ^{11 (1110-1120)}	-	8,440,800	1,367,000	5,145,305	662,000	161,000		99,000	186,000	
6	Leasing Purposes Levy ¹²	1130									
7	Special Education Purposes Levy	1140	100,500								
8	FICA and Medicare Only Levies	1150					305,000				
9	Area Vocational Construction Purposes Levy	1160									
10	Summer School Purposes Levy	1170									
11	Other Tax Levies (Describe & Itemize)	1190					22,778				
12	Total Ad Valorem Taxes Levied by District		8,541,300	1,367,000	5,145,305	662,000	488,778	0	99,000	186,000	0
13	PAYMENTS IN LIEU OF TAXES	1200									
14	Mobile Home Privilege Tax	1210									
15	Payments from Local Housing Authority	1220									
16	Corporate Personal Property Replacement Taxes ¹³	1230	100,000				50,000				
17	Other Payments in Lieu of Taxes (Describe & Itemize)	1290									
18	Total Payments in Lieu of Taxes		100,000	0	0	0	50,000	0	0	0	0
19	TUITION	1300									
20	Regular Tuition from Pupils or Parents (In State)	1311	55,000								
21	Regular Tuition from Other Districts (In State)	1312									
22	Regular Tuition from Other Sources (In State)	1313									
23	Regular Tuition from Other Sources (Out of State)	1314									
24	Summer School Tuition from Pupils or Parents (In State)	1321									
25	Summer School Tuition from Other Districts (In State)	1322									
26	Summer School Tuition from Other Sources (In State)	1323									
27	Summer School Tuition from Other Sources (Out of State)	1324									
28	CTE Tuition from Pupils or Parents (In State)	1331									
29	CTE Tuition from Other Districts (In State)	1332									
30	CTE Tuition from Other Sources (In State)	1333									
31	CTE Tuition from Other Sources (Out of State)	1334									
32	Special Education Tuition from Pupils or Parents (In State)	1341									
33	Special Education Tuition from Other Districts (In State)	1342									
34	Special Education Tuition from Other Sources (In State)	1343									
35	Special Education Tuition from Other Sources (Out of State)	1344									
36	Adult Tuition from Pupils or Parents (In State)	1351									
37	Adult Tuition from Other Districts (In State)	1352									
38	Adult Tuition from Other Sources (In State)	1353									
39	Adult Tuition from Other Sources (Out of State)	1354									
40	Total Tuition		55,000								
41	TRANSPORTATION FEES	1400									
42	Regular Transportation Fees from Pupils or Parents (In State)	1411				6,500					
43	Regular Transportation Fees from Other Districts (In State)	1412				5,000					
44	Regular Transportation Fees from Other Sources (In State)	1413				10,000					
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415				2,000					
46	Regular Transportation Fees from Other Sources (Out of State)	1416									
47	Summer School Transportation Fees from Pupils or Parents (In State)	1421									
48	Summer School Transportation Fees from Other Districts (In State)	1422									
49	Summer School Transportation Fees from Other Sources (In State)	1423									
50	Summer School Transportation Fees from Other Sources (Out of State)	1424									
51	CTE Transportation Fees from Pupils or Parents (In State)	1431									
52	CTE Transportation Fees from Other Districts (In State)	1432									
53	CTE Transportation Fees from Other Sources (In State)	1433									
54	CTE Transportation Fees from Other Sources (Out of State)	1434									
55	Special Education Transportation Fees from Pupils or Parents (In State)	1441									

ESTIMATED RECEIPTS/REVENUES

	A	B	C	D	E	F	G	H	I	J	K
1			(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
56	Special Education Transportation Fees from Other Districts (In State)	1442									
57	Special Education Transportation Fees from Other Sources (In State)	1443									
58	Special Education Transportation Fees from Other Sources (Out of State)	1444									
59	Adult Transportation Fees from Pupils or Parents (In State)	1451									
60	Adult Transportation Fees from Other Districts (In State)	1452									
61	Adult Transportation Fees from Other Sources (In State)	1453									
62	Adult Transportation Fees from Other Sources (Out of State)	1454									
63	Total Transportation Fees					23,500					
64	EARNINGS ON INVESTMENTS	1500									
65	Interest on Investments	1510	3,000	1,000	2,000	150	200	500	1,000		
66	Gain or Loss on Sale of Investments	1520									
67	Total Earnings on Investments		3,000	1,000	2,000	150	200	500	1,000	0	0
68	FOOD SERVICE	1600									
69	Sales to Pupils - Lunch	1611	5,000								
70	Sales to Pupils - Breakfast	1612									
71	Sales to Pupils - A la Carte	1613									
72	Sales to Pupils - Other (Describe & Itemize)	1614									
73	Sales to Adults	1620	2,000								
74	Other Food Service (Describe & Itemize)	1690	36,000								
75	Total Food Service		43,000								
76	DISTRICT/SCHOOL ACTIVITY INCOME	1700									
77	Admissions - Athletic	1711	2,000								
78	Admissions - Other	1719									
79	Fees	1720	85,000								
80	Book Store Sales	1730	13,420								
81	Other District/School Activity Revenue (Describe & Itemize)	1790	50								
82	Student Activity Fund Revenues	1799									
83	Total District/School Activity Income (without Student Activity Funds 1799)		100,470	0							
84	Total District/School Activity Income (with Student Activity Funds 1799)		100,470								
85	TEXTBOOK INCOME	1800									
86	Rentals - Regular Textbooks	1811	165,000								
87	Rentals - Summer School Textbooks	1812									
88	Rentals - Adult/Continuing Education Textbooks	1813									
89	Rentals - Other (Describe)	1819									
90	Sales - Regular Textbooks	1821									
91	Sales - Summer School Textbooks	1822									
92	Sales - Adult/Continuing Education Textbooks	1823									
93	Sales - Other (Describe & Itemize)	1829									
94	Other (Describe & Itemize)	1890									
95	Total Textbooks		165,000								
96	OTHER REVENUE FROM LOCAL SOURCES	1900									
97	Rentals	1910		15,000							
98	Contributions and Donations from Private Sources	1920	8,000								
99	Impact Fees from Municipal or County Governments	1930						100,000			
100	Services Provided Other Districts	1940									
101	Refund of Prior Years' Expenditures	1950									
102	Payments of Surplus Moneys from TIF Districts	1960									
103	Drivers' Education Fees	1970									
104	Proceeds from Vendors' Contracts	1980	0	0	0	0	0	0	0	0	0
105	School Facility Occupation Tax Proceeds	1983									
106	Payment from Other Districts	1991									
107	Sale of Vocational Projects	1992									
108	Other Local Fees (Describe & Itemize)	1993									
109	Other Local Revenues (Describe & Itemize)	1999	13,000								

	A	B	C	D	E	F	G	H	I	J	K
1			(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
110	Total Other Revenue from Local Sources		21,000	15,000	0	0	0	100,000	0	0	0
111	Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)	1000	9,028,770	1,383,000	5,147,305	685,650	538,978	100,500	100,000	186,000	0
112	Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)		9,028,770								
113	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)										
114	Flow-Through Revenue from State Sources	2100									
115	Flow-Through Revenue from Federal Sources	2200									
116	Other Flow-Through Revenue (Describe & Itemize)	2300									
117	Total Flow-Through Receipts/Revenues From One District to Another District	2000	0	0		0	0				
118	RECEIPTS/REVENUES FROM STATE SOURCES (3000)										
119	UNRESTRICTED GRANTS-IN-AID (3001-3099)										
120	Evidence Based Funding Formula (Section 18-8.15)	3001	6,140,846								
121	Reorganization Incentives (Accounts 3005-3021)	3005									
122	Fast Growth District Grants	3030									
123	Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099									
124	Total Unrestricted Grants-In-Aid		6,140,846	0	0	0	0	0		0	0
125	RESTRICTED GRANTS-IN-AID (3100-3900)										
126	SPECIAL EDUCATION										
127	Special Education - Private Facility Tuition	3100	111,977								
128	Special Education - Funding for Children Requiring Sp Ed Services	3105									
129	Special Education - Personnel	3110									
130	Special Education - Orphanage - Individual	3120	5,000								
131	Special Education - Orphanage - Summer Individual	3130									
132	Special Education - Summer School	3145									
133	Special Education - Other (Describe & Itemize)	3199	4,000								
134	Total Special Education		120,977	0		0					
135	CAREER AND TECHNICAL EDUCATION (CTE)										
136	CTE - Technical Education - Tech Prep	3200									
137	CTE - Secondary Program Improvement (CTEI)	3220									
138	CTE - WECEP	3225									
139	CTE - Agriculture Education	3235									
140	CTE - Instructor Practicum	3240									
141	CTE - Student Organizations	3270									
142	CTE - Other (Describe & Itemize)	3299									
143	Total Career and Technical Education		0	0			0				
144	BILINGUAL EDUCATION										
145	Bilingual Education - Downstate - TPI and TBE	3305									
146	Bilingual Education - Downstate - Transitional Bilingual Education	3310									
147	Total Bilingual Education		0				0				
148	State Free Lunch & Breakfast	3360	1,000								
149	School Breakfast Initiative	3365									
150	Driver Education	3370									
151	Adult Education (from ICCB)	3410									
152	Adult Education - Other (Describe & Itemize)	3499									
153	TRANSPORTATION										
154	Transportation - Regular and Vocational	3500				374,234					
155	Transportation - Special Education	3510				405,626					
156	Transportation - Other (Describe & Itemize)	3599									
157	Total Transportation		0	0		779,860	0				

ESTIMATED RECEIPTS/REVENUES

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
158	Learning Improvement - Change Grants	3610									
159	Scientific Literacy	3660									
160	Truant Alternative/Optional Education	3695									
161	Early Childhood - Block Grant	3705									
162	Chicago General Education Block Grant	3766									
163	Chicago Educational Services Block Grant	3767									
164	School Safety & Educational Improvement Block Grant	3775									
165	Technology - Technology for Success	3780									
166	State Charter Schools	3815									
167	Extended Learning Opportunities - Summer Bridges	3825									
168	Infrastructure Improvements - Planning/Construction	3920									
169	School Infrastructure - Maintenance Projects	3925									
170	Other Restricted Revenue from State Sources (Describe & Itemize)	3999	2,500								
171	Total Restricted Grants-In-Aid		124,477	0	0	779,860	0	0	0	0	0
172	Total Receipts/Revenues from State Sources	3000	6,265,323	0	0	779,860	0	0	0	0	0
173	RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)										
174	UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)										
175	Federal Impact Aid	4001									
176	Other Unrestricted Grants-In-Aid Received Directly from the Federal Govt. (Describe & Itemize)	4009									
177	Total Unrestricted Grants-In-Aid Received Directly from Fed Govt		0	0	0	0	0	0	0	0	0
178	RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)										
179	Head Start	4045									
180	Construction (Impact Aid)	4050									
181	MAGNET	4060									
182	Other Restricted Grants-In-Aid Received Directly from Federal Govt. (Describe & Itemize)	4090									
183	Total Restricted Grants-In-Aid Received Directly from Federal Govt.		0	0		0	0	0			0
184	RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)										
185	TITLE V										
186	Title V - Flexibility and Accountability	4100									
187	Title V - SEA Projects	4105									
188	Title V - Rural Education Initiative (REI)	4107									
189	Title V - Other (Describe & Itemize)	4199									
190	Total Title V		0	0		0	0				
191	FOOD SERVICE										
192	Breakfast Start-Up Expansion	4200									
193	National School Lunch Program	4210									
194	Special Milk Program	4215									
195	School Breakfast Program	4220									
196	Summer Food Service Admin/Program	4225	450,000								
197	Child and Adult Care Food Program	4226									
198	Fresh Fruit and Vegetables	4240									
199	Food Service - Other (Describe & Itemize)	4299									
200	Total Food Service		450,000				0				
201	TITLE I										
202	Title I - Low Income	4300	198,961								
203	Title I - Low Income - Neglected, Private	4305									
204	Title I - Migrant Education	4340									
205	Title I - Other (Describe & Itemize)	4399									

