

The Board of Education of La Harpe Community School District #347 held a regular School Board meeting June 21, 2022 in the Central Office Board Room. President Dustin Detherage called the meeting to order at 5:58 PM. Roll Call was answered by Allen, Blythe, Covert, Detherage, Collins, Walker and Deitrich. Superintendent Michelle Lee, Dean of Students Ryan Hopper and Board Secretary Ashley Johnson were also in attendance.

Visitors in attendance: None

A Moment of Silence was observed.

Business Items:

Consent Agenda: The Consent Agenda included the Closed and Open Minutes of the May 17, 2022 Regular Board Meeting, May 31, 2022 Special Board Meeting, and June 8, 2022 Special Board Meeting of the La Harpe CSD #347 School Board, Financial Report, and Action to Delete Verbatim Closed Meeting Recordings 18 Months and Older.

A motion was made by Covert with second by Allen to approve the items on the Consent Agenda as presented. Roll Call: Allen, yes; Blythe, yes; Covert, yes; Detherage, yes; Collins, yes; Walker, yes; Deitrich, yes. Motion carried 7-0.

Financial Report: The fund balances listed below reflect transactions through May 2022.

<u>Fund</u>	<u>FY2022</u>
Education	\$1,464,374.12
Building	\$339,729.67
Debt Service	\$78,423.23
Transportation	\$125,281.98
IMRF	\$29,009.47
Capital Projects	0.00
Working Cash	\$152,646.31
Tort	\$167,641.71
HLS	\$193,684.84
Total	<u>\$2,550,791.33</u>

FY 2021	\$2,128,506.20
FY 2020	\$1,348,385.82
FY 2019	\$1,930,216.18
FY 2018	\$703,722.25
FY 2017	\$575,522.11

Payment of Bills: A motion was made by Blythe with second by Collins to approve the payment of bills as presented. Roll Call: Allen, yes; Blythe, yes; Covert, yes; Detherage, yes; Collins, yes; Walker, yes; Deitrich, yes. Motion carried 7-0.

Board Member Code of Conduct: Covert read the Board Member Code of Conduct #3.

FY 2022 Amended Budget Hearing: A motion was made by Allen with second by Detherage to recess the open meeting to convene the FY 2022 Budget Amendment Hearing at 6:03 PM. Roll Call: Allen, yes; Blythe, yes; Covert, yes; Detherage, yes; Collins, yes; Walker, yes; Deitrich, yes. Motion carried 7-0.

Dr. Lee reviewed the general requirements for amending the budget.

A motion was made by Covert with second by Blythe to adjourn the FY 2022 Budget Amendment Hearing and return to open meeting at 6:05 PM. Roll Call: Allen, yes; Blythe, yes; Covert, yes; Detherage, yes; Collins, yes; Walker, yes; Deitrich, yes. Motion carried 7-0.

Approval of the FY 2022 Amended Budget: A motion was made by Detherage with second by Collins to approve the FY 2022 Budget Amendment as presented. Roll Call: Allen, yes; Blythe, yes; Covert, yes; Detherage, yes; Collins, yes; Walker, yes; Deitrich, yes. Motion carried 7-0.

Update on Summer Maintenance Projects: Dr. Lee shared the list of projects that were going on at the school this summer.

Approval of the 2022-2023 School Year Bid for Gas: A motion was made by Detherage with second by Collins to approve the 2022-2023 School Year Bid for Gas at \$3.55 for gas and \$4.22 for diesel by West Central FS as presented. Roll Call: Allen, yes; Blythe, yes; Covert, yes; Detherage, yes; Collins, yes; Walker, yes; Deitrich, yes. Motion carried 7-0.

Update on Student Achievement: Dr. Lee shared with the board the AimsWeb Plus testing results for 7th and 8th grade in both reading and math.

Options for Electronic Signs: Dr. Lee provided 2 bids for options for electronic signs. She is going to reach out to the other 2 companies to see if they would provide bids as well.

Reports to the Board:

Superintendent Report: Dr. Lee's shared that we are waiting on 2 vouchers from the state: 1 voucher for Early Childhood for \$8,845 and 1 voucher for State Free Lunch & Breakfast for \$139.92. Dr. Lee shared that she submitted the Preschool for All Grant and it has been approved for next year. She also shared that she has submitted all the Title Grants for next year as well. Dr. Lee and the board discussed the sponsorship program. Bill Collins and Ryan Hopper volunteered to help Lacey Covert get this program started. Dr. Lee talked about summer school and how that was going. She also shared that starting July 1; all staff will have to do a two-factor authentication for their email. Dr. Lee shared that she ordered new preschool playground equipment using the ESSR funds. Dr. Lee also shared that the IDEA Flow-Through Grant has not been released yet so the new administration will need to do that one. Lastly, Dr. Lee shared that QNS recommended upgrading one of our servers for \$12,302.16. She said that it would be paid for through REAP grant money.

Closed Meeting:

A motion was made by Allen with second by Deitrich to adjourn to Closed Session at 6:38 PM to discuss items per 5 ILCS 120/2(c)(1)(10) listed below:

- (1) The Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District (5 ILCS 120/2(c)(1))**
- (2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees (5 ILCS 120/2(c)(2))**
- (10) The Placement of Individual Students in Special Education Programs and Other Matters Relating to Individual Students (5 ILCS 120/2(c)(10))**

Roll Call: Allen, yes; Blythe yes; Covert, yes; Detherage, yes; Collins, yes; Walker, yes; Deitrich, yes. Motion carried 7-0.

President Detherage called the closed meeting of the June 21, 2022 Regular Board Meeting to order at 6:40 PM. Board members present were Allen, Blythe, Covert, Detherage, Collins, Walker, and Deitrich. Also present: Superintendent Michelle Lee, Dean of Students Ryan Hopper and Board Secretary Ashley Johnson.

A motion was made by Allen with second by Covert to return to open meeting at 7:38 PM. A voice vote confirmed all in favor. None opposed. Motion carried.

Closed Meeting Items – Consideration and Action

Personnel Report

June 21, 2022

Employment

1. Haley Humes- Head Girls Volleyball Coach
2. Erin Neff- School Secretary

A motion was made by Deitrich with second by Collins to approve the Personnel Report as amended. Roll Call: Allen, yes; Blythe, yes; Covert, yes; Detherage, yes; Collins, yes; Walker, yes; Deitrich, yes. Motion carried 7-0.

Adjournment: A motion was made by Detherage with second by Covert to adjourn the meeting at 7:40 PM The voice vote response returned all in favor. No one opposed. The meeting adjourned.

The next regularly scheduled monthly school board meeting is Tuesday, July 19, 2022 at 6:00 PM in the school library.

Board President

Board Secretary

Approved _____

July 12, 2022

To Whom it May Concern;

I am submitting a sheet for hours worked last summer. These were submitted to Dr. Lee via email, and I was told to submit a detailed list of things I did during my contracted 5 days prior to working these hours. This pretty much ticked me off and I said forget it. I have worked summer hours on PowerSchool since we have had it. I think I have submitted hours for this work a total of 3 times. I think I have been paid once for summer hours. I am not a 12 month employee. I was told several times when I asked to have teaching duties reduced so I could take on more technology duties that they could not justify paying my teacher salary when I would be doing more tech than teaching.. In the past 5 years, or since Lila died, I have assumed a lot of the principal reporting duties, including state reporting and uploads, state testing coordinator, data uploads for classroom programs (AIMS Web, Renaissance Place, HMH, IReady, MAP Testing, to name a few. In addition, I post final attendance numbers by month to SIS, enter and exit students into SIS, and am the PowerSchool admin. . While I was told I did not warrant a teacher salary for my tech duties, there were also no limitations on the hours I was to put into these extra duties. I have a tech stipend., which was explained that it covered what needed to be done. That could be 2 hours or 200 hours. I had one tech period last year to work on tech, which was not realistic when faced with an outgoing principal, and an incompetent replacement. As mentioned before, I work a lot of hours outside of my contract and have not requested payment. Last year, I was overwhelmed, and requested to be compensated for hours worked. I was told to prove that I did my 5 additional contracted days at the end of the year. Initially, because I am a person of high principles, I was a bit offended that Dr. Lee did not trust that I put in the work. After it has resurfaced and I keep thinking about not being paid, I am again resubmitting my hours with a detailed list of jobs done in the 5 contracted days following the end of school for the 2020-2021 school year. I am submitting 27 hours at \$25 per hour. I will also have hours to turn in in August for extra work done in the absence of a principal that Dr Lee told me to turn in and I would be paid. I am also continuing to work on closing out the PowerSchool Year, and get a new year opened for 22-23.

Joanna Sholl

LA HARPE COMMUNITY SCHOOL DISTRICT #347

TREASURER'S REPORT JUNE 30, 2022

FUND	CASH BALANCES: NOW ACCOUNT				INVESTMENTS	
	Balance	Receipts	Disbursements	Balance		
	5/31/2022			6/30/2022		
EDUCATION	\$211,513.51	\$108,463.36	\$122,595.81	\$197,381.06	\$0.00	F.STATE/M.MRKT. \$1,324,229.13 IL TREAS POOL
BUILDING	\$39,205.67	\$100,000.00	\$106,907.55	\$32,298.12	\$0.00	F.STATE/M.MRKT. \$200,524.00 IL TREAS POOL
DEBT SERVICE	\$75,309.88	\$0.00	\$0.00	\$75,309.88	\$0.00	F.STATE/M.MRKT. \$3,113.35 IL TREAS POOL
TRANSPORTATION	\$16,287.75	\$58,576.91	\$27,532.24	\$47,332.42	\$0.00	F.STATE/M.MRKT. \$58,994.23 IL TREAS POOL
IL MUNICIPAL RET.	\$29,009.47	\$1,060.32	\$10,964.54	\$19,105.25	\$0.00	F.STATE/M.MRKT. \$0.00 IL TREAS POOL
CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	F.STATE/M.MRKT.
WORKING CASH	\$152,646.31	\$0.00	\$0.00	\$152,646.31	\$0.00	F.STATE/M.MRKT. \$0.00 IL TREAS POOL
TORT IMMUNITY FUND	\$167,641.71	\$311.25	\$105,085.64	\$62,867.32	\$0.00	F.STATE/M.MRKT. \$0.00 IL.TREAS.POOL
FIRE PREV & SAFETY	\$193,684.84	\$0.00	\$0.00	\$193,684.84	\$0.00	IL. TREAS.POOL
CURRENT TOTAL	\$885,299.14	\$268,411.84	\$373,085.78	\$780,625.20	\$1,586,860.71	
INVESTMENTS				\$1,586,860.71		
CASH & INVESTMENTS AS OF 6-30-22				\$2,367,485.91		

NOTES:

	Daily Rate	Int./Month	Int./YTD
NOW Account	0.25%	\$114.15	\$1,406.87
Liquid Asset			
Treasurer's Pool	1.12%	\$1,725.04	\$4,457.13
First State/M. Market		\$0.00	\$0.00

Interest distributed to each FUND based on percentage invested

Karen Nudd 7-13-22
 Karen Nudd Date

LA HARPE COMMUNITY SCHOOL DISTRICT #347

STATEMENT OF POSITION

June 30, 2022

ASSETS	EDUCATION	BUILDING	DEBT SERV.	TRANSP.	I.M.R.F.	CAPITAL PROJECTS	WORKING CASH	TORT IMMUNITY	FIRE PREV & SAFETY
Cash in Bank	\$197,381.06	\$32,298.12	\$75,309.88	\$47,332.42	\$19,105.25	\$0.00	\$152,646.31	\$62,867.32	\$193,684.84
Petty Cash	\$350.00								
Change Fund/Elem~JRH	\$350.00								
Imprest Fund	\$5,000.00								
Property									
Loans to Education Fund									
Loan to Building Fund									
Loan to Transportation Fun									
Loan to IMRF Fund									
Loan to Fire & Prev. Fund									
IL Treas. Pool	\$1,324,229.13	\$200,524.00	\$3,113.35	\$58,994.23					
First State/Money Market									
TOTAL ASSETS	\$1,527,310.19	\$232,822.12	\$78,423.23	\$106,326.65	\$19,105.25	\$0.00	\$152,646.31	\$62,867.32	\$193,684.84
LIABILITIES									
Anticipation Note									
Western Area Ins									
Teachers Retirement									
Payroll A/P									
INTERFUND PAYABLE									
Loan payable to Educ.									
Loan payable to Bldg.									
Loan payable to Transp.									
Loan payable to W. Cash									
TOTAL LIABILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FUND BALANCE	\$1,527,310.19	\$232,822.12	\$78,423.23	\$106,326.65	\$19,105.25	\$0.00	\$152,646.31	62,867.32	\$193,684.84
								Grand Total	\$2,373,185.91

Laura Jones
 Laura Jones
 Date 7-12-22

Paid Accounts Payable by Check Number

Printed: 07/11/2022 3:50:00PM
 La Harpe CSD 347
 Expense on Date: 6/30/2022 to 6/30/2022

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check #	Expense Date	Check Date	Amount	State Account #
7556	10-2320-332-1	** IMPREST FUND **	DR LEE - MILEAGE	11		90060	6/30/22	6/30/22	1,238.45	10-2320-332-1
7557	20-2540-332-1		MICHAEL SIEGFRIED - MAY MILEAGE	11		90060	6/30/22	6/30/22	266.18	20-2540-332-1
7558	10-2560-332-1		LEESA SWANSON - TRAVEL	11		90060	6/30/22	6/30/22	24.57	10-2560-332-1
7558	40-2550-600-1		PETTY CASH - BUS WASH	11		90060	6/30/22	6/30/22	43.00	40-2550-600-1
7558	40-2550-600-1		PETTY CASH - BUS DRIVER MEAL	11		90060	6/30/22	6/30/22	16.37	40-2550-600-1
7558	10-2310-410-1		PETTY CASH - CARDS	11		90060	6/30/22	6/30/22	10.63	10-2310-410-1
7558	10-2320-340-1		PETTY CASH - POSTAGE	11		90060	6/30/22	6/30/22	7.38	10-2320-340-1
7558	10-2320-410-1		PETTY CASH - SUPERINTENDENT MT	11		90060	6/30/22	6/30/22	24.48	10-2320-410-1
7558	10-2310-410-1		PETTY CASH - SUPPLIES	11		90060	6/30/22	6/30/22	55.34	10-2310-410-1
									Total	1,686.40
06/30/22	10-2140-110-1	DALLAS E.S.D.#327	H HUMES PSYCH BILLING	30		90061	6/30/22	6/30/22	24,131.63	10-2140-110-1
06/30/22	50-2140-214-1		H HUMES PSYCH/MEDICARE ONLY	30		90061	6/30/22	6/30/22	318.42	50-2140-214-1
06/30/22	10-2140-110-211-1		PSYCH/TRS-THIS BENEFIT	30		90061	6/30/22	6/30/22	180.99	10-2140-211-110-1
06/30/22	10-2140-110-212-1		PSYCH/TRS-NEC BENEFIT	30		90061	6/30/22	6/30/22	139.96	10-2140-212-110-1
06/30/22	10-2140-110-211-1		PSYCH/TRS-THIS BENEFIT	30		90061	6/30/22	6/30/22	222.01	10-2140-211-110-1
06/30/22	10-2140-220-1		H HUMES PSYCH_BENE/INS.	30		90061	6/30/22	6/30/22	4,018.32	10-2140-220-1
06/30/22	80-2362-300-1		H HUMES WORKERS' COMPENSATIO	30		90061	6/30/22	6/30/22	85.64	80-2362-300-1
									Total	29,096.97
05/24/2022	10-2130-300-1		REGIONAL OFFICE #26 - CAN	30		90062	6/30/22	6/30/22	910.00	10-2130-300-1
05/24/2022	10-4120-320-1		WEST CENT.ILL.SPEC.ED.	30		90063	6/30/22	6/30/22	4,506.75	10-4120-320-1
									Total	4,506.75
									Report Total	\$36,200.12

La Harpe CSD 347 Revenue Report

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La Harpe CSD 347

Education Fund - 10		1000 General Levy		Y.T.D.		% of		State Account Number	
Account	Description	Revenue Budget	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance Revenue	Budget	Revenue	Source of Revenue	Source of Revenue
General Levy									
10-1110-01-1	EDUCATION-CURR.TAX LEVY	927,000.00	(592.70)	925,972.13	1,027.87	99.89	10-1110-01-1		
10-1130-01-1	EDUCATION/LEASE LEVY	25,000.00	(16.46)	24,978.39	21.61	99.91	10-1130-01-1		
10-1140-01-1	SPECIAL EDUC/LEVY	20,000.00	(13.16)	19,986.36	13.64	99.93	10-1140-01-1		
10-1210-01-1	MOBILE HOME TAXES	555.00	490.68	490.68	64.32	88.41	10-1210-01-1		
10-1230-1	CORP PERS PROP REPLACTAX	65,000.00	0.00	159,101.68	(94,101.68)	244.77	10-1230-1		
10-1510-1	INTEREST ON INVESTMENTS	3,000.00	1,563.47	4,213.99	(1,213.99)	140.47	10-1510-1		
10-1611-1	LUNCH SALES-PUPILS	2,500.00	328.55	2,852.25	(352.25)	114.09	10-1611-1		
10-1711-4-1	ADMISSIONS-JRHBB	1,000.00	0.00	1,719.00	(719.00)	171.90	10-1711-4-1		
10-1711-5-1	ADMISSIONS-JRHGB	1,000.00	0.00	1,368.00	(368.00)	136.80	10-1711-5-1		
10-1711-6-1	ADMISSIONS-JRHGV	1,000.00	0.00	1,665.00	(665.00)	166.50	10-1711-6-1		
10-1811-1	TEXTBOOK RENTALS	4,400.00	0.00	4,550.00	(150.00)	103.41	10-1811-1		
10-1999-1	OTHER & JOHNSON ESTATE	280,000.00	0.00	342,816.92	(62,816.92)	122.43	10-1999-1		
10-1999-5-1	MUSIC REIMB/CONSUM.	0.00	0.00	61.00	(61.00)	0.00	10-1999-5-1		
1000 General Levy		1,330,455.00	1,760.38	1,489,775.40	(159,320.40)	111.97	*	Source of Revenue	
Revenue From State Sources									
10-3001-1	GEN STATE AID	495,000.00	46,277.62	509,123.77	(14,123.77)	102.85	10-3001-1		
10-3360-1	STATE FREE LUNCH	0.00	326.00	3,441.07	(3,441.07)	0.00	10-3360-1		
10-3705-10	EARLY CHILDHOOD GRANT/2019-20	88,441.00	8,845.00	79,597.00	8,844.00	90.00	10-3705-10		
10-3705-11	EARLY CHILDHOOD GRANT/2020-21	0.00	0.00	8,844.00	(8,844.00)	0.00	10-3705-11		
3000 Revenue From State Sources		583,441.00	55,448.62	601,005.84	(17,564.84)	103.01	*	Source of Revenue	
Revenue From Federal Sources									
10-4210-1	FEDERAL LUNCH	0.00	10,306.68	124,940.39	(124,940.39)	0.00	10-4210-1		
10-4220-1	FEDERAL BREAKFAST	0.00	3,227.59	38,634.22	(38,634.22)	0.00	10-4220-1		
10-4225-1	SUMMER FOOD SERVICE PROGRAM	130,000.00	0.00	0.00	130,000.00	0.00	10-4225-1		
10-4300-14	TITLE I/2019-20	64,747.00	0.00	42,329.00	22,418.00	65.38	10-4300-14		
10-4300-15	TITLE I/2020-21	0.00	0.00	40,698.00	(40,698.00)	0.00	10-4300-15		
10-4399-1	REAP	13,712.00	0.00	2,990.00	10,722.00	21.81	10-4399-1		
10-4400-1	TITLE IV/SAFE & DRUG FREE	10,000.00	0.00	8,145.00	1,855.00	81.45	10-4400-1		
10-4600-1	IDEA PRESCHOOL/SUBGRANT-FLOW THROUGH	2,279.00	0.00	2,576.00	(297.00)	113.03	10-4600-1		
10-4620-1	IDEA SPECIAL ED-FLOW THROUGH	56,969.00	0.00	61,110.00	(4,141.00)	107.27	10-4620-1		
10-4932-1	TITLE II/TCH QUAL.	8,452.00	0.00	12,313.00	(3,861.00)	145.68	10-4932-1		
10-4991-1	MEDICAID ADM OUTREACH	9,400.00	0.00	7,640.04	1,759.96	81.28	10-4991-1		
10-4992-1	MEDICAID/FEE FOR SERVICE	2,500.00	2,637.50	2,637.50	(137.50)	105.50	10-4992-1		
10-4998-1	CARES GRANT	0.00	0.00	923.00	(923.00)	0.00	10-4998-1		
10-4998-2	ESSR II	237,794.00	0.00	0.00	237,794.00	0.00	10-4998-2		
10-4998-3	ESSR III	540,176.00	0.00	540.00	539,636.00	0.10	10-4998-3		
4000 Revenue From Federal Sources		1,076,029.00	16,171.77	345,476.15	730,552.85	32.11	*	Source of Revenue	

La Harpe CSD 347 Revenue Report

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Education Fund - 10		Revenue From Federal Sources		M.T.D.		Y.T.D.		Budget		% of		State Account Number	
Source of Revenue	4000	Description	Revenue	Budget	Revenue	Revenue	Revenue	Balance	Revenue	Balance	Budget	Revenue	Fund
10 Education Fund													
			2,989,925.00		73,380.77		2,436,257.39	553,667.61		81.48			
General Levy													
20-1111-01-1		BLDG/CURR.TAX LEVY	250,000.00		(184.63)		249,792.97	207.03		99.92			20-1111-01-1
20-1210-01-1		MOBILE HOME TAXES	147.00		129.82		129.82	17.18		88.31			20-1210-01-1
20-1510-1		OBM-INT.ON INVESTMENT	30.00		34.81		34.81	(4.81)		116.03			20-1510-1
20-1999-1		OBM/OTHER & JOHNSON EST.	0.00		0.00		55,500.00	(55,500.00)		0.00			20-1999-1
			250,177.00		0.00		305,457.60	(55,280.60)		122.10			* Source of Revenue
Revenue From State Sources													
20-3925-1		OBM/SCH INFRASTRUCTURE/MAINT PROJ	50,000.00		0.00		0.00	50,000.00		0.00			20-3925-1
			50,000.00		0.00		0.00	50,000.00		0.00			* Source of Revenue
3000 Revenue From State Sources													
Revenue From Federal Sources													
20-4998-2		ESSR II	0.00		0.00		25,524.00	(25,524.00)		0.00			20-4998-2
20-4998-3		ESSR III	0.00		0.00		350,000.00	(350,000.00)		0.00			20-4998-3
			0.00		0.00		375,524.00	(375,524.00)		0.00			* Source of Revenue
4000 Revenue From Federal Sources													
20 Oper, Build, & Maint Fund													
			300,177.00		0.00		680,981.60	(380,804.60)		226.86			Fund
General Levy													
30-1112-01-1		DEBT SERVICE/CURR.TAX LEVY	215,959.20		(143.69)		217,275.75	(1,316.55)		100.61			30-1112-01-1
30-1210-01-1		MOBILE HOME TAXES	139.00		113.31		113.31	25.69		81.52			30-1210-01-1
30-1510-1		DEBT SERVICES/INT.ON INVEST	30.00		30.38		30.38	(0.38)		101.27			30-1510-1
			216,128.20		0.00		217,419.44	(1,291.24)		100.60			* Source of Revenue
			216,128.20		0.00		217,419.44	(1,291.24)		100.60			Fund
30 Debt Service Fund or Fund Group													
General Levy													
40-1113-01-1		TRANSPORTATION/CURR.TAX LEVY	65,000.00		(39.50)		62,012.04	2,987.96		95.40			40-1113-01-1
40-1210-01-1		MOBILE HOME TAXES	35.00		31.15		31.15	3.85		89.00			40-1210-01-1
40-1412-1		TRANS.FEES-OTHER DIST.	0.00		8,576.91		8,576.91	(8,576.91)		0.00			40-1412-1
40-1510-1		TRANSP/INT. ON INVEST.	7.00		8.35		8.35	(1.35)		119.29			40-1510-1
40-1999-1		TRANSP./OTHER & JOHNSON	100,000.00		0.00		100,000.00	0.00		100.00			40-1999-1
			165,042.00		8,576.91		170,628.45	(5,586.45)		103.38			* Source of Revenue
1000 General Levy													
Revenue From State Sources													
40-3500-1		TRANSP.-REGULAR	100,000.00		0.00		108,214.93	(8,214.93)		108.21			40-3500-1
40-3510-1		TRANSP/SPEC ED	50,000.00		0.00		62,815.84	(12,815.84)		125.63			40-3510-1
			150,000.00		0.00		171,030.77	(21,030.77)		114.02			* Source of Revenue
3000 Revenue From State Sources													
40 Transportation Fund													
			315,042.00		8,576.91		341,659.22	(26,617.22)		108.45			Fund
General Levy													

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I.M.R.F./Sec. Fund 50		1000		General Levy			
Source of Revenue	Description	Revenue Budget	M.T.D. Revenue	Y.T.D. Revenue	Budget Balance Revenue	% of Budget	State Account Number
50-1114-01-1	IMRF/CURR.TAX LEVY	65,000.00	(35.43)	64,958.23	41.77	99.94	50-1114-01-1
50-1150-01-1	FICA-MED.OONLY/CURR.TAX LEVY	50,000.00	(29.42)	49,968.22	31.78	99.94	50-1150-01-1
50-1210-01-1	MOBILE HOME TAXES	78.00	51.14	51.14	26.86	65.56	50-1210-01-1
50-1510-1	IMRF/INT.ON INVEST.	15.00	13.71	13.71	1.29	91.40	50-1510-1
1000 General Levy		115,093.00	0.00	114,991.30	101.70	99.91	* Source of Revenue
50 I.M.R.F./Soc. Sec. Fund		115,093.00	0.00	114,991.30	101.70	99.91	Fund
General Levy							
70-1115-01-1	WORKING CASH/CURR.TAX LEVY	25,000.00	(16.46)	24,978.39	21.61	99.91	70-1115-01-1
70-1210-01-1	MOBILE HOME TAXES	15.00	12.98	12.98	2.02	86.53	70-1210-01-1
70-1510-1	WORK. CASH-INT. ON INVES	2.00	3.48	3.48	(1.48)	174.00	70-1510-1
1000 General Levy		25,017.00	0.00	24,994.85	22.15	99.91	* Source of Revenue
70 Working Cash Fund		25,017.00	0.00	24,994.85	22.15	99.91	Fund
General Levy							
80-1120-01-1	TORT IMMUNITY/CURR.TAX LEVY	175,000.00	(110.29)	174,871.69	128.31	99.93	80-1120-01-1
80-1210-01-1	MOBILE HOME TAXES	113.00	86.98	86.98	26.02	76.97	80-1210-01-1
80-1510-1	TORT IMMUNITY/INT ON INVEST.	2.00	23.31	23.31	(21.31)	1,165.50	80-1510-1
1000 General Levy		175,115.00	0.00	174,981.98	133.02	99.92	* Source of Revenue
80 Tort Immunity and Judgment Fund		175,115.00	0.00	174,981.98	133.02	99.92	Fund
General Levy							
90-1118-01-1	FIRE PREV/SFTY/ENRGY-CURR.TAX LEVY	25,000.00	(16.46)	24,978.39	21.61	99.91	90-1118-01-1
90-1210-01-1	MOBILE HOME TAXES	15.00	12.98	12.98	2.02	86.53	90-1210-01-1
90-1510-1	FIRE PREV/INT ON INVEST.	3.00	3.48	3.48	(0.48)	116.00	90-1510-1
1000 General Levy		25,018.00	0.00	24,994.85	23.15	99.91	* Source of Revenue
90 Capital Improvement Fund		25,018.00	0.00	24,994.85	23.15	99.91	Fund
Report Total:		4,161,515.20	81,957.68	4,016,280.63	145,234.57	96.51	