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
206	Total Title I		198,961	0		0	0				
207	TITLE IV										
208	Title IV - Student Support & Academic Enrichment Grant	4400									
209	Title IV - 21st Century	4421									
210	Title IV - Other (Describe & Itemize)	4499									
211	Total Title IV		0	0		0	0				
212	FEDERAL - SPECIAL EDUCATION										
213	Federal Special Education - Preschool Flow-Through	4600	4,663								
214	Federal Special Education - Preschool Discretionary	4605									
215	Federal Special Education - IDEA Flow Through	4620	285,335								
216	Federal Special Education - IDEA Room & Board	4625									
217	Federal Special Education - IDEA Discretionary	4630									
218	Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
219	Total Federal Special Education		289,998	0		0	0				
220	CTE - PERKINS										
221	CTE - Perkins-Title III Tech Prep	4770									
222	CTE - Other (Describe & Itemize)	4799									
223	Total CTE - Perkins		0	0			0				
224	Federal - Adult Education	4810									
225	ARRA - General State Aid - Education Stabilization	4850									
226	ARRA - Title I - Low Income	4851									
227	ARRA - Title I - Neglected, Private	4852									
228	ARRA - Title I - Delinquent, Private	4853									
229	ARRA - Title I - School Improvement (Part A)	4854									
230	ARRA - Title I - School Improvement (Section 1003g)	4855									
231	ARRA - IDEA - Part B - Preschool	4856									
232	ARRA - IDEA - Part B - Flow-Through	4857									
233	ARRA - Title IID - Technology - Formula	4860									
234	ARRA - Title IID - Technology - Competitive	4861									
235	ARRA - McKinney - Vento Homeless Education	4862									
236	ARRA - Child Nutrition Equipment Assistance	4863									
237	Impact Aid Formula Grants	4864									
238	Impact Aid Competitive Grants	4865									
239	Qualified Zone Academy Bond Tax Credits	4866									
240	Qualified School Construction Bond Credits	4867									
241	Build America Bond Tax Credits	4868									
242	Build America Bond Interest Reimbursement	4869									
243	ARRA - General State Aid - Other Government Services Stabilization	4870									
244	Other ARRA Funds - II	4871									
245	Other ARRA Funds - III	4872									
246	Other ARRA Funds - IV	4873									
247	Other ARRA Funds - V	4874									
248	ARRA - Early Childhood	4875									
249	Other ARRA Funds - VII	4876									
250	Other ARRA Funds - VIII	4877									
251	Other ARRA Funds - IX	4878									
252	Other ARRA Funds - X	4879									
253	Other ARRA Funds - Ed Job Fund Program	4880									
254	Total Stimulus Programs		0	0	0	0	0	0		0	0
255	Race to the Top Program	4901									
256	Race to the Top - Preschool Expansion Grant	4902									
257	Title III - Instruction for English Learners & Immigrant Students	4905									
258	Title III - English Language Acquisition	4909	24,800								
259	McKinney Education for Homeless Children	4920									

ESTIMATED RECEIPTS/REVENUES

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety
260	Title II - Eisenhower - Professional Development Formula	4930									
261	Title II - Teacher Quality	4932									
262	Federal Charter Schools	4960									
263	State Assessment Grants	4981									
264	Grant for State Assessments and Related Activities	4982									
265	Medicaid Matching Funds - Administrative Outreach	4991	20,000								
266	Medicaid Matching Funds - Fee-For-Service Program	4992	20,000								
267	Other Restricted Grants Received from Federal Government through State (Describe & Itemize)	4998	1,053,131								
268	Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State		2,056,890	0	0	0	0	0	0	0	0
269	TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES	4000	2,056,890	0	0	0	0	0	0	0	0
270	TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799)		17,350,983	1,383,000	5,147,305	1,465,510	538,978	100,500	100,000	186,000	0
271	TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799)		17,350,983								