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Education Fund - 10		1000		Instruction		M.T.D.		Y.T.D.		Budget		% of	
Function	Account	Description	Current Budget	Activity		Activity		Activity		Balance	Budget	Budget	Budget
		ELEM/JRH TCH SALARIES	503,400.00	638.01	482,636.92	40,763.08	91.90	10-1101-110-1					
		ELEM/JRH CLRM CLERKS & AIDES	34,125.00	(745.70)	27,451.81	6,673.19	80.44	10-1101-115-1					
		ESSR III- PARAPROFESSIONAL	0.00	939.00	1,479.00	(1,479.00)	0.00	10-1101-115-3					
		ELEM-JRH SUB TCH	20,000.00	4,205.08	21,778.67	(1,778.67)	108.89	10-1101-120-1					
		ELEM-JRH SUB CLERKS & AIDES	10,000.00	1,504.63	14,348.18	(4,348.18)	143.48	10-1101-125-1					
		ELEM/JRH TCH SALARIES (38B)	12,000.00	605.87	8,170.83	3,829.17	68.09	10-1101-211-1					
		ELEM/JRH TCH SALARIES (51B)	3,050.00	237.48	2,965.43	84.57	97.23	10-1101-212-1					
		ELEM-JRH/INS BENEFITS	137,000.00	2,699.07	113,276.49	23,723.51	82.68	10-1101-220-1					
		KINDG. SUPPLIES	200.00	112.64	312.64	(112.64)	156.32	10-1101-410-1					
		ELEM/GENERAL SUPL	4,000.00	0.00	3,463.53	536.47	86.59	10-1101-410-1					
		1ST GRADE SUPL	200.00	0.00	36.08	163.92	18.04	10-1101-410-1-1					
		2ND GRADE SUPPLIES	200.00	200.66	200.66	(0.66)	100.33	10-1101-410-2-1					
		3RD GRADE SUPPLIES	200.00	0.00	192.53	7.47	96.27	10-1101-410-3-1					
		4TH GRADE SUPPLIES	200.00	0.00	203.07	(3.07)	101.54	10-1101-410-4-1					
		SUPPLY-5TH GRADE	200.00	0.00	0.00	200.00	0.00	10-1101-410-5-1					
		PRE-K SUPPLIES (NON-GRANT)	200.00	0.00	0.00	200.00	0.00	10-1101-410-6-1					
		MATH 6-7-8	200.00	0.00	0.00	200.00	0.00	10-1101-411-1					
		SCIENCE 6-7-8	2,000.00	0.00	2,322.13	(322.13)	116.11	10-1101-411-2-1					
		SOCIAL STUDIES 6-7-8	200.00	0.00	0.00	200.00	0.00	10-1101-411-3-1					
		LANGUAGE ARTS 6-7-8	200.00	0.00	0.00	200.00	0.00	10-1101-411-4-1					
		PE & HEALTH SUPL	1,600.00	0.00	1,486.47	113.53	92.90	10-1101-411-550-1					
		ART SUPPLIES/ ELEM - JRH	1,400.00	0.00	266.65	1,133.35	19.05	10-1101-411-7-1					
		ACTIVITY FUND PURCH.	1,500.00	126.00	1,374.00	1,374.00	8.40	10-1101-411-8-1					
		JRH BAND & CHORAL MUSIC	1,200.00	0.00	423.43	776.57	35.29	10-1101-411-9-1					
		BAND REPAIRS & SUPL	500.00	0.00	1,046.40	(546.40)	209.28	10-1101-413-1					
		PRE SCHAT RISK/TRANSP	50.00	0.00	13.44	36.56	26.88	10-1125-100-255-10					
		PRE K/TCH SALARY 2019-2020	50,661.00	4,221.75	42,242.50	8,418.50	83.38	10-1125-110-100-10					
		PRESCH TCH SAL./2020-2021	0.00	0.00	8,377.00	(8,377.00)	0.00	10-1125-110-100-11					
		PRE K/AIDE SALARY 2019-2020	15,006.00	1,260.00	12,750.50	2,255.50	84.97	10-1125-115-100-10					
		PRESCH/AIDE SAL. 2020-2021	2,500.00	0.00	2,398.95	101.05	95.96	10-1125-115-100-11					
		PRESCH-SUB/TCH	1,500.00	0.00	250.00	1,250.00	16.67	10-1125-122-100-10					
		PRESCH-SUB CLERK	1,500.00	0.00	1,620.00	(120.00)	108.00	10-1125-126-100-10					
		PRE K/TCH SALARY 2019-2 (38B)	200.00	66.28	663.19	(463.19)	331.60	10-1125-211-100-10					
		PRESCH TCH SAL./2020-2021 (38B)	900.00	0.00	180.96	719.04	20.11	10-1125-211-100-11					
		PRESCH/TRS-THIS BENEFIT	1,500.00	0.00	0.00	1,500.00	0.00	10-1125-211-110-11					
		PRE K/TCH SALARY 2019-2 (51B)	0.00	24.48	244.95	(244.95)	0.00	10-1125-212-100-10					
		PRESCH TCH SAL./2020-2021 (51B)	0.00	0.00	48.60	(48.60)	0.00	10-1125-212-100-11					
		PRE SCHAT RISK/INSURANCE	15,778.00	742.46	12,916.22	2,861.78	81.86	10-1125-220-100-10					
		PRESCH/INS BENEFIT	3,000.00	0.00	3,168.64	(168.64)	105.62	10-1125-220-100-11					
		PRESCH/PLAYGROUND	6,600.00	0.00	23.69	6,576.31	0.36	10-1125-400-254-10					

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Education Fund - 10		1000	Instruction	Current Budget	M.T.B. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number
Function	Account	Description							
	10-1125-256-400-10	PRESCH/FOOD SERV	640.00	581.68	581.68	581.68	58.32	90.89	10-1125-400-256-10
	10-1125-100-410-10	PRE KAT RISK/SUPPLIES	150,000.00	521.20	1,496.64	148,503.36	1.00	1.00	10-1125-410-100-10
	10-1205-110-1	SPEC ED-TCH SAL.	91,000.00	8,196.02	87,528.95	3,471.05	96.19	96.19	10-1205-110-1
	10-1205-112-1	SPEC.ED/SUMMER SCH TUTORING	150.00	0.00	0.00	150.00	0.00	0.00	10-1205-112-1
	10-1205-113-1	SPEC.ED./HOMEBOUND TUTORING	250.00	0.00	200.00	50.00	80.00	80.00	10-1205-113-1
	10-1205-115-1	SPEC ED-CLERK SAL.	105,000.00	175.98	98,540.06	6,459.94	93.85	93.85	10-1205-115-1
	10.1205.211.1	SPEC ED-TCH SAL. (38B)	1,400.00	105.59	548.51	851.49	39.18	39.18	10-1205-211-1
	10.1205.212.1	SPEC ED-TCH SAL. (51B)	500.00	48.58	308.17	191.83	61.63	61.63	10-1205-212-1
	10-1205-220-1	SPEC ED-BENE/INS.	60,000.00	4,039.34	63,066.58	(3,066.58)	105.11	105.11	10-1205-220-1
	10-1205-300-1	SPEC ED/CONTRACTED SERV	250.00	0.00	135.68	114.32	54.27	54.27	10-1205-300-1
	10-1205-332-1	SPEC ED-TRAVEL	100.00	0.00	0.00	100.00	0.00	0.00	10-1205-332-1
	10-1205-410-1-1	SUPPLIES-ELEM	100.00	0.00	54.65	45.35	54.65	54.65	10-1205-410-09-1
	10-1205-410-2-1	SUPPLIES-JR HIGH	100.00	0.00	22.37	77.63	22.37	22.37	10-1205-410-2-1
	10-1205-410-3-1	ARRA IDEA PART B PRESCH	2,279.00	0.00	2,520.00	(241.00)	110.57	110.57	10-1205-410-3-1
	10-1205-410-4-1	ARRA IDEA PART B FLOW THROUGH	56,969.00	0.00	58,887.00	(1,918.00)	103.37	103.37	10-1205-410-4-1
	10-1250-300-100-14	COMM SERV/RDG NIGHT-SAL (388B)	1,450.00	0.00	1,450.00	0.00	100.00	100.00	10-1250-100-300-14
	10-1250-100-110-14	TITLE I SALARIES 2019-2020	54,291.00	10,356.25	51,074.50	3,216.50	94.08	94.08	10-1250-110-100-14
	10-1250-221-110-14	TITLE I PROF DEV STIPEND	0.00	0.00	340.00	(340.00)	0.00	0.00	10-1250-110-221-14
	10-1250-100-211-14	TITLE I/TRS - 9.85%	4,000.00	1,241.70	4,119.97	(119.97)	103.00	103.00	10-1250-211-100-14
	10.1250.211.300.14	COMM SERV/RDG NIGHT-SAL (388B)	0.00	0.00	60.98	(60.98)	0.00	0.00	10-1250-211-300-14
	10.1250.212.100.14	TITLE I SALARIES 2019-202 (51B)	100.00	50.60	286.76	(186.76)	286.76	286.76	10-1250-212-100-14
	10.1250.212.300.14	COMM SERV/RDG NIGHT-SAL (51B)	0.00	0.00	13.29	(13.29)	0.00	0.00	10-1250-212-300-14
	10-1250-100-220-14	TITLE I/INS BENEFITS	9,661.00	1,592.21	8,520.77	1,140.23	88.20	88.20	10-1250-220-100-14
	10.1250.220.300.14	COMM SERV/RDG NIGHT-SAL (46B)	0.00	0.00	605.00	(605.00)	0.00	0.00	10-1250-220-300-14
	10-1250-221-300-14	TITLE I/IMPROV./INSTR.	19,500.00	0.00	17,583.04	1,916.96	90.17	90.17	10-1250-300-221-14
	10-1250-300-300-14	TITLE I/COMM SERV PURC S	200.00	0.00	200.00	0.00	100.00	100.00	10-1250-300-300-14
	10-1250-100-310-14	TITLE I/SOFTWARE	1,200.00	0.00	1,249.00	(49.00)	104.08	104.08	10-1250-310-100-14
	10-1250-221-400-14	IMPROV OF INST/SUPPL	6,000.00	0.00	3,645.18	2,354.82	60.75	60.75	10-1250-400-221-14
	10-1250-290-400-14	TITLE I/HOMELESS	2,000.00	431.45	202.88	(2.88)	101.44	101.44	10-1250-400-290-14
	10-1250-100-410-14	TITLE I/SUPL	2,000.00	0.00	5,214.52	(3,214.52)	260.73	260.73	10-1250-410-100-14
	10-1250-300-410-14	TITLE I/COMM SERV SUPL	2,073.00	29.99	1,152.32	920.68	55.59	55.59	10-1250-410-300-14
	10-1255-100-110-15	TITLE I-SALARIES/2020-21	0.00	0.00	8,865.34	(8,865.34)	0.00	0.00	10-1255-110-100-15
	10-1255-100-211-15	TITLE I/TRS-10.41%	0.00	0.00	191.48	(191.48)	0.00	0.00	10-1255-211-100-15
	10.1255.212.100.15	TITLE I-SALARIES/2020-21 (51B)	0.00	0.00	51.40	(51.40)	0.00	0.00	10-1255-212-100-15
	10-1255-100-220-15	TITLE I/INS BENEFITS	0.00	0.00	1,610.32	(1,610.32)	0.00	0.00	10-1255-220-100-15
	10-1255-300-300-15	TITLE I/COM SERV-PURCH SER	0.00	0.00	(239.00)	239.00	0.00	0.00	10-1255-300-300-15
	10-1255-100-410-15	TITLE I-SUPPLIES	0.00	0.00	(150.05)	150.05	0.00	0.00	10-1255-410-100-15
	10-1408-300-1	TECH/PURCH. SERVICES	1,150.00	0.00	0.00	1,150.00	0.00	0.00	10-1408-300-1
	10-1408-410-1	TECH-SUPPLIES	3,100.00	108.90	3,801.52	(701.52)	122.63	122.63	10-1408-410-1
	10-1408-411-1	TECH/SUPPORT.LIC-AGRMT	45,000.00	6,975.48	50,769.11	(5,769.11)	112.82	112.82	10-1408-411-1
	10-1408-412-1	TECH/SOFTWARE	4,000.00	0.00	3,789.73	210.27	94.74	94.74	10-1408-412-1

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Education Fund 10		1000		Instruction		M.T.D.		Y.T.D.		Budget		State Account Number	
Function	Account	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget						
10-1408-425-1		REAP/2020	13,690.00	0.00	4,006.16	9,683.84	29.26					10-1408-424-1	
10-1408-540-1		TECH/EQUIP. PURCHASES	1,500.00	0.00	24,500.00	(23,000.00)	1,633.33					10-1408-540-1	
10-1510-410-1		ATHLETIC BOOSTER /PURCH.	500.00	(18,239.75)	2,109.55	(1,609.55)	421.91					10-1510-410-1	
10-1520-110-1		JRH ATHLETIC SALARY	25,000.00	(9,098.59)	15,582.36	9,417.64	62.33					10-1520-110-1	
10-1520-211-1		JRH ATHLETIC SALARY (38B)	400.00	3.17	130.64	269.36	32.66					10-1520-211-1	
10-1520-212-1		JRH ATHLETIC SALARY (51B)	50.00	1.16	47.32	2.68	94.64					10-1520-212-1	
10-1520-220-1		JRH ATHLETIC SALARY (46B)	3,300.00	26.51	1,792.35	1,507.65	54.31					10-1520-220-1	
10-1520-332-1		JRH-TRAVEL	300.00	0.00	166.66	133.34	55.55					10-1520-332-1	
10-1520-410-1		JRH GIRLS BSKT	5,118.00	0.00	2,377.38	2,740.62	46.45					10-1520-410-1	
10-1520-411-1		JRH GIRLS VOLLEYBALL	5,118.00	70.33	1,001.69	4,116.31	19.57					10-1520-411-1	
10-1520-412-1		JRH BOYS BASEBALL	4,095.00	0.00	950.00	3,145.00	23.20					10-1520-412-1	
10-1520-413-1		JRH BOYS BASKETBALL	5,118.00	0.00	69.48	5,048.52	1.36					10-1520-413-1-1	
10-1520-600-1		JRH - OTHER EXPENSES	1,250.00	0.00	1,300.00	(50.00)	104.00					10-1520-600-1	
1000 Instruction			1,521,072.00	24,055.51	1,279,417.50	241,654.50	84.11					Function	
Support Services													
10-2110-300-1		SOCIAL WORKER PURCH SERV	25,000.00	0.00	24,534.00	466.00	98.14					10-2110-300-1	
10-2130-300-1		HEALTH SERVICES	2,250.00	1,030.00	3,771.00	(1,521.00)	167.60					10-2130-300-1	
10-2130-410-1		SCH.HEALTH SUPPLIES	250.00	0.00	0.00	250.00	0.00					10-2130-410-1	
10-2140-110-1		PSYCHOLOGY-SALARY (38B)	46,500.00	11,464.96	49,383.11	(2,883.11)	106.20					10-2140-110-1	
10-2140-211-1		PSYCHOLOGY-SALARY (38B)	1,000.00	(293.26)	348.84	651.16	34.88					10-2140-211-1	
10-2140-212-1		PSYCH/TRS-THIS BENEFIT	0.00	403.00	403.00	(403.00)	0.00					10-2140-212-110-1	
10-2140-110-212-1		PSYCHOLOGY-SALARY (51B)	350.00	(73.46)	146.51	203.49	41.86					10-2140-212-110-1	
10-2140-220-1		PSYCH/TRS-NEG BENEFIT	0.00	139.96	139.96	(139.96)	0.00					10-2140-220-1	
10-2140-332-1		PSYCH.-BENE/INS.	9,775.00	1,090.34	8,017.45	1,757.55	82.02					10-2140-332-1	
10-2140-410-1		PSYCH.-TRAVEL EXP.	250.00	0.00	0.00	250.00	0.00					10-2140-410-1	
10-2150-110-1		PSYCH.-SUPPLIES	500.00	0.00	193.15	306.85	38.63					10-2150-110-1	
10-2150-211-1		SPEECH-TEACHERS SALARY	14,625.00	0.00	3,373.10	11,251.90	23.06					10-2150-211-1	
10-2150-212-1		SPEECH-TEACHERS SALARY (38B)	625.00	0.00	72.88	552.12	11.66					10-2150-212-1	
10-2150-220-1		SPEECH-TEACHERS SALARY (51B)	155.00	0.00	19.56	135.44	12.62					10-2150-220-1	
10-2150-300-1		SPEECH-BENE/INS.	500.00	0.00	0.00	500.00	0.00					10-2150-300-1	
10-2150-410-1		SPEECH-PURCHASED SERVICES	5,000.00	0.00	0.00	5,000.00	0.00					10-2150-410-1	
10-2210-100-2-1		SPEECH-SUPPLIES	100.00	0.00	0.00	100.00	0.00					10-2210-100-2-1	
10-2210-221-2-1		TITLE II (4932)STIPENDS	1,800.00	0.00	0.00	1,800.00	0.00					10-2210-221-1	
10-2210-400-2-1		TITLE IV(4932)IMPROV INSTRUC	7,197.00	0.00	5,580.00	1,617.00	77.53					10-2210-400-1	
10-2220-110-1		TITLE II (4932) SUPPL	0.00	0.00	4,947.46	(4,947.46)	0.00					10-2220-110-1	
10-2220-220-1		TITLE IV-(4400) SUPPLIES	10,000.00	1,282.17	14,678.60	(1,653.60)	112.70					10-2220-220-1	
10-2220-410-1		LIBRARY - SALARY	13,025.00	2.46	29.60	10.40	74.00					10-2220-410-1	
10-2220-411-1		LIBRARY-BENE/INS	40.00	0.00	29.60	37.49	81.26					10-2220-410-1	
10-2220-430-1		LIBRARY SUPPLIES	200.00	0.00	342.18	(142.18)	171.09					10-2220-430-1	
10-2220-432-1		AV MATERIALS	500.00	0.00	423.72	76.28	84.74					10-2220-432-1	

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Education Fund - 10		2000		Support Services					
Function	Account	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number	
10-2310-310-1		BD OF EDUC-PURCH SERV.	8,200.00	2,410.00	7,525.00	675.00	91.77	10-2310-310-1	
10-2310-318-1		BD OF EDUC.-LEGAL	15,000.00	5,977.40	21,804.00	(6,804.00)	145.36	10-2310-318-1	
10-2310-319-1		BANK & WIRE CHGS.	50.00	0.00	0.00	50.00	0.00	10-2310-319-1	
10-2310-332-1		BD OF ED-TRAVEL	150.00	0.00	0.00	150.00	0.00	10-2310-332-1	
10-2310-340-1		BD OF EDUC.-POSTAGE	0.00	0.00	4.59	(4.59)	0.00	10-2310-334-1	
10-2310-350-1		ADVERTISING	1,700.00	146.50	1,724.13	(24.13)	101.42	10-2310-350-1	
10-2310-380-1		INSURANCE	100.00	0.00	0.00	100.00	0.00	10-2310-380-1	
10-2310-410-1		SUPPLIES	7,000.00	1,051.77	8,402.32	(1,402.32)	120.03	10-2310-410-1	
10-2310-540-1		BD OF EDUC-CAP. OUTLAY	500.00	0.00	0.00	500.00	0.00	10-2310-540-1	
10-2310-610-1		MISC /OTHER	1,000.00	643.19	1,319.67	(319.67)	131.97	10-2310-610-1	
10-2310-640-1		DUES & FEES	2,000.00	1,819.00	1,819.00	181.00	90.95	10-2310-640-1	
10-2310-690-1		MISC-CONVENTION	9,000.00	4,194.00	12,973.78	(3,973.78)	144.15	10-2310-690-1	
10-2320-110-1		SUPT SALARY	57,125.50	(53,304.49)	51,425.38	5,700.12	90.02	10-2320-110-1	
10-2320-115-1		SUPT SECY/CO-OP STU	18,000.00	(16,253.41)	14,491.53	3,508.47	80.51	10-2320-115-1	
10-2320-211-1		SUPT SALARY (99B)	1,200.00	149.47	1,798.81	(598.81)	149.90	10-2320-211-1	
10-2320-110-211-1		TRS BENEFIT EXPENSE	0.00	(896.87)	(896.87)	896.87	0.00	10-2320-211-110-1	
10-2320-212-1		SUPT SALARY (35B)	340.00	55.22	664.52	(324.52)	195.45	10-2320-212-1	
10-2320-110-212-1		TRS/NEW EMPLOY.CONTR.	0.00	(331.33)	(331.33)	331.33	0.00	10-2320-212-110-1	
10-2320-220-1		EMPL.BENE/INS	14,000.00	(8,511.91)	10,410.91	(2,721.68)	74.36	10-2320-220-1	
10-2320-332-1		TRAVEL	500.00	(585.22)	3,221.68	(2,721.68)	644.34	10-2320-332-1	
10-2320-340-1		POSTAGE	1,500.00	7.38	1,032.04	467.96	68.80	10-2320-340-1	
10-2320-410-1		OFFICE SUPL./SUBSCRIP	1,000.00	24.48	985.04	14.96	98.50	10-2320-410-1	
10-2320-640-1		DUES & FEES	1,000.00	(859.88)	859.88	140.12	85.99	10-2320-640-1	
10-2410-110-1		ELEM.PRINC.-SALARY	89,120.00	15,635.99	99,469.78	(10,349.78)	111.61	10-2410-110-1	
10-2410-115-1		ELEM SEC.-SALARY	33,600.00	3,466.68	31,862.78	1,737.22	94.83	10-2410-115-1	
10-2410-211-1		ELEM.PRINC.-SALARY (39B)	1,750.00	229.77	1,387.67	362.33	79.30	10-2410-211-1	
10-2410-212-1		ELEM.PRINC.-SALARY (35B)	450.00	84.88	512.58	(62.58)	113.91	10-2410-212-1	
10-2410-220-1		ELEM.PRINC.-SALARY (46B)	16,000.00	2,036.87	16,380.34	(380.34)	102.38	10-2410-220-1	
10-2410-220-1		ELEM.PRINC.-BENE.INS.	775.00	0.00	0.00	775.00	0.00	10-2410-220-1-1	
10-2410-600-1		OTHER MISC. EXPENSE	100.00	0.00	100.00	0.00	100.00	10-2410-300-1	
10-2410-332-1		ELEM.PRINC.-TRAVEL	200.00	0.00	365.27	(165.27)	182.64	10-2410-332-1	
10-2410-410-1		ELEM.OFFICE SUPPLIES	1,800.00	285.48	2,237.25	(437.25)	124.29	10-2410-410-1	
10-2410-640-1		ELEM.PRINC.-DUES & FEES	1,000.00	0.00	760.25	239.75	76.03	10-2410-640-1	
10-2510-110-1		SALARY-BOOKKEEPER	57,225.00	5,348.00	55,980.25	1,244.75	97.82	10-2510-110-1	
10-2510-220-1		EMPLOYEE BENE INS	9,250.00	676.25	8,973.58	276.42	97.01	10-2510-220-1	
10-2510-300-1		PURCHASED SERVICES	150.00	0.00	0.00	150.00	0.00	10-2510-300-1	
10-2510-332-1		TRAVEL	875.00	0.00	0.00	875.00	0.00	10-2510-332-1	
10-2510-652-1		BOOKKEEPER FIDELITY BOND	975.00	0.00	1,260.00	(285.00)	129.23	10-2510-652-1	
10-2520-300-1		FISCAL SERVICES/AUDIT	12,250.00	0.00	12,250.00	0.00	100.00	10-2520-300-1	
10-2540-340-1		UTIL-TELEPHONE	8,700.00	642.07	7,824.73	875.27	89.94	10-2540-340-1	
10-2550-300-1		PURCHASE SERVICES - TRANSP	100.00	0.00	0.00	100.00	0.00	10-2550-300-1	

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Education Fund 10	2000	Support Services	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number
Function	Account	Description						
10-2560-110-1		CAFETERIA SALARIES	62,750.00	(14,225.75)	42,764.86	19,985.14	68.15	10-2560-110-1
10-2560-115-1		PARTTIME SALARIED	1,000.00	180.00	180.00	820.00	18.00	10-2560-115-1
10-2560-220-1		EMPLOYEE BENE INS	29,250.00	2,299.38	26,291.66	2,958.34	89.89	10-2560-220-1
10-2560-300-1		CAFETERIA/PURCH.SERVICES	1,750.00	40.00	1,406.20	343.80	80.35	10-2560-300-1
10-2560-323-1		REPAIRS/MAINTENANCE	4,000.00	0.00	4,593.62	(593.62)	114.84	10-2560-323-1
10-2560-332-1		TRAVEL	250.00	24.57	98.28	151.72	39.31	10-2560-332-1
10-2560-410-1		SUPL.-OTHER(NON FOOD)	7,000.00	0.00	6,043.06	956.94	86.33	10-2560-410-1
10-2560-411-1		SUPPLIES-FOOD ITEMS	50,000.00	3,272.02	53,524.57	(3,524.57)	107.05	10-2560-411-1
10-2560-600-1		MISC OTHER EXPENSES	800.00	0.00	801.30	(1.30)	100.16	10-2560-600-1
10-2660-600-1		DATA PROC./COPIER RENTAL	7,000.00	1,313.80	7,332.94	(332.94)	104.76	10-2660-600-1
		2000 Support Services	677,327.50	(27,908.52)	638,201.68	39,125.82	94.22	* Function
		Nonprogrammed Charges						
10-4120-320-1		4000 Nonprogrammed Charges	55,000.00	14,297.71	55,688.11	(688.11)	101.25	10-4120-320-1
		10 Education Fund	55,000.00	14,297.71	55,688.11	(688.11)	101.25	* Function
		Support Services	2,253,399.50	10,444.70	1,973,307.29	280,092.21	87.57	Fund
20-2540-110-1		OBM-REG.SALARIES	96,650.00	998.40	93,269.02	3,380.98	96.50	20-2540-110-1
20-2540-110-2		OBM-ESSR 2 SALARIES	12,469.00	0.00	0.00	12,469.00	0.00	20-2540-110-2
20-2540-120-1		OBM/SUB SALARIES	1,600.00	0.00	0.00	1,600.00	0.00	20-2540-120-1
20-2540-220-1		OBM-BENE/INS.	18,500.00	1,532.92	19,203.63	(703.63)	103.80	20-2540-220-1
20-2540-300-1		OBM-ESSR 2 BENEFITS	1,450.00	0.00	0.00	1,450.00	0.00	20-2540-300-1
20-2540-300-2		PURCHASED SERVICES	60,000.00	699.95	61,941.47	(1,941.47)	103.24	20-2540-300-2
20-2540-321-1		OBM-ESSR 2 PURCHASE SERVICES	3,676.00	0.00	0.00	3,676.00	0.00	20-2540-321-1
20-2540-321-2		UTIL.-HEATING	28,500.00	37.76	28,345.95	154.05	99.46	20-2540-321-2
20-2540-328-1		OBM/UTIL-ELECTRIC	60,000.00	12,170.44	60,142.89	(142.89)	100.24	20-2540-328-1
20-2540-332-1		OBM/UTIL-WATER & SEWAGE	6,000.00	626.03	6,556.93	(556.93)	109.28	20-2540-332-1
20-2540-334-1		TRAVEL	1,500.00	266.18	1,999.43	(499.43)	133.30	20-2540-334-1
20-2540-410-1		UNIT TRUCK EXPENSE	500.00	0.00	253.14	246.86	50.63	20-2540-410-1
20-2540-411-1		OBM-CUSTODIAL SUPPLIES	5,000.00	141.40	5,023.58	(23.58)	100.47	20-2540-411-1
20-2540-411-2		REPAIRS/MAINT SUPPLIES	15,000.00	3,555.72	16,429.48	(1,429.48)	109.53	20-2540-411-2
20-2540-413-1		OBM-ESSR 2 BLDG SUPPLIES	12,781.00	0.00	8,588.38	4,192.62	67.20	20-2540-413-1
20-2540-413-8		OBM/MAINT GRANT	25,000.00	0.00	25,780.00	(780.00)	103.12	20-2540-413-8
20-2540-540-1		IDEA ARP GRANT	0.00	0.00	1,919.79	(1,919.79)	0.00	20-2540-540-1
20-2540-540-2		OBM-CAPITAL OUTLAY	124,000.00	5,240.75	123,472.75	527.25	99.57	20-2540-540-2
		2000 Support Services	350,000.00	81,638.00	431,638.00	(81,638.00)	123.33	* Function
		20 Oper, Build, & Maint Fund	822,626.00	106,907.55	884,564.44	(61,938.44)	107.53	Fund
		Debt Services	822,626.00	106,907.55	884,564.44	(61,938.44)	107.53	

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Debt Service Fund or Fund Group 30		5000		Debt Services		5000		Debt Services	
Function	Account	Description	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number	
30-5200-621-1		DEBT SERVICE-INT EXPENSE/LONG TERM	35,205.00	0.00	35,205.00	0.00	100.00	30-5200-621-1	
30-5300-650-1		DEBT SERVICES-PRINCIPAL LONG TERM	183,000.00	0.00	199,000.00	(16,000.00)	108.74	30-5300-650-1	
30-5400-655-1		DEBT SERVICE-OTHER (AGENT FEE)	500.00	0.00	500.00	0.00	100.00	30-5400-655-1	
5000		Debt Services	218,705.00	0.00	234,705.00	(16,000.00)	107.32	*	Function
30		Debt Service Fund or Fund Group	218,705.00	0.00	234,705.00	(16,000.00)	107.32		Fund
Support Services									
40-2550-110-1		TRANSP-REG. SALARY	113,000.00	20,338.83	119,814.87	(6,814.87)	106.03	40-2550-110-1	
40-2550-220-1		TRANSP-BENE/INS.	10,000.00	6,075.16	14,565.95	(4,565.95)	145.66	40-2550-220-1	
40-2550-300-1		LABOR REPAIR/PARTS	10,000.00	652.08	8,828.65	1,171.35	88.29	40-2550-300-300-1	
40-2550-310-1		HEALTH SERVICES	2,000.00	168.00	1,643.50	356.50	82.18	40-2550-310-1	
40-2550-315-1		TRANSP/PURCH SERVICES	1,000.00	0.00	850.00	150.00	85.00	40-2550-315-1	
40-2550-332-1		TRAVEL	200.00	0.00	201.37	(1.37)	100.69	40-2550-332-1	
40-2550-411-1		GASOLINE & DIESEL	20,500.00	0.00	25,790.43	(5,290.43)	125.81	40-2550-411-1	
40-2550-413-1		TIRES & TUBES	1,400.00	0.00	763.00	637.00	54.50	40-2550-413-1	
40-2550-414-1		TRANSP/CELLULAR PHONE	2,200.00	199.80	2,216.97	(16.97)	100.77	40-2550-414-1	
40-2550-550-1		CAPITAL OUTLAY-VEHICLES	78,031.00	0.00	78,530.76	(499.76)	100.64	40-2550-550-1	
40-2550-600-1		OTHER EXPENSE	2,500.00	98.37	1,973.03	526.97	78.92	40-2550-600-1	
2000		Support Services	240,831.00	27,532.24	255,178.53	(14,347.53)	105.96	*	Function
40		Transportation Fund	240,831.00	27,532.24	255,178.53	(14,347.53)	105.96		Fund
Instruction									
50-1101-212-1		ELEM AIDES/IMRF	4,935.00	280.07	4,269.85	665.15	86.52	50-1101-212-1	
50-1101-213-1		ELEM. AIDES/FICA	3,150.00	287.57	3,378.05	(228.05)	107.24	50-1101-213-1	
50-1101-213-3		ESSR III- PARAPROFESSIONA (FR)	0.00	71.83	113.14	(113.14)	0.00	50-1101-213-3	
50-1101-214-1		ELEM/JRH TCH-MED ONLY	8,200.00	595.80	7,538.17	661.83	91.93	50-1101-214-1	
50-1125-212-100-10		PRE K/AIDE SALARY 2019-20 (33B)	1,900.00	0.00	1,568.92	331.08	82.57	50-1125-212-100-10	
50-1125-212-100-11		PRESCH/AIDE SAL. 2020-21 (33B)	420.00	0.00	379.04	40.96	90.25	50-1125-212-100-11	
50-1125-213-100-10		PRE K/AIDE SALARY 2019-20 (FR)	945.00	96.39	1,099.32	(154.32)	116.33	50-1125-213-100-10	
50-1125-213-100-11		PRESCH/AIDE SAL. 2020-21 (FR)	200.00	0.00	183.52	16.48	91.76	50-1125-213-100-11	
50-1125-214-100-10		PRE K/TCH SALARY 2019-20 (MR)	630.00	61.22	615.88	14.12	97.76	50-1125-214-100-10	
50-1125-214-100-11		PRESCH TCH SAL./2020-2021 (MR)	160.00	0.00	121.48	38.52	75.93	50-1125-214-100-11	
50-1205-212-1		LD AIDES/IMRF	14,175.00	981.12	14,683.26	(508.26)	103.59	50-1205-212-1	
50-1205-213-1		LD AIDES/FICA	7,350.00	625.44	8,150.05	(800.05)	110.89	50-1205-213-1	
50-1205-214-1		LD TCH/MEDICARE ONLY	1,325.00	179.01	1,333.60	(8.60)	100.65	50-1205-214-1	
50-1250-212-100-14		TITLE I SALARIES 2019-202 (33B)	0.00	195.84	195.84	(195.84)	0.00	50-1250-212-100-14	
50-1250-212-300-14		COMM SERV/RDG NIGHT-SAL (33B)	0.00	0.00	29.98	(29.98)	0.00	50-1250-212-300-14	
50-1250-213-100-14		TITLE I SALARIES 2019-202 (FR)	0.00	124.85	124.85	(124.85)	0.00	50-1250-213-100-14	
50-1250-213-300-14		COMM SERV/RDG NIGHT-SAL (FR)	0.00	0.00	45.90	(45.90)	0.00	50-1250-213-300-14	

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I.M.R.F./Soc. Sec. Fund 50

Function	Description	Instruction	Current Budget	M.T.D. Activity	Y.T.D. Activity	Budget Balance	% of Budget	State Account Number
50-1250-214-100-14	TITLE I-SALARIES 2017-201 (MR)		130,000	126.50	716.91	(586.91)	551.47	50-1250-214-100-14
50-1250-214-300-14	COMM SERV/RD G NIGHT-SAL (MR)		0.00	0.00	12.31	(12.31)	0.00	50-1250-214-300-14
50-1255-212-100-15	TITLE I-SALARIES/2020-21 (395)		120,000	0.00	0.00	120,000	0.00	50-1255-212-100-15
50-1255-213-100-15	TITLE I-SALARIES/2020-21 (FR)		100,000	0.00	0.00	100,000	0.00	50-1255-213-100-15
50-1255-214-100-15	TITLE I-SALARIES/2020-21 (MR)		700,000	0.00	128.56	571.44	18.37	50-1255-214-100-15
50-1520-212-1	JRH ATHLETICS/JMRF		1,250,000	0.00	905.76	344.24	72.46	50-1520-212-1
50-1520-213-1	JRH ATHLETICS/FICA		775,000	0.00	1,278.64	(503.64)	164.99	50-1520-213-1
50-1520-214-1	JRH ATHLETICS/MED ONLY		200,000	2.92	125.40	74.60	62.70	50-1520-214-1
1000 Instruction			46,665.00	3,628.56	46,998.43	(333.43)	100.71	* Function
Support Services								
50-2140-214-1	PSYCH/MEDICARE ONLY		680.00	134.76	684.62	(4.62)	100.68	50-2140-214-1
50-2150-214-1	SPEECH/MED ONLY		350.00	0.00	48.92	301.08	13.98	50-2150-214-1
50-2220-212-1	LIBR/JMRF		1,550.00	153.86	2,026.88	(476.88)	130.77	50-2220-212-1
50-2220-213-1	LIBR/FICA		787.50	98.08	1,122.87	(335.37)	142.59	50-2220-213-1
50-2320-212-1	CENT OFFICE/JMRF		5,775.00	303.22	4,629.66	1,145.34	80.17	50-2320-212-1
50-2320-213-1	CENT OFFICE/FICA		3,360.00	193.30	2,520.48	839.52	75.01	50-2320-213-1
50-2320-214-1	SUPT./MEDICARE ONLY		1,751.00	(690.26)	833.10	917.90	47.58	50-2320-214-1
50-2410-212-1	ELEM PRINC. SEC./JMRF		5,050.00	536.00	4,546.93	503.07	90.04	50-2410-212-1
50-2410-213-1	ELEM PRINC. SEC./FICA		2,625.00	341.70	2,520.22	104.78	96.01	50-2410-213-1
50-2410-214-1	ELEM PRINC./MED ONLY		1,175.00	212.22	1,426.62	(251.62)	121.41	50-2410-214-1
50-2510-212-1	BKPR/JMRF		8,400.00	641.76	7,823.99	576.01	93.14	50-2510-212-1
50-2510-213-1	BKPR/FICA		4,400.00	409.12	4,282.50	117.50	97.33	50-2510-213-1
50-2540-212-1	CUSTODIAL/JMRF		12,100.00	974.67	12,550.93	(450.93)	103.73	50-2540-212-1
50-2540-213-1	CUSTODIAL/FICA		6,000.00	809.78	7,868.44	(1,868.44)	131.14	50-2540-213-1
50-2550-212-1	BUS DRIVER/JMRF		9,450.00	562.43	7,611.79	1,838.21	80.55	50-2550-212-1
50-2550-213-1	BUS DRIVER/FICA		8,925.00	686.32	8,296.14	628.86	92.95	50-2550-213-1
50-2560-212-1	COOKS/JMRF		12,500.00	529.71	7,123.45	5,376.55	56.99	50-2560-212-1
50-2560-213-1	COOKS/FICA		6,800.00	378.99	4,406.25	2,393.75	64.80	50-2560-213-1
2000 Support Services			91,678.50	6,275.66	80,323.79	11,354.71	87.61	* Function
50 I.M.R.F./Soc. Sec. Fund			138,343.50	9,904.22	127,322.22	11,021.28	92.03	Fund
Support Services								
80-2362-300-1	WORKERS' COMPENSATION INS		15,000.00	(141.05)	14,833.95	166.05	98.89	80-2362-300-1
80-2363-300-1	TORT/UNEMPLOYMENT INS EXP.		5,000.00	(84.56)	5,199.75	(199.75)	104.00	80-2363-300-1
80-2364-300-1	PROPERTY/CASUALTY INS EXP.		46,500.00	0.00	46,281.00	219.00	99.53	80-2364-300-1
80-2367-100-1	TORT/ED, INSPECT, SUPERV, SERV		105,000.00	105,000.00	105,000.00	0.00	100.00	80-2367-100-1
2000 Support Services			171,500.00	104,774.39	171,314.70	185.30	99.89	* Function
80 Tort Immunity and Judgment Fund			171,500.00	104,774.39	171,314.70	185.30	99.89	Fund
Report Total:			3,845,405.00	259,563.10	3,646,392.18	199,012.82	94.82	

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06/23/2022	20-2540-327-1	AEP ENERGY	OBM/UTIL-ELECTRIC	14		90069	7/14/22	90069	9,561.73	20-2540-327-1
						Total			9,561.73	
07/14/2022	10-2320-640-1	ASSOCIATION OF ILLINOIS RUR	ASSOC OF IL RURAL AND SMALL SCH	14		90070	7/14/22	90070	400.00	10-2320-640-1
12892811	40-2550-550-1	BAPCC LLC	BUS LEASES	14		90071	7/14/22	90071	74,030.76	40-2550-550-1
						Total			400.00	
1381710	10-1408-411-1	BLACKBOARD CONNECT	ALL CALL SOFTWARE 22-23	14		90072	7/14/22	90072	1,262.30	10-1408-411-1
8836544	10-1101-411-7-1	BLICK ART MATERIALS	ART SUPPLIES/ELEM - JRH	14		90073	7/14/22	90073	135.45	10-1101-411-7-1
						Total			1,262.30	
21776	40-2550-600-1	CARSON MOTORS INC.	TEST BUS #3	14		90074	7/14/22	90074	56.00	40-2550-600-1
						Total			135.45	
96342	10-2320-410-1	CONFIDENTIAL SECURITY CORP	FILE SHREDDING	14		90075	7/14/22	90075	308.55	10-2320-410-1
						Total			56.00	
109018	10-2560-300-1	COPPEs TERMITE & PEST	PEST CONTROL/CAFETERIA	14		90076	7/14/22	90076	40.00	10-2560-300-1
						Total			308.55	
AR190105	10-2660-600-1	DIGITAL COPY SYSTEMS	DATA PROC./COPIER RENTAL	14		90077	7/14/22	90077	249.08	10-2660-600-1
						Total			40.00	
13086	10-1408-411-1	FES - SOCS	SOCS WEB HOSTING 22-23	14		90078	7/14/22	90078	1,500.00	10-1408-411-1
						Total			249.08	
06/30/22	10-2310-350-1	HANCOCK-HENDERSON QUILL	PRE-K SCREENING	14		90079	7/14/22	90079	25.50	10-2310-350-1
06/30/22	10-2310-350-1	FUEL BID	FUEL BID	14		90079	7/14/22	90079	28.00	10-2310-350-1
06/30/22	10-2310-350-1	ELEM SECRETARY AD	ELEM SECRETARY AD	14		90079	7/14/22	90079	31.50	10-2310-350-1
						Total			52.00	
955601642	10-1205-410-2-1	HOUGHTON MIFFLIN CO.	GO MATH	14		90080	7/14/22	90080	1,433.76	10-1205-410-2-1
						Total			137.00	
60725	20-2540-300-1	IDEAL ENVIRONMENTAL ENGR.	BLEACHER INSPECTION SERVICE	14		90081	7/14/22	90081	375.00	20-2540-300-1
						Total			1,433.76	
07/01/2022	10-2320-640-1	IL ASSOC OF SCHL ADM.	IASA MEMBERSHIP 22-23	14		90082	7/14/22	90082	923.07	10-2320-640-1
						Total			375.00	

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11802	20-2540-328-1	JACKSON DISPOSAL - LRS	OBM/UTIL-GARBAGE	14		7/14/22	7/14/22	90083	923.07	20-2540-328-1
								Total	225.50	
06/30/2022	20-2540-540-2	JOHNSON CONTROLS	PROJECT PAY #2	14		7/14/22	7/14/22	90084	225.50	
18606024205	20-2540-540-2		RTU INTEGRATION CONTROL	14		7/14/22	7/14/22	90084	240,000.00	20-2540-540-2
								Total	8,400.00	20-2540-540-2
07/14/2022	10-2310-310-1	KAREN NUDD	TREASURER DUTIES	14		7/14/22	7/14/22	90085	248,400.00	10-2310-310-1
								Total	465.00	
07/14/2022	10-2540-340-1	LA HARPE TELEPHONE CO.	UTIL-TELEPHONE	14		7/14/22	7/14/22	90086	465.00	
								Total	623.38	10-2540-340-1
07/14/2022	20-2540-328-1	LA HARPE WATERWORKS	OBM/UTIL-WATER & SEWAGE	14		7/14/22	7/14/22	90087	623.38	
								Total	258.39	20-2540-328-1
40258	40-2550-300-1	MELTON'S AUTO	SERVICE BUS #4	14		7/14/22	7/14/22	90088	258.39	
40178	40-2550-300-1		INSPECT BUS #3	14		7/14/22	7/14/22	90088	226.82	40-2550-300-300-1
40179	40-2550-300-1		SERVICE BUS #1	14		7/14/22	7/14/22	90088	130.98	40-2550-300-300-1
40215	20-2540-411-1		POLE SAW	14		7/14/22	7/14/22	90088	226.82	40-2550-300-300-1
								Total	272.94	20-2540-411-1
07/05/2022	40-2550-310-1	MEMORIAL MEDICAL CLINICS	CORZATT DRIVER PHYSICAL	14		7/14/22	7/14/22	90089	857.56	
								Total	85.00	40-2550-310-1
57458	20-2540-411-1	MENARDS	REPAIRS/MAINT SUPPLIES	14		7/14/22	7/14/22	90090	85.00	
56668	20-2540-540-1		PRE-K NEW ROOF SUPPLIES	14		7/14/22	7/14/22	90090	36.48	20-2540-411-1
56666	20-2540-540-1		PRE-K NEW ROOF SUPPLIES	14		7/14/22	7/14/22	90090	212.80	20-2540-540-1
56666	20-2540-411-1		REPAIRS/MAINT SUPPLIES	14		7/14/22	7/14/22	90090	662.22	20-2540-540-1
55842	20-2540-411-1		CROSS WALK PAINT	14		7/14/22	7/14/22	90090	15.41	20-2540-411-1
								Total	271.82	20-2540-411-1
07/06/2022	10-2310-318-1	MILLER HALL & TRIGGS	BD OF EDUC.-LEGAL	14		7/14/22	7/14/22	90091	1,198.73	
								Total	1,427.80	10-2310-318-1
07/06/2022	20-2540-321-1	NICOR GAS	UTIL.-HEATING	14		7/14/22	7/14/22	90092	1,427.80	
								Total	115.38	20-2540-321-1
15949	40-2550-300-1	PALMER 'S SERVICE	A/C REPAIR IN DODGE VAN	14		7/14/22	7/14/22	90093	115.38	
								Total	877.49	40-2550-300-300-1

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6969253	10-1205-410-2-1	POSITIVE PROMOTIONS	SPEC ED PLANNERS-25	14		90094	7/14/22	7/14/22	877.49	10-1205-410-2-1
						Total			109.20	
07/14/2021	80-2364-300-1	PRAIRIE STATE INS. COOP.	PROPERTY/CASUALTY INS.EXP.	14		90095	7/14/22	7/14/22	52,338.31	80-2364-300-1
07/14/2021	80-2362-300-1		WORKERS' COMPENSATION INS	14		90095	7/14/22	7/14/22	14,141.94	80-2362-300-1
						Total			66,480.25	
63346	10-1408-412-1	QUALITY NETWORK SOLUTION:	KASPERSKY ANTI-VIRUS	14		90096	7/14/22	7/14/22	637.00	10-1408-412-1
63445	10-1408-425-1		CLOUD STORAGE	14		90096	7/14/22	7/14/22	125.00	10-1408-424-1
61946	10-1408-411-1		MONTHLY CONTRACT SERVICE	14		90096	7/14/22	7/14/22	3,478.50	10-1408-411-1
						Total			4,240.50	
25929540	10-2310-410-1	QUILL CORPORATION	BOX FILES	14		90097	7/14/22	7/14/22	52.24	10-2310-410-1
19271	10-1255-100-410-15	ROCHESTER 100	NICKY COMMUNICATOR FOLDERS-23	14		90098	7/14/22	7/14/22	345.10	10-1255-410-100-15
M7269564	10-1255-300-410-15	SCHOLASTIC INC.	SCHOLASTIC NEWS MAGAZINES	14		90099	7/14/22	7/14/22	345.10	10-1255-410-300-15
07/05/2022	10-1125-100-410-11	THE CENTER	ELS ASSESSMENT PREK	14		90100	7/14/22	7/14/22	199.00	10-1125-410-100-11
						Total			1,508.10	
494483893	40-2550-414-1	US CELLULAR	TRANSP/CELLULAR PHONE	14		90101	7/14/22	7/14/22	199.80	40-2550-414-1
07/01/2022	10-1101-410-1	WESTERN AREA PURCHASING	XEROX COPY PAPER	14		90102	7/14/22	7/14/22	199.80	10-1101-410-1
07/01/2022	10-1101-411-7-1		CONSTRUCTION PAPER	14		90102	7/14/22	7/14/22	53.55	10-1101-411-7-1
07/01/2022	10-2560-600-1		COOP MEMBERSHIP FEE	14		90102	7/14/22	7/14/22	524.30	10-2560-600-1
07/01/2022	10-2560-600-1		FOOD COOPFEE	14		90102	7/14/22	7/14/22	270.00	10-2560-600-1
07/01/2022	10-1101-411-6-1		PE & HEALTH SUPL	14		90102	7/14/22	7/14/22	1,383.10	10-1101-411-550-1
07/01/2022	10-2310-410-1		OFFICE & COMPUTER SUPPLIES	14		90102	7/14/22	7/14/22	504.24	10-2310-410-1
07/01/2022	20-2540-410-1		CUSTODIAL SUPPLIES	14		90102	7/14/22	7/14/22	3,562.89	20-2540-410-1
07/01/2022	10-2560-410-1		SUPL.-OTHER(NON FOOD)	14		90102	7/14/22	7/14/22	8,823.21	10-2560-410-1
						Total			17,309.94	

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Report Total \$435,391.06

La Harpe Community District #347 School Wellness Policy

The policies outlined within this document are intended to create a school environment that protects and promotes the health of our students. Our commitments to providing nutrition education and regular physical activity, as well as access to nutritious foods for all students, are described here.

I. Nutrition education and promotion

Students will receive consistent nutrition messages throughout schools, classrooms, cafeterias, and school media:

- Teachers will integrate nutrition education into core curricula. Specifically, the nutrition curriculum will encompass:

- Promotion of adequate nutrient intake and healthy eating practices;
- Skill development, such as reading labels to evaluate the nutrient quality of foods, meal planning, analysis of health information;
- Examination of the problems associated with food marketing to children;
- Nutrition themes including, but not limited to USDA's MY Plate, Dietary Guidelines for Americans, adequate nutrient intake (such as carbohydrates, proteins, fats), body image and food safety.

- The nutrition education program will be linked to school meal programs, school gardens, and cafeteria nutrition promotion;

- Nutrition education will promote fruits, vegetables, whole-grain products, low-fat dairy products, healthy food preparation methods, and accurate portion sizes;

- Students will have opportunities to taste foods that are low in saturated and trans fats, sodium and added sugar;

- Staff will only use approved nutrition curriculum in the classroom. Curriculum developed by corporate interests is prohibited;

- Nutrition education will be provided to families via handouts, newsletters, postings on the web-site, presentations, and workshops. The school menu will be posted online;

- Staff is strongly encouraged to model healthful eating habits, and discouraged from eating in front of children/sharing food with children during regular class time, outside of activities related to the nutrition education curriculum. Staff is not permitted to eat or drink out of branded packaging in front of children (e.g., coffee containers with specific company logos);

- Families, who pack lunches, will be given information on how to pack lunches and snacks that meet district nutrition standards.

II. Nutrition Standards for All Food and Beverages Sold or Served on School Grounds

A. USDA School Meals: School meals will include a variety of healthy choices while accommodating special dietary needs and ethnic and cultural food preferences. District shall participate in the USDA school breakfast and school lunch. In addition:

- All reimbursable meals will meet nutrition standards mandated by the USDA, as well as any additional state nutrition standards that go beyond USDA requirements;
- Meals served through the National School Lunch and Breakfast Programs will be appealing and attractive to children, be served in a clean and pleasant setting, offer a variety of fruits and vegetables, and ensure that half of the served grains are whole grain.
- Participation in the School Breakfast Program will be advertised. Parents will be encouraged to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.
- Cafeteria staff will be provided training on USDA meal plans/reimbursable meals so they can properly advise students as to the meal components they may/must take, as well as cooking techniques, recipe implementation, sanitation, and food safety;
- Sample USDA menus or USDA software for menu review will be used;
- Students will be provided at least 10 minutes to eat breakfast and 20 minutes to eat lunch after being seated;
- Meals will be served in a clean and pleasant setting and under appropriate supervision. Rules for safe behavior will be consistently enforced;
- Tutoring, club, or organizational meetings will not be scheduled during meal time, unless students may eat during such activities;
- Students will have access to hand washing/hand sanitizing facilities before meals and snacks and staff will remind students to make use of them;
- Information on the nutritional content and ingredients of meals will be found on menus, in school newsletters and on the district web-site. Parents and students will be informed that information is available and information shall be kept up-to-date;

- Participation in school meal programs will be promoted. Parents will be notified of the availability of the breakfast and lunch and will be encouraged to determine eligibility for reduced or free meals.

- Students will be discouraged from sharing their food and beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

B. Competitive Foods and Beverages: All foods and beverages sold on school grounds to students outside of reimbursable school meals are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores and for in-school fundraisers. All competitive foods must comply with the district's nutrition standards, as well as all applicable state and federal standards.

The Institute of Medicine's nutrition standards for competitive foods/beverages in schools has been adopted by the district. A summary of the standards is below.

- Only fruits, vegetables, nuts and seeds, whole grains, low-fat dairy and combination products may be sold, following the standards below:

- Packaged items shall not exceed one serving per package/200 calories;

- Items shall contain no more than 35% of total calories from fat, less than 10% of total calories from saturated fats and zero trans fats. Exception: The fat content of nuts and seeds will not count against the total fat content of packaged products;

- Items shall contain no more than 35% of calories from total sugars. Exception: Yogurt, may contain up to 30grams of total sugars per 8 oz serving;

- Items shall contain less than or equal to 200mg of sodium per packaged portion;

- Combination items must contain at least one serving of whole grains, fruit or vegetable, per portion as packaged, in any combination (e.g., ½ serving of fruit and ½ serving of whole grain in one portion).

- Whole fruits, vegetables, nuts and seeds are preferable to processed food items.

- The only beverages allowed to be sold outside of school meals include: -Low-fat (1%), non-fat or non-dairy milk in 8 oz portions (plain or flavored with no more than 22 grams of total sugars per 8 oz); -100% fruit/vegetable juice in 4 oz portions for elementary and middle school; Plain water or seltzer water without added caloric sweetener.

C. Additional Foods Available to Students

Fundraising - Non-food fundraising is promoted. When in-school fundraising involves food, items must meet the district's nutrition standards for competitive foods and cannot be sold for immediate consumption

- Fundraising activities that promote physical activity are encouraged.
- Fundraising activities will not promote branded products (for example, Domino's Dough Raising Program, branded candy sales, etc.)

Celebrations - Celebrations that involve food will be limited to one per month. Only foods that meet district's nutrition standards will be allowed at school celebrations;

- Parents will be made aware in advance of when a celebration with food is taking place and what is to be served;
- Non-food celebrations will be promoted and a list of ideas will be available to parents and teachers.

Snacks- Snacks served during the school day will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers and parents.

Access to Drinking Water - Students and school staff members will have access to free, safe, fresh drinking water at all times throughout the school day. Supervisory staff will facilitate access to water in the cafeteria. Students will be allowed to bring drinking water into the classroom.

- Water will be promoted as a substitute for sugar-sweetened beverages (SDBs)
- School staff will be encouraged to model drinking water consumption.
- Maintenance will be performed on all water fountains regularly to ensure that hygiene standards for drinking fountains, water jugs, hydration stations, water jets, and other methods for delivering drinking water are maintained.

III. Marketing

School-based marketing will be consistent with nutrition education and health promotion. As such, the following guidelines apply:

- Schools will restrict food and beverage marketing to the promotion of only those foods and beverages that meet the nutrition standards set forth in the District Wellness Policy; Examples of marketing techniques include the following: - Brand names, trademarks, logos, or tags, except when placed on a physically present food or beverage product or on its container;

- Displays, such as on vending machine exteriors; - Corporate brand, logo, name, or trademark on cups, posters, book covers, school supplies, or educational materials;
- Advertisements in school publications or school mailings;
- Sponsorship of school activities, fundraisers, or sports teams;
- Educational incentive programs such as contests, or programs that provide schools with supplies or funds when families purchase specific food products;
- Free samples or coupons displaying advertising of a product

IV. Physical Activity

A. Physical Education

All PK-8 students will receive daily physical education (125 minutes per week for elementary school students and 200 minutes per week for junior high school students) for the entire school year. Physical Education will be standards- based, using national and state developed standards. Physical Education classes will be sequential, building from year to year, and content will include motor skills, concepts and strategies, engagement in physical activity, physical fitness, and responsible behavior and benefits of physical activity. Physical education programs will meet the needs of all students, including those who are not athletically gifted, and actively teach cooperation, fair play, and responsible participation. Students will be able to demonstrate competency through application of skills. Student involvement in other activities, including those involving physical activity (e.g. interscholastic or intramural sports), will not be substituted for physical education.

- Physical education classes will count toward graduation and GPA;
- The school will provide adequate space/equipment and conform to all safety standards;
- The school prohibits the use of withholding physical education class and other forms of physical activity as punishment;
- All Physical Education classes will be taught by a qualified physical education teacher and at least 50% of class time will be spent in moderate to vigorous activity;
- Physical education staff will receive professional development on a yearly basis;
- The school will conduct annual Fitness gram assessments and will send confidential reports to parents, along with additional resources.

B. Physical Activity

All students will have opportunities for physical activity beyond physical education class on a daily basis. Classroom health education will reinforce the knowledge and skills needed to maintain a physically active lifestyle. Students will be encouraged to reduce sedentary time, and will not be required to engage in sedentary activities for more than two hours without an opportunity to stretch and move around. Short (3-5 minute) “energy release” physical activity breaks will be provided between classes in elementary school. Teachers will be expected to incorporate opportunities for physical activity in the classroom whenever possible and will be encouraged to serve as role models by being physically active alongside the students.

C. Recess

All elementary school students will have at least 20 minutes a day of supervised recess during which moderate to vigorous physical activity will be encouraged. Outdoor recess will only be withheld in the event of extreme weather, as defined by the district. In the event that recess must be held indoors, teachers and staff will follow indoor recess guidelines, developed by the school’s Wellness Committee, to ensure adequate physical activity for students.

D. Physical Activity Programs

Elementary and junior high school will offer extracurricular physical activity programs, such as interscholastic sports programs to all students.

E. Safe Routes to School

The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. For example, crossing guards may be stationed around the school to facilitate safe walking and biking school commutes, and bike racks will be available. The school will work together with local public works, public safety, and/or police departments in those efforts.

V. Staff Wellness

The district highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The Wellness Committee will develop, promote, and oversee a plan to promote staff health and wellness. The plan should be based on input solicited from school staff and should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle.