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
3	10 - EDUCATIONAL FUND (ED)										
4	INSTRUCTION (ED)	1000									
5	Regular Programs	1100	6,786,247	778,115	10,450	701,652	0	2,200	0	0	8,278,664
6	Tuition Payment to Charter Schools	1115									0
7	Pre-K Programs	1125									0
8	Special Education Programs (Functions 1200 - 1220)	1200	1,732,378	149,035	1,000	116,293					1,998,706
9	Special Education Programs Pre-K	1225	205,350	19,570		8,000					232,920
10	Remedial and Supplemental Programs K-12	1250	45,000	5,000		344,710		35,000	519,000		948,710
11	Remedial and Supplemental Programs Pre-K	1275									0
12	Adult/Continuing Education Programs	1300									0
13	CTE Programs	1400									0
14	Interscholastic Programs	1500	181,820	3,435	10,350	45,800		9,450			250,855
15	Summer School Programs	1600	109,600	1,895	1,100	18,500					131,095
16	Gifted Programs	1650									0
17	Driver's Education Programs	1700									0
18	Bilingual Programs	1800	407,220	49,105		3,000					459,325
19	Truant Alternative & Optional Programs	1900	0	0	0	0	0	0	0	0	0
20	Pre-K Programs - Private Tuition	1910									0
21	Regular K-12 Programs Private Tuition	1911									0
22	Special Education Programs K-12 Private Tuition	1912						400,000			400,000
23	Special Education Programs Pre-K Tuition	1913									0
24	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
25	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
26	Adult/Continuing Education Programs Private Tuition	1916									0
27	CTE Programs Private Tuition	1917									0
28	Interscholastic Programs Private Tuition	1918									0
29	Summer School Programs Private Tuition	1919									0
30	Gifted Programs Private Tuition	1920									0
31	Bilingual Programs Private Tuition	1921									0
32	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
33	Student Activity Fund Expenditures	1999									0
34	Total Instruction¹⁴ (Without Student Activity Funds 1999)	1000	9,467,615	1,006,155	22,900	1,237,955	0	446,650	519,000	0	12,700,275
35	Total Instruction¹⁴ (With Student Activity Funds 1999)	1000	9,467,615	1,006,155	22,900	1,237,955	0	446,650	519,000	0	12,700,275
36	SUPPORT SERVICES (ED)	2000									
37	Support Services - Pupil	2100									
38	Attendance & Social Work Services	2110	332,285	33,280							365,565
39	Guidance Services	2120									0
40	Health Services	2130	111,000	9,645	177,800	6,400					304,845
41	Psychological Services	2140	164,500	3,000	128,000						295,500
42	Speech Pathology & Audiology Services	2150	279,385	30,225	15,500	1,000		1,200	3,500		330,810
43	Other Support Services - Pupils (Describe & Itemize)	2190	150,700	200							150,900
44	Total Support Services - Pupil	2100	1,037,870	76,350	321,300	7,400	0	1,200	3,500	0	1,447,620
45	Support Services - Instructional Staff	2200									
46	Improvement of Instruction Services	2210			252,800	9,000					261,800
47	Educational Media Services	2220	87,500	19,670	500	17,500		600			125,770
48	Assessment & Testing	2230			44,000	1,000					45,000
49	Total Support Services - Instructional Staff	2200	87,500	19,670	297,300	27,500	0	600	0	0	432,570
50	Support Services - General Administration	2300									
51	Board of Education Services	2310			172,800	14,300		39,000			226,100
52	Executive Administration Services	2320	312,000	96,915	1,650	8,000		3,000			421,565
53	Special Area Administration Services	2330	79,000	11,600				1,200			91,800
54	Tort Immunity Services	2360 - 2370									0
55	Total Support Services - General Administration	2300	391,000	108,515	174,450	22,300	0	43,200	0	0	739,465
56	Support Services - School Administration	2400									
57	Office of the Principal Services	2410	785,500	189,375	1,000	3,200		3,900			982,975
58	Other Support Services - School Administration (Describe & Itemize)	2490									0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
59	Total Support Services - School Administration	2400	785,500	189,375	1,000	3,200	0	3,900	0	0	982,975
60	Support Services - Business	2500									
61	Direction of Business Support Services	2510									0
62	Fiscal Services	2520	244,000	13,400	21,000	3,800		1,000			283,200
63	Operation & Maintenance of Plant Services	2540			132,000			1,900			133,900
64	Pupil Transportation Services	2550									0
65	Food Services	2560	301,000	38,605	11,500	329,500		1,900			682,505
66	Internal Services	2570									0
67	Total Support Services - Business	2500	545,000	52,005	164,500	333,300	0	4,800	0	0	1,099,605
68	Support Services - Central	2600									
69	Direction of Central Support Services	2610	405,000	127,400	1,000	6,000					539,400
70	Planning, Research, Development & Evaluation Services	2620			42,000						42,000
71	Information Services	2630	109,500	8,615							118,115
72	Staff Services	2640									0
73	Data Processing Services	2660			204,000	153,800		42,100	15,000		414,900
74	Total Support Services - Central	2600	514,500	136,015	247,000	159,800	0	42,100	15,000	0	1,114,415
75	Other Support Services (Describe & Itemize)	2900									0
76	Total Support Services	2000	3,361,370	581,930	1,205,550	553,500	0	95,800	18,500	0	5,816,650
77	COMMUNITY SERVICES (ED)	3000	3,800	300	1,359	500					5,959
78	PAYMENTS TO OTHER DIST & GOVT UNITS (ED)	4000									
79	Payments to Other Dist & Govt Units (In-State)	4100									
80	Payments for Regular Programs	4110									0
81	Payments for Special Education Programs	4120			3,000						3,000
82	Payments for Adult/Continuing Education Programs	4130									0
83	Payments for CTE Programs	4140									0
84	Payments for Community College Programs	4170									0
85	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
86	Total Payments to Other Dist & Govt Units (In-State)	4100			3,000			0			3,000
87	Payments for Regular Programs - Tuition	4210									0
88	Payments for Special Education Programs - Tuition	4220						600,000			600,000
89	Payments for Adult/Continuing Education Programs - Tuition	4230									0
90	Payments for CTE Programs - Tuition	4240									0
91	Payments for Community College Programs - Tuition	4270									0
92	Payments for Other Programs - Tuition	4280									0
93	Other Payments to In-State Govt Units (Describe & Itemize)	4290									0
94	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						600,000			600,000
95	Payments for Regular Programs - Transfers	4310									0
96	Payments for Special Education Programs - Transfers	4320									0
97	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
98	Payments for CTE Programs - Transfers	4340									0
99	Payments for Community College Program - Transfers	4370									0
100	Payments for Other Programs - Transfers	4380									0
101	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390									0
102	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
103	Payments to Other Dist & Govt Units (Out of State)	4400									0
104	Total Payments to Other Dist & Govt Units	4000			3,000			600,000			603,000
105	DEBT SERVICE (ED)	5000									
106	Debt Service - Interest on Short-Term Debt	5100									
107	Tax Anticipation Warrants	5110									0
108	Tax Anticipation Notes	5120									0
109	Corporate Personal Property Repl Tax Anticipated Notes	5130									0
110	State Aid Anticipation Certificates	5140									0
111	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
112	Total Debt Service - Interest on Short-Term Debt	5100						0			0
113	Debt Service - Interest on Long-Term Debt	5200									0
114	Total Debt Service	5000						0			0
115	PROVISION FOR CONTINGENCIES (ED)	6000									0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
116	Total Direct Disbursements/Expenditures (without Student Activity Funds (1999))		12,832,785	1,588,385	1,232,809	1,791,955	0	1,142,450	537,500	0	19,125,884
117	Total Direct Disbursements/Expenditures (with Student Activity Funds (1999))		12,832,785	1,588,385	1,232,809	1,791,955	0	1,142,450	537,500	0	19,125,884
118	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (Without Student Activity Funds 1999)										(1,774,901)
119	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (With Student Activity Funds 1999)										(1,774,901)
121	20 - OPERATIONS AND MAINTENANCE FUND (O&M)										
122	SUPPORT SERVICES (O&M)	2000									
123	Support Services - Pupil	2100									
124	Other Support Services - Pupils (Describe & Itemize)	2190									0
125	Support Services - Business	2500									
126	Direction of Business Support Services	2510									0
127	Facilities Acquisition & Construction Services	2530									0
128	Operation & Maintenance of Plant Services	2540	372,500	32,560	634,700	464,300					1,504,060
129	Pupil Transportation Services	2550									0
130	Food Services	2560									0
131	Total Support Services - Business	2500	372,500	32,560	634,700	464,300	0	0	0	0	1,504,060
132	Other Support Services (Describe & Itemize)	2900									0
133	Total Support Services	2000	372,500	32,560	634,700	464,300	0	0	0	0	1,504,060
134	COMMUNITY SERVICES (O&M)	3000									0
135	PAYMENTS TO OTHER DIST & GOVT UNITS (O&M)	4000									
136	Payments to Other Dist & Govt Units (In-State)	4100									
137	Payments for Regular Programs	4110									0
138	Payments for Special Education Programs	4120			70,000						70,000
139	Payments for CTE Program	4140									0
140	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
141	Total Payments to Other Dist & Govt Units (In-State)	4100			70,000			0			70,000
142	Payments to Other Dist & Govt Units (Out of State) ¹⁴	4400									0
143	Total Payments to Other Dist & Govt Unit	4000			70,000			0			70,000
144	DEBT SERVICE (O&M)	5000									
145	Debt Service - Interest on Short-Term Debt	5100									
146	Tax Anticipation Warrants	5110									0
147	Tax Anticipation Notes	5120									0
148	Corporate Personal Prop Repl Tax Anticipated Notes	5130									0
149	State Aid Anticipation Certificates	5140									0
150	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
151	Total Debt Service - Interest on Short-Term Debt	5100						0			0
152	Debt Service - Interest on Long-Term Debt	5200									0
153	Total Debt Service	5000						0			0
154	PROVISION FOR CONTINGENCIES (O&M)	6000									0
155	Total Direct Disbursements/Expenditures		372,500	32,560	704,700	464,300	0	0	0	0	1,574,060
156	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(191,060)
157											
158	30 - DEBT SERVICE FUND (DS)										
159	PAYMENTS TO OTHER DIST & GOVT UNITS (DS)	4000									
160	Payments to Other Dist & Govt Units (In-State)	4100									
161	Payments for Regular Programs	4110									0
162	Payments for Special Education Programs	4120									0
163	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
164	Total Payments to Other Dist & Govt Units (In-State)	4000						0			0
165	DEBT SERVICE (DS)	5000									
166	Debt Service - Interest on Short-Term Debt	5100									
167	Tax Anticipation Warrants	5110									0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
168	Tax Anticipation Notes	5120									0
169	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
170	State Aid Anticipation Certificates	5140									0
171	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
172	Total Debt Service - Interest On Short-Term Debt	5100						0			0
173	Debt Service - Interest on Long-Term Debt	5200						169,860			169,860
174	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired)	5300						4,935,791			4,935,791
175	Debt Service Other (Describe & Itemize)	5400			1,000						1,000
176	Total Debt Service	5000			1,000			5,105,651			5,106,651
177	PROVISION FOR CONTINGENCIES (DS)	6000									0
178	Total Direct Disbursements/Expenditures				1,000			5,105,651			5,106,651
179	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										40,654
180											
181	40 - TRANSPORTATION FUND (TR)										
182	SUPPORT SERVICES (TR)	2000									
183	Support Services - Pupils	2100									
184	Other Support Services - Pupils (Describe & Itemize)	2190									0
185	Support Services - Business										
186	Pupil Transportation Services	2550	817,500	64,725	136,600	111,400		336,200			1,466,425
187	Other Support Services (Describe & Itemize)	2900									0
188	Total Support Services	2000	817,500	64,725	136,600	111,400	0	336,200	0	0	1,466,425
189	COMMUNITY SERVICES (TR)	3000									0
190	PAYMENTS TO OTHER DIST & GOVT UNITS (TR)	4000									
191	Payments to Other Dist & Govt Units (In-State)	4100									
192	Payments for Regular Program	4110									0
193	Payments for Special Education Programs	4120									0
194	Payments for Adult/Continuing Education Programs	4130									0
195	Payments for CTE Programs	4140									0
196	Payments for Community College Programs	4170									0
197	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
198	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
199	Payments to Other Dist & Govt Units (Out-of-State) (Describe & Itemize)	4400									0
200	Total Payments to Other Dist & Govt Units	4000			0			0			0
201	DEBT SERVICE (TR)	5000									
202	Debt Service - Interest on Short-Term Debt	5100									
203	Tax Anticipation Warrants	5110									0
204	Tax Anticipation Notes	5120									0
205	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
206	State Aid Anticipation Certificates	5140									0
207	Other Interest on Short-Term Debt (Describe and Itemize)	5150									0
208	Total Debt Service - Interest On Short-Term Debt	5100						0			0
209	Debt Service - Interest on Long-Term Debt	5200									0
210	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired)	5300									0
211	Debt Service - Other (Describe and Itemize)	5400									0
212	Total Debt Service	5000						0			0
213	PROVISION FOR CONTINGENCIES (TR)	6000									0
214	Total Direct Disbursements/Expenditures		817,500	64,725	136,600	111,400	0	336,200	0	0	1,466,425
215	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(915)
216											
217	50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)										
218	INSTRUCTION (MR/SS)	1000									

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
219	Regular Program	1100		103,355							103,355
220	Pre-K Programs	1125									0
221	Special Education Programs (Functions 1200-1220)	1200		105,375							105,375
222	Special Education Programs Pre-K	1225		2,400							2,400
223	Remedial and Supplemental Programs K-12	1250		2,700							2,700
224	Remedial and Supplemental Programs Pre-K	1275									0
225	Adult/Continuing Education Programs	1300									0
226	CTE Programs	1400									0
227	Interscholastic Programs	1500		4,845							4,845
228	Summer School Programs	1600		1,860							1,860
229	Gifted Programs	1650									0
230	Driver's Education Programs	1700									0
231	Bilingual Programs	1800		5,430							5,430
232	Truant Alternative & Optional Programs	1900									0
233	Total Instruction	1000		225,965							225,965
234	SUPPORT SERVICES (MR/SS)	2000									
235	Support Services - Pupil	2100									
236	Attendance & Social Work Services	2110		5,100							5,100
237	Guidance Services	2120									0
238	Health Services	2130		12,590							12,590
239	Psychological Services	2140		2,700							2,700
240	Speech Pathology & Audiology Services	2150		4,075							4,075
241	Other Support Services - Pupils (Describe & Itemize)	2190		11,440							11,440
242	Total Support Services - Pupil	2100		35,905							35,905
243	Support Services - Instructional Staff	2200									
244	Improvement of Instruction Services	2210		10							10
245	Educational Media Services	2220		13,050							13,050
246	Assessment & Testing	2230									0
247	Total Support Services - Instructional Staff	2200		13,060							13,060
248	Support Services - General Administration	2300									
249	Board of Education Services	2310		700							700
250	Executive Administration Services	2320		4,800							4,800
251	Special Area Administrative Services	2330		2,800							2,800
252	Claims Paid from Self Insurance Fund	2361									0
253	Workers' Compensation or Workers' Occupation Disease Acts Payments	2362									0
254	Unemployment Insurance Payments	2363									0
255	Insurance Payments (regular or self-insurance)	2364									0
256	Risk Management and Claims Services Payments	2365									0
257	Judgment and Settlements	2366									0
258	Educatl, Inspectl, Supervisory Serv. Related to Loss Prevention or Reduction	2367									0
259	Reciprocal Insurance Payments	2368									0
260	Legal Service	2369									0
261	Total Support Services - General Administration	2300		8,300							8,300
262	Support Services - School Administration	2400									
263	Office of the Principal Services	2410		42,570							42,570
264	Other Support Services - School Administration (Describe & Itemize)	2490									0
265	Total Support Services - School Administration	2400		42,570							42,570
266	Support Services - Business	2500									
267	Direction of Business Support Services	2510									0
268	Fiscal Services	2520		34,900							34,900
269	Facilities Acquisition & Construction Services	2530									0
270	Operation & Maintenance of Plant Service	2540		41,800							41,800
271	Pupil Transportation Services	2550		128,350							128,350
272	Food Services	2560		44,650							44,650
273	Internal Services	2570									0
274	Total Support Services - Business	2500		249,700							249,700
275	Support Services - Central	2600									