VI. Evaluation and Enforcement

This wellness policy was developed by the District Wellness Committee. The committee meets annually to review and revise, if needed, policy content and to design and evaluate implementation plans throughout district schools. A progress report is/will be prepared after each meeting for the

superintendent evaluating the implementation of the policy and regulations and include recommended changes or revisions. All meeting dates and times will be posted on the school district's website. The principal of each school will ensure compliance within the school and will report on compliance to the superintendent. The following information will be included in an annual report: (1) the extent to which each school is in compliance with the wellness policy, (2) the progress made in attaining the goals of the policy; (3) any recommend changes to the policy. The annual report shall be posted on the school district. Policy revisions will take into account new research and evidence on health trends, new national and state standards and guidelines, new state and federal initiatives, local evaluation data, changing district priorities, and other issues.



2022-2023
FACULTY/STAFF HANDBOOK

“We Build the Future: One Child at a Time”

Teaching Expectations with the Evaluation System:

Domain 1: Planning and Preparation-Know content, Plan for each lesson. Plans must be written down somewhere, digitally or on paper. Make sure your lesson and unit plans reflect the standards; Know which pedagogical approach is best suited for the lesson; Know your students-readiness to learn and about their lives beyond school; Make sure you have active intellectual engagement with the content; Set learning targets (outcomes) on what the students will learn, and what they will be able to do with what they have learned, and be able to assess what they learned; Be skillful in using the board approved curriculum and resources-computer applications, textbooks, internet, online platforms, trade books, literature, etc.—make sure they are appropriately challenging; Design instruction to engage students and advance their learning; Lessons and units have clear, organized structure; Assessments match learning expectations; Use assessments to guide future planning

Domain 2: The Classroom Environment-Interaction with students conveys interest and caring; Model and teach students how to engage in respectful interactions with one another; Acknowledge respectful interactions among students; Convey the educational value of what the students are learning; Students take pride in their work; Smooth functioning of all routines; Little or no loss of instructional time; Students play an important role in carrying out routines; There are clear standards of conduct; Awareness of what is going on; Reinforcement of positive behavior; Fairness; Pleasant, inviting atmosphere; Accessibility for all students; Furniture arrangement is suitable for all of the learning activities

Domain 3: Instruction-Clarity of purpose of the lesson; Clear directions and procedures; Absence of content errors and clear explanations of concepts; Students comprehend content; Correct use of language; Questions have high cognitive challenge and are formulated by both students and teacher; Effective use of student responses and ideas; High level of student participation in discussion; Activities are aligned with the goals of the lesson; Student enthusiasm, interest, thinking, problem-solving, etc.; Learning tasks require high-level student thinking and are aligned with lesson objectives; Students are highly motivated to work on tasks and persistent even when tasks are challenging; Students are actively working rather than watching the teacher work; Suitable pacing for the lesson-not dragging nor rushed-with time for closure and student reflection; Teachers pay close attention to evidence of student understanding; Teacher asks specific questions to gather evidence of understanding; Teacher circulates to monitor student learning; Students assess their own work against established criteria; Incorporates student interests and events of the day into a lesson; Visible adjustment in the face of student lack of understanding; and Utilizing teachable moments.

Domain 4: Professional Responsibilities-Accurate reflections on a lesson, Makes notes for making adjustments to practice, Maintains accurate, up-to-date records-instructional (gradebook, lesson plans, missing assignments, etc.) and non instructional (taking attendance, collecting notes, lunch money, parent contacts, etc.); Frequent communication is sent home regarding the instructional program and student progress; Two-way communication between the teacher and families; Opportunities for families to engage in the learning process; Regular teacher participation with colleagues to share and plan for student success; Regular teacher participation in professional courses or communities that emphasize improving practice; Regular teacher participation in school and community initiatives; Frequent teacher attendance in courses and workshops, regular academic reading; Participation in learning networks with colleagues, regular sharing of feedback; Participation in professional organizations supporting academic inquiry; Teacher has a reputation as someone who can be trusted and often is sought as a sounding board; Frequently reminds participants during committee or planning work that students are the highest priority; Teachers support students even in face of difficult situations, Teachers challenge existing practice in order to put students first; Consistently fulfills school mandates regarding policies and procedures.

Absence Procedures

Teachers receive 12 sick days per year, 4 bereavement days, and 3 personal days. Teachers may join the "Sick Leave Bank" by signing up in the central office (for more information on the sick leave bank-see the contract). Sick days shall be used for personal illness or illness in the teachers' immediate family or household (spouse, parent, child, mother-in-law, father-in-law, legal guardian, grandparents, brother-in-law, sister-in-law, brothers, or sisters—per contract). Sick days are to be used when you are sick; please do not put the secretary and administration in a position of having to police your sick leave requests. Teachers should avoid scheduling doctor appointments on SIP days if at all possible. Bereavement days are for a death in the immediate family (see above). The superintendent may grant bereavement leave for other than family members. Personal days should not be scheduled on Parent/Teacher conference days or SIP days (unless approved by the administration). There are personal day request forms in the office. They need to be completed and given to the superintendent for approval.

If teachers know in advance (day/s ahead) that they are going to be gone, they are to notify the dean of students so a substitute can be scheduled. If you need to call in sick in the morning, call the dean of students at 309-333-1467. Make sure that you have spoken to someone to be sure that he has received the message. **DO NOT JUST LEAVE A TEXT MESSAGE!!!**

Teachers are to be at school at least 15 minutes before school starts and 15 minutes after school dismisses-per contract. Teachers coaching at Carthage or Dallas City will be excused to leave with the students at 3:00 if they have practice or a game. Any situation that requires a coach to leave early for a game (before school is out) must be approved by the superintendent in advance (so a substitute can be found) and the teacher must sign out in the office before they leave. If teachers must leave the school during plan time, they need to sign out in the office. Also, if teachers have an appointment (doctor, dentist, etc.) and need to leave early, they need

to notify the superintendent of leaving early and receive permission to do so. Please sign out in the office before you leave.

Announcements

Student announcements need to be read to the students at the start of Flight Crews in the morning. Teachers must make sure that students know all the needed information. They will be posted outside the office door on the bulletin board and will appear on the school website. If teachers need something placed on announcements, please give the announcement to the secretary the day before. Flight crews will be scheduled by the week to lead the Pledge of Allegiance over the intercom. The whole school will say the Pledge of Allegiance together at 8:00 AM sharp.

Athletic Eligibility

After 2 weeks into each quarter, 5-8 grade teachers are required to have grades updated in PowerSchool for eligibility reports by Wednesday at 9:00 AM. Ineligibility will run from the following Sunday to the next Saturday. Once a student's name is turned in, based on grades received through the previous Tuesday, make-up work turned in later that day or week will not be considered for the purposes of removing his/her name from the ineligible list for that week. Teachers need to be sure to get the make-up work, as well as current assignments, in the gradebook before the next eligibility cycle. Students are ineligible at 59% and below.

Attendance Procedures

Students must be present in school for 300 minutes to be counted for a full day. To be counted for a half day, students must attend for a minimum of 150 minutes. Attendance is taken on the computer with the student management system. The junior high will post attendance at the beginning of every period for remote learners and students present in the building. The elementary teachers will post attendance first thing in the morning for all learners and after lunch for face to face learners. It is very important for you to post attendance at each required time. If attendance is not posted, there will be inaccurate data for the mandated reports. Teachers will receive notice from the attendance secretary if they miss posting attendance. Repeated failure to post attendance will be referred to the administration.

At the end of the day your Attendance Roster Sheet will be picked up and brought to the office for verification (place sheet on clip outside of door before 2:45). If a student is tardy to class, please mark them tardy on the computer as well as recording what time they checked in to your class on your Attendance Roster Sheet. Junior High Teachers should keep track of student tardiness. When a student is tardy for the fourth unexcused time, a detention should be issued. Elementary teachers should call the parents of their students who are chronically tardy. Detentions given to elementary students who are tardy need to be discussed with the superintendent first.

Book Binder

A book binder will be located in the library. Teachers may check it out from the library staff or use it in the library. Before using the book binder, you should make sure that there are plenty of binders.

Calendar

There is a building calendar in the office. Staff should use this calendar to share activities planned, such as field trips, assemblies, etc. A school calendar will be distributed, and teachers will also receive a weekly bulletin through e-mail to remind them of events. Please refer to this for weekly and monthly events and functions in and outside of the school. In addition to school events, PTA and district information will be shared on this document.

Cell Phone Usage

Student Use of Electronic Devices from Student Handbook 6.8

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, smart watch, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the superintendent/dean of students.

Starting at 7:55, during instructional time, which includes class periods and passing periods, personal electronic devices must be kept powered-off and placed in the hall locker unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP) or 504 plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. Listening to songs with inappropriate language on personal electronic devices is prohibited on school grounds.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing,

receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

All calls home to guardians for important messages need to be made through the office.

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

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

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

School administration 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. Cross-references:

PRESS 7:190-AP5, Student Handbook, Electronic Devices

Faculty members are not to be using their cell phones during class time, or during supervision of students, unless there is an emergency. This includes calls and texting. Facebook, Snapchat, Instagram, Tic Toc etc. should never be used during your teaching/work time. It is important to model behavior we expect from our students. It is not acceptable practice to miss class time due to being on the

cell phone as a class unattended is a liability issue. Teachers and staff members should plan on using their cell phones during their planning time, passing time, or during lunch if they feel it is necessary to make phone calls during the day. Unauthorized cell phone usage will be recorded in the teacher's/staff members file.

Child Abuse and Neglect

School employees are considered mandated reporters under the Abused and Neglected Child Reporting Act (325 ILCS. 5/4 and 4.02), meaning they are required to report or cause a report to be made to the Child Abuse Hotline number (1-800-25A-BUSE) whenever they have reasonable cause to believe that a child may be being abused or neglected. Additional language of the Abused and Neglected Child Reporting Act regards the reporting process and quality of communication as privileged information. Failure to report a suspected child abuse or neglect is guilty of a Class A misdemeanor for a first violation and a Class 4 felony for a second or subsequent violation.

Classroom Care

The basic condition of your room is your responsibility and reflects upon you as a teacher. At the end of the day the floor should be litter free. If you have custodial requests, please include the superintendent on all communications to ensure follow up. Use the green maintenance request forms in the office.

Committees

There are a variety of committees that faculty may serve on such as: Technology, Classroom to Community, Social, Handbook Policy, Athletic, Wellness, School Beautification, MTSS and Character. Everyone is encouraged to serve on at least one committee during the year.

Computer Issues

If you are having trouble with your computer (connect to the copy machine, getting on network, can't get to your files, something blocked you want to use, can't get on Powerschool, etc.), you are to send an email to QNS. There are little red QNS letters on your bottom toolbar. This will open up an email to them. They can get on your computer remotely and fix most issues or will send someone here. They will send you an email when they have taken care of the problem or someone will contact you. If you are having problems with using a program or a software issue, you may fill out a request for assistance from Mrs. Sholl on a Google form. She will assist staff in the order that the requests come in. She will assist you during her technology periods.

Damage to School Property

All damage to school property should be reported immediately to the office. Any information dealing with the damage (when discovered, who did it, broken glass, etc), should be written out and given to the superintendent.

Discipline

Teachers will follow the discipline guidelines in the Student Handbook and the Guidelines of the PBIS and card incentive programs.

It is best that all teachers make an effort to handle their own discipline problems. By doing so, students have a far greater respect for a teacher's ability to handle their class, and they know that the teacher is the master of his/her own situation.

In case of continued undesirable behavior, the teachers are encouraged to discuss the situation with the superintendent/dean of students. The MTSS team is also available to help the teacher brainstorm strategies for dealing with students. It is recommended that the parents be contacted with difficult discipline as soon as possible.

Elementary teachers may keep students in for recess, if necessary, to complete work or for punishment for poor behavior. If recess detentions are given, it is a teacher's responsibility to supervise the student. However, teachers are reminded that many students need recess time to "burn some energy". Students should not be kept during PE, Art, or Music time. Losing recess privileges should be considered a detention and recorded on the student management system (click on student, log entries, discipline). Every discipline incident needs to be recorded.

Junior High teachers may assign students detentions for minor discipline problems and tardies. Students who arrive at class (Unexcused) more than three times should be given detention. The detentions are to be served with the teacher who gave the detention. If the teacher must leave school and cannot stay for the after school detention, they need to make arrangements with the office, in advance, for the detention to be served in the office. Teachers should give a copy of the detention slip to the office so it may be added to the student's discipline file, and the detention should be recorded on Powerschool by the teacher. If a student fails to serve the detention, the office should be notified. Teachers should review the section on detentions in the Student Handbook.

When a teacher feels that a student must be removed from the class, the teacher may send the student to the superintendent/dean of students to file a Behavior Incident Report. It will be assumed that if a student is sent to the office, they have committed a discipline infraction that would require a significant consequence such as detention or suspension. The superintendent/dean of students will work to fill out the report with details and restorative action. The teacher needs to send in details as soon as possible without interrupting instruction. Instances of discipline infractions would include: being disrespectful to students or staff, fighting, cheating, theft, destruction of school property, suspected use of drugs/alcohol, bullying, harassment, and refusal to comply with the teacher. Repeated offenses of some behaviors would also warrant a visit to the superintendent's/dean of students office including refusal to do work, lack of respect for others, and repeated tardiness. Students are not to be set out in the hall due to their behaviors. If the behavior is disrupting the class, then a private conference with the student out in the hallway is suggested.

When a student is sent to the office for a discipline problem, the student will be required to fill out a "Behavior Incident Report Form". When student behavior concerns enter the office the superintendent/dean of students will make attempts to notify parents. A written record of the Behavior Incident Form will be placed in the student's file only if a suspension occurs. The student will meet with the superintendent/dean of students to discuss the incident and any consequences (if necessary). A record of small irritations kept by the teacher would be invaluable when talking with the student and/or their parents about their classroom behavior. This is why it is necessary to log every discipline incident on Powerschool.

District #347 does not permit a teacher to hit or slap a student. Use good judgment when assigning punishment. Do not make threats that cannot be carried out.

It isn't abnormal for students to see how far they can go with a teacher. It is normal behavior. However, it is abnormal when students find a teacher that lets them get away with whatever they want to do. Do not get upset when the students "test you" rather be ready to respond to the test. Teachers must set behavior standards for their classroom. For example, talking on your cell phone during class does not set a behavior standard for students. The guidelines or framework which students are allowed to operate is necessary, not only for the individual, but for the entire class. There is no set formula for dealing with discipline. Students will bring their own emotions and life circumstances to the situation. There is nothing so unequal as treating all students equally. That is why teaching requires a special kind of human understanding.

Drug- and Alcohol-Free Workplace

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District, and
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

1. Provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
2. Post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations;
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The School Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Emergency Procedures

Each room should have fire and tornado exit procedures posted near the door. Teachers also have a complete listing of procedures for each room for both fire and tornado situations and a red emergency folder. The red folder should contain class lists. During a natural disaster or fire, the teacher should take the red folder with them to the emergency location. In addition, the school has a crisis plan in place that every employee should be familiar with to know what his/her role is during situations. **No talking should be permitted on the way out of the building during emergencies or drills.** Unnecessary noise at this time prevents hearing instructions in case an exit is blocked or a real emergency exists.

Extra Duties and Responsibilities

Teaching is a profession and thus a teacher's responsibility does not end at 3:00 p.m. There are occasional school activities that call for the presence of teachers. It is extremely important for teachers to attend school activities. You are not expected to attend 100%, however, the image of school people certainly improves as they are seen at special activities. Faculty members will sometimes be asked to help out with school activities.

Weekly Meetings are held for teams and monthly faculty meetings. Faculty meetings will be held at 7:30 a.m. on the day following all regular Board of Education meetings.

Meetings will be scheduled on the Google Calendar. Information on what meeting, who is to attend, and where the meeting will be located will be posted there. Faculty should add to the shared editable agenda as needed.

You should check your "Flight Plan" every Friday for the following week's events. You must bring your laptop with you to each meeting. If you miss a faculty meeting due to being absent, it is your responsibility to find out what happened at the meeting as you are responsible for the discussion. If you need to address the faculty or would like to discuss a matter, please let the superintendent/dean of students know.

Field Trip Procedures

1. Fill out a trip request form and give it to the superintendent/dean of students prior to the trip. The trip request form must also include a roster of students participating (including students who normally ride a bus, and those that don't).
2. If you are going to need extra help/supervision, make sure that the secretary knows the extra help needed. In order for people to be paid for their extra time, they must report to the secretary what time they returned from the trip.
3. Have students turn in, prior to the day of departure, a trip permission form signed by a parent or guardian. The form should include an agenda, including leave time, return time, and items needed to bring. All elementary classes will need to turn into the office the number of sack lunches needed for the trip (need to turn in one month prior to trip). This would include students and staff members. All parent chaperones should be told to bring their own lunch. The building secretary will notify the cafeteria of the lunches needed.
4. Before departing on the field trip, take attendance and report any absences to the secretary.
5. Assign groups of students to specific chaperones so each knows whom they should supervise.
6. Take copies of the field trip permission and medical release forms with you on the trip.
7. Know where you are going and have appropriate directions and maps available for the bus driver.

Fundraisers

At the beginning of the year, we will set a schedule for fundraising so that we do not have more than one going on at one time. Any class, group, or organization proposing to collect money must have the proper clearance through the sponsor and superintendent. Turn in money collected as soon as possible to the office. Before turning money to the office, count the total amount. Do not leave money in the classroom!!

Grades and Grading

1. Grades should include a variety of assessments such as (but not limited to): class participation, quizzes, tests, book reports, special projects, written reports, speeches, performance based, etc.

2. Students are expected to have homework in a class that is developmentally appropriate for the age of the student. Teachers do not have to give daily homework, but should give enough to accurately assess students. Homework assignments do not have to be lengthy, but should have the students revisit materials that they have covered in class or that will enhance their knowledge of the subject matter. There are times when participation grades are necessary, especially for in-class activities, but most homework assignments are to check for understanding not to give points for completion.
3. Grades should be recorded in such a way so that there are enough grades to justify a quarter or semester grade. Elementary teachers should record, at a minimum, two grades per week per subject. Junior High teachers should have at a minimum, three grades per week for each course. It is important that there are grading opportunities for students who are ineligible to raise their grade. Grading rubrics (for projects, reports, speeches, etc) should be used to objectively grade assignments. Students should be given product descriptors (like a copy of the grading rubric) so that they know what they are going to be graded on.
4. For consistency, Junior High teachers should use a point system. Elementary teachers are encouraged to use a point system, also.
5. Students should be constantly aware of the progress they are making or failing to make. Grades should be updated at a minimum of once a week on Powerschool. We have many parents who get on the computer to check their child's grades regularly. Posting grades on time is part of your teacher evaluation. Failure to repeatedly post grades on time will result in a letter to the file.
6. Teachers should return graded work as soon as possible. Ideally, graded homework should be returned within 1-2 days after being collected. This gives the student feedback on their progress, and acknowledgment of mistakes they are making. It is understood that large projects will take longer to grade.
7. Parents should be notified early in the grading period if a student is doing poorly in class. Parent contact is required of the teacher when a student is receiving a D or an F. Reports that go home should give some indication as to the reason the student is doing poorly. It would be best to contact the parent by phone, email, or text message. A teacher of a student who is failing a class should have regular correspondence with the parents of the student who is failing their class.
8. By 9:00 AM on Wednesdays teachers who have students with missing assignments need to add them to the list for after school study hall making sure to include the work that needs to be completed.

9. Teachers are to update PowerSchool with ineligible students (students participating in IESA activities who are failing class) by 9:00 AM on Wednesday (5th grade and junior high). This would be based on the grade they had at the end of the day before. All faculty are to use the following scale:

98-100	A+	A+	78-79	C+	0-59	F
93-97	A	A	73-77	C		
90-92	A-	A-	70-72	C-		
88-89	B+	B+	68-69	D+		
83-87	B	B	63-67	D		
80-82	B-	B-	60-62	D-		

10. If the majority of your students are receiving A+'s or A's in your class, you should look at the difficulty of the material covered, or how you are assessing your students. We are expected to "Prepare Students For the Future" which includes relevant and rigorous material. Inversely, if all students are getting D's and F's in your class you should also look at the difficulty of the material or the quality of your tests. Each group of students that you have will bring different characteristics to the class. You should adjust your teaching to meet the needs of the students being served.

Harassment and Sexual Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment in general and sexual harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status. Harassment of students, including, but not limited to, sexual harassment, is also prohibited. The School District's anti-harassment policy is specifically set forth in Board Policy 5:20 - *Workplace harassment Prohibited*.

Sexual Harassment Prohibited

Every School District employee shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment of the basis of sex as defined and otherwise prohibited by State and federal 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 Complaint

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employee's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. Aggrieved employees, 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: the superintendent, Janet Gladu, @ (217)659-3713 or by email at jgladu@laharpeeaqles.com.

Investigation Process

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the School District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when the Superintendent becomes aware of an allegation, regardless of whether a written report or complaint is filed.

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 authority of the Board in the context of the relationship of the third party to the District (i.e., vendor parent, invitee, etc.) Any employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, 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 bona fide complaints or providing information about harassment is prohibited and whistle-blower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), The Whistle-blower Act (740 ILCS 1 74), and the Ill. Human Rights Act (775 ILCS 5/). An employee should promptly report allegations of retaliation to the Superintendent. 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 Illinois Inspector General ((888) 814-6200) and the U.S. Equal Employment Opportunity Commission ((800) 669-4000). A complaint with the Illinois Department of Human Rights or the U. S. Equal Employment Opportunity Commission must be filed within 300 days of the alleged incident (unless it is a continuing offense).

Illinois Learning Standards and Local Assessments

Teachers are responsible for teaching and assessing the Illinois Learning Standards/Common Core Standards. The Learning Standards should be the foundation of your curriculum. Each teacher should have the Learning Standards posted in their room. Teachers are expected to cover their standards and units should be planned accordingly. Assessments should be coordinated with the required standards.

Laminating

A large roll laminating machine is located in the library. A small roll laminating machine is also available in the library. Material to be laminated should be taken to the library and left in the designated area. We will have a regular laminating day and will assign a paraprofessional to laminate once a week. Please attach your name to the material for identification. Please use discretion when laminating.

Leaving Classes Unattended

It is very poor judgment, as well as unacceptable behavior, to leave a class unattended in light of school and teacher liability as well as a waste of instructional time. Your job responsibility is to teach students. If you are not actively teaching, you should be in your classroom to assist students who need help on their homework and to supervise those working quietly even if there is a paraprofessional in the room. This is for your own, as well as the school's protection. If an emergency should arise and you should need to leave your room for a few minutes, ask the teacher next door to watch your class while you are out. Instances where classes are unsupervised will be recorded in the teacher's file.

Library/Media

Elementary teachers will schedule with the library staff a weekly visit. Elementary students may check out books other than their scheduled time, if the library staff is notified that you will be sending students on a different day. Students are not to be sent to the library to get/return books when the librarian is not available. While at the library, the teachers are to stay with their class.

Students are encouraged to make use of the library materials that are available. Please contact the library staff when you need to schedule the library facility or to receive reference materials. Teachers are to check out books, not just take them out of the library. Also, materials and books checked out by teachers should be returned in a timely fashion. The library staff has requested that all audio/visual equipment be checked out by those wishing to borrow them (the same procedure as books, as the equipment is barcoded). Also, if anything is missing from

equipment, such as cables, please let the library staff know as soon as possible so that they may be replaced.

Mandated Subjects and Holiday Observations

There are certain subjects that we have to teach and report this information back to the state. Please consult the current state list and keep records of those subjects and mandated observations

Mentoring Program

First year teachers will be provided a mentor to help them adjust to teaching. The mentoring program is a two year program that provides support to the beginning teacher.

Multi-tiered Systems of Support is the practice of providing high quality instruction and interventions matched to student need, monitoring progress frequently to make changes in instruction or goals, and applying student response data to important educational decisions.

Our MTSS program integrates assessment and intervention within a multi-level prevention system to maximize student achievement and to reduce behavior problems. With MTSS, schools identify students at risk for poor performance on learning outcomes through universal screening of core content, monitoring student progress, and providing evidence-based interventions, while adjusting the intensity and nature of those interventions depending on a student's responsiveness.

In our MTSS program, eligibility determination for special education services occurs when a student's response to both core instructional and supplemental interventions does not result in a movement toward achieving benchmarks and peer performance levels. In addition, a student may be considered for special education if her/his response to intensive interventions produces a meaningful growth rate (toward the attainment of proficiency in a given area), but that growth rate requires significant and ongoing resources beyond general education to maintain. The integrity of both core and supplemental interventions must be assured prior to determining that a student has a disability. This assurance is accomplished through collection and use of student performance data.

Eligibility determination can be made using the convergence of data from multiple sources to document each of the following four eligibility criteria:

1. Level Differences, such as large performance differences compared to peers and benchmark expectations in relevant domains of behavior. Standards of comparison may include national, district or area normative data, grade-level benchmarks and/or developmental norms.
2. Rate of Learning Differences, such as large differences in rate of learning compared to peers and trajectories toward benchmarks when provided with high-quality interventions implemented over a significant period. This determination is based on the frequent assessment of the student's progress in response to a carefully implemented, scientifically based instruction.

3. Documented Adverse Impact on education and need for special education. The student's performance problem must have a demonstrable adverse impact on his or her education and the student must demonstrate the need for specially designed instruction (special education) to make or maintain meaningful progress. To determine adverse impact, the MTSS team examines and documents the impact of the student's performance problem(s), and performance and progress in the school curriculum.

4. Exclusion Factors: (1) rule out sensory impairments and absence of instructional opportunities. (2) Depending on SEA disability categories, rule out mild mental retardation, emotional-behavioral disorders and speech/language and other disabilities as the primary cause of the significant achievement deficiency -Identifying that the disability is not the result of a "lack of appropriate instruction in reading, including the essential components of reading instruction," "lack of instruction in math," or "limited English proficiency" (20 U.S.C. 1414(b) (5) (A-C).

It is understood that there are some students who may not be eligible for special education who may nonetheless continue to need an array of support services in general education to make meaningful progress. Give a stipend for the mentoring.

Newsletters

Teachers should send informative newsletters home to parents monthly, or in some instances, quarterly to help keep the "school to home" connection. Please turn in a copy of your newsletter to the dean of students to put on the "teacher bulletin board". All teachers should have a Google Site web-page on the school website where parents can see a weekly general lesson plan on Friday for the following week. This site is also the hub for all links and resources needed for the class.

Parent Communication

It is very important to have positive contact with parents early in the year. Please keep track of all parent contact. Make a file folder or keep an envelope that you can put copies of notes you send home. Have a telephone log related to whom you called, the date and the reason. You will be asked to turn in information on the number of parent contacts for a state report before you leave at the end of the year.

Parent-Teacher Conferences

It is expected that all teachers will be in attendance at scheduled school conferences. Please discuss any special circumstances that would deviate from this ahead of time with the superintendent. Elementary teachers will make appointments with parents of all students in their classes. All teachers who work with a particular student should be involved in the conference, if at all possible. Please schedule ample time for a conference, depending on the number of staff involved. These conferences are to be scheduled during the week of parent/teacher conferences. Most conferences should be scheduled during Thursday evening and Friday morning. No conferences should be scheduled during the school day.

Junior High teachers are to be at the evening and morning scheduled conference so that they are available for drop-in conferences. They are also encouraged to make appointments with parents for students that are having difficulty in their classes.

Passing Periods and Hall Duty

Students in grades PK-5 are to be escorted to other areas of the building and campus. Students in the primary grades should not be allowed to leave the room without adult supervision. In cases of extreme emergencies, teachers are expected to use their best judgment.

All Junior High teachers are requested to help with crowd control during passing periods. Please use your authority to stop excessive noise or rowdy behavior in the halls prior to, during, and after school. Students should not be in the halls during class unless it is an EMERGENCY. If they must leave a class, they should carry the teacher's hall pass.

Plan Books and Curriculum Mapping

Teachers will have a choice of planning documentation. Each teacher is required to keep a plan book for at least one week in advance. A general weekly lesson plan including objectives must be on the website each Friday for the following week. This helps organize the week's lessons in a logical and continuous order. It also is helpful, in the event of your absence, for a substitute. For these reasons, your lesson plan book should be on your desk where it is easily found. Online plan-books should be shared with administration. Plan books will be randomly checked during the year. Each day (and) period (and) subject should include the objective of the lesson, special instructions for the lesson, and the assignment and/or assessment. It is important to put this information in the lesson plan book as you will be evaluated on your short term planning in your evaluation. You should also be able to link your lesson to the corresponding required standard. Your lesson plan book will be analyzed during the school year to assess planning. Teachers who do not keep current plans will receive a notice in their personnel file. Unit plans and Curriculum maps will be collected annually.

Planning Period

Planning periods have been included in the teacher's schedule as a means of improving the quality of instruction. They are an integral part of the school work day and should be used to work on details relating to classroom instruction, procedure, or equipment. You are expected to be at school during this time. If an emergency exists and you have to leave campus during your planning period, please sign out in the office.

Professional Characteristics

Teachers should be familiar with the professional characteristics expected of them as outlined in the Teacher Evaluation Plan. Teachers will be evaluated on those criteria.

The Illinois Professional Teaching Standards are listed in the back of the Faculty Handbook. Please be familiar with the teaching standards. Knowledge and Performance Indicators are listed.

As professional employees, we owe it to our fellow faculty members and students to act in a professional manner at all times. Professional teachers should focus on teaching and learning issues and not gossip about fellow faculty members and/or students. Teachers are expected to bring issues relating to their teaching assignment to the superintendent to be discussed in a professional, adult manner. The administration encourages professional learning discussions. Teachers should dress professionally and show enthusiasm for their teaching assignment. They should be good role models for students by following school policies and rules. Teachers should be positive and not use sarcasm when dealing with students. Confidentiality is critical. For example, student grades, behaviors, and family circumstances are not to be shared, or discussed with anyone other than the student, parents, or other faculty members that need to know.

Professional Development Plan

All teachers will be required to complete an individual Professional Development Plan annually. The teacher will meet with the superintendent and the beginning of the year to discuss the plan. The plan should focus on areas where the teacher would like to improve pedagogy, content knowledge, classroom management, or professionalism.

Professional Development Opportunities

Teachers are encouraged to attend professional development opportunities outside the district including conferences, workshops, webinars, and other training. Teachers should fill out a "Travel Request Form" and turn in to the superintendent. At the conclusion of the professional development, the teacher should submit a written report summarizing the professional development including information on how the professional development has been used in the classroom along with any testing data that supports effectiveness. The report should be turned in within one week of the training.

Professional Discussion with the Administration

As a qualified teacher, it is expected that the teacher will handle the day to day routines of teaching with a high degree of independence. However, there are some circumstances that should be shared or discussed with the administration such as: concern for a student's welfare and/or safety, dangerous situations such as fighting, building maintenance, retention possibilities, special education concerns, patterns of student misbehaviors that repeatedly disrupt the educational process, suspected abuse, curriculum concerns, issues that may impact a teacher's ability to teach, and other important issues that may come up. It is also important to let the superintendent/dean of students know when you are leaving the building (nature walk, visiting the nursing home,

extra recess for good behavior, etc.) or going to another classroom for a “project”, so if a parent calls looking for a child or there is an emergency, we know where to find you. You should also get approval for all of those “trips” before you go. All classroom speakers and volunteer help need to be pre-approved and signed into the office daily. If there was an emergency, we need to know who is in the building and what time they are here.

Remote Learning Day Expectations

Decisions to implement a Remote Learning Day(s) will be made when feasible. The Superintendent will make every effort to provide advanced notice of this decision.

Teachers are expected to:

1. Prepare and plan for Remote Learning Days. Ensure students fully understand what is expected of them on a Remote Learning Day.
2. Provide a schedule for students and parents ahead of time. This schedule is something that should be a part of a teacher’s beginning of the year information shared.
3. The schedule should reflect the times students are to be expected to attend or view lessons and times the teacher is available for student questions and assistance.
4. Be accessible and working during contractual hours while making time for lunch and planning.
5. Provide at least 2.5 hours of live instruction via Zoom or Google Meet. For Junior High that is at least 20 minutes of live instruction per class. For teachers who do not have internet availability or stability at home to provide live instruction, recorded lessons are permissible.
6. Be available via email or video conferencing for students from 8:00 - 3:15 when not live.
7. Provide individualized assistance and lessons for students with special needs or IEP’s

Smoking/Tobacco Products/e-cigarettes

There is no smoking on school grounds at any time due to Illinois state law. Teachers are prohibited from using any tobacco products or e-cigarettes on school grounds.

Social Media Policy

This is the official policy for social media use for La Harpe Community School District No. 347 and provides guidance for all staff members, Administrators, and Board members on their professional and personal use of social media.

All School District employees and staff members are responsible for knowing and understanding this policy, including all elected and appointed officials.

Professional Use of Social Media

The School District recognizes that you may wish to use social media in your own personal life. This policy does not intend to discourage or unduly limit your personal expression or online activities.

However, you should recognize the potential for damage caused (either directly or indirectly) to the School District, School District employees and staff members, or School District officials in certain circumstances via your personal use of social media when you can be identified as an employee of the School District. Accordingly, you should comply with this policy to ensure that risk of such damage is minimized. You are personally responsible for the content you publish in a personal capacity on any form of social media platform. Remember that all posts are public and often permanent. When in doubt, you should seek guidance from the Superintendent on how to comply with this policy. The School District reserves the right to read what you write or say publicly and make a determination if it meets this policy.

- Represent yourself accurately. Unless the Superintendent has designated you to speak officially for the School District, you should not state that you write or speak on behalf of the School District or that your viewpoints are the same as the School District's, and you should make this clear to those reading or listening to your points of view.
- Do not disclose private or confidential information about the School District, School District Employees or staff members, students, parents, or guardians, or any other persons that you obtained through your employment with the School District. Confidential information is information that is exempt from disclosure under Sections 7 and 7.5 of the Illinois Freedom of Information Act (5 ILCS 140/7 and 7.5) or which is prohibited from being disclosed under state or federal law.
- Even when using social media on a personal basis, employees and staff members may be disciplined for posting material that is, or might be construed as, vulgar, obscene, threatening, intimidating, harassing, or a violation of School District workplace policies against discrimination or harassment on account of age, race, religion, sex, sexual orientation, ethnicity, nationality, disability, or other protected class, status, or characteristic.
- If you chose to identify your work affiliation on a social network, you should regard all communication on that network as you would in a professional network. Ensure your profile, photographs, and related content are consistent with how you wish to present yourself with colleagues, parents and students.
- Employees and staff members who access social media during work hours or on School District owned equipment should still comply with the School District's

computer usage policy. There is no right to privacy on School District owned equipment.

- The School district may discipline employees for making a comment or posting any material that might otherwise cause damage to the School District's reputation or bring it into disrepute. When the employee's comment is made as a citizen and not as an employee and is made on a matter of public concern, the School District may discipline the employee in situations where the interests of the School District in promoting efficient operations outweighs the interests of the employee in commenting on such matters of public concern.

Nothing in this policy shall be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the Illinois Educational Labor Relations Act. The School District has and always will comply fully with obligations under the Illinois Educational Labor Relations Act. Likewise, nothing in this policy shall be interpreted in a manner that unlawfully restricts an employee's rights under the federal or state Constitution. The school district has and always will comply with federal and state law.

A violation of this policy may subject an employee or staff member to discipline, up to and including termination.

Special Education Students

If a student has an IEP, the teachers of that student must follow the specifics of the plan. The special education teacher(s) will provide the teacher(s) a list of accommodations they are to make in the classroom for all students with an IEP. The special education students will be expected to take part in class activities such as discussions, homework, and tests within the parameters of their IEP. The classroom teacher will grade classroom work and recommend a grade for the student based on performance. If a teacher believes that a student is in need of special education services, but is not receiving them, they should consult the MTSS team and fill out the appropriate paperwork. The teacher must try scientifically based classroom accommodations before referring the student to the pre-assessment team.

Student/Faculty Dress Code

Teachers should dress appropriately for their profession. Fridays are always Eagle Spirit days and Purple and Gold is encouraged. Professional dress is OK but it is not a day to look sloppy. All faculty members should be aware of the student dress code as outlined in the Student Handbook. Faculty members should also follow the guidelines as listed in the student handbook. If a student has inappropriate clothing, the teacher should notify the student that they need to change.

Student Request to be Absent

Students who wish to be gone from school for 1 or 2 days will receive a "Pre arranged Absence Form" from the office to take around to their teachers. You are asked to record the number of times that student has been absent from your class, an estimation of their grade, and any comments you have. The form will give you notice on the intent of the student to be absent so you can plan accordingly. It will also forewarn parents of the student's academic standing. Students should have the understanding that all homework or make-up tests are the student's responsibility. The homework will be due the day the student returns if you give him/her the work before they leave. Any tests scheduled in the student's absence will be given the day that they return, In the case of vacations requested by the parents, students will follow the "Vacation During School In Session Policy". Teachers will choose what assignments students will do for their Independent Study Contract.

Study Halls

1. A firm control of students and a study atmosphere should be maintained at all times.
2. No student(s) should leave the study hall and go to a classroom, or the library/computer lab) unless he/she has a pass from the teacher.
3. Teachers will keep a log of students who leave the room and the time that they leave.
4. Expect students to come to study hall with study material. Do not let them get into the habit of going to their locker. If you feel conditions warrant, have the student take your hall pass with them to their locker.
5. Students in the hall without a hall pass will be given detentions.
6. Expect students to be seated and ready to work when the bell rings.
7. Students are not to play games on the computer during study hall.
8. Do not let your study hall be a social gathering. Provide an atmosphere that is conducive to studying. Allowing 5 minutes at the end of the study hall for conversation could be a reward for working hard during the study hall.
9. There is to be no food, pop, juice, or playing cards during study hall. Water is allowed.
10. Students will get away with what you let them get away with. They will study if that is the policy you establish.

Substitutes

If a teacher needs to be absent due to illness, doctor appointments, or workshops, etc., they need to let the office secretary know as soon as possible so a substitute teacher can be found to cover the teacher's classes. If there is an emergency, and you need to be gone that day, please call the school secretary as soon as possible. Teachers are expected to have lesson plans available for a substitute teacher. Teachers covering classes for other teachers will be paid according to contract.

Teacher Aides and Helpers

Some of the primary teachers and special education teachers will have classroom paraprofessionals assigned to work with them and their students. The primary duty is to help with instruction of students and to cover supervision duties so that teachers may get the needed

planning time during the school day. Paraprofessionals should not be grading the student's assignments for the teacher.

Teachers should treat paraprofessionals with respect and provide training when appropriate. Paraprofessionals should have the understanding that they are to go to their supervising teacher for questions or concerns. Paraprofessionals have a job description and an evaluation process that teachers must know. Specific duties that are required of them that are outside of the job descriptions need to be communicated in writing. Do not ask the non-certified staff or paraprofessionals to work beyond their scheduled times, as they are paid hourly, or to run personal duties for you (going to post office, picking up lunch, etc...). All paraprofessionals receive 30 minutes unpaid time for lunch

Teacher aides are paid for working 175 days. An aide who is asked to work additional days or time in their position will be paid at their regular salary rate. Teachers should plan well in advance for any paraprofessionals who will be asked to go on field trips that extend beyond their regular work day. Paraprofessionals are not required to attend. If he/she agrees, then the teacher needs to request permission for the extra paid work from the superintendent before the aides/helper works the day.

Technology Use

LaHarpe District #347 expects teachers to use technology in their classroom. Teachers will be expected to take attendance on the computer, keep a gradebook on the computer, and use the internet and Chromebooks in their classes. Google classroom and Seesaw are required platforms. Teachers will be encouraged to use on-line lesson planning and Promethean Board lessons. Teacher Technology Standards are listed in the back of the Faculty Handbook. There is a NETS (National Educational Technology Standards) Achievement Rubric which explains the skills in more detail. Please be familiar with these. We will expect teachers to be working up to the standards.

Each faculty member has been provided with a district-owned laptop for their school and home use. Each teacher has an email address to receive memos from the office and for inter-school communication. Teachers are all part of a Google Classroom and have shared folders with information pertinent to their position. Students are not to use the teacher's computer. Teachers are logged on and have access to files that could be damaged by a student messing around.

Teachers may sign up to use the computer lab on the schedule posted in the lab. Elementary and junior high teachers will be expected to use the computer lab for group curricular activities as well as using the student computers in the classrooms for individual assessments (Accelerated Reader tests). Please be considerate of others when signing up. There are also carts of Chromebooks for student use. Teachers should utilize available technology to inform parents of upcoming projects or tests.

Team Meetings

Elementary teachers are provided an additional 30 minutes for daily Committee Meetings, Curriculum Meetings, MTSS meetings, Title I meetings, faculty meetings or individual meetings.

All teachers are expected to attend meetings scheduled. If you cannot be in attendance for some reason, you must let the superintendent know.

Textbooks

Before textbooks are issued, they should be carefully numbered and cataloged in our library software system. Textbooks will be checked out by the teacher receiving the books. When books are lost or damaged, the student to whom the book is assigned is expected to pay for the lost book or excess damage. These damages need to be turned in to the office before the end of the school year. Please remind the students to treat their books with care. Many students could benefit from reminders that their books are not to be thrown in their lockers.

Video use

The use of videos/movies for instruction should be carefully considered. Videos/movies must always be directly connected to a required learning standard and the curriculum. Snippets are to be used whenever possible rather than entire films. The instructional minutes are to be safeguarded for teaching and learning rather than watching movies. Any time a full length movie is shown, the superintendent must approve the use of a movie for instruction. Movies with ratings above the student ages are never to be shown without a parent permission form, and permission from the superintendent, as well as the removal of all inappropriate scenes/words.

Webpages

All teachers will have a Google Site webpage . Information about the class, week's lesson plans, assignments, timelines for assignments/projects, copies of assignments, flipped videos, and classroom news can be posted for parent and student access.

If you have any questions, do not hesitate to ask the superintendent/dean of students or the secretary. If you disagree with a policy or procedure, feel free to come and discuss your reasons for disagreement.

Disclaimer

This handbook is not an irrevocable contractual commitment between La Harpe schools and the staff. Rather, its provisions reflect the current status of rules, practices, and procedures as are currently implemented and are subject to change.

La Harpe Community School District
Acknowledgement Form - Faculty and Staff Handbook

I acknowledge receipt of the updated School district Faculty and Staff Handbook for the **2022-2022** school year. I understand that it is my responsibility to read this Handbook and to comply with it in performing my duties for the School District. In the event I do not understand any particular provision in this Handbook, I may seek clarification of the particular provision by contacting the Superintendent, Janet Gladu.

I further understand that the Staff Handbook sets forth (1) a policy against harassment, including sexual harassment, (2) a technology usage policy, (3) a social media use policy; (4) a cell phone usage policy; and (5) a remote learning day teacher requirements policy which discuss my rights and responsibilities as a District employee of staff member regarding these particular matters. I also understand that there are other District policies that address other aspects of my duties as a District employee and staff member in addition to this Faculty and Staff Handbook.

This Acknowledgment Form should be turned in to the Superintendent by no later than Monday, August 22, 2022.

Employee's Name (Printed) _____

Employee's Signature _____

Date _____

2022-2023 Student Handbook
La Harpe District #347 School Information

The School Board governs the school district, and is elected by the community. Current School Board members are:

Dustin Detherage, President	ddetherage@laharpeeagles.com
Jake Allen, Vice President	jallen@laharpeeagles.com
Lacey Covert	lcovert@laharpeeagles.com
Dana Blythe	dblythe@laharpeeagles.com
Bill Collins	bcollins@laharpeeagles.com
Josh Walker	jwalker@laharpeeagles.com
Leandra Dietrich	ldietrich@laharpeeagles.com

The School Board has hired the following administrative staff to operate the school:

Dr. Janet Gladu, Superintendent/Principal	jgladu@laharpeeagles.com
Haley Humes, School Psychologist/SPED Coordinator	hhumes@laharpeeagles.com
Ashlee Goettsche, Guidance Counselor	agoettsche@laharpeeagles.com
Ryan Hopper, Athletic Director/Dean of Students	rhopper@laharpeeagles.com

The school is located and may be contacted at: 404 West Main Street La Harpe, IL 61450 (217)659-3713.

Central Office (217)659-7739

Ashley Johnson, Secretary/Transportation Director	ajohnson@laharpeeagles.com
Laura Jones, Bookkeeper	laurajones@laharpeeagles.com

Elementary/Junior High Office (217)659-3713

Kelly Lafferty, Secretary	klafferty@laharpeeagles.com
Erin Neff, Secretary	eneff@laharpeeagles.com

Faculty and Staff

John Amschler	JH Science/Social Studies	jamschler@laharpeeagles.com
Sarah Amschler	JH English/Language Arts	samschler@laharpeeagles.com
Susan Bray	Title 1	sbray@laharpeeagles.com
Cassie Bundy	4 th Grade	cbundy@laharpeeagles.com
Melissa Burt	Band/Music	mburt@laharpeeagles.com
Wayne Corzatt	Transportation	
Ashley Cox	3 rd Grade	acox@laharpeeagles.com
Kenneth Dail	5 th Grade	kdail@laharpeeagles.com
Emily Detherage	Cafeteria	edetherage@laharpeeagles.com
Steve Ferneti	Paraprofessional	sfernetti@laharpeeagles.com
Carrie Finch	PreK	cfinch@laharpeeagles.com
Cindy Fry	Paraprofessional	cfry@laharpeeagles.com
Julie Garrison	2 nd Grade	jgarrison@laharpeeagles.com
Christina Geissler	Paraprofessional	cgeissler@laharpeeagles.com
Janet Gladu	Superintendent/Principal	jgladu@laharpeeagles.com
Ashlee Goettsche	Guidance Counselor	agoettsche@laharpeeagles.com
Tim Graves	Transportation	
Jennifer Hensley	Kindergarten	jhensley@laharpeeagles.com
Ryan Hopper	Dean of Students/AD	rhopper@laharpeeagles.com
Haley Humes	School Psychologist	hhumes@laharpeeagles.com
Wayne Humphrey	Transportation	
Ashley Johnson	Secretary/Transportation Dir.	ajohnson@laharpeeagles.com
Laura Jones	Bookkeeper	ljones@laharpeeagles.com
Denise Kost	Paraprofessional	dkost@laharpeeagles.com
Kelly Lafferty	Building Secretary	klafferty@laharpeeagles.com
Mark Mathew	Transportation	
Erin Neff	Building Secretary	eneff@laharpeeagles.com
Donna Nell	Transportation	

Karen Nudd	Board Treasurer	
Courtney Painter	Art	cpainter@laharpeeagles.com
Darci Palmer	Paraprofessional	dpalmer@laharpeeagles.com
Kristin Palmer	JH Math	kpalmer@laharpeeagles.com
Susan Pratt	JH Special Education	spratt@laharpeeagles.com
Jeni Richardson	Cafeteria	jrichardson@laharpeeagles.com
Destiny Shumaker	Paraprofessional	dshumaker@laharpeeagles.com
Randy Shumaker	Transportation	
Bill Shipman	Transportation	
Leesa Swanson	Cafeteria	lswanson@laharpeeagles.com
Katie Todd	Paraprofessional	katie@laharpeeagles.com
Jadrien VanFleet	1 st Grade	vanfleet@laharpeeagles.com
Laura Wilhite	Elementary Special Education	lwilhite@laharpeeagles.com

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PREAMBLE: La Harpe Community School District #347 welcomes new and returning students to La Harpe Elementary and Junior High School. We are proud of the advantages and opportunities offered to our students. The mission of La Harpe school is accomplished through the joint efforts of the School Board, Administration, Teachers, Parents, Community, and Students. We want the community to be proud of La Harpe and for our students to uphold the principles of our school. Along with the academic learning offered here, we hope the students will learn a sense of responsibility and justice so that their years at La Harpe School will be happy and successful and in their years beyond school they will be responsible citizens. This handbook is a statement of the policies, traditions, and practices governing La Harpe school. This handbook of information is prepared for all students, teachers, and parents as a guide in matters which we must understand for good citizenship and efficiency in running the school. All handbook and school rules apply to all school-sponsored events. Many questions you may have can be answered by the information given here. Any situation not specifically covered in this handbook is left to the discretion of the administration. We welcome the opportunity to help you at La Harpe school.

1.0 INTRODUCTORY INFORMATION

The Illinois School Code states anyone seeking to enroll a student in any public school in Illinois must follow and meet specific residency requirements. The school district reserves the right to evaluate residency requirements. The school district reserves the right to evaluate residency evidence presented. If requested for evaluation, a proof of residency form is to be completed and returned to the school. Merely presenting the items of proof does not guarantee admission. Proof of Residency must be completed within 30 days of request, or the family will be billed for tuition to continue attendance in our school. Tuition for the 2022-2023 school year will be \$10,997.06 as established by ISBE. Families will be billed from the date of enrollment or the first day of student school year, whichever is later.

WARNING- If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student began attending a District school as a non-resident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a non-resident of the District is guilty of a Class C misdemeanor, except in a very limited situation as defined by State law.

A person who knowingly or willfully presents to School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in the District without the payment of non-resident tuition charge is guilty of a Class C misdemeanor.

1.1 School Operations During a Pandemic or Other Health Emergency

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department

and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best education opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with and individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school districts or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Cross reference: PRESS 4:180, Pandemic Preparedness; Management; and Recovery

1.2 VISITORS

Visitors are welcome at La Harpe school. Please call ahead to arrange a visit with a particular class (as not to disrupt an activity such as a test). All visitors, including parents and siblings, are required to enter through the west door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

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

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.

16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Cross reference: PRESS 8:30, Visitors to and Conduct on School Property

1.3 Equal Opportunity & Sex Equity

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

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

Cross Reference: PRESS 7:10, Equal Educational Opportunities; Press 2:260, Uniform Grievance Procedure.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the superintendent/principal, Dr. Janet Gladu at (217)659-7739 or Mr. Hopper, Dean of Students, at (217)659-3713.

1.4 Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

1.5 Volunteers

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

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

Cross reference: PRESS 6:250, Community Resource Persons and Volunteers

1.6 Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed unless all classmates are invited. Items such as these are of a personal nature and if possible should be mailed. The office is unable to release addresses and phone numbers of students.

1.7 Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks that require refrigeration are not allowed. There must be a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

1.8 Emergency School Closing

In case of bad weather and other local emergencies, please listen to the All Call and KHQA-Ch. 7, WGEM-Quincy-Ch.10, WQAD-Ch.8, KICK 97.9 FM Keokuk or WIUM 91.3/WIUW 89.5 Macomb to be advised of school closings or early dismissals. School closings for any reason will be announced if possible by 6 AM. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after school functions are automatically canceled.

Cross reference: PRESS 4:170, Safety

1.9 Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross reference: PRESS 4:110, Transportation

1.10 Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent/principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school sponsored function, program, or meeting.

Cross reference: PRESS 8:70, Accommodating Individuals with Disabilities

1.11 Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building superintendent/principal at (217)659-7739.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

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

Cross reference: PRESS 7:285, Food Allergy Management Program

1.12 Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the superintendent/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 Diabetes 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 Diabetes 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 Diabetes Care Plan.

For further information, please contact the superintendent/principal.

1.13 Suicide & Depression Awareness & Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

1.14 Parent Organizations & Booster Clubs

Parent organizations and booster clubs are invaluable resources to the district's school. While parent organizations and booster clubs have no administrative authority and cannot determine district policy, the school board 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's school name, 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 has bylaws 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. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, district staff, and community members.
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.
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'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 boost 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 reference: PRESS 8:90, Parent Organizations and Booster Clubs

2.0 ATTENDANCE, PROMOTION & GRADUATION

2.1 Attendance

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

Cross reference: PRESS 7:70, Attendance and Truancy

2.2 Home & Hospital Instruction

A student who is absent from school, or whose physician, physical assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence course, or other courses of instruction before (a) the birth of the child when the student's physician, physician assistant, instruction, and (b) for up to 3 months after the child's birth or a miscarriage.

For more information on home or hospital instruction, contact: Dr. Janet Gladu, Superintendent/Principal.

Cross reference: PRESS 6:150, Home and Hospital Instruction

2.3 Student Absences

There are two types of absences; excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that caused reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reasons as proved by superintendent/principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat support posting. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the superintendent/principal. If a student misses more than 5 days during a school year, a doctor's excuse will be required for additional excused absences.

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

The following procedures apply to student absences:

Absence with Prior Approval

Students who know that they will be absent from school must have parental notification to the office one week in advance of the absences and receive prior approval from the principal before the absence of any part of it will be considered excused.

Absence Due to Extracurricular Activity

Any student excused from class due to participation in an extracurricular activity or field trip should plan to turn in work due for that day prior to leaving. Participation in the activity does not excuse the student

from completion of assignments mad for the next day. All assignments should be given to students prior to departure by the teachers involved.

Unexcused Absence

A student who has an unexcused absence will receive no extra time for completing any class work missed during this unexcused absence period.

An unexcused absence with parent consent is just an unexcused absence, if determined by the school as stated above under attendance. An unexcused absence without parent consent will results in suspension.

Vacations & Special Events During the School Year

Parents are strongly encouraged to schedule family vacations with the school year in mind to ensure that the students attend a maximum number of days.

Requests by parents to have children excused from school for vacations and special events must be filed with the administration. Parents will be asked to fill out a "Parent/Guardian Consent-Vacation During School in Session" form. With the form on file, students will be marked "Absent-Excused". With no form on file, students will be marked "Absent-Unexcused".

Prior to the student's departure, there is no requirement that a teacher will have work ready for the student, but teachers may provide work to do.

Students will be expected to complete an "Independent Study Contract" before leaving in which activities will be due upon return.

Students will be expected to turn in all work that was missed in addition to the activities chosen on the Independent Study Contract. All work will be made up within the time allotment (one day for each day gone) including homework, projects, quizzes, and tests. Work that is not made up or turned in on time will receive a "0" score.

Activity Eligibility

In order to be eligible to participate in an extracurricular activity (including practices) students must be in attendance at least ½ of the day of an activity and arrive no later than 11:15 AM.

On School Improvement Days they must be in attendance by 10:15 AM.

Any person whose absence is excused for any reason other than illness or injury for any portion of the day may participate in any activity at the discretion of the superintendent/principal.

Leaving School During the Day

Appointments- Appointments should be made with the student's schedule in mind. Appointments should be made so that students will miss a minimum amount of school time. The procedure to be followed is:

Students who have appointments during the school day should have a note from a parent stating what time they will be picked up, the doctor's or dentist's name, time, date and location of the appointment.

All students must sign out in the office and receive permission to leave from the superintendent/principal or her designee.

Students are expected to return to school as soon as the appointment has concluded and report to the office.

Illness- Students, who become ill during the school day, must follow the procedure below:

Students must be checked out in the school's office by their parent or guardian.

Students who leave the school building without following the above guidelines will be considered unexcused and may receive a suspension.

A phone call after the student has left without permission will not suffice.

Tardies

On the 3rd unexcused tardy in a class, students will be given a detention by the teacher. Each successive unexcused tardy will result in a detention for each additional occurrence.

In the event of any absence, the student's parent/guardian is required to call the school at (217)659-3713 before 8:00 AM to explain the reason for the absence. If a call has not been made to the school by 10:00 AM on the day of the student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Cross reference: PRESS 7:70, Attendance and Truancy

2.4 Hunting

Students wanting to hunt need to turn into the office a copy of their permit and complete a "Request to be Absent" form. If a teacher does not sign their form, due to failing or low grades in the class, students will not be excused from that class period.

2.5 Release Time for Religious Instruction and Observance

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

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Cross reference: PRESS 7:80, Release Time for Religious Instruction/Observation

2.6 Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Cross reference: PRESS 7:70, Attendance and Truancy

2.7 Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of their prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

Referral to the truancy officer

Reporting to officials under the Juvenile Court Act

Referral to the State's Attorney

Appropriate school discipline

A student who missed 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

Cross reference: PRESS 7:70, Attendance and Truancy

2.8 Grading & Promotions

School report cards are issued to students every quarter which is about nine weeks. Midterm reports are sent home during the 5th week for students with a grade of D or lower. Some teachers may send home low C notices. Grades are based on a 4.0 scale (A=4.0, B=3.0, C=2.0, D=1.0, F=0). Cumulative grades are averaged each quarter. The following scale is used for letter grades:

98-100	A+	88-89	B+	78-79	C+	68-69	D+	0-59	F
93-97	A	83-87	B	73-77	C	63-67	D		
90-92	A-	80-82	B-	70-72	C-	60-62	D-		

For questions regarding grades, please contact the classroom teacher.

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

One or all of the criteria below should be used as guidelines upon which the decision to retain should be based:

The student has final grades that justify retention (grades of F for all four quarters, 2 or more F's in fourth quarter).

Performance on state and national achievement tests may reinforce the need for retention.

Current academic and maturity factors combine to indicate success at the next grade level will be extremely unlikely or impossible for the student.

Sub-standard achievement is the result of frequent or prolonged absence, lack of effort, or physical/social immaturity.