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
276	Direction of Central Support Services	2610		6,600							6,600
277	Planning, Research, Development & Evaluation Services	2620									0
278	Information Services	2630		12,350							12,350
279	Staff Services	2640									0
280	Data Processing Services	2660									0
281	Total Support Services - Central	2600		18,950							18,950
282	Other Support Services (Describe & Itemize)	2900									0
283	Total Support Services	2000		368,485							368,485
284	COMMUNITY SERVICES (MR/SS)	3000		50							50
285	PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS)	4000									
286	Payments for Regular Programs	4110									0
287	Payments for Special Education Programs	4120		24,000							24,000
288	Payments for CTE Programs	4140									0
289	Total Payments to Other Dist & Govt Units	4000		24,000							24,000
290	DEBT SERVICE (MR/SS)	5000									
291	Debt Service - Interest on Short-Term Debt	5100									
292	Tax Anticipation Warrants	5110									0
293	Tax Anticipation Notes	5120									0
294	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
295	State Aid Anticipation Certificates	5140									0
296	Other (Describe & Itemize)	5150									0
297	Total Debt Service	5000						0			0
298	PROVISION FOR CONTINGENCIES (MR/SS)	6000									0
299	Total Direct Disbursements/Expenditures			618,500				0			618,500
300	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(79,522)
301											
302	60 - CAPITAL PROJECTS (CP)										
303	SUPPORT SERVICES (CP)	2000									
304	Support Services - Business										
305	Facilities Acquisition & Construction Services	2530			10,000		225,000		16,000		251,000
306	Other Support Services (Describe & Itemize)	2900									0
307	Total Support Services	2000	0	0	10,000	0	225,000	0	16,000		251,000
308	PAYMENTS TO OTHER DIST & GOVT UNITS (CP)	4000									
309	Payments to Other Dist & Govt Units (In-State)	4100									
310	Payments to Regular Programs	4110									0
311	Payment for Special Education Programs	4120									0
312	Payment for CTE Programs	4140									0
313	Payments to Other Govt Units (In-State) (Describe & Itemize)	4190									0
314	Total Payments to Other Districts & Govt Units	4000			0			0			0
315	PROVISION FOR CONTINGENCIES (CP)	6000									0
316	Total Direct Disbursements/Expenditures		0	0	10,000	0	225,000	0	16,000		251,000
317	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(150,500)
318											
319	70 WORKING CASH FUND (WC)										
320											
321	80 - TORT FUND (TF)										
322	INSTRUCTION (TF)	1000									
323	Regular Programs	1100	0	0	0	0	0	0	0	0	0
324	Tuition Payment to Charter Schools	1115									0
325	Pre-K Programs	1125									0
326	Special Education Programs (Functions 1200 - 1220)	1200									0
327	Special Education Programs Pre-K	1225									0
328	Remedial and Supplemental Programs K-12	1250									0
329	Remedial and Supplemental Programs Pre-K	1275									0
330	Adult/Continuing Education Programs	1300									0
331	CTE Programs	1400									0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Func #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
332	Interscholastic Programs	1500									0
333	Summer School Programs	1600									0
334	Gifted Programs	1650									0
335	Driver's Education Programs	1700									0
336	Bilingual Programs	1800									0
337	Truant Alternative & Optional Programs	1900	0	0	0	0	0	0	0	0	0
338	Pre-K Programs - Private Tuition	1910									0
339	Regular K-12 Programs Private Tuition	1911									0
340	Special Education Programs K-12 Private Tuition	1912									0
341	Special Education Programs Pre-K Tuition	1913									0
342	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
343	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
344	Adult/Continuing Education Programs Private Tuition	1916									0
345	CTE Programs Private Tuition	1917									0
346	Interscholastic Programs Private Tuition	1918									0
347	Summer School Programs Private Tuition	1919									0
348	Gifted Programs Private Tuition	1920									0
349	Bilingual Programs Private Tuition	1921									0
350	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
351	Total Instruction¹⁴	1000	0	0	0	0	0	0	0	0	0
352	SUPPORT SERVICES (TF)	2000									
353	Support Services - Pupil	2100									
354	Attendance & Social Work Services	2110									0
355	Guidance Services	2120									0
356	Health Services	2130									0
357	Psychological Services	2140									0
358	Speech Pathology & Audiology Services	2150									0
359	Other Support Services - Pupils (Describe & Itemize)	2190									0
360	Total Support Services - Pupil	2100	0	0	0	0	0	0	0	0	0
361	Support Services - Instructional Staff	2200									
362	Improvement of Instruction Services	2210									0
363	Educational Media Services	2220									0
364	Assessment & Testing	2230									0
365	Total Support Services - Instructional Staff	2200	0	0	0	0	0	0	0	0	0
366	Support Services - General Administration	2300									
367	Board of Education Services	2310									0
368	Executive Administration Services	2320									0
369	Special Area Administration Services	2330									0
370	Claims Paid from Self Insurance Fund	2361									0
371	Risk Management and Claims Services Payments	2365			195,936						195,936
372	Total Support Services - General Administration	2300	0	0	195,936	0	0	0	0	0	195,936
373	Support Services - School Administration	2400									
374	Office of the Principal Services	2410									0
375	Other Support Services - School Administration (Describe & Itemize)	2490									0
376	Total Support Services - School Administration	2400	0	0	0	0	0	0	0	0	0
377	Support Services - Business	2500									
378	Direction of Business Support Services	2510									0
379	Fiscal Services	2520									0
380	Operation & Maintenance of Plant Services	2540									0
381	Pupil Transportation Services	2550									0
382	Food Services	2560									0
383	Internal Services	2570									0
384	Total Support Services - Business	2500	0	0	0	0	0	0	0	0	0
385	Support Services - Central	2600									
386	Direction of Central Support Services	2610									0
387	Planning, Research, Development & Evaluation Services	2620									0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
388	Information Services	2630									0
389	Staff Services	2640									0
390	Data Processing Services	2660									0
391	Total Support Services - Central	2600	0	0	0	0	0	0	0	0	0
392	Other Support Services (Describe & Itemize)	2900									0
393	Total Support Services	2000	0	0	195,936	0	0	0	0	0	195,936
394	COMMUNITY SERVICES (TF)	3000									0
395	PAYMENTS TO OTHER DIST & GOVT UNITS (TF)	4000									
396	Payments to Other Dist & Govt Units (In-State)	4100									
397	Payments for Regular Programs	4110									0
398	Payments for Special Education Programs	4120									0
399	Payments for Adult/Continuing Education Programs	4130									0
400	Payments for CTE Programs	4140									0
401	Payments for Community College Programs	4170									0
402	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
403	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
404	Payments for Regular Programs - Tuition	4210									0
405	Payments for Special Education Programs - Tuition	4220									0
406	Payments for Adult/Continuing Education Programs - Tuition	4230									0
407	Payments for CTE Programs - Tuition	4240									0
408	Payments for Community College Programs - Tuition	4270									0
409	Payments for Other Programs - Tuition	4280									0
410	Other Payments to In-State Govt Units (Describe & Itemize)	4290									0
411	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
412	Payments for Regular Programs - Transfers	4310									0
413	Payments for Special Education Programs - Transfers	4320									0
414	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
415	Payments for CTE Programs - Transfers	4340									0
416	Payments for Community College Program - Transfers	4370									0
417	Payments for Other Programs - Transfers	4380									0
418	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390									0
419	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
420	Payments to Other Dist & Govt Units (Out of State)	4400									0
421	Total Payments to Other Dist & Govt Units	4000			0			0			0
422	DEBT SERVICE (TF)	5000									
423	Debt Service - Interest on Short-Term Debt										
424	Tax Anticipation Warrants	5110									0
425	Corporate Personal Property Replacement Tax Anticipation Notes	5130									0
426	Other Interest or Short-Term Debt (Describe & Itemize)	5150									0
427	Total Debt Service	5000						0			0
428	PROVISION FOR CONTINGENCIES (TF)	6000									0
429	Total Direct Disbursements/Expenditures		0	0	195,936	0	0	0	0	0	195,936
430	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(9,936)
431											
432	90 - FIRE PREVENTION & SAFETY FUND (FP&S)										
433	SUPPORT SERVICES (FP&S)	2000									
434	Support Services - Business	2500									
435	Facilities Acquisition & Construction Services	2530									0
436	Operation & Maintenance of Plant Service	2540									0
437	Total Support Services - Business	2500	0	0	0	0	0	0	0		0
438	Other Support Services (Describe & Itemize)	2900									0
439	Total Support Services	2000	0	0	0	0	0	0	0		0
440	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS (FP&S)	4000									
441	Payments to Regular Programs	4110									0
442	Payments to Special Education Programs	4120									0
443	Other Payments to In-State Govt Units (Describe & Itemize)	4190									0
444	Total Payments to Other Districts & Govt Units (FPS)	4000						0			0
445	DEBT SERVICE (FP&S)	5000									

ESTIMATED DISBURSEMENTS/EXPENDITURES

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
446	Debt Service - Interest on Short-Term Debt	5100									
447	Tax Anticipation Warrants	5110									0
448	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
449	Total Debt Service - Interest on Short-Term Debt	5100						0			0
450	Debt Service - Interest on Long-Term Debt	5200									0
451	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ (Lease/Purchase Principal Retired)	5300									0
452	Total Debt Service	5000						0			0
453	PROVISIONS FOR CONTINGENCIES (FP&S)	6000									0
454	Total Direct Disbursements/Expenditures		0	0	0	0	0	0	0		0
455	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0

This page is provided for detailed itemizations as requested within the body of the Report.

- 1.
- 2.
- 3.
- 4.

	A	B	C	D	E	F
1	DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only (School Districts Only)					
2	Description	EDUCATIONAL FUND (10)	OPERATIONS & MAINTENANCE FUND (20)	TRANSPORTATION FUND (40)	WORKING CASH FUND (70)	TOTAL
3	Direct Revenues	17,350,983	1,383,000	1,465,510	100,000	20,299,493
4	Direct Expenditures	19,125,884	1,574,060	1,466,425		22,166,369
5	Difference	(1,774,901)	(191,060)	(915)	100,000	(1,866,876)
6	Estimated Fund Balance - June 30, 2022	3,258,918	3,235,408	879,060	1,466,029	8,839,415
7	Unbalanced budget, however, a deficit reduction plan is not required at this time.					
8	<p><i>A deficit reduction plan is required if the local board of education adopts (or amends) the 2021-22 school district budget in which the "operating funds" listed above result in direct revenues (line 9) being less than direct expenditures (line 19) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81).</i></p>					
10	<p>Note: <i>The balance is determined using only the four funds listed above. That is, if the estimated ending fund balance is less than three times the deficit spending, the district must adopt and file with ISBE a deficit reduction plan to balance the shortfall within three years.</i></p>					
12	<p><i>The School Code, Section 17-1 (105 ILCS 5/17-1) - If the 2020-2021 Annual Financial Report (AFR) reflects a deficit as defined above (page 36), then the school district shall adopt and submit a deficit reduction plan (found here on page 23-27) to ISBE within 30 days after acceptance of the AFR.</i></p>					
13	<p><i>The deficit reduction plan, if required, is developed using ISBE guidelines and format.</i></p>					

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	C	D	E	F	G
1	*School Districts Only		DEFICIT REDUCTION PLAN ESTIMATED BUDGET FY2021-2022				
2							
3	34-04903-8002						
4	<i>District Number</i>						
5	Big Hollow School District 38						
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		5,033,819	3,426,468	879,975	1,366,029	10,706,291
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000	9,028,770	1,383,000	685,650	100,000	11,197,420
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0		0
11	STATE SOURCES	3000	6,265,323	0	779,860	0	7,045,183
12	FEDERAL SOURCES	4000	2,056,890	0	0	0	2,056,890
13	Total Receipts/Revenues		17,350,983	1,383,000	1,465,510	100,000	20,299,493
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000	12,700,275				12,700,275
16	SUPPORT SERVICES	2000	5,816,650	1,504,060	1,466,425		8,787,135
17	COMMUNITY SERVICES	3000	5,959	0	0		5,959
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	603,000	70,000	0		673,000
19	DEBT SERVICES	5000	0	0	0		0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0		0
21	Total Disbursements/Expenditures		19,125,884	1,574,060	1,466,425		22,166,369
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		(1,774,901)	(191,060)	(915)	100,000	(1,866,876)
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)		0	0	0	0	0
25	OTHER USES OF FUNDS (8000)		0	0	0	0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		3,258,918	3,235,408	879,060	1,466,029	8,839,415

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	H	I	J	K	L
1	*School Districts Only		ESTIMATED BUDGET FY2022-2023				
2							
3	34-04903-8002						
4	<i>District Number</i>						
5	Big Hollow School District 38						
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		3,258,918	3,235,408	879,060	1,466,029	8,839,415
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		3,258,918	3,235,408	879,060	1,466,029	8,839,415

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	M	N	O	P	Q
1	*School Districts Only		ESTIMATED BUDGET FY2023-2024				
2							
3	34-04903-8002						
4	<i>District Number</i>						
5	Big Hollow School District 38						
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		3,258,918	3,235,408	879,060	1,466,029	8,839,415
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		3,258,918	3,235,408	879,060	1,466,029	8,839,415

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	R	S	T	U	V
1	*School Districts Only		ESTIMATED BUDGET FY2024-2025				
2							
3	34-04903-8002						
4	<i>District Number</i>						
5	Big Hollow School District 38						
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		3,258,918	3,235,408	879,060	1,466,029	8,839,415
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		3,258,918	3,235,408	879,060	1,466,029	8,839,415

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

	A	B	W	X	Y	Z
1	*School Districts Only		SUMMARY BUDGET ADDENDUM - DEFICIT REDUCTION PLAN ESTIMATED BUDGET <i>Date of Adoption:</i> _____ <small>(Enter as MM/DD/YY)</small>			
2						
3	34-04903-8002					
4	<i>District Number</i>					
5	Big Hollow School District 38					
6	<i>District Name</i>		FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		10,706,291	8,839,415	8,839,415	8,839,415
8	RECEIPTS/REVENUES	Acct #				
9	LOCAL SOURCES	1000	11,197,420	0	0	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0
11	STATE SOURCES	3000	7,045,183	0	0	0
12	FEDERAL SOURCES	4000	2,056,890	0	0	0
13	Total Receipts/Revenues		20,299,493	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #				
15	INSTRUCTION	1000	12,700,275	0	0	0
16	SUPPORT SERVICES	2000	8,787,135	0	0	0
17	COMMUNITY SERVICES	3000	5,959	0	0	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	673,000	0	0	0
19	DEBT SERVICES	5000	0	0	0	0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0	0
21	Total Disbursements/Expenditures		22,166,369	0	0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		(1,866,876)	0	0	0
23	OTHER SOURCES/USES OF FUNDS					
24	OTHER SOURCES OF FUNDS (7000)		0	0	0	0
25	OTHER USES OF FUNDS (8000)		0	0	0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		8,839,415	8,839,415	8,839,415	8,839,415

Deficit Reduction Plan-Background/Assumptions (School Districts Only)
Fiscal Year 2021-2022 through Fiscal Year 2024-2025

Big Hollow School District 38 34-04903-8002

Please complete the following schedule and include a brief description to identify any areas of the budget that will be impacted from one year to the next. If the deficit reduction plan relies upon new local revenues, identify contingencies for further budget reductions which will be enacted in the event those new revenues are not available.

1. Background and Narrative of Budget Reductions:

2. Assumptions Used in the Deficit Reduction Plan:

- EBF and Estimated New Tier Funding:

- Equal Assessed Valuation and Tax Rates:

- Employee Salaries and Benefits:

- Short and Long Term Borrowing:

- Educational Impact:

- Other Assumptions:

- Has the district considered shared services or outsourcing (Ex: Transportation, Insurance) If yes please explain:

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS (School Districts Only)

(For Local Use Only)

This is an estimated Limitation of Administrative Costs Worksheet only and will not be accepted for Official Submission of the Limitation of Administrative Costs Worksheet.

The worksheet is intended for use during the budgeting process to estimate the district's percent increase of FY2022 budgeted expenditures over FY2021 actual expenditures. Budget information is copied to this page. Insert the prior year estimated actual expenditures to compute the estimated percentage increase (decrease).

The official Limitation of Administrative Costs Worksheet is attached to the end of the Annual Financial Report (ISBE Form 50-35) and may be submitted in conjunction with that report.

An official Limitation of Administrative Costs Worksheet can also be found on the ISBE website at: [Limitation of Administrative Costs](#)

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS WORKSHEET
(Section 17-1.5 of the School Code)

School District Name: Big Hollow School District 38
RCDT Number: 34-04903-8002

Description	Funct. No.	Estimated Actual Expenditures, Fiscal Year 2021				Budgeted Expenditures, Fiscal Year 2022			
		(10) Educational Fund	(20) Operations & Maintenance Fund	(80) Tort Fund	Total	(10) Educational Fund	(20) Operations & Maintenance Fund	(80) Tort Fund	Total
1. Executive Administration Services	2320				0	421,565		0	421,565
2. Special Area Administration Services	2330				0	91,800		0	91,800
3. Other Support Services - School Administration	2490				0	0		0	0
4. Direction of Business Support Services	2510				0	0	0	0	0
5. Internal Services	2570				0	0		0	0
6. Direction of Central Support Services	2610				0	539,400		0	539,400
7. Deduct - Early Retirement or other pension obligations required by state law and included above.					0				0
8. Totals		0	0	0	0	1,052,765	0	0	1,052,765
9. Estimated Percent Increase (Decrease) for FY2022 (Budgeted) over FY2021 (Actual)									Enter Actual Data

Reference Description

- 1 Each fund balance should correspond to the fund balance reflected on the books as of June 30th - Balance Sheet Accounts #720 and #730 (audit figures, if available).
- 2 Accounting and Financial Reporting for Certain Grants and Other Financial Assistance. The "On-Behalf" Payments should only be reflected on this page (Budget Summary, Lines 10 and 20).
- 3 Requires the secretary of the school board to notify the county clerk (within 30 days of the transfer approval) to abate an equal amount of taxes to be next extended. See Sec. 10-22.14 & 17-2.11.
- 3^a Requires notification to the county clerk to abate an equal amount from taxes next extended. See section 10-22.14
- 4 Principal on Bonds Sold:
 - (1) Funding Bonds are to be entered in the fund or funds in which the liability occurs.
 - (2) Refunding Bonds can be entered in the Debt Services Fund only.
 - (3) Building Bonds can be entered in the Capital Projects Fund only.
 - (4) Fire Prevention and Safety Bonds can be entered in the Fire Prevention & Safety Fund only.
- 5

The proceeds from the sale of school sites, buildings, or other real estate shall be used first to pay the principal and interest on any outstanding bonds on the property being sold, and after all such bonds have been retired, the remaining proceeds from the sale next shall be used by the school board to meet any urgent district needs as determined under Sections 2-3.12 and 17-2.11 of the School Code. Once these issues have been addressed, any remaining proceeds may be used for any other authorized purpose and for deposit into any district fund.
- 6 The School Code, Section 10-22.44 prohibits the transfer of interest earned on the investment of "any funds for purposes of Illinois Municipal Retirement under the Pension Code." This prohibition does not include funds for Social Security and Medicare-only purposes. For additional requirements on interest earnings, see 23 Illinois Administrative Code, Part 100, Section 100.50.
- 7 Cash plus investments must be greater than or equal to zero.
- 8 For cash basis budgets, this total will equal the Budget Summary - Total Direct Receipts/Revenues (Line 9) plus Total Other Sources of Funds (Line 46).
- 9 For cash basis budgets, this total will equal the Budget Summary - Total Direct Disbursements/Expenditures (Line 19) plus Total Other Uses of Funds (Line 79).
- 10 Working Cash Fund loans may be made to any district fund for which taxes are levied (Section 20-5 of the School Code).
- 11 Include revenue accounts 1110 through 1115, 1117,1118 & 1120.
- 12 The School Code Section 17-2.2c. Tax for leasing educational facilities or computer technology or both, and for temporary relocation expense purposes.
- 13 Corporate personal property replacement tax revenue must be first applied to the Municipal Retirement/Social Security Fund to replace tax revenue lost due to the abolition of the corporate personal property tax (30 ILCS 115/12). This provision does not apply to taxes levied for Medicare-Only purposes.
- 14 Only tuition payments made to private facilities. See Functions 4200 or 4400 for estimated public facility disbursements/expenditures.
- 15 Payment towards the retirement of lease/purchase agreements or bonded/other indebtedness (principal only) otherwise reported within the fund - e.g.: alternate revenue bonds. (Describe & Itemize)
- 16 Only abolishment of Working Cash Fund must transfer its funds directly to the Educational Fund upon adoption of a resolution and at the close of the current school Year (see 105 ILCS 5/20-8 for further explanation)
Only abatement of working cash fund can transfer its funds to any fund in most need of money
(see 105 ILCS 5/20-10 for further explanation)

CHECK FOR ERRORS	
<p>This worksheet checks various cells to assure that selected items are in balance. Out-of-balance conditions are accompanied by an error message. Errors must be corrected before the budget is finalized and submitted to ISBE.</p>	
Budget Item References	Message
Is Deficit Reduction Plan Required? (Joint Agreements do not complete a deficit reduction plan.)	Deficit reduction plan is not required.
If required, is Deficit Reduction Plan Completed (Page: DefReductPlan 23-27)?	
1. Cover Page - "School District or Joint Agreement" and "CASH or ACCRUAL"	
Check School District or Joint Agreement.	School District
Check one type of Accounting Basis used on the Cover sheet.	CASH
2. Budget Summary: Other Sources (Page BudgetSum 2-3 - Acct 7000), must equal Other Uses (BudgetSum 2-3 - Acct. 8000).	
Estimated Beginning Fund Balance July,1 2021 for all Funds (Cells C3 - K3) (Line must have a number or zero. Do not leave blank.)	OK
Estimated Activity Fund Beginning Fund Balance July,1 2021 (Cell C83) (Cell must have a number or zero. Do not leave blank.)	OK
Transfer Among Funds (Funds 10, 20, 40 - Acct 7130 - Cells C29, D29, F29), must equal (Funds 10, 20 & 40 - Acct 8130 - Cells C52, D52, F52).	OK
Transfer of Interest (Funds 10 thru 90 - Acct 7140 - Cells C30:K30), must equal (Funds 10 thru 60, & 80 - Acct 8140 - Cells C53:H53, J53).	OK
Transfer to Debt Service to Pay Principal on Capital Leases (Fund 30 - Acct 7400 - Cell E39) must equal (Funds 10, 20 & 60 - Acct 8400 Cells C57:H60).	OK
Transfer to Debt Service to Pay Interest on Capital Leases (Fund 30 - Acct 7500 - Cell E40) must equal (Funds 10, 20 & 60 - Acct 8500 - Cells C61:H64).	OK
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds (Fund 30 - Acct 7600 - Cell E41) must equal (Funds 10 & 20 - Acct 8600 - Cells C65:D68).	OK
Transfer to Debt Service to Pay Interest on Revenue Bonds (Fund 30 - Acct 7700 - Cell E42) must equal (Funds 10 & 20 - Acct 8700 - Cells C69:D72).	OK
Transfer to Capital Projects Fund (Fund 60 - Acct 7800 - Cell H43) must equal (Fund 10 & 20, Acct 8800 - Cells C73:D76).	OK
3. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2021, (CashSum 4, All Funds), cannot be negative.	
Educational (Fund 10 - Cell C3)	OK
Operations & Maintenance (Fund 20 - Cell D3)	OK
Debt Service (Fund 30 - Cell E3)	OK
Transportation (Fund 40 - Cell F3)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G3)	OK
Capital Projects (Fund 60 - Cell H3)	OK
Working Cash (Fund 70 - Cell I3)	OK
Tort (Fund 80 - Cell J3)	OK
Fire Prevention & Safety (Fund 90 - Cell K3)	OK
Activity Funds (Cell C23)	OK
4. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2022, (Page CashSum 4 - All Funds), cannot be negative.	
Educational (Fund 10 - Cell C21)	OK
Operations & Maintenance (Fund 20 - Cell D21)	OK
Debt Service (Fund 30 - Cell E21)	OK
Transportation (Fund 40 - F21)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G21)	OK
Capital Projects (Fund 60 - H21)	OK
Working Cash (Fund 70 - Cell I21)	OK
Tort (Fund 80 - Cell J21)	OK
Fire Prevention & Safety (Fund 90 - Cell K21)	OK
5. Summary of Cash Transactions: Other Receipts, (Page CashSum 4), must equal Other Disbursements, (Page CashSum 4).	
Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C6:H6, J6:K6) must equal Interfund Loans Receivable (Funds 10:20, 40, 70 - Acct 141 - Cells C15:D15, F15, I15).	OK
Interfund Loans Receivable (Funds 10, 20, 40 & 70 - Acct 141 - Cells C7:D7, F7, I7) must equal Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C16:H16, J16, K16).	OK