The following process will be utilized to assure the best possible decision for each individual student:

During the second 9 weeks, progress is reported to the parents. If progress is inadequate and the teacher feels retention may be a consideration, the parent will receive written information about this possibility. During the third 9 weeks, progress is reported to the parents. If progress is inadequate, retention is seriously considered and discussed at a conference. *A written report will follow up on the conference, restating the information discussed.* Student progress is closely monitored during the first 3 weeks of the fourth quarter. At the end of this time, if the classroom teacher deems retention necessary, a meeting of the Review Team is convened. The Review Team will consist of teachers, parents, and principal. The team may also include resource specialists and the student, if appropriate. The Review Team will use an evaluation instrument rubric based on four criteria when recommending retention. The four criteria will be current grades, grade point averages, testing scores, and teacher evaluation. The team may recommend summer school, extra tutoring, internet courses, or other methods to make-up deficiencies in subject matter. The team will look at the evidence in light of what is in the best interest of the student. If the Team cannot reach a unanimous decision as to whether to retain or promote, the decision will be left to the principal in consultation with the school Psychologist and guidance counselor. Final decision on retention cannot be made until after 4th quarter grades are recorded. Students who do not meet state requirements for 8th grade promotion (US Constitution, Illinois State Constitution, Flag Test) will not be promoted to high school.

To assure the implantation of this process and that procedures have been followed, parents have a right to appeal to the Superintendent/School Board as a part of their due process rights.

Cross reference: PRESS 6:280, Grading and Promotion

2.9 Honor Roll

6th, 7th and 8th Grade students will be recognized in the following manner at the end of each nine-week grading period:

High Honors: Students must have a GPA of 3.85 or higher

Honors: Students must have a GPA of 3.50-3.84.

Honorable Mention: Students must have a GPA of 3.25-3.49.

Students may have no grade lower than a "C" to be eligible for Honor Roll.

Grades received in all classes (Math, Social Studies, Science, Language Arts, Health, Computers, PE, Chorus, Band, and Art will be used to calculate GPA).

Quarterly assemblies will be held to recognize all students who are on the honor roll.

2.10 Homework

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

1. Late homework- teachers may deduct points from homework at their discretion.
2. Students with missing assignments will attend an afterschool study hall during the week of the missed work. Homework will be completed during after school study hall. If homework is done, the student must quietly read. Afterschool study halls will be on Wednesdays but are subject to change with parent transportation required. Students will need to be picked up by 4:30.
3. Homework completed in after school study hall will be scored at the teachers' discretion. After school study halls will be scheduled with families by the principal, once per week. After 3 missing assignments students will be subject to further after school study halls.
4. Chronic failure to turn in assignments will result in detentions, and/or parent conferences.

2.11 Exemption from PE

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons for the request.

A student in grades 7-8 may submit a written request to the superintendent/principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case by case basis.

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

1. He or she (a) is in grades 3-8, (b) his or her IEP or 504 plan requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's IEP.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the school district from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the premises of the school district.

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

1. The time of year when the student's participation ceases; and
2. The student's class schedule

Cross reference: PRESS 7:260, Exemption from Physical Education

3.0 STUDENT FEES & MEAL COSTS

3.1 Fees, Fines and Charges; Waiver for Student Fees

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites are met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

1. An illness in the family
2. Unusual expenses such as fire, flood, storm damage, etc.
3. Unemployment

4. Emergency situations
5. When one or more of the parents/guardians are involved in a work stoppage.

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

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

Cross references: PRESS 4:110, Transportation; PRESS 4:140, Waiver of Student Fees; PRESS 4:140-AP, Fines, Fees, and Charges-Waiver of Student Fees; PRESS 4:140-E1, Application for Fee Waivers; PRESS 4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal

3.2 School Lunch Program

All students are receiving free lunch and breakfast for the 2022-2023 school year.

Breakfast	All Students- FREE	Adults- \$2.50
	Reduced- FREE	
Lunch	All Students- FREE	Adults- \$3.60
	Extra & Room Milk- \$.40	

Breakfast is served every school day from 7:30 AM to 7:55 AM. All meals are free this year. The NFLF is available and must be on file for those families wanting the curriculum fee of \$70.00 waived. For an application, contact the building principal. The approved application is necessary to waive the registration/curriculum fee.

Cross reference: PRESS 7:70, Attendance and Truancy

4.0 TRANSPORTATION & PARKING

4.1 Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the superintendent/principal.

4.2 Bus Conduct

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

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

1. Be nice to the bus driver.
2. Be nice to other students on the bus.
3. Stay in your seat at all times.
4. Be quiet at railroad crossings.
5. No loud talking, laughing, yelling or swearing.
6. No loud technology. Silence devices or use headphones if the driver allows use.
7. Do not throw items on the bus.
8. Keep your center aisle clean.
9. Do what your bus driver tells you to do.
10. No arms or hands out the windows at any time.

A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school/bus rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

Video and audio camera may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues contact: Superintendent/Principal Dr. Janet Gladu or Transportation Director Ashley Johnson at (217)659-7739.

Cross reference: PRESS 4:110, Transportation; PRESS 7:220, Bus Conduct

4.3 Parking

The school has specified locations available for school visitor parking.

Those dropping off and picking up children may park in the north parking lot between 7:45 AM-3:00 PM.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME, not even when picking up from practice or ball games. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

5.0 HEALTH & SAFETY

5.1 Immunizations, Health, Eye and Dental

Required Health Examinations and Immunizations.

All students are required to present appropriate proof of a health examination and immunizations against, and screening for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade.
2. Entering the sixth and ninth grade; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grade 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. 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.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by 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 an appropriate medical professional.

5.2 Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (a) proof of a completed eye examination, or (b) that an eye examination will take place within 60 days after October 15.

Cross reference: PRESS 7:100, Health, Eye and, Dental Examinations, Immunizations; and Exclusion of Students

5.3 Dental Examination

All students entering kindergarten, second, second, sixth and ninth grade must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents:

(a) proof of a completed dental examination, or (b) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the superintendent/principal a signed statement explaining this objection.
2. Religious grounds if the student's parent/guardian presents to the superintendent/principal a completed Certificate of Religious Exemption.
3. Health examination of immunization requirements on medical grounds if a physician provides written verification.
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

5.4 Student Medication

Taking medication during school hours or during school related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form".

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess an epinephrine injector (EpiPen) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injector or medication required under a qualifying plan. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact

the superintendent/principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The district may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use:

1. Asthma medication
2. Epinephrine injectors
3. Opioid antagonists
4. Glucagon

No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

Emergency Aid to Students

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

Cross references: PRES 7:270, Administering Medicines to Students; PRESS 7:270-AP, Dispensing Medication; PRESS 7:270-E, School Medication Authorization Form

5.5 Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance.

Cross reference: PRESS 6:270, Guidance and Counseling Programs

5.6 Safety Drill Procedures & Conduct

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

Cross references: PRESS 4:170, Safety; PRESS 4:170-API, Comprehensive Safety and Crisis Program

5.7 Fire Drills

Fire Drills will be held at various times throughout the year. When the fire alarm sounds, all people must vacate the building immediately. Each room will have an assigned route out of the building. This route will be posted by the door in each room. These will be rehearsed. Be sure to know the route in each of your classrooms. Never go back into the building before the all clear signal is given. Your personal belongings can be replaced but you can't. Specific rules:

1. BE QUIET during an evacuation. You must be able to hear any directions that are given.
2. STAY CALM during a fire evacuation as this is most important to your safety.
3. EXIT ROUTES designated for your room must be followed. Know the regular routes.
4. SINGLE LINES: students should leave the room in single file and remain so while in the hallways. NEVER push or shove those in front.
5. BE SURE that the last person to leave the room will be sure the lights are turned off and the classroom door is closed.
6. HALLWAY: while walking in the hallways, stay near the wall and in single file. BE ABSOLUTELY QUIET!!
7. STAY IN GROUP: each teacher shall stay with their group. Make sure that all your students are safely out of the building. Men teachers are to check boys' restrooms and women teachers are to check girls' restrooms.
8. 300 FEET: after leaving, the leader of each group will continue walking until everyone can be at least 300 feet from the building. Stay in single file after emerging from the building. DO NOT GO BACK INTO THE BUILDING!!!!
9. ALL CLEAR SIGNAL: after you leave the building, stay outside until you hear the all clear signal. Do not re enter until given specific directions to do so from your teacher.
10. STAY QUIET: when you return to the building, remain silent as you go directly to the room that you left at the time the alarm sounded.

5.8 Tornado & Disaster Drills

In the event of a tornado, severe storm, or other disaster, the emergency signal will be sounded over the intercom, followed by any special instructions. All students and faculty are to proceed at once to the designated shelter areas of the building. Specific rules:

1. BE QUIET during an evacuation. You must be able to hear any directions that are given.
2. STAY CALM during an evacuation as this is most important to your safety.
3. ROUTE TO SHELTER: know the route your class is to follow to the designated area.
4. STAY AWAY from outside walls, doors and windows.
5. CLASSROOM PREPARATION: leave windows on the east side of the building slightly open. Turn off the lights. Leave the classroom door open.
6. HALLWAY: while walking in the hallways and on the stairs, stay near the wall and maintain a single file line.
7. PROTECTIVE POSTURE: upon reaching the shelter area, each student will sit down and face the interior wall. Leave a passageway through the center of the hallway. When danger is imminent, the commands for assuming the protective posture will be given. EVERYBODY DOWN! Crouch ON ELBOWS AND KNEES! HAND OVER THE BACK OF YOUR HEAD! It is essential that these commands be understood and obeyed. STAY QUIET!

8. ALL CLEAR: when the drill has ended, you will proceed directly back to the room that you were in when the alarm sounded. Go quietly and in single file.

5.9 Communicable Disease

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

The following guidelines apply:

Chicken Pox: exclusion for at least six days after the onset of skin eruption.

Mumps: exclusion for nine days after the onset of swelling and until all swelling is gone.

Strep Infection: exclusion until the child has been on antibiotic therapy for at least 24 hours.

Pink Eye (Conjunctivitis): exclusion until diagnosed by a physician. If bacterial, antibiotic treatment for at least 24 hours and the eye is clear before the child returns to school. If viral, child may return to school with a written statement from a physician that the condition is not contagious.

Skin Rashes, and Eruptions: exclusion until the condition clears or the parent presents a written statement from a physician that the child's condition is not contagious.

Infectious Mononucleosis, Meningitis, and Hepatitis: exclusion until the parent presents a written release from a physician.

Cross references: PRESS 7:280, Communicable and Chronic Infectious Disease; PRESS 7:280-AP, Managing Students with Communicable or Infectious Diseases

5.10 Blood Borne Pathogen Policy

District #347 has a blood borne pathogen exposure plan. The purpose of this plan is to protect employees against potentially infectious materials including blood. The plan provides for protective equipment such as rubber gloves, absorbent materials, plastic bags, germicidal soap, sharps and sharps containers. The plan also mandates Hepatitis B vaccinations for specific job classifications and makes it optional for all other school employees.

5.11 Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school office if they suspect their child has head lice.

2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be check by the school nurse or superintendent/principal and the child it determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross reference: PRESS 7:250 API, Measures to Control the Spread of Head Lice at School.

5.12 Asbestos Notification

The following is provided in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and Policies of the Board of Education of the District. This notification has the intent to inform workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the school. Copies of the inspection reports and the management plans are available for inspection during normal office hours in each school in the District. Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the buildings. The District will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition. School maintenance and custodial personnel have received the required asbestos awareness training.

6.0 DISCIPLINE & CONDUCT

6.1 General Building Conduct

Students shall not arrive at school before 7:30 AM and classes begin at 8:00 AM and students are dismissed at 3:00 PM each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

1. Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering and kept in their locker until the end of the school day.
2. Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
3. Students shall not write on walls, desks or deface or destroy school property.
4. Chewing of gum is not permitted in the school building.
5. Skateboards are not permitted at school.
6. Water guns, play guns, and/or real guns are not permitted at school.
7. No radios, tape players, CD players, cameras, ear buds, or wireless speakers are permitted without permission from the superintendent/principal.

6.2 School Dress Code & Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, and violent behavior, vape stores, drinking establishments or other inappropriate images.

1. Student dress (including accessories) may not display sexual innuendo, lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
2. Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day and kept in their locker until the end of the school day.
3. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
4. Clothing with holes, rips or tears that reveal buttocks and or undergarments require tights or leggings underneath. Clothing that is otherwise poorly fitting that reveals buttocks and/or undergarments may not be worn at school.
5. The length of shorts or skirts must be appropriate for the school environment.
6. Low rise shorts, skirts, pants or jeans will not be permitted. Shirts must touch the top of pants.
7. Shirts, tops, and dresses - Straps on tank tops must be at least one inch wide. Necklines must be high enough to cover cleavage. The stomach and back need to be covered when seated and bending over. Strapless, sheer and halter-type shirts are not permitted.
8. Tops/shirts are to be worn at all times including Physical Education and athletic practice. Cut up shirts with large arm holes are not allowed at any time.
9. Appropriate footwear must be worn at all times.
10. Hoods shall not be worn at any time.
11. If there is any doubt about dress and appearance, the superintendent/principal will make the final decision.
12. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
13. 8th grade graduates will wear robes for graduation.

Dress for Recess

Mittens and/or gloves and hats need to be brought to school along with boots or other appropriate warm shoes for outside recess in the cold. Students will go outside unless it is raining or muddy or extremely cold.

Cross-references: PRESS 7:160, Student Appearance

6.3 Student Behavior

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, jewels or e-cigarettes vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:

Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).

Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

Any inhalant, regardless of whether it contains an illegal drug or controlled substance:

(a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

"Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically

includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the superintendent/principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and in their locker during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student lockers, desks, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school- related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
5. During periods of remote learning

6.4 Study Hall Regulations

1. Come to study hall prepared with something to study. Do not ask to go to your locker; come with the materials needed to do your work in the first place. However, if a teacher feels that conditions warrant, he/she may issue a hall pass indicating his/her permission has been granted for you to be at your locker.
2. Be seated and ready to work when the final bell rings.

3. No pop, drinks, food, personal electronic devices, cell phones, playing cards or games in study hall unless students have earned a reward and the teacher has requested permission to have a "reward day".
4. Students may get a pass from a teacher to come to their room during study hall to get extra help, take a test, etc. The student should check in with their study hall teacher first before going to the other teacher's room.
5. The entire study hall shall be used as a quiet time for studying. When homework is finished students should practice sustained silent reading. Students needing to do group work must ask teacher permission.
6. Each individual teacher may have additional rules and stipulations to be followed.

6.5 Playground & Recess Rules

Recess is a privilege. Students who misbehave at recess or when outside of the classroom will be given a verbal warning, limitation of the activity, or continued misbehavior will result in a teacher or office referral. Obey the supervisors and be respectful. All students are expected to participate in recess activities unless a note is sent from a parent or guardian stating otherwise and giving the reason.

1. When the whistle sounds, stop and listen for directions.
2. Stay in the designated area for play. Do not leave the playground without permission from the supervisor.
3. Use the playground equipment as it was designed to be used. Do not climb up the slides. Swing straight. Watch for people running by.
4. Treat other people with respect and care.
5. Do not wrestle, fight, or play karate-type games. Do not shove other students.
6. Do not spit or use curse words.
7. Do not bully or threaten other students.
8. Play games safely and use good sportsmanship.
9. No throwing of snowballs, rocks, dirt or wood chips.
10. Only school-supplied equipment is to be brought out to the playground. (Personal toys/athletic equipment should be left at home.)

6.6 Public Displays of Affection

Intimately expressing physical attraction at school is inappropriate. Keep hands and feet to yourself at all times.

6.7 Passing Time Rules

No student cell phone use. Always walk and use the right side of the hallway.

6.8 Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.

2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Detentions-Students will be assigned after school detentions for minor discipline problems, missing assignments and tardiness. The detention will be supervised by a faculty member and shall have full supervisory authority. Times to serve detention will have to be arranged with the supervising teacher or office. Students will be required to report for the detention with study or reading material in hand and to use these materials for the duration of the detention, unless other work is assigned by the supervising teacher. Idleness will not be tolerated. Detentions will be served within a week of receiving them, unless extenuating circumstances do not allow them to be served within that time frame. Detentions will not be scheduled around athletic games or practices, jobs, family obligations, or other events as long as one day notification is given in advance. Failure to serve an afterschool detention could result in suspension.
8. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven

ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Corporal Punishment

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

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang.
2. Use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs.
3. Request any person to pay protection or otherwise intimidate, harass or threaten any person.
4. Commit any other illegal act or other violation of district policies.
5. Incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Prior to suspension the superintendent/principal shall:

Give the student the right to a conference with the suspending school official. If the charges are denied, students shall be explained the evidence against him/her and an opportunity to present his/her version of the incident.

Notify the student's parents immediately by phone, letter, or in person that their child has been suspended, reasons for the suspension and the length of the suspension.

Suspensions will be assigned the next school day following the incident and any investigation deemed necessary by the principal or designee.

Allow the parents the right to request a hearing before the Board of Education. The parents must request such a hearing within 24 hours of suspension notification.

Prior notice and hearing, as stated above, may not be required and a student immediately suspended, when a student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.

Upon request of the parents or guardian, a hearing shall be conducted by the Board, or a hearing officer appointed by it, to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

Expulsion

The Board of Education is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board. A student and/or parent shall be due the following procedural protection:

1. Prior to expulsion, a student shall be provided written notice of the charges and the time and place of the hearing. If the charges are denied, the student shall have an opportunity for a hearing at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by the Board. If a hearing officer is appointed by the Board, he/she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

2. The Board shall provide written notice to the parents or guardian of the time, place and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his/her parents or guardian may be represented by counsel, present witnesses and other evidence on his/her behalf, and cross examine adverse witnesses. The expulsion hearing shall be a bifurcated proceeding. First, the Board or hearing officer shall hear the evidence on the issue of whether the student is guilty of gross disobedience or misconduct charges. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

Due Process

The students, parents, or legal guardian may appeal any disciplinary action by sending a written notice of appeal within two school days to the building principal. Upon receipt of the appeal, the superintendent/principal will set up a meeting with the parents or legal guardian within two days. The parent or guardian may appeal the Superintendent/principal's decision to the Board of Education at the next scheduled Board of Education meeting. The decision of the Board of Education will be final.

Behavior Intervention Guidelines

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

A fundamental principle is that positive, non-aversive interventions designed to develop and strengthen desirable student behavior should be used, whenever possible. Undesirable behavior should be reduced by developing, strengthening or generalizing desirable behavior to displace the undesirable behavior.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be approached with caution. The use of restrictive interventions for students with disabilities should be based on assessment, planning, supervision, evaluation, documentation, and protective measures. The use of restrictive interventions should maintain respect for human dignity and personal privacy and adhere to professionally accepted instructional practices.

District #347 must establish and maintain a committee to develop policies and procedures on the use of behavioral interventions for students with disabilities who require behavioral interventions.

The use of positive behavioral interventions will be promoted and include, but are not limited to, the following components:

1. Behavior Intervention Committee; Committee chair - Counselor Ashlee Goettsche, RTIB Elementary – Julie Garrison, Jennifer Hensley, Carrie Finch, and Junior High – Susan Pratt, Sarah Amschler, Ryan Hopper, Courtney Painter.
2. Designation of behavioral interventions by level of restrictiveness.
3. Identification of behavioral intervention consultant.
4. Procedures for the development of behavioral management plans for students with disabilities having significant behavioral and/or emotional needs and for such students requiring restrictive interventions.
5. Procedures for the documentation of emergency use of restrictive interventions.
6. Provisions for parent involvement.
7. Provisions for staff training and professional development.

These identified components shall be detailed in District Behavioral Guidelines for Students with Disabilities. District #347 Board shall furnish a copy of its local policies and procedures to parents and guardians of all students with individualized education plans within 15 days after the policies and procedures have been adopted by the School Board or at the time an individualized education plan is first implemented for the student and at the beginning of each school year thereafter, and require that each school inform its students of the existence of the policies and procedures annually.

Cross-references: PRESS 7:190, Student Discipline; PRESS 7:190-AP2, Gang Activity Prohibited

6.9 Prevention of & Response to Bullying, Intimidation, & Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or the orderly operation of a school.

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

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

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

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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinator: Dr. Janet Gladu, Superintendent/Principal, 404 West Main Street, La Harpe IL 61450 (217)659- 7739

Complaint managers:

Dr. Janet Gladu, Superintendent/Principal, 404 West Main Street, La Harpe IL 61450

Ryan Hopper, Dean of Students, 404 West Main Street, La Harpe IL 61450

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Cross references: PRESS 7:20, Harassment of Students Prohibited PRESS 7:180, Prevention of and Response to Bullying, Intimidation and Harassment PRESS 7:190, Student Discipline PRESS 2:260, Uniform Grievance Procedure

6.10 Sexual Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or 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 school 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 the State and federal law.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint; Enforcement

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, or a

Complaint Manager or any employee with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex.

Nondiscrimination Coordinator: Dr. Janet Gladu, Superintendent/Principal, 404 West Main Street La Harpe IL 61450 (217)659-7739

Complaint Managers:

Dr. Janet Gladu, Superintendent/Principal, 404 West Main Street La Harpe IL 61450 (217)659-7739

Ryan Hopper, Dean of Students, 404 West Main Street La Harpe, IL 61450 (217)659-3713

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

Cross references: PRESS 7:20, Harassment of Students Prohibited; PRESS 7:185, Teen Dating Violence Prohibited

6.11 Cafeteria Rules

1. Breakfast is from 7:30-7:55
2. Students shall not save seats for other students.
3. Students may bring a sack lunch to be stored in the cafeteria. It must have their name on it.
4. Students shall enter through the designated door and WALK to lunch and shall be orderly and quiet during lunch.
5. Students who need to use the microwave should be able to prepare and reheat their lunch without adult assistance.
6. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
7. Loud talking, yelling, screaming, and other disruptions are prohibited.
8. Students not eating, or bringing their lunch should check in with the cafeteria supervisor.
9. Students shall not throw food, milk cartons or other items.
10. Students should use good manners and clean up their area before leaving the table.
11. Students shall not trade food.
12. Students shall follow the instructions of the lunchroom supervisors and show proper respect toward all cafeteria personnel.
13. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
14. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
15. Students shall report spills and broken containers to cafeteria staff immediately.
16. Students shall be dismissed from the cafeteria by the lunchroom supervisor.
17. Students who live in town may walk home for lunch every day with parent permission in writing.

Misbehavior will result in disciplinary action according to disciplinary procedures.

6.12 Field Trips

Field trips are a privilege for students. Field trips can be class field trips (an extension of the school day) or reward field trips (behavioral incentives). Students who do not behave on reward trips may not be

allowed to go on field trips. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

Sponsors will wait until all students have been picked up when returning from trips after the school day is over. Students will be allowed to use cell phones on the return trip to inform their parents/guardians of the time of their return.

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

Cross-References: PRESS 6:240, Field Trips PRESS 6:240-AP, Field Trip Guidelines

6.13 Access to Student Social Networking Passwords & Websites

School officials may investigate 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.

Cross References: PRESS 7:140, Search and Seizure PRESS 7:190-AP7, E1 Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting

6.14 Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or another similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

Starting at 7:30, during instructional time, which includes class periods and passing periods, personal electronic devices must be kept powered-off and placed in the hall locker unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP) or 504 plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are not allowed to use electronic devices during non-instructional time, which is defined as before and after school. Listening to songs with inappropriate language on personal electronic devices is prohibited on school grounds.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

1. Using the device to take photographs in locker rooms or bathrooms.
2. Cheating
3. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

All calls home to guardians for important messages need to be made through the office.

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. Students in violation of this procedure are subject to the following consequences:

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

School officials may investigate 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.

Cross-references: PRESS 7:190-AP5, Student Handbook, Electronic Devices

7.0 INTERNET, TECHNOLOGY & PUBLICATIONS

7.1 Internet Acceptable Use

All students will be required to sign an internet contract prior to using the internet. Failure to comply with the contract specifications will result in loss of privileges for the remainder of the current semester.

All use of the District's electronic networks use must be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

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

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

Acceptable Use

Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges

The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Superintendent/Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use

The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law.
2. Using the electronic networks to engage in conduct prohibited by board policy.
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware.
4. Unauthorized use of personal removable media devices (such as flash or thumb drives).
5. Downloading of copyrighted material for other than personal use.
6. Using the electronic network for private financial or commercial gain.
7. Wastefully using resources, such as file space.
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means.
9. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature such as a photograph or video.
10. Using another user's account or password.
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator.
12. Posting or sending material authored or created by another without his/her consent.
13. Posting anonymous messages.
14. Creating or forwarding chain letters, spam, or other unsolicited messages.
15. Using the network for commercial or private advertising.

16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal or knowingly false material.
17. Misrepresenting the user's identity or the identity of others.
18. Using the network while access privileges are suspended or revoked.

Network Etiquette

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

By using the district's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by District relating to, or arising out of, any violation of these procedures.

Security

Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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 malware, such as viruses and spyware.

Telephone Charges

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

Copyright Web Publishing Rules

Copyright law and District policy prohibits the republishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of E-Mail

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities and, as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and

reputation of the District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet, such as SPAM or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depiction that are:

1. Obscene,
2. Pornographic
3. Harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent/Principal or designee.

The system administrator and Superintendent/Principal shall monitor student Internet access.

Cross Reference: PRESS 6:235, Access to Electronic Networks

7.2 Guidelines of Student Distribution of Non-School Publications/Websites

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities

Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
Is reasonably viewed as promoting illegal drug use; or
Is primarily prepared by non-students and distributed in elementary and/or middle schools.

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the principal may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with 4, 5, 6, and 7 above.

Cross Reference: PRESS 7:310, Restrictions on Publications

8.0 SEARCH & SEIZURE

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

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

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

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

Students Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's

disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the superintendent/principal or designee will:

1. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing.
2. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning.
3. If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross-reference: PRESS 7:140, Search and Seizure

9.0 EXTRACURRICULAR ACTIVITIES

LA HARPE COMMUNITY DISTRICT #347 HANDBOOK

ATHLETICS AND EXTRA-CURRICULAR SECTION

La Harpe 5/6 Grade and 7/8 Grade Athletic Teams are in a Cooperative Agreement with Dallas City. Sports offered are 6/7/8 Baseball, 5/6 Girls Basketball, 7/8 Girls Basketball, 5/6 Boys Basketball, 7/8 Boys Basketball, 5/6 Volleyball, 7/8 Volleyball, 5-8 Girls Track, 5-8 Scholastic Bowl, 5-8 Boys Track, and Cross Country 5-8.

Inclement Weather

If school is cancelled due to weather conditions, all athletic and extra-curricular activities will be cancelled. If weather conditions worsen on a Saturday or later in an evening, the decision to cancel will be made by the athletic director or administrator. Coaches, parents, and media will be notified of the cancellation.

Non-participants at practice

Only athletes who are members of the team are to be present at practice. There should not be any younger siblings, friends, or parents of athletes present.

Athletic Council

The athletic council shall exist of the principal, athletic director, and all head coaches. The athletic council deals with readmission to a sport or activity after dismissal, ejections from games, and other instances as needed.

Athletic Prices

Admission

Students, Senior Citizens (55 or older) \$2.00

Adults \$3.00

Athletic Rules & Code of Conduct

This extracurricular and athletic activities code of conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
2. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

9.1 Extracurricular Athletic Activities Code of Conduct

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;

7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students; (Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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: Placing the student or students in reasonable fear of harm to the student's or students' person or property; Causing a detrimental effect on the student's or students' physical or mental health; Interfering with the student's or students' academic performance; or Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. 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.
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school; including any behavior which disrupts the appropriate conduct of a school program or activity.
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Absence from School on Day of Activity

An athlete who is absent from school after 11:15 (regular school day) and 10:15 (SIP day) on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

Care of Equipment

If students neglect or do not take proper care of their uniform, including lost items, students are responsible for the cost of replacing the uniform. It is also recommended that all student-owned clothing be marked with the owner's name with a permanent marker.

Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Drugs, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Dual-Activity Participation

If a conflict arises between two activities, students are to participate in the competition rather than the practice. If two competitions are conflicting, a conference with the athletic director, coaches, parents, and students involved will be held to decide. If there is a conflict between a school sport and a traveling team, the student must attend the school sport event or there will be a penalty of sitting the next game or match (whatever is missed).

Eligibility

La Harpe Junior High is a member of the Illinois Elementary School Association, the Sand Valley Conference, and the Hancock County Junior High Athletic Organization. In order to represent La Harpe Elementary/Junior High, students must meet eligibility rules of the IESA. In addition, the following rules and regulations must be met prior to and during athletic participation:

1. Be in attendance at least $\frac{1}{2}$ day the day of the game. This can be waived with extenuating circumstances by the principal. Proof of a physical examination must be on file prior to participation in any sport including practices.
2. Students serving a school suspension are not eligible to play during their suspension.
3. Students must be passing all subjects. Grades are cumulative throughout the grading period. Eligibility is turned in Wednesday afternoon of each week for the following week (Monday through Saturday). Coaches, students, and parents are notified of ineligibility.