End of Balancing

July 2021 Employment Report
Approve personnel change for Julie Burdett, from Special Services Administrative Assistant to Primary School 10 month Secretary, effective August 26, 2021.
Approve FMLA for Amanda Bergquist, Elementary ELL Teacher, effective approximately October 11, 2021 - January 3, 2022.

BIG HOLLOW SCHOOL DISTRICT #38
Personnel Change Form

Employee Name
Julie Burdett

Email Address
julieburdett@bighollow.us

New Position: **10 month secretary**

Replacement For: **Christy Niernberg**

Building: **Primary**

Current Position: **student services secretary**

Date Change is Effective: **8/26/2021**

Board Approval Date (if needed):

Certified Position

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

Years Credited Step

Salary: **tbd**

Full or Part Time: **full**

Years Credited:

Sick: **10** Vacation: **0** Personal: **2**

Budget Code:
10E100 2412 1100
00 000000

Employee Signature:

Date:



Morley, Melissa <melissamorley@bighollow.us>

Fwd: Request for Maternity Leave

1 message

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

Thu, Aug 5, 2021 at 4:10 PM

Bob Gold
Superintendent
Big Hollow School District 38

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

@bobgold_supt(Twitter)
@bobgold72 (Twitter)

Our Vision: *"Big Hollow School District #38 will be a model of student achievement for elementary school districts in the State of Illinois."*

Our Mission: *"Inspiring a diverse school community to be passionate and empathetic 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."

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

From: **Bergquist, Amanda** <amandabergquist@bighollow.us>
Date: Thu, Aug 5, 2021 at 4:04 PM
Subject: Request for Maternity Leave
To: Bob Gold <bobgold@bighollow.us>, Vinni Biancalana <vinnibiancalana@bighollow.us>

Good afternoon,

I am writing to inform you that I am pregnant and intend on taking maternity leave.

My physician has estimated that the baby is expected on October 11, 2021 and I would like to remain working until I go into labor. I plan to take ten weeks off and, assuming no medical issues or complications, return on January 3, 2022 after Winter Break.

Please inform me of any forms, doctor's notes, or other information you require to enable this transition into my maternity leave.

Thank you,

Amanda Bergquist

**BIG HOLLOW SCHOOL DISTRICT #38
PARENT/STUDENT HANDBOOK
2021-2022**



MISSION STATEMENT

INSPIRING A DIVERSE SCHOOL COMMUNITY TO BE PASSIONATE AND EMPATHETIC LEARNERS.

VISION STATEMENT

BIG HOLLOW SCHOOL DISTRICT #38 WILL BE A MODEL OF STUDENT ACHIEVEMENT FOR ELEMENTARY SCHOOL DISTRICTS IN THE STATE OF ILLINOIS.

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)

Big Hollow School District 38

Students Rights

Every student has:

- The right to learn.
- Be taught in a safe environment.
- Be treated courteously, fairly, and respectfully 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 respectful of others and their property.
- Stand up when things are being done that are not right.

STUDENT BEHAVIORAL EXPECTATION

Every student, preschool through adult, has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. 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 *Positive Behavior Intervention and Support (PBIS)* program.

PBIS is based on research that indicates that the most effective discipline 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 PBIS 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.

STUDENT RESPONSIBILITIES

Students are expected to learn and model Big Hollow School District behavioral guidelines, follow all school and classroom rules and demonstrate appropriate social skills when interacting with both adults and peers. When behavioral expectations are not met, the student is expected to work to improve behavior.

Behavioral expectations are listed in the PBIS Expectations Matrix for each building located at the end of this section.

PARENT/CAREGIVER RESPONSIBILITIES

Parents/Caregivers will take an active role in supporting the school's efforts to maintain a welcoming school climate.

1. Support the implementation of the school's PBIS Plan.
2. Be familiar with and review the Big Hollow School District behavioral expectations and school rules with their children.
3. Reinforce positive behavior and acknowledge their children for demonstrating appropriate conduct.
4. If misconduct escalates, parents/caregivers will cooperate with the school as a collaborative partner to address the student's needs.
5. Send the student to school prepared for work--with books, pencil, homework, and appropriate dress.
6. Ensure that the student attends school regularly and is on time.
7. Provide a home environment that encourages respect for the school and the

- learning process; provide a healthy environment with adequate nutrition, and rest.
8. Take corrective action when requested by the teacher or principal.

TEACHER RESPONSIBILITIES

Each teacher has a fundamental role in supporting a positive classroom and school. This includes utilizing effective classroom management strategies to create an environment conducive to learning and prevent misconduct. The teacher is responsible for:

1. Defining, teaching, reviewing and modeling Big Hollow School District behavioral expectations and school rules.
2. Acknowledging and reinforcing appropriate student behavior.
3. Providing corrective feedback and re-teaching the behavioral skill when misconduct occurs.
4. Working with families in partnership to reinforce appropriate behavior (meeting, mailing correspondence, utilizing parent center as appropriate, etc.).
5. Teaching the district-approved and evidence based social emotional curriculum in elementary and middle schools (e.g. Second Step, LifeSkills Training, Steps to Respect).
6. Following the behavior support plan for students with disabilities available to all staff working with identified students.
7. Utilizing data in collaboration with administration and support personnel to monitor misconduct (e.g. SWIS).
8. Reporting the behavior to the school administrator or person responsible for discipline at the school-site for a student who engages in ongoing misconduct, despite appropriate interventions
9. Assuming responsibility for all students of the school, not just those in individual classrooms.
10. In the event a student is placed in Classroom Suspension or In-School Suspension, the teacher MUST provide the student with sufficient and relevant classroom work in order to keep the student engaged in learning.

PRINCIPAL RESPONSIBILITIES

Each school administrator is a role model and a leader. School administrators, in collaboration with instructional staff and community support, are responsible for establishing a caring school climate and safe environment by:

1. Ensuring that Big Hollow School District behavioral expectations and school rules will be taught, enforced, advocated, communicated and modeled to students, parents/caregivers, staff and community.
2. Annually developing and implementing a PBIS Plan.
3. Ensuring that ongoing accurate data are inputted into the district student data-base for all students.
4. Utilizing methods for recording, collecting and analyzing behavior/discipline information to monitor and evaluate data for ongoing decision making from the individual student through the school-wide student population.
5. Providing necessary training and support for staff and parents/caregivers in maintaining an environment conducive to learning.
6. Providing the implementation of the district-approved and evidence based social emotional curriculum in elementary and middle schools (e.g. Second Step, LifeSkills Training, Steps to Respect).

7. Implementing the consistent application of reasonable alternatives to suspension, expulsion and suspended expulsions that include the use of equitable consequences consistent with law and district policy.
8. Collaborating and partnering with after-school programs and outside agencies when appropriate.
9. Assembling an ongoing collaborative team at the school (e.g. Student Leadership Board) with appropriate staff and the parent/caregiver(s) to address behaviors for all students who engage in ongoing misconduct, despite appropriate interventions, and designing and implementing an effective individualized behavior support plan that may include, but is not limited to:
 - a. Intensive behavioral supports and strategies
 - b. Adapted curriculum and instruction
 - c. Community agency referrals

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:

1. Ensuring alignment and ongoing training of all district offices, programs, policies and initiatives with the PBIS systems.
2. Regularly identifying, developing, maintaining and coaching prevention and intervention activities consistent with PBIS.
3. Analyzing data, monitoring, and evaluating school practices in order to address situations where practices need to be strengthened.
4. Broadening 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.
5. Regularly overseeing schools' efforts to maintain relationships with outside community partners.
6. Training sites in the use of and utilization of data in the allocation and provision of professional development in school-wide positive behavior interventions & support (PBIS) for new staff.
7. Developing and coordinating regular training for parent/caregivers, behavior seminars for students, and professional development for all employees.
8. Addressing 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.

CONSEQUENCES FOR STUDENT MISCONDUCT

School discipline consequences strive to be consistent, reasonable, fair, age appropriate, and matched to the severity of the student's misbehavior. Consequences that are paired with meaningful interventions, instruction and guidance (corrective feedback and re-teaching) offer students an opportunity to connect their misconduct with new learning, participate in contributing back to the school community, and are more likely to result in getting the student re-engaged in learning. Any use of consequences should be carefully implemented with well-defined outcomes in order to provide the greatest benefit. Positive consequences including systematic recognition for appropriate behavior frequently lead to an increase in the desired behavior. Negative consequences are designed to provide feedback to the student that his or her behavior is unacceptable and should not occur again.

DEFINITIONS

As defined in Federal codes and State Education codes, and as used as Administrative and Board policies by the Big Hollow School District Board of Education:

Absence (Unexcused) and Truancy - Any absence which has not been both excused by a parent/caregiver or legal guardian and approved by the appropriate school official.

Aiding or abetting - Assisting, encouraging, supporting others in the act of inflicting injury to another person.

Arson - Starting or setting a fire on school campus.

Battery on a Staff Member - Aggressive physical contact with an employee of the school district.

Bullying, Cyberbullying & Harassment (Board Policy 7:180) - Knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and involves an imbalance of real or perceived power among those involved. This includes cyberbullying which is the use of information technology (e.g. cell phones, instant messaging, e-mail, social networking sites) to harass, threaten or intimidate someone.

Bus Conduct - Students who ride school buses are expected to adhere to the same rules of conduct and behavior on the school bus as in school. Engages in misconduct, disrupts school bus travel, disrespects the school bus driver or jeopardizes the safety of school bus rides.

Cheating - Dishonesty on a test or school related assignment.

Defiance of School Personnel's Authority - Refusal to comply with reasonable requests of school personnel.

Destruction or Defacement of Property - Destroying or mutilating property or materials belonging to the school, school personnel or other persons.