4. Students who are ineligible may not participate in games but are expected to be at practices and attend all athletic events. The athlete is to sit on the bench with the team, not in uniform, and remain with the team throughout the game.
5. Students who are ineligible for three weeks may be in danger of being dismissed from the team. The athletic council will make the determination.
6. Students must use their legal name when participating in athletic or extra-curricular activities.

Grievance Procedure

Whenever a problem or grievance develops in an athletic activity, the following chain of command is to be followed by the person with the grievance:

As soon as practical, the person must first attempt to solve the problem with the coach/sponsor involved. This process shall be completed in a prompt and timely manner. The student should try to appropriately communicate his/her concerns with the coach/sponsor first before the parents step in on behalf of their child.

Parents should talk to the coach/sponsor if the student/coach conversation does not resolve the issue. If the situation is not resolved, the participant may appeal to the athletic director or principal.

If there is still a grievance, the participant may discuss the issue with the superintendent.

If the grievance cannot be resolved after the above steps, the final decision regarding the grievance shall be with the Board of Education for District #347. It is the responsibility of the party in grievance to appropriately contact the coach/sponsor first and then to follow the chain of command.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of practice in the first sport in which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

Travel

Sponsors/Coaches will be in charge of students from the time they leave school until they return. All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation unless other arrangements have been approved by the coach/sponsor and administration. At the request of an athlete's parent or guardian athletes may ride home with the parent or guardian (the student must be signed out with the coach by the parent). Parents may give permission, by note or phone call to the coach, for their child to ride home with another responsible adult. Due to the Coop, students may be dropped off at school with no coach on the bus, therefore, it is really important for parents to be at the school when the bus

arrives. Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Interscholastic Philosophy Statement/Guidelines

We believe interscholastic athletics and extra-curricular activities are an integral part of the total curriculum of the school. It is believed the following statements reflect our philosophy: Activities must be for all boys and girls who are physically able to participate.

Athletics and extra-curricular activities must be educational and contain learning experiences that fit into the overall educational program; be controlled by school authorities, both local and state; and have leadership by regular members of the school staff or those who have been duly appointed by the School Board.

At the 5th/6th grade level, the emphasis will be on fun, physical development, skills, social experience, and good sportsmanship. Coaches will strive to have equal playing time for all students on the team.

At the 7th/8th grade level, the emphasis will be placed on achieving team goals, therefore, students will participate in games according to the competition level of each individual game, fielding the most qualified and skilled players on the team, at the discretion of the coaches. Playing time will be determined by game situations and coach's discretion.

Students will play at their grade level unless circumstances (such as number of players, skill level, respectful attitude, level of competition, eligibility, work ethic, post-season IESA series) warrant a move to a higher level.

Responsibilities of Participants

Participation in extra-curricular programs is available to all eligible students, providing they are willing to assume certain responsibilities. All students have a right to participate in an activity or sport but actual participation is a privilege and must be earned. Therefore, students are required to:

1. Display high standards of social behavior at school, at games/events, and on social media sites. Display outstanding sportsmanship.
2. Remember that they are students first, and athletes or participants second. Pay proper respect to our flag, officials, and opponents.
3. Notify the coach of their legal name for the roster. Be at practice and give his/her best at practice.
4. Abide by handbook policies.

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.

Training Rules

Participants are expected to set a good example in regard to conduct. Rules are in effect from the beginning of practice or the beginning of the school year, whichever comes first, until the end of the school year.

Head coaches/sponsors will conduct a parent meeting at the beginning of each season. At the meeting, the coach/sponsor will hand out expectations for the season, including consequences for behavior and missed practices.

Extra-Curricular

Student Council Grades 6-8

Four students from each grade level (6-8)—will be selected by their classmates for student council. They will work with the student council advisor in planning activities for the junior high.

Band and/or Chorus Grades 5-8

Students will be participating in programs and IESA contests.

*Students in 6-8 are not required to take Band or Chorus. Since these courses are electives, it is assumed that the students want to be there. Students will not be allowed to drop the courses once they have started until the end of the semester.

*5th Grade Band-Please keep in mind that it exciting to begin band and then, when it requires a little work and effort, the enthusiasm wears off. Students who stay with their instrument throughout the year see a great improvement for their efforts. Playing the instrument becomes enjoyable and rewarding to a child's self-esteem and feelings of accomplishment. Because of this, we hope parents will encourage their children to remain in band for the entire year and show pride in their accomplishments as they attempt to learn a new skill. Students will be allowed to drop band, with written parent permission, up until the end of the 1st quarter or the end of the rental period for their instrument, whichever is longer.

Following that drop period, students who drop will receive a grade of "F" for each of the remaining quarters of the school year. We feel it is important for students to learn that once they make a commitment for a certain time period (the rest of the school year) they should honor this or accept the consequences.

Cross references: PRESS 6:190, Extracurricular and Co-Curricular Activities; PRESS 6:190-AP, Eligibility for Participation in Extracurricular Activities; PRESS 7:240, Conduct Code for Participants in Extracurricular Activities; PRESS 7:240-AP1, Code of Conduct for Extracurricular Activities

9.2 Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as similar in age to the students from the school.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia.
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
5. Vandalize or steal.
6. Haze other students.
7. Behave in a manner that is detrimental to the good of the school.
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Cross-References: PRESS 6:190, Extracurricular and Co-Curricular Activities; PRESS 7:240-AP1, Code of Conduct for Extracurricular Activities

9.3 Student Athlete Concussions & Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Cross references: PRESS 7:305, Student Athlete Concussions and Head Injuries

10.0 SPECIAL EDUCATION

10.1 Education of Children with Disabilities

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

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

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Cross Reference: PRESS 6:120, Education of Children with Disabilities PRESS 6:120-AP1, E1 – Exhibit – Notice to Parents/Guardians Regarding Section 504 Rights

For further information, please contact:

Dr. Janet Gladu, Superintendent/Principal (217)659-3713 404 West Main Street, La Harpe, IL 61450

10.2 Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Cross Reference: PRESS 7:230, Misconduct by Students with Disabilities

10.3 Exemption from PE Requirements

Exemption from PE Requirement

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

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

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

Cross Reference: PRESS 6:310, Credit for Alternative Courses and Programs, and Course Substitutions

10.4 Access to Classroom for Special Education Observation or Evaluation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the building principal.

Cross Reference: PRESS 6:120, Education of Children with Disabilities PRESS 6:120-AP2, E1 – Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes

10.5 Related Service Logs

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

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

11.0 STUDENT RECORDS & PRIVACY

11.1 Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey:

1. That is created by a person or entity other than a district official, staff member, or student.
2. Regardless of whether the student answering the questions can be identified.
3. Regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. 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/guardian may:

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

Instructional Material

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

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including:

1. A student or parent's first and last name.
2. A home or other physical address (including street name and the name of the city or town).
3. A telephone number.
4. A Social Security identification number.
5. A driver's license number or State identification card.

The above paragraph does not apply:

1. If the student's parent/guardian have consented.
2. To the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

Cross references: PRESS 7:15, Student and Family Privacy Rights; PRESS 7:15-E, Notification to Parents of Family Privacy Rights

11.2 Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school;

video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

1. The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access.
The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will decide for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. The right to have one or more scores received on college entrance examinations included on the student’s academic transcript. Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student’s academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who,

while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:
 - Name
 - Address
 - Grade level
 - Birth date and place
 - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - Academic awards, degrees, and honors
 - Information in relation to school-sponsored activities, organizations, and athletics
 - Major field of study

Period of attendance in school. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education Student Privacy Policy Office

400 Maryland Avenue, SW

Washington DC 20202-8520

Cross references: PRESS 7:340, Student Records

11.3 Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Cross references: PRESS 7:340, Student Records

12.0 PARENTAL RIGHTS NOTIFICATION

12.1 Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

1. IAR
2. Aims web Plus

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year.
2. Ensure students get a good night's sleep the night before exams.
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein.
4. Remind and emphasize for students the importance of good performance on standardized testing.
5. Ensure students are on time and prepared for tests, with appropriate materials.
6. Teach students the importance of honesty and ethics during the performance of these and other tests.
7. Encourage students to relax on testing day.

Cross-Reference: PRESS 6:340, Student Testing and Assessment Programs

12.2 Homeless Child's Right to Education

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

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired.
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Food bank and meal programs

Christian Church Food Pantry

Food for Thought

See Susan Bray, Title teacher or Kelly Lafferty/Erin Neff, Office

Local service organizations

Goodwill 1522 East Carroll Street Macomb (309)421-0595

Salvation Army 505 North Randolph Street Macomb (309)837-4824

Family shelters

Genesis Garden 307 East Carroll St. Macomb, IL (309)326-3075

Medical services

Hancock County Health Department (217)357-2171

Cross-References: PRESS 6:140, Education of Homeless Children PRESS 6:140-AP, Education of Homeless Children

12.3 Sex Education Instruction

Request to Examine Instructional Material: A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please notify the teacher within 5 days.

Students will not be required to take or participate in any class or courses in comprehensive sex education; family life instruction; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross references: PRESS 6:60-AP, Comprehensive Health Education Program; PRESS 6:60-E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes

12.4 English Learners

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

Parents/Guardians of English Learners will be informed how they can:

1. Be involved in the education of their children.
2. Be active participants in assisting their children to attain English proficiency, achieve at high levels within a well- rounded education, and meet the challenging State academic standards expected of all students.
3. Participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

Cross reference: PRESS 6:160, English Learners

For questions related to this program or to express input in the school's English Learners program, contact: Dr. Janet Gladu, Superintendent/Principal (217)659-7739.

12.5 School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent- teacher conferences academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Cross reference: PRESS 8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights; PRESS 8:95-E2, Verification of School Visitation

12.6 Pesticide Application Notices

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Michael Siegfried (217) 659-7739

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross-Reference: PRESS 4:160-AP, Environmental Quality of Buildings and Grounds

12.7 Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference: PRESS 5:90, Abused and Neglected Child Reporting

12.8 Unsafe School- Transfer

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Cross references: PRESS 4:170, Safety

12.9 Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Cross references: PRESS 6:170-AP2, Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act and Protection of Pupil Rights Act

12.10 Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.

2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

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

A violation of this law is a Class 4 felony.

Cross references: PRESS 4:170-AP2, Criminal Offender Notification Laws

12.11 Violent Offender Community Notification

Date: 08/01/19

To: Parent(s)/Guardian(s)

Re: Offender Community Notification Laws

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

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

New May of 2018 from Model Handbook

12.12 Parent Notices Required by Every Student Succeeds Act

Teacher Qualifications

A parent/guardian may request and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.laharpeeagles.org.

Parent & Family Engagement Compact

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100. 5

Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105. 6

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60. 7

Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30. 8

For further information on any of the above matters, please contact the building principal.

Cross-References: PRESS 6:170- AP2, Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and the Protection of Pupil Rights Act

AGREEMENT

BETWEEN THE

**LA HARPE
COMMUNITY SCHOOL
DISTRICT #347**

**AND THE
LA HARPE EDUCATION
ASSOCIATION**

SEPTEMBER 1, 2022 – AUGUST 31, 2025

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ARTICLE I – RECOGNITION

- 1.1 The Board of Education of La Harpe Community School District #347, Hancock County, Illinois, hereinafter referred to as the “Board,” hereby recognizes the La Harpe Education Association affiliated with the IEA/NEA, hereinafter referred to as the “Association,” as the exclusive and sole negotiation agent for collective bargaining for full-time and part-time regularly certified teaching personnel, and full-time and regularly employed part-time paraprofessionals employed by the Employer excluding all supervisory, managerial, confidential and short-term employees as defined by the IELRA and all other employees.
- 1.2 The Board agrees not to negotiate with any teachers’ organization other than the Association nor any individual teacher for the duration of this Agreement.

ARTICLE II – NEGOTIATIONS

2.1 **Commencement of Negotiations and Ratification of Agreement**

Negotiations of a successor Agreement shall begin not later than April 15, of the final year of the Agreement. The tentatively agreed contract reached by the representatives of the Association and the representatives of the Board shall be presented to the membership of the bargaining unit and the Board of Education for acceptance or rejection.

2.2 **Mediation**

In the event either party determines the need for the assistance of a mediator, the parties shall jointly request a mediator be provided by the Federal Mediation and Conciliation Service.

2.3 **Good Faith Bargaining**

The parties shall negotiate for any successor Agreement in good faith. Good Faith shall be defined as meeting at reasonable times and at reasonable places for the purpose of exchanging proposals and counter proposals to reach a collectively bargained Agreement.

ARTICLE III – ASSOCIATION RIGHTS

3.1 **Notice of Meetings**

The President of the Association shall receive a notice of each open regular or nonemergency special Board meeting by deposit of same in the teacher’s mailbox twenty-four (24) hours in advance of such meeting. A copy of any agenda prepared for such meeting shall accompany the notice.

3.2 **Pertinent Information**

A copy of all approved open session minutes shall be made available on line to the President of the Association not less than seven (7) days after the approval of such minutes by the Board. The Board shall provide the Association with a copy of the annual audit after it has been accepted by the Board and a copy of the approved Budget. Cost of such copies shall be borne by the Board.

3.3 **Association Notices and Use of Mailboxes**

The Association shall have the right to post notices of concern to the Association on one bulletin board in each attendance center. The bulletin board will be located in the teachers' workroom or wherever is appropriate. In addition, the Association shall be permitted to use faculty mailboxes for the purpose of mailing notices to members of the unit.

3.4 **Association Use of District Room**

The Association may from time to time request the use of a room in a District attendance center for the purpose of conducting a meeting of members of the bargaining unit provided the request is given to the building principal or designee 48 hours prior to the intended use. The use of the room shall not interfere with any curricular activities or extra-curricular activities of the district. The Association may be required to pay any costs assessed by the District for such use which assessment costs shall include an itemization of any actual costs.

3.5 **Association Leave**

The Association President or the President's designee shall be permitted up to three (3) days per year as leave for the purpose of attending Association activities outside the District.

In order for the Association President or designee to receive Association Leave, the Association will reimburse the District any cost incurred due to the President's leave. Request for Association leave shall be made at least 24 hours in advance.

3.6 **Notice of New Teachers Hired**

The name and mailing address and tentative intended position of each newly hired fulltime teacher and each newly hired part-time teacher regularly employed for the entire school year who begin work at the beginning of the school year shall be provided to the Association within ten (10) working days before the start of each school year. If a teacher is hired after the then (10) day period, the Board will notify the Association as soon as possible.

3.7 **Dues Deduction**

The district shall deduct from the salary of any full-time or part-time teacher or full-time or part-time paraprofessional covered by this Agreement dues to any labor organization upon written request from the teacher. The Board shall remit to the La Harpe Education Association treasurer dues withheld within ten (10) working days of withholding.

3.8 **Distribution of the Contract**

After ratification by both the Board and the Association, each member of the bargaining unit will be provided one (1) copy of this Agreement. A Table of Contents printed in lower and upper case will be provided for the Agreement between the La Harpe Education Association and the La Harpe CSD #347.

3.9 **Board Policy Manual**

When changes to the Board Policy Manual are approved, the Association President shall be notified within thirty (30) days after final adoption by the Board of Education. The Board Policy Manual is located online and available on the school website.

ARTICLE IV – GRIEVANCE PROCEDURE

4.1 **Scope**

A grievance shall be defined as a claim by a member of the bargaining unit, a group of members, or the Association of a violation of any provision of this Agreement.

4.2 **Procedures**

A. Stage One:

The teacher or paraprofessional shall attempt to resolve any potential grievance in an informal discussion with his or her principal within ten (10) work days from the time the employee became aware of the occurrence of the first event giving rise to the alleged violation of this Agreement.

B. Stage Two:

If the grievance cannot be resolved at Stage One, the employee shall file a written statement of the grievance with his or her principal. Such written statement of the grievance shall be filed within ten (10) work days from the receipt of the oral response of the principal and shall contain a statement of the factual basis of the grievance, the section or sections of the Agreement which are alleged to have been violated, and the remedy sought. The principal shall respond in writing within ten (10) work days of the receipt of the written grievance.

C. Stage Three:

If the grievance is not resolved at Stage Two, the employee may appeal the decision of the principal in writing to the District Superintendent within ten (10) work days of receipt of the written decision of principal. The District Superintendent shall schedule a conference to discuss the grievance within ten (10) days and shall respond in writing within ten (10) work days of the conference.

D. Stage Four:

If the grievance is not satisfactorily resolved at Stage Three, the Association shall submit to the Superintendent within twenty (20) work days a receipt of the answer in Step Three a written request on behalf of the grievant to enter into binding arbitration.

Arbitration proceedings shall be conducted by an arbitrator to be selected from a roster of arbitrators provided by the American Arbitration Association. Within seven (7) work days after the Association requests binding arbitration, the two parties will request the American Arbitration Association provide a panel of seven (7) arbitrators. Each of the two parties will alternatively strike one name at a time from the panel until one name shall remain. Expenses for the arbitrator's services will be borne equally by the District and the Association.

The arbitrator's decision shall be binding on all parties. The arbitrator shall not amend or modify any of the provisions of this Agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the School District and the Association and shall be based solely on the wording of this Agreement. The arbitrator shall be limited to directing the parties to comply with the terms of this Agreement.

The Board acknowledges the right of the teacher or paraprofessional to request the Association's grievance representative to be present at any level of the grievance procedure.

4.3 **Bypass**

The Association and the Board may mutually agree to bypass any stage of the procedure.

4.4 **Grievance Withdrawal**

A Grievance may be withdrawn at any level before Stage Four without setting a precedent.

4.5 **Work Days**

Work days shall be defined as Mondays through Fridays, except holidays. Licensed and paraprofessional workdays will be 7.5 hours and will begin at an assigned time. Workdays may be adjusted by administration to accommodate for meetings as necessary.

4.6 **Class Grievances**

A grievance involving more than one teacher, more than one paraprofessional, more than one supervisor, or an administrator's decision above the building level may be initially filed by the Association at Stage 3 of the grievance procedure.

ARTICLE V – NO STRIKE

5.1 No Strike

During the term of this Agreement, no employee covered by this Agreement, nor the Association, nor any person on behalf of the Association shall ever or at any time engage in, authorize, or instigate any recognition of any picket line at the School District premises, any strike, slowdown or other refusal to render full and complete services to the Board, or any activity whatsoever which would disrupt in any manner in whole or in part the operation of the School District.

In the event of any violations of any provisions of this Article by the Association, its members or representatives, the Association shall upon notice from the Board immediately direct members of the Association both orally and in writing to resume normal operations immediately and take every other reasonable effort to end any violations.

ARTICLE VI – WORKING CONDITIONS

6.1 Lunch Period

6.1.1 Every teacher whose duties require attendance at the school for 4 or more clock hours in any school day shall be entitled to and be granted a duty-free lunch period not less than thirty consecutive minutes in length.

6.1.2 Paraprofessionals working four (4) or more hours shall be entitled to a duty-free unpaid lunch period of at least 30 minutes per day.

6.2 School Calendar

The Board shall solicit input from the Association concerning beginning and ending dates of school, use of remaining discretionary emergency days, institute and in-service days, and duration of Christmas and Easter holiday. Such input shall be advisory and the final decision concerning adoptions or change in the Calendar rests with the board of Education. The Board will schedule, with the input of the Association, one teacher institute day per semester.

6.3 Planning Time

Full-time junior high teachers shall have a daily planning period each day equivalent to the length of a student period.

Each full-time elementary school teacher (grades Kindergarten – Fifth) shall average one hundred and fifty minutes (150) of preparation time per week.

All planning and preparation time will be exclusive of supervisory duties and in blocks of time not less than ten (10) minutes.

The above provisions apply to a full school week of five (5) consecutive days Monday through Friday. On days of early dismissal the above provisions are inapplicable.

6.4 **After School Study Hall**

For those teachers who volunteer to supervise the after school remedial study hall created to assist those students at risk of failure, the District shall pay Twenty-five and 00/100 Dollars (\$25.00) per session.

6.5 **Payment for Preparation Period**

For those teachers required to teach during their preparation period, the District shall pay Twenty-five and 00/100 Dollars (\$25.00) for a preparation period thirty (30) minutes and over and Twelve and 50/100 Dollars (\$12.50) for a preparation period less than thirty (30) minutes.

6.6 **Ticket Takers, Time Keepers, Scorers and Moderators**

Teachers and staff who take tickets, time, score, or moderate any athletic or non-athletic event shall be compensated at a rate of Twenty-five and 00/100 Dollars (\$25.00) for each regularly scheduled event(s). Teachers and staff will be given the opportunity to be ticket takers, time keepers, and score keepers first before offering the positions to others.

6.7 **Concession Stand Supervision**

Teachers and staff who supervise the concession stand at an event (unless they are compensated by a sponsorship of a class or organization) shall be compensated at the rate of Twenty-five and 00/100 Dollars (\$25.00) per event.

6.8 **Athletic Coordinator Duties**

A. Schedule all athletic activities administered by La Harpe Community District #347 and other activities that may be started.

B. Schedule all officials needed to work the athletic activities noted in #1 above.

1. Handle all aspects of contracting and coordinating, fill out the contracts, and develop a schedule for the following:

Floor officials (referees, umpires, etc.), Bench officials and volunteers (timers, scorers, ticket takers, etc.), and request checks to pay officials.

C. Supply Central Office transportation information.

D. The athletic director stipend will be paid in two equal installments with the first

installment payable after the completion of the first semester and the second installment paid at the conclusion of the second semester.

6.9 **Mentoring Program**

The District will participate in the Illinois State Board of Education's Illinois Virtual Instructional Coach and Building Mentor Program. If the ISBE's Illinois Virtual Instructional Coach and Building Mentor Program is no longer offered, the district reserves the right to reinstate a mentoring program of their own upon negotiations. The district would no longer be responsible for the ISBE mentoring program or any of the payments the program provided.

6.10 **Paperwork Reduction**

Upon request of the Association, a committee will be formed to identify, discuss and seek solutions to reduce the amount of paperwork and other routine tasks required of teachers. The committee shall consist of an equal number of Association members and administrators and/or Board members.

6.11 **Homebound Tutoring**

For those teachers who volunteer to provide tutoring to students who are placed on homebound, the District shall pay Twenty-five and 00/a00 (\$25.00) per hour.

6.12 **Paraprofessional Breaks**

Employees working eight (8) hours shall be entitled to two (2) fifteen (15) minute paid breaks per day. Employees working fewer than eight (8) hours shall be entitled to one (1) fifteen (15) minute paid break per day.

6.13 **Employee Discipline**

Disciplinary action will be progressive in nature and, except in cases of misconduct, shall be administered upon the severity of the offense in accordance with the following schedule:

1. 1st Offense – Verbal Warning
2. 2nd Offense – Written Warning
3. 3rd Offense – Further discipline as deemed necessary including possible termination

**ARTICLE VII – TEACHER &
PARAPROFESSIONALS RIGHTS**

7.1 **Right to Organize**

The teachers and paraprofessionals shall have the right to join the Association and the association shall have the right to engage in collective bargaining.

7.2 **Appearance before Board of Education**

Each teacher and paraprofessional covered by this Agreement shall be entitled to be accompanied by a representative of the Association whenever the teacher or paraprofessional is required to appear before the Board of Education regarding any accusation or charge which may adversely affect the teacher's or paraprofessional's continued employment by the District.

7.3 **Notice of Tentative Assignment**

Each teacher shall be given a notice of intended change in tentative assignment by July 15th of each school year.

However, in the event the District makes a change in assignment after the tentative assignment notice is given, the District shall promptly notify the teacher of such change. Any teacher whose tentative assignment has been changed shall have the right to confer with the Superintendent. If the change in tentative assignment is unacceptable to the teacher, the teacher shall be allowed to resign without prejudice.

If a change in assignment occurs after August 1, the reassigned teacher will be allowed to use three (3) days of paid administrative leave days in the building for preparation. Such leave may be taken continuously or as needed.

7.4 **Evaluations**

Teacher:

- A. Non-tenured teachers shall be evaluated at least one time per year.
- B. Tenured teacher formal evaluation process shall occur every 3 years for teachers rated excellent or proficient, with an informal observation every 2 years. Tenured teachers not rated excellent or proficient in their last evaluation cycle shall be evaluated at once every other year.
- C. At least one formal observation of classroom performance will be announced prior to such observance. Prior to the announced formal observation, the teacher and evaluator shall meet in a pre-conference. Any other written formal evaluations will not necessarily be preceded or followed by a pre-conference or post-conference, other than the one formal observation/evaluation. Any other visitation(s) may be with or without advance notice.
- D. A post-visitation conference shall be held within ten (10) school days after the formal observation; the evaluator shall present a written copy of his observation(s) to the teacher with suggestions for improvement. The teacher will be given an opportunity to attach comments to the report in writing. These reports shall have the signature of the evaluator involved and the teacher involved is requested to also affix his/her signature.
- E. Informal observations may be conducted without a pre- or post-conference. However, a copy of such informal observations/evaluation shall be given to the teacher.

- F. The evaluation plan has been developed through negotiations and will not be changed except by mutual agreement through negotiations unless otherwise required by law. The Administration and Association shall form a PERA Joint Committee composed of an equal number of representatives from the Administration and Association and such Committee shall operate pursuant to Section 24A of the Illinois School Code. The Committee shall not begin its work as defined by PERA prior to the 2014-2015 school year.
- G. The PERA Committee will meet annually to discuss the Evaluation Process and adjust the plan as agreed upon. The meeting will be prior to November 1.

Paraprofessional Evaluation:

1. Purpose:
 - a. To assist the individual paraprofessional employee in identifying accomplishments as well as to provide assistance for growth when needed.
 - b. To establish procedures for evaluating paraprofessional employees based upon the quality of individual performance.
2. Frequency:
 - a. Paraprofessionals will be evaluated every year.
3. Procedure:
 - a. Review of Expectations
 - i. A review of the expectations related to the evaluation tool and job description will be conducted prior to September 15 or within thirty (30) days of hire for all employees to be evaluated during the school year. The review will be conducted by the evaluator.
 - b. Progressive Evaluation
 - i. Evidence collected to support ratings in the final evaluation document will be obtained through informal observations made by the evaluator throughout the year.
 - ii. If areas of concern related to performance arise during the school year, written notice will be given to the paraprofessional by the evaluator within ten (10) school days to allow the employee to address and improve any identified concerns.
 - c. The Evaluator will provide the following by April 30 of the school year:
 - i. Completed Paraprofessional Performance Evaluation assigning a rating of "Exceeds Expectations", "Meets Expectations", "Development Opportunity", or "Needs Improvement".
 - ii. An evaluation meeting to provide clarity to the written document. The staff member will have the right and is encouraged to respond to the evaluation in writing within ten (10) school days of the meeting. The staff member will present the response to the supervisor and will be able to note on the Support Staff Performance Evaluation if a response is attached. The employee will receive a completed, signed copy of the evaluation.
 - d. Personnel File:
 - i. The Paraprofessional Evaluation and any written response shall be filed in the personnel file within ten (10) school days of being completed.

- e. Signature:
 - i. The signature indicates that both parties have seen, but not necessarily agree with the contents of the evaluation.
- f. Qualified Evaluator:
 - i. Only qualified evaluators will evaluate support staff employees. A qualified evaluator refers to those professional employees who are required to hold a supervisory or administrative certificate in accordance with the School Code.

4. Default

Paraprofessionals who do not receive an evaluation according to the above procedures will be rated as “Exceeds Expectations” for the purpose of Article VIII.

5. Grievability

The parties hereto agree that the procedure for evaluation identified herein shall be subject to the grievance process of Article IV, but that the substance of the evaluation, if not false, shall not be subject to the requirements of Article IV.

7.5 **Personnel File**

- A. Each full-time and part-time employee covered by this Agreement shall have the right to examine in the presence of the Superintendent, or his/her designee, his/her personnel file exclusive of pre-employment recommendations upon first having given at least three (3) work days’ notice of such request to examine.
- B. A copy of the employee’s personnel file excluding pre-employment materials shall be provided to an employee free of charge, upon request. This shall be limited to one (1) copy per employee per school year. If additional copies are requested, the employee shall pay the per page cost as established by the Board for reproduction purposes.
- C. Each employee may place written comments in his/her personnel file.

7.6 **Vacancies**

A “vacancy” shall be defined as a position in the bargaining unit which the Board of Education has elected to maintain due to resignation, retirement, death, termination, creation of new position(s) and position(s) that might result after all involuntary or voluntary transfers have occurred and have been approved by the Board. The term “vacancy” shall not apply to any temporary position or a substitute position where a leave of absence has been granted.

The Board shall post notices of vacancies and provide a copy during the same day of the notice of the Association President.