Disorderly Conduct, Including Profanity and Obscene Behavior - Conduct and/or behavior that is disruptive to the orderly educational procedure of the school.

Drug/Alcohol/Paraphernalia - The use, possession or sale of a controlled substance, or otherwise furnished to another person, a controlled substance or alcoholic beverage, or the selling of other substances or materials and representing such substances or material as a controlled substance or alcoholic beverage.

Explosive Devices - The use, possession, or sale of explosive devices.

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. False Fire

Alarm - Deliberately pulling or setting off a school fire alarm.

Fighting/Mutual Combat - Engaging in or threatening an act which causes or might cause harm to another person; mutual combat between two people.

Fighting/Assault - Willfully using force or violence upon another except in self-defense.

Forgery - Writing and using the signature or initials of another person.

Gambling - Participating in games of chance for the purpose of exchanging money or something of value.

Gang Behavior/Attire - Engaging in behavior (writings, hand signals, intimidation, "stare down", etc.) or wearing attire (caps, shirts, "rags") or symbols (notebooks, tattoos, etc.) 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.

Off Campus Without a Pass - Leaving campus without proper authorization.

Profanity/Obscene Acts - Vulgarity or acts which are considered obscene.

Sexual Assault - Committing or attempting to commit an act of sexual battery, rape, statutory rape, lewd and lascivious conduct, molestation, etc.

Sexual Harassment - Prohibited sexual harassment includes, but is not limited to, unwelcomed sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Other types of conduct prohibited in the district and which may constitute sexual harassment include (Board Policy 7:180)

1. Unwelcomed leering, sexual flirtations or propositions.
2. Unwelcomed sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Displaying sexually suggestive objects in the educational environment.
10. Continuing to express sexual interest after being informed that the interest is unwelcomed.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Smoking/Tobacco/Possession - The possession or use of tobacco or nicotine products on school property.

Tardiness - Arriving late to school or class.

Theft/Possession of Stolen Property - Taking or attempting to take property that does not belong to you, or knowingly being in possession of stolen property.

Weapons/Injurious Objects - The possession, use or sale of any object that might be used to inflict bodily injury to another person.

INTERVENTIONS & DISCIPLINARY ACTIONS

Even though there are situations that might signal suspension from school, an array of interventions should be considered when action is called for in response to student misconduct. BHSD #38 policy requires school administrators to utilize positive interventions and/or means of correction, if appropriate, prior to or in lieu of suspension to resolve disciplinary issues.

Prior to suspension, or any disciplinary measure, students may first be supported in learning the skills necessary to function in the school environment and to avoid negative behavior. Guiding principles that set forth clear expectations, and the development of a Positive Behavior Intervention and Support (PBIS) system, enable staff to have available the information and resources needed to evaluate and address student misconduct more effectively. Disciplinary and restorative interventions may include:

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 collaboratively 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 in which clearly states what the behavioral goals are for the student, positive consequences (rewards) he or she can earn for demonstrating these behaviors, and 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. Special

education students 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 supervised classroom, benching, sitting in office, etc.). The student shall be given adequate time to use the restroom and get a drink or eat lunch.

Detention - Assignment of a student to a supervised detention schedule. Such detention shall not occur during the minimum lunch or recess period, 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 prevention of future infractions.

	<ol style="list-style-type: none"> 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. 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. School work 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.

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, the 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 discipline action without going through the progressive discipline action.

PROBLEM	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Absence/Truancy- Unexcused	Minimum Maximum	See BHSD Attendance/Truancy Policies Detention	Home Visits, Administrator Letter, Truancy Letters, Referral to Project Pass
Arson	Minimum Maximum	May include: Reteach, loss of privileges, formal consequence, community service, counseling, contacting fire marshal Formal reprimand, police report, in-school suspension, out-of-school suspension, expulsion	Formal reprimand, community service 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 Maximum	May include: Reteach, loss of privileges, formal consequence, community service, counseling, contacting parents or guardians Detention, no contact contract, formal reprimand, police report, in-school suspension, out-of-school suspension, expulsion	Formal conference, no contact contract, formal reprimand 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

YOUR RIGHTS--DUE PROCESS

All students are entitled 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 holding students to basic standards of professionalism in school. School staff will address individual students on an as-needed basis. 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. All non-religious head coverings will be removed in hallways and public areas for safety. Non-religious head coverings will be allowed in classrooms at teacher's discretion.
4. Shorts and skirts must be an appropriate length.
5. Shirts must be an appropriate length, covering midriff.
6. Vulgar, profane, or suggestive writing and/or symbols on clothing is not acceptable
7. Any clothing referencing alcohol and/or drugs, tobacco, weapons or any gang-related symbols will not be permitted.
8. Undergarments should not be visible.

Students not in compliance with these guidelines may be asked to change their clothing.

In all cases, a school administrator will make final determination as to 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 which 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 Walk 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 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, ect.)
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 name, 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 - Listen and sit 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 - Confront students calmly & privately - Discuss student matters privately with appropriate staff & with the intention of problem-solving - Directly 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 bathroom 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 pre-corrections before all transitions - Instruct students how to use materials and technology in class appropriately

TEEN DATING VIOLENCE PROHIBITED (Board Policy 7:185)

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

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)

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

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

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

Bullying and Cyber-bullying

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

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

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. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying 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 has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Managers:

Mr. Robert Gold
Superintendent
26051 W. Nippersink Rd.
Ingleside IL 60041
847-740-1490

Mrs. Christine Arndt
Assistant Superintendent
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" includes 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 extra-curricular 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 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 (*C 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 a 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 counts 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 extra-curricular 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 of 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 coaches' 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 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 in 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 action 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 equipment in acceptable condition will result in 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 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 **Exhibit 19** families regarding student attendance and to promote access to the supports 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
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. A 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 form between the school and 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 the 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.

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.

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 habit. 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 absence is due to any communicable disease, please notify the school.

- Parent/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 voice mail system for your use in reporting absences.
- 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
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- 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.

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 8:30 a.m.

- When approaching the curb in the circle drop off area, please stay tight to the school side curb. Students must exit the vehicle on the curb side. If your child cannot exit from the curb side for any reason, you must park in a parking spot and walk your child into the school.
- Please stop to drop your student off ONLY between the Primary crosswalk and Elementary crosswalk.
- 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. In addition, please sign your child in if he/she is arriving to school after 8:45 a.m.

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 that you must notify the school office by 2:15pm. 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 2:15pm, 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 to 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.

Dismissal will occur at the regular time.

REMOTE LEARNING PLAN

In the event of a school closing and a remote learning day is put in place please refer to the [E-Learning Plan](#).

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 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 *Partnership for Assessment of Readiness for College and Careers (PARCC)* and/or other assessments. A student shall not be promoted based upon 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 a 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 which 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 (Mrs. Christine Arndt, 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 to 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 item 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 of 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 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 child 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, Michelle Hetrovicz 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

Mrs. Christine Arndt
Assistant Superintendent
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 with 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 an alternative experience.

Field Trip Regulations for Chaperones:

1. Be on time.
2. The first responsibility is to care for assigned students.
3. As 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 of 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

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

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 classroom. Messages are not retrieved until after school hours. Please do not leave messages for students on classroom phones. Children are not allowed to use the 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.

HOMEWORK CLUB-MIDDLE SCHOOL

There will 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 for 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. Only school issued locks may be used. *Students must not tell anyone 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. 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 parent(s)/guardians(s) must be deemed an emergency by the building principal prior to any message being delivered. **To preserve the learning environment non-school issued electronic device use at school is strongly discouraged.**

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, by county, and by 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 welcomed 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.

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, 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.

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 educational 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 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 a 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 habit. 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 a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

CARE OF STUDENTS WITH **MANAGED MEDICAL NEEDS** If your child has **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.

Fire 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.

Hard Lock Down

In the event of a dangerous intruder(s) or another dangerous event within the building, we practice how to secure all students and adults in safe, unseen locked areas of the building. 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 different than a Hard Lock Down as 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 safety 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 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.

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 condition, 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 an 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 Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/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 child 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 bring 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 busses. The use or possession of aerosol containers will result in an immediate consequence.

Bicycle Regulations

All student bike riders are required to provide the office 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 to 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 busses have departed.
2. Park bike at bike rack and lock 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 bicycle 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.

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 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 device. 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 device, 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, 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 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 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 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 cancellation of user privileges. Any user identified as a security risk may be denied access to network.

Vandalism

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

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.

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

Mrs. Christine Arndt

Assistant Superintendent

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.



BIG HOLLOW SCHOOL DISTRICT #38

Ingleside, Illinois 60041

STRATEGIC PLANNING PROCESS PROPOSAL

July 15, 2021

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July 15, 2021

Mr. Robert Gold, Superintendent
Big Hollow School District 38
26051 W. Nippersink Rd.
Ingleside, IL. 60041

Dear Mr. Gold,

Thank you for the opportunity to present Educational Leadership Solutions as the firm to facilitate your district's Strategic Planning Process. Our leadership team, consisting of high caliber, successful school leaders is excited to share with you our data-based process that will facilitate a strategic planning process that will both improve your district and move your district forward for the next three to five years.

Educational Leadership Solutions uses research-based practices and data-driven processes, combined with our education-based experiences to provide a quality Strategic Plan. This process, which also incorporates input from your district's stakeholders—Board members, administrators, staff members, parents, students and community members--will provide the best data and information to determine your district's needs and aspirations for the future.

The following pages of this proposal will provide an overview of our process, as well as some additional background information about our firm. We have also included the Fee Structure to facilitate the Strategic Planning Process. We would love the opportunity to either speak with you about the contents of this proposal, or to present the contents of this proposal to your entire Board of Education if that is a part of the process.

Thank you for the opportunity to share this proposal with you. We look forward to hearing from you regarding the next steps for your process. Don't hesitate to contact us if you have any questions.

Respectfully submitted,

Richard Voltz, Ph.D.
Don White, Ph.D.
Gary Zabilka, Ed.D.



STRATEGIC PLANNING PROCESS OVERVIEW

A key to a successful Strategic Planning Process is identifying a Core Stakeholder Team (CST) who serves as the representative group of the district and is involved in every step of the process. The CST consists of Board members, administrators, staff members, parents, students, and community members, typically numbering about 20-35 total members.

The CST will review the district's current Mission, Vision, Beliefs, and Goals to determine to what extent each of these are still valid, in use, in practice and/or serving a purpose within the district. Having worked through that process, the CST will engage in either revising or recreating those vital elements of a district's fabric.

Researching and reviewing the district's "current reality" provides the opportunity to determine how the district is currently performing, typically in the areas of academics/achievement, financially, facilities, technology, communications, or other key areas the district wishes to explore. This is typically done by either utilizing data the district may have available about each of these areas, or by administering a survey or needs assessment to determine that current reality. Once the data is available and reviewed, a SWOT (Strengths, Weaknesses, Opportunities and Threats) process of each of those priority areas identifies where the district is strong, as well as which areas are identified as needing to be addressed.

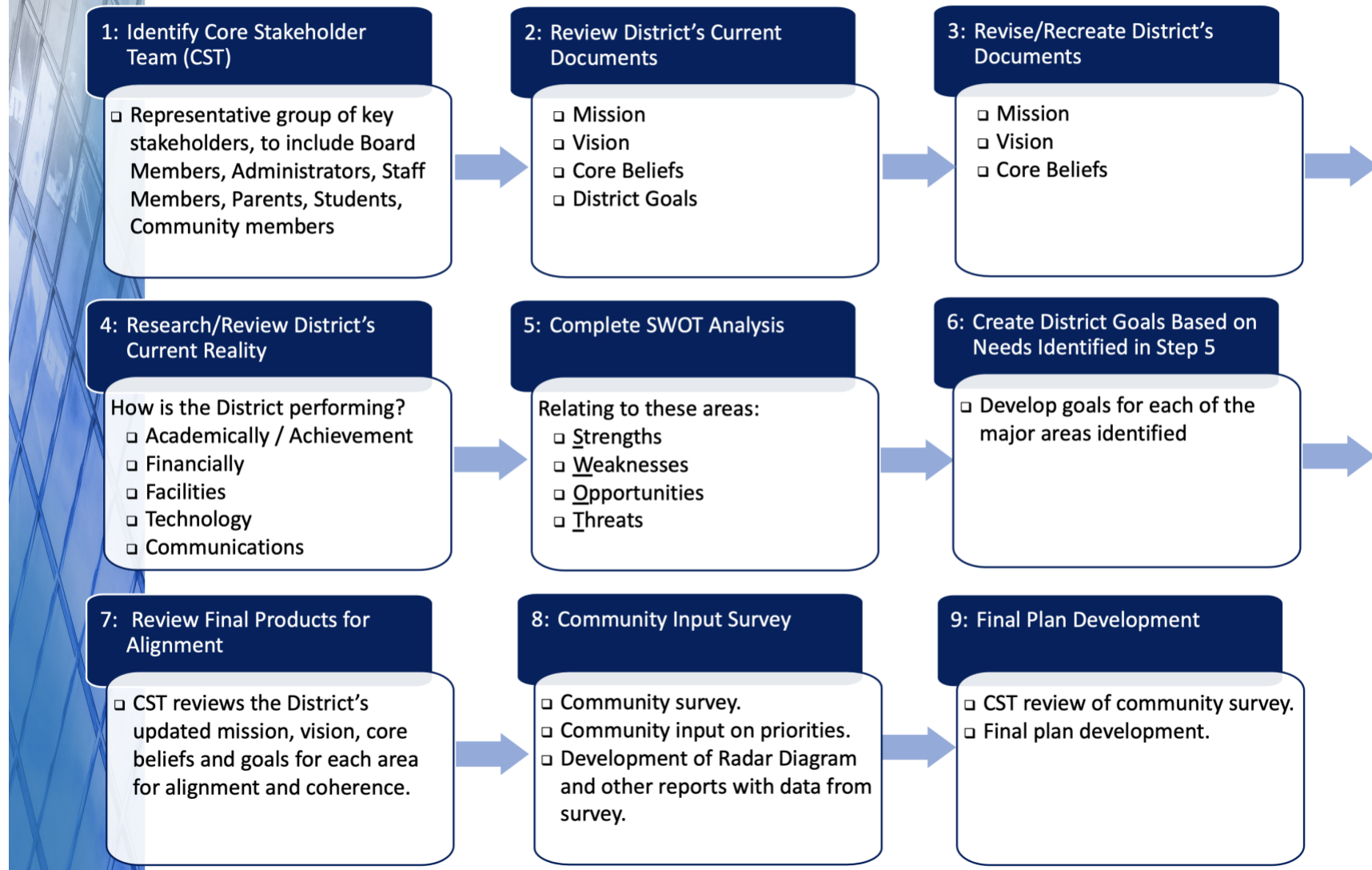
Goals are developed to focus on those areas identified so as to continue to meet the district's mission and vision, all while adhering to the district's beliefs. These processes, when coordinated with a committed CST and widely communicated throughout the district, provide a quality Strategic Plan that ensures alignment throughout the district's system.

As a flow chart, the process would look like this:

(Please see the next page)



Big Hollow Dist. 38 Strategic Planning Process





SEARCH PROCESS DELIVERABLES

We believe that the Superintendent and the Board of Education should know exactly what they can expect and will receive as a result of working with Educational Leadership Solutions. Following is a list of deliverables which will provide an overview of our Solutions-based Strategic Planning process:

- A pre-Process planning meeting with the Superintendent and/or Board of Education, where members of our firm will meet to establish a timeline for the Process, discuss the make-up of the Core Stakeholder Team (CST), and layout the entire Strategic Planning process.
- A comprehensive process and timeline document.
- Data Analysis Documents Being Utilized (Provided by District):
 - Academic/Achievement data
 - Financial documents (Budget, Audit, etc.)
 - Communication artifacts currently used
 - Technology Plan
 - Ten-Year Life Safety Plan
- Comprehensive Strategic Plan, consisting of:
 - Mission Statement
 - Vision Statement
 - District Beliefs
 - District Goals for 2021 and Beyond



PROFILE OF OUR FIRM'S PARTNERS

Dr. Richard Voltz has 48 years of educational experience, starting out as a high school teacher/coach, high school principal, unit district superintendent and Associate Director of the Illinois Association of School Administrators in charge of professional development and mentoring and coaching of Illinois superintendents. In addition, Dr. Voltz taught educational administration courses at Eastern Illinois University for 17 years as an Adjunct Professor. Dr. Voltz has been a determined advocate for the improvement of services for all students and he has provided professional development on timely topics to thousands of administrators and teachers. He has also been a member of numerous state level committees that have been responsible for the formation of education policy and practices. This extensive experience in the public education arena has resulted in Dr. Voltz being widely respected and known in all areas of Illinois.

Dr. Don White worked as a public school educator for thirty-three years. His positions included classroom teacher, principal, district office administrator, and superintendent. Prior to entering the field of education, Don served as an Assistant Manager for Walgreen's Drug Stores in Champaign, IL. In addition to serving as a superintendent for nineteen years, Don has been involved in many state and national projects. His work includes serving as a Co-Chair for the Illinois Association of School Administrators (IASA) School for Advanced Leadership. As one of the three lead designers and trainers for the Illinois Leadership and Technology for Change (ITLC) out of Illinois State University, Don provided training for administrators that focused on best practices in school leadership, systems leadership, and data driven decision making. His efforts have resulted in two IASA Exemplary Service to Education Awards and he was recognized by IASA as a 2020 Superintendent of Distinction. Recently retired, Dr. White's focus continues to be providing professional development for all levels of school leadership, serving as a Partner for Educational Leadership Solutions, and working as a consultant with Forecast 5 Analytics.

Dr. Gary Zabilka is a seasoned educator with 42 years of experience as a teacher, assistant principal, principal and superintendent. He retired from the superintendency of Morton Grove School District 70 (IL) and also served as superintendent of Puffer-Hefty School District 69 in Downers Grove (IL), for a combined total of 13 years as a superintendent. He is currently a Field Service Director for the Illinois Association of School Administrators, responsible for coaching and mentoring new superintendents, as well as providing Professional Development in leadership for district administrators. He also taught educational administration courses for Loyola University, specializing in the areas of leadership and school finance. In 2012, Dr. Zabilka was named an Illinois Distinguished Superintendent. He has led or participated in over 50 executive searches. He holds degrees from Western Illinois University, Northern Illinois University, and a Doctorate from Loyola University. As one of the primary mentors of superintendents in the northern part of the state, Dr. Zabilka recognizes those key qualities and characteristics that make superintendents successful in their respective districts, and has a deep understanding of administrative structures and district organization.



FEE STRUCTURE

1. General Fee

The General Fee to facilitate the Strategic Planning process is all-inclusive for the entire search process itself—it is \$10,900. This fee also includes time at the conclusion of the process for one of our consultants to meet with the Administrative Team to develop specific action-oriented goals based on the goals created by the Strategic Planning Committee.

2. Regular Expenses

The Regular Expense Fee is the administrative cost of the process, and is provided as a “not to exceed” amount. Regular expenses include things such as copying costs, limited materials, travel reimbursements and other outside costs related to this process. For this Strategic Planning process the regular expenses will not exceed \$1,000.

3. Miscellaneous Costs

If, by mutual agreement, the process is expanded to include more data collection and/or meeting with more groups than initially agreed upon, EdLS will work closely with the Superintendent to ensure up front that there will be no surprises in the final billing.



SATISFACTION STATEMENT

Educational Leadership Solutions is a firm that is committed to excellence, and it is for that reason that we will continue to work for the district until they are satisfied with the Solution(s) we have recommended.

Once the Strategic Planning process is completed, EdLS will be glad to discuss annual updates or revisions to the process in subsequent years.

DISTRICT REFERENCES FOR STRATEGIC PLANNING

Morris High School District 101, Morris, IL; Dr. Craig Ortiz, Superintendent

Scales Mound School District 211, Scales Mound, IL; Dr. William Caron, Superintendent

Leyden High School District 212, Franklin Park, IL, Dr. Nick Polyak, Superintendent

East Prairie School District 73, Skokie, IL, Dr. Paul Goldberg, Superintendent

Grass Lake School District 36, Grass Lake, IL, Dr. William Newby, Superintendent

Community Consolidated School District 46, Grayslake, IL, Dr. Lynn Glickman, Superintendent

Paris-Union School District 95, Paris, IL, Dr. Jeremy Larson, Superintendent

Board of Education Administrator Report

August 9, 2021

1. Good Things Happening for Kids:

Students prep and lead an “Interview with the Interim Principal”- M
Student schedules are going through the QC process before they are finalized and prepped to be mailed home by the end of the month- M
Master schedule & class lists completed and distributed to staff.-E
Building tours provided for incoming kindergarten students and families- P
Kindergarten Camp scheduled for August 12 - P
Meet and Greet for PreK-4th grade August 19 from 4-6 pm - P, E
Class roster information will be shared with families through Skyward by August 11 - P, E

2. Good Things Happening for Staff:

Many teachers have begun setting up classrooms - P, E, M
New Teacher Orientation - August 5 - P, E, M
Eight English Language Arts teachers worked with the Center for Talent Development through Northwestern to learn about our new Accelerated ELA curriculum- M
[July communication from BHPrincipals](#) - P, E, M
Classroom schedules completed with input from teaching staff. All distributed to staff prior to end of school year.-E
Building & district administration volunteered at the Grant HS Vaccine Pod - P,E,M
Staff have volunteered to continue curriculum work this summer - P,E,M
Building Leadership Team reading *The Advantage* by Patrick Lencioni on the advantages of Organizational Health. This is preparation for a two day Building Leadership Retreat to be held in August.-E
Participation in Interview process to fill open third grade and EL positions.-E
Mentors selected from applications and assigned to 3 new teachers-E
Robust professional development plans being made for the 2021-22 school year

3. General Information to Share:

Title IX investigation training for administrators scheduled for August 12
Administrative and teaching staff participated in PLC workshop at Lotus School in Fox Lake August 2, 3, 4 - P, E, M
Plans being created for institute days on August 18, 19, 20
Interviewing for highly qualified and dynamic team members continue throughout the district- P,E,M
Development of 2021-2022 School Improvement Plans are underway- P,E,M
Meet & Greet the Interim Principal started June 28th/29th and will continue: 7/17& 7/18, 8/2 & 8/3- M