ARTICLE VIII – REDUCTION IN FORCE

8.1 Procedure

In the case of a reduction in force for full-time, tenured teachers, the sequence of dismissal shall occur in accordance with the School Code. Each teacher shall be categorized into one or more positions for which the teacher is qualified to hold, based upon legal qualifications and any other qualifications established by the District job description, on or before the May 10 prior to the school year during which the sequence of dismissal is determined. Within each position and subject to agreements made by the joint committee on honorable dismissals that are authorized by subsection (c) of 24-12 of the School Code, the District shall pursuant to subsection (b) of 24-12 of the School Code establish four groupings of teachers qualified to hold the position.

Among teachers qualified to hold a position, teachers must be dismissed in the order of their groupings, with teachers in grouping one dismissed first and teachers in grouping four dismissed last. Within grouping one, the sequence of dismissal shall be at the discretion of the School District. Within grouping two, the sequence of dismissal shall be based upon average performance evaluation ratings, with the teacher or teachers with the lowest average performance evaluation rating dismissed first. A teacher's average performance evaluation rating shall be calculated using the average of the teacher's last two performance evaluation ratings, if two ratings are available, or the teacher's last performance evaluation rating, if only one rating is available, using the following numerical values: 4 for Excellent; 3 for Proficient or Satisfactory; 2 for Needs Improvement; and 1 for Unsatisfactory. As between or among teachers in grouping two with the same average performance evaluation rating and within each of groupings three and four, the teacher or teachers with the shorter length of continuing service with the District shall be dismissed first.

8.1.2 Length of continuing service (seniority) is retained but shall not accrue during the following:

- A. Unpaid leave of absence (computed as above)
- B. Recall period (see Section 8.2)

8.1.3 Length of continuing service (seniority) continues to accrue during the following:

- A. Paid leave of absence
- B. Temporary disability as determined by the Illinois Teachers Retirement System.

8.1.4 Tie Breakers - in the event the length of continuing service (seniority) is equal between employees, the following procedures are to be utilized as a tie breaker:

- A. Previous public school teaching experience credit inside and outside the District which is allowed for credit on the salary schedule.
- B. Education beyond the Bachelor's degree which is allowed as credit on the salary schedule.
- C. Any further ties shall be determined by drawing lots.

8.2 **Recall - Licensed**

- 8.2.1 If the District has any vacancies for the following school term or within two calendar years from the beginning of the following school term, the positions thereby becoming available shall be tendered to the teachers so removed or dismissed who were in groupings three or four of the sequence of dismissal and are qualified to hold the positions, based upon legal qualifications and any other qualification established in the District job description, on or before the May 10 prior to the date of the positions becoming available, provided that if the number of honorable dismissal notices based on economic necessity exceeds 15% of the number of fulltime equivalent positions filled by certified employees (excluding principals and administrative personnel) during the preceding school year, then the recall period is for the following school term or within two calendar years from the beginning of the following school term. Among teachers eligible for recall pursuant to the preceding sentence, the order of recall must be in inverse order of dismissal.
- 8.2.2 Failure to respond within twenty (20) calendar days after the mailing of the Board's letter of recall sent by registered or certified mail to the teacher's address on file within the District recalling such teacher, shall result in termination of the teacher's rights of recall hereunder.

8.3 **Procedure – Paraprofessional**

In the case of a reduction in force for paraprofessionals, the sequence of dismissal shall occur in accordance with the annual evaluation. RIFs shall begin with the least senior employee in the "Needs Improvement" category and progress one at a time to the most senior in the "Exceeds Expectations" category.

8.4 **Recall – Paraprofessional**

- 8.4.1 If the District has any vacancies for the following school term or within one calendar year from the beginning of the following school term, the positions thereby becoming available shall be tendered to the employees, so removed or dismissed who are qualified based upon legal qualifications and any other qualifications established in the District job description, on or before the May 10 prior to the date of the positions becoming available. Among employees eligible for recall pursuant to the preceding sentence, the order of recall must be in inverse order of dismissed.
- 8.4.2 Failure to respond within ten (10) business days after the mailing of the Board's letter of recall sent by registered or certified mail to the employee's address on file within the District recalling such teacher, shall result in termination of the employee's rights of recall hereunder.

8.5 Seniority

Seniority shall be defined as total years of continuous service in the District. Pro-rata seniority credit shall be given for less than full-time service. Unpaid leaves of absence and layoff periods during which recall rights exist shall not be counted in determining seniority but shall not be deemed a break in continuous service. Seniority is lost upon an employer's resignation, dismissal, or retirement from the district. However, seniority in prior categories shall not be lost in those categories upon transfer.

On or before February 1, a seniority listing by category of position of all employees shall be prepared and posted in appropriate locations in the District. A copy of the seniority listing shall be provided to the Association. An employee shall have ten (10) days from the date of said posting to file written objections with the Superintendent or designee to the information displayed on the list, including the employee's years of service or category. The failure of an employee or the Association to make a specific timely objection shall be deemed as an acceptance of the seniority rankings and shall prohibit subsequent challenges to the list until the posting of a seniority list in the following school year.

ARTICLE IX – LEAVES

9.1 Sick Leave

9.1.1 Each full-time teacher covered by this Agreement shall be granted twelve (12) sick days per year which may accumulate to three-hundred and fifty (350) days. Sick shall be used for personal illness, mental or behavioral health complications, quarantine at home, or illness or death in the immediate family or household, or for birth, adoption, or placement for adoption of a child. For the purpose of this section, immediate family shall be defined as the teacher's spouse, parent, child, mother-in-law, father-in-law, legal guardian, grandparents, brother-in-law, sister-in-law, brothers, or sisters. The District may require that a teacher submit a note from a medical professional for absence of three (3) days or more.

9.1.2 Each full-time paraprofessional covered by this Agreement shall be granted ten (10) sick days per year which may accumulate to two-hundred and forty (240) days. Sick leave shall be used for personal illness or illness in the paraprofessional's immediate family or household or for the birth, adoption, or placement for adoption of a child. For the purpose of this section, immediate family shall be defined as the teacher's spouse, parent, child, mother-in-law, father-in-law, legal guardian, grandparents, brother-in-law, sister-in-law, brothers, or sisters. The District may require that a teacher submit a note from a medical professional for absence of three (3) days or more.

9.1.3 Teachers and/or paraprofessionals may use up to 5 of their accumulated sick leave for mental health days.

9.2 Part-Time Teacher Sick Leave

A. Each teacher contracted to work for a full school year but less than a full school day

shall receive twelve (12) sick days per year equivalent to the teacher's assigned work day. Such days shall accumulate from year-to year up to the three-hundred and fifty (350) days. (based on the teacher's equivalent assignment. For example, a teacher who is employed 50% of the regular work day could accumulate three hundred and fifty (350) one half days of sick leave. Sick leave days granted to part-time teachers shall be used for personal illness in the same manner as sick leave for full-time teachers.

- B. In the event a tenured teacher works as a part-time teacher for a full school year, such teacher may add sick days earned under this section to the teacher's accumulation of sick days.
- C. Each paraprofessional contracted to work for a full school year but less than a full school day shall receive ten (10) sick days per year equivalent to the paraprofessional's assigned work day. Such days shall accumulate from year to year up to two hundred and forty (240) days, based on the paraprofessional's equivalent assignment. For example, a paraprofessional who is employed 50% of the regular work day could accumulate two hundred and forty (240) one half days of sick leave. Sick leave days granted to part-time paraprofessionals shall be used for personal illness in the same manner as sick leave for full-time paraprofessionals.
- D. The District shall report to the Teacher's Retirement System the sick days earned by part-time teachers but not used due to illness.
- E. The District shall report to the Illinois Municipal Retirement Fund the sick days earned by eligible paraprofessional employees but not used due to illness.

9.3 **Sick Leave Bank**

A. **Purpose of the Bank**

The intent of this Sick Leave Bank is to provide extended sick leave benefits to those members who personally incur a period of extended illness, injury or hospitalization. Short term illnesses, with the exception of pregnancy-related complications, are not subject to the use of the following Sick Leave Bank provisions.

B. **Eligibility and Membership**

1. All full-time certificated teachers and administrators of District #347 are eligible for membership in the Sick Leave Bank. A full-time tenured member whose employment status is changed to less than full time will remain eligible and, thereafter, each sick leave day contributed to, or used from the bank will be equivalent to that member's assigned work day.
2. Except for those employees hired after the first day of the school year, each September 5th will be the last day to join the bank. Those employed during the school year and eligible for membership will have two weeks from the first day of continuous on-the-job employment to join the bank. All newly employed

employees shall be provided a Sick Leave Bank enrollment form from the Central Office by the first day of their continuous employment.

3. Membership is automatically renewed each year unless a member submits a written notice of cancellation to the Central Office by September 15th of the school year in which cancellation is desired.

C. Operation of the Bank

1. Two (2) sick leave days (non-refundable) are donated to the bank by each member at the beginning of the first year of membership. The member will have the two days deducted from his/her personally accumulated sick leave on the day he/she joins the bank.
2. The maximum number of days in the Bank shall not exceed one hundred eighty (180) days.
3. In no case shall the Bank provide more than twenty-five (25) days for the benefit of one member per school year and no more than one hundred (100) days during the teacher's employment in the La Harpe CSD #347.
4. If the number of available days in the bank falls below fifty (50) days, then each current member will have one (1) day (non-refundable) deducted from his/her personally accumulated sick leave and these days added to the bank.

D. How to Use the Bank

1. A member will be eligible for Sick Leave Bank benefits after using up all personally accumulated sick leave, and making a written application to the committee for withdrawal of days from the bank.
2. A member or designated representative of the member shall contact the governing committee, in writing, five (5) days prior to the need to draw upon the bank.
3. The Application shall state the reason for the inability to return to work along with a physician's statement specifying the nature of the employee's illness. The application shall also state the number of days to be used from the bank.

E. Governing Committee

1. Two teachers, elected by all member teachers and two administrators, appointed by the Board, shall act as the governing Committee in all matters that concern policies of use of the Sick Leave Bank.
2. Before granting the request, the committee must elicit affirmative answers to the following:
 - a. Is the employee listed as a current member of the bank?

- b. Has the employee exhausted his/her personally accumulated sick leave?
- c. Is the absence from work due to a catastrophic illness? (This program would not be used for short-term illness with the exception of pregnancy-related complications.)

F. Repayment

Members who must use days from the bank will not be required to repay days to the bank.

G. Termination of the Bank

1. The Sick Leave Bank may be terminated by two-thirds (66%) vote of the current membership.
2. If the Sick Leave Bank is terminated, those days remaining in the bank will be transferred equally to each member's personally accumulated sick leave.

G. Calculations for TRS Purposes

1. During a teacher's last four school years immediately preceding the teacher's retirement, any sick days acquired from the sick bank must be used by the teacher prior to the teacher's retirement date. No sick days acquired from the sick bank during a teacher's last four school years immediately preceding the teacher's retirement shall be used to acquire service credit for the teacher from TRS. If on the date prior to a teacher's retirement date a teacher has any sick days acquired from the sick bank during a teacher's last four school years immediately preceding the teacher's retirement, these sick days acquired from the sick bank shall be forfeited on the day prior to the teacher's retirement date, and the teacher shall receive no service credit for these forfeited sick days or any bonus or retirement incentive provided by this contract for the forfeited sick days.
2. A retiring teacher who has donated days to the sick bank but who has never applied nor used days from the bank will have his/her donated days withdrawn from the sick bank and reported as part of his/her accumulated sick days to TRS.
3. No sick days acquired from the sick bank shall be used to acquire service credit for a paraprofessional from IMRF.

9.4 Retirement Award

Licensed Staff

Option A

Full-time teaching personnel who have at least ten (10) years of teaching experience in the La Harpe C.U.S.D. #335 and/or La Harpe C.S.D. #347 may have their total TRS reportable creditable earnings increased by 6% in each of their last four years of employment as a retirement bonus.

In order for the teacher to qualify for the retirement award, the following conditions that must be met are:

- A. The teacher must be at least *fifty-five* (55) years of age (as per provisions of the Illinois Teacher Retirement System) and have at least thirty-five (35) years of creditable service with Illinois Teacher Retirement System at the time of his/her retirement. The teacher must submit a request to the Superintendent for the retirement incentive along with an irrevocable letter of resignation. This notification must be provided to the Superintendent either four years, three years, two years, or one year prior to March 1st of the school year prior to his/her final year(s) of service.

An eligible teacher who has provided the Superintendent with the appropriate notification will be paid a salary increase in each of his/her last year(s) of service equal to six percent (6%) of the amount otherwise due and owing to the teacher above the previous year's total TRS creditable earnings, inclusive of step and lane movement, for a maximum of four (4) years prior to retirement, as the case may be. To be eligible for continued payment for extracurricular activities or stipends during this period, the teacher must continue to work such activity or stipend.

The retirement award payment referenced herein is offered only as an incentive or bonus for retirement and does not represent compensation for services rendered by the retiring teacher during his or her tenure with the district.

Option B

Full-time teaching personnel who will not incur an ERO penalty upon retirement, but who are ineligible to retire under Option A shall receive an incentive equal to \$250 per year for each year of service in the La Harpe C.U.S.D. #335 and/or La Harpe C.S.D. #347.

In order for the teacher to qualify for the retirement award, the following conditions that must be met are:

- A. The teacher must not incur an ERO penalty (as per provisions of the Illinois Teacher Retirement System) at the time of his/her retirement.
- B. The teacher must submit a request to the Superintendent for the retirement bonus along with a letter of irrevocable resignation prior to March 1 st of the school year prior to his/her retirement year.
- C. In no instance will the retiring teacher draw a bonus from this pool of money that would increase his/her total TRS reportable creditable earnings greater than 6% of his/her previous year's total reportable earnings.
- D. If the retiring teacher has money remaining in his/her retirement award pool upon retirement, he/she will receive the full remaining amount in a postretirement check that

will be provided to the retiring teacher on the September 1st immediately following his/her last regular paycheck or last day of employment. The retirement award payment referenced herein is offered only as an incentive or bonus for retirement and does not represent compensation for services rendered by the retiring teacher during his or her tenure with the district.

Rescinding Notice of Intent to Retire

If a teacher or teacher's spouse suffers an injury or illness after giving notice of intent to retire, the teacher may rescind the notice of intent to retire and the irrevocable letter of resignation. The teacher may apply to the Board of education to rescind a letter of resignation under this section for other reasons, which the Board may grant in its discretion. If a teacher must rescind his/her letter of resignation due to circumstance beyond his/her control, he/she may not apply for the retirement incentive for two school years and at that time must meet all qualifications and parameters of the retirement incentive.

9.5 **Bereavement Leave**

Each teacher and paraprofessional shall be granted without loss of pay or reduction of sick days, four (4) days leave each year which shall not be cumulative from year to year for the use of the teacher and paraprofessional in the event of a death in the teacher's immediate family. Immediate family shall be defined in the same manner as for sick leave as provided in this Agreement. The Superintendent may grant bereavement leave for other than members of the immediate family. The use of bereavement leave for other than the immediate family shall be deducted from an employee's accumulated sick leave.

The Child Bereavement Leave Act provides that an employee will receive 10 days of leave for the death of a child (to be used within 60 days of the child's death) and six (6) weeks of leave for the death of more than one child within 12-month period. The first four (4) days of Child Bereavement Leave may be paid bereavement leave as provided in section 9.5 of this agreement. Additional paid leave can be used if available.

9.6 **Personal Leave**

Each full-time teacher and paraprofessional covered by this Agreement shall receive three (3) personal leave days per year. Unused personal days may accumulate up to a total five (5) total personal days. Any additional unused personal days shall be transferred to the teacher's accumulated sick leave.

No such leave shall be granted on a parent/teacher conference day. Personal leave requests shall be granted immediately before or after a legal state or national holiday, when school is not in session, provided the teacher requests the personal leave at least ten (10) teacher's working days in advance of the intended leave date. No more than four (4) staff members shall be absent from the District on any one day. Requests for such leave shall be made not less than twenty-four hours prior to the day of the leave. Half days shall be granted if requested.

Requests for personal leave require administrative approval. At the direction of the

administration, the aforementioned restrictions may be waived without setting precedent.

9.7 **Professional Leave**

1. Each teacher may have one (1) professional leave day per year which aligns with the School Improvement Plan. However, the one-day restriction may be waived by the Superintendent of Schools at his/her discretion. The Superintendent retains the final authority to accept or reject any or all use of professional leave days. Professional leave shall be granted for only the following.
 - A. To attend a conference, workshop, or seminar related to the teacher's field.
 - B. To visit other schools, view other instructional techniques or programs, view new classroom or teaching related equipment or to observe exemplary programs related to the teacher's field.
 - C. If the Superintendent requires a teacher to be present at a conference as defined in A or B, the assigned days(s) shall not be counted as part of each teacher's professional leave.
2. Requests for a professional leave day shall be submitted in writing to the Superintendent at least five (5) working days prior to the requested leave.
3. No more than two (2) employees per District may use professional leave on the same day. However, the Superintendent may waive this restriction.
4. If the Superintendent approves such leaves, the District shall reimburse the teacher the cost of registration fees, up to \$25.00 per day for meals, and mileage at the current IRS mileage rate. If the conference necessitates an overnight stay, the Superintendent may approve motel fees. The District retains the prerogative to determine the number of vehicles to be used for professional leave.

9.8 **Unpaid Leave of Absence**

Leave of absence may be granted without pay to tenured teachers within the District who desire to return to employment in a similar capacity upon termination of said leave. Each approved leave of absence shall be of the shortest possible duration required to meet the purpose of the leave consistent with a reasonable continuity of instruction for students. In no case shall the leave of absence without pay exceed one year. Dates of the departure and expected return must be mutually acceptable between the teacher and the Superintendent/Board of Education and determined prior to initiating the request. Leaves of absence without pay may be granted according to the following conditions:

1. Leaves of Absence of less than one month, if acceptable to and approved by the administration, will not require Board approval. If not approved by the administration, the teacher shall have the right to seek Board approval.
2. Leaves of absence greater than one month in length, shall require Board approval.

3. Leaves may be granted for (1) advanced study leading to a degree at an approved university; (2) educationally related travel, if the applicant provides an itinerary and an explanation of how such travel will improve the educational program; (3) extended child care; (4) military; (5) other reasons acceptable to the Board.
4. Teachers on such leave may continue insurance benefits if they reimburse the District for any pro-rata costs of premiums for which they apply.
5. Such leave shall not be credited towards advancement on the salary schedule unless the employee works more than ninety (90) days in the school year.
6. The grant or denial of such leave shall not constitute a precedent for future leave requests.

9.9 **Statement of Status of Leave**

Each teacher and paraprofessional shall be given a written statement of sick leave accumulated to date in September of each school year.

9.10 **Perfect Attendance Incentive**

Any full-time staff member who has perfect attendance, does not use any sick leave or personal days, during any 1 semester will receive \$250 stipend. This stipend will be paid at the completion of each semester during the school year.

ARTICLE X – COMPENSATION

10.1 **Salary Schedule**

A. Appendix A: Teacher Salary Schedule

1. 2022-2023 Salary Schedule
2. 2023-2024 Salary Schedule
3. 2024-2025 Salary Schedule

B. Appendix B: Extra Curricular Schedules

C. Longevity: When a teacher has reached the bottom of their educational column and have not received step movement for at least one (1) year, they will receive a longevity stipend of Eight Hundred and Fifty Dollars (\$850) in addition to the cell salary.

D. Appendix C: Paraprofessional Wages

1. 2022-2023
Starting wage: \$14.00/hour
Returning paraprofessional employees shall receive a \$1.75/increase above

2021-2022 wages

2. 2023-2024

Starting wage: \$14.50/hour

Returning paraprofessional employee shall receive a \$.50/increase above 2022-2023 wages

3. 2024-2025

Starting wage: \$15.00/hour

Returning paraprofessional employee shall receive a \$.50/increase above 2023-2024 wages

E. Paraprofessionals shall work 175 days

10.2 **Sheltered Retirement**

Letter A (Net Salary) of the Salary Schedules (See Appendix A) denotes the amount reported by the District to the Internal Revenue Service.

Letter B is the amount of contribution paid on behalf of the individual teacher by the Board to Illinois Teacher Retirement System.

Letter C (Gross Salary) of the Salary Schedule denotes the amount reported by the District to the Illinois Teacher Retirement System.

The Board will shelter 9.0% from the teacher's gross salary (Letter C) per state law for teacher retirement.

10.3 **Payment of Teacher Health Insurance Security Fund**

The Board will pay on the members' behalf the current percentage of the Teacher's Health Insurance Security Fund for all eligible teachers.

10.4 **Insurance**

The Board will pay the cost of the present insurance package for the individual teacher.

Employees who decline participation in the insurance package offered by the district, shall receive an additional \$1,000 per year as payment in lieu of the declined benefits. Licensed employees participating in the Teacher Retirement System (TRS) who are within four (4) years of eligibility of a non-discounted pension annuity shall not receive an annual pay increase exceeding 6% above the prior year's creditable earnings. Should this payment be in lieu of benefits result in a pay increase of more than 6% for any such employee, the employee shall receive a payment of the maximum amount possible without exceeding a 6% increase over the previous year's credible earnings.

10.5 **Course Work**

The Board will pay \$300 per credit hour or the actual tuition rate, whichever is less, for approved coursework taken and completed. Courses must have the Superintendent's

approval and earn a grade of "A" or "B" or receive a "Pass" in the event such courses are only evaluated on a Pass/Fail basis.

Approved course work for employees enrolling in college courses will be granted in the following cases:

- The employee's area of licensure or current teaching assignment
- An identified school district goal
- A degree-seeking program of advance study

The employee must provide a copy of their most recent transcript with the course/grade listed before reimbursement is granted. Reimbursement requests must be submitted in a timely manner and within 30 days of completion. If needed a copy of the transcript requested may be submitted to allow additional time for the actual transcript to be received.

At the request of the District, tuition for classes to fulfill the needed requirements for certification will be reimbursed by the District.

If a teacher receives reimbursement from the School District under the provisions above for a course to obtain an administrative degree and leaves the employment of the School District within a two-year period after completing that course, then the teacher shall pay the School District back for the cost of such course in an amount equal to the reimbursement received by the Teacher from the School District for such course. This provision shall only apply to courses completed within the two-year period preceding the Teacher's departure from the School District. This "pay-back" provision shall not apply to a Teacher who is retiring from the School District or who is dismissed or not renewed by the School District. Any "pay-back" provision due the School District pursuant to this provision shall be payable by such Teacher in full to the School District within 30 days after such Teacher submits a notice of resignation to the School District or otherwise departs employment with the School District (whichever is sooner).

Reimbursement shall not be provided for coursework that is covered by tuition waivers.

General Approval Criteria:

1. Through an accredited (accepted by ISBE for teacher licensure or accepted by an ISBE approved teacher education program) university or college.
2. Any course towards an advanced degree, an additional teaching endorsement, re-licensure, or to improve your teaching skills in your current teaching assignment.

10.6 **Extension of Contract**

Teachers required by the Board to work beyond the regular school year (See school calendar) will have their salary increased by five percent (5%) for every ten (10) days worked.

10.7 **Tax Sheltered Annuities**

The Board shall provide an opportunity for employees to enroll in a tax-sheltered annuity program administered by the School District. A committee consisting of the Superintendent and two teachers designated by the teachers union will oversee the selection of which financial investment vendors will be permitted to participate in the School District's tax-sheltered annuity program. Employees who wish to join or alter their participation in the tax-sheltered annuity program will be permitted to do so by notifying the District's Business Office prior to the 20th day of the calendar month so that their enrollment or alteration will become effective beginning with the first payroll period in the following month. Participation in such program is voluntary and District has no financial obligations related to an employee's participation in the program. Employees will only be able to enroll with financial investment vendors approved by the School District, as selected by the committee established by this provision.

10.8 **Disability Insurance**

A group disability insurance plan may be provided by the District for employee's to purchase on a voluntary basis. The Association shall provide the District with a list of two or more proposed vendors of this group disability insurance plan, which meets or otherwise provides similar coverage as set forth in this Section. The District shall choose from this list of vendors a vendor that the District deems acceptable for providing this disability insurance coverage for all District employees. The policy will cover up to seventy-five (75) percent of an employee's gross salary when coordinated with the Teachers' Retirement System disability and /or Workers' Compensation. Coverage will be provided for a maximum of twenty-four (24) months following the waiting period of thirty (30) days after the last day for which salary is paid. Enrollment in the group disability insurance plan is not mandatory and the premiums and any associated administrative fees shall be fully paid by the individual employee. If the employee chooses, payment of the premium may be automatically deducted from his/her paycheck.

10.9 **Paraprofessional Overtime**

Paraprofessional's requested to work overtime shall be paid at the rate of one and one-half times the employee's regular rate of pay for all time worked over forty (40) hours.

10.10 **National Board-Certified Teacher**

Teachers holding a National Board Certification will be paid an additional \$1,500 per year in addition to their regular annual salary and stipends.

ARTICLE XI - TECHNICAL CLAUSES

11.1 **Complete Understanding**

This Agreement constitutes the full and complete understanding between the parties. All rights, powers and authority of the Board and/or its administrative staff not specifically

limited by the language of this Agreement are retained by the Board. The Board, however, shall take no action which shall violate any of the specific provisions of this Agreement.

11.2 **Individual Contracts**

The terms and conditions of this Agreement shall be the terms and conditions of individual contracts of members of the bargaining unit.

11.3 **Waiver of Additional Bargaining**

The parties acknowledge that during the course of the negotiations which resulted in this Agreement each had the right to make demands, proposals, and counter proposals with respect to any matter not specifically excluded by law and that this Agreement has been arrived at following the full exercise of this right. It is therefore understood that neither party shall be obliged to bargain collectively with respect to any subject or matter referred to or covered by this Agreement or with regard to any subject or matter not referred to or covered by this Agreement.

11.4 **Supersedes Prior Agreements**

This Agreement supersedes and nullifies all previous written Agreements between the Board and the Association.

11.5 **Validity**

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then part shall be deleted to the extent that it violates the law and the remaining articles, sections, and clauses shall remain in effect.

11.6 **Duration**

This Agreement shall become effective on the 1st day of September, 2022, and continue until the 31st day of August, 2025.

For the La Harpe Education Association
Affiliated with the IEA/NEA

For the Board of Education of the
La Harpe Community School
District #347, Hancock County,

Co-President

Date

President

Date

Co-President

Date

Vice-President

Date

APPENDIX A

2022-2023										
		BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	MA+32
0-2	A	\$33,947	\$34,550	\$35,153	\$35,756	\$36,750	\$37,353	\$37,956	\$38,559	\$39,162
	B	\$3,357	\$3,417	\$3,477	\$3,536	\$3,635	\$3,694	\$3,754	\$3,813	\$3,873
	C	\$37,304	\$37,967	\$38,629	\$39,292	\$40,384	\$41,047	\$41,709	\$42,372	\$43,035
3	A	\$34,584	\$35,187	\$35,790	\$36,393	\$37,387	\$37,990	\$38,593	\$39,196	\$39,799
	B	\$3,420	\$3,480	\$3,540	\$3,599	\$3,698	\$3,757	\$3,817	\$3,876	\$3,936
	C	\$38,004	\$38,667	\$39,329	\$39,992	\$41,084	\$41,747	\$42,409	\$43,072	\$43,735
4	A	\$35,221	\$35,824	\$36,427	\$37,030	\$38,024	\$38,627	\$39,230	\$39,833	\$40,436
	B	\$3,483	\$3,543	\$3,603	\$3,662	\$3,761	\$3,820	\$3,880	\$3,939	\$3,999
	C	\$38,704	\$39,367	\$40,029	\$40,692	\$41,784	\$42,447	\$43,109	\$43,772	\$44,435
5	A	\$35,858	\$36,461	\$37,064	\$37,667	\$38,661	\$39,264	\$39,867	\$40,470	\$41,073
	B	\$3,546	\$3,606	\$3,666	\$3,725	\$3,824	\$3,883	\$3,943	\$4,002	\$4,062
	C	\$39,404	\$40,067	\$40,729	\$41,392	\$42,484	\$43,147	\$43,809	\$44,472	\$45,135
6	A	\$36,495	\$37,098	\$37,701	\$38,304	\$39,298	\$39,901	\$40,504	\$41,107	\$41,710
	B	\$3,609	\$3,669	\$3,729	\$3,788	\$3,887	\$3,946	\$4,006	\$4,065	\$4,125
	C	\$40,104	\$40,767	\$41,429	\$42,092	\$43,184	\$43,847	\$44,509	\$45,172	\$45,835
7	A	\$37,132	\$37,735	\$38,338	\$38,941	\$39,935	\$40,538	\$41,141	\$41,744	\$42,347
	B	\$3,672	\$3,732	\$3,792	\$3,851	\$3,950	\$4,009	\$4,069	\$4,128	\$4,188
	C	\$40,804	\$41,467	\$42,129	\$42,792	\$43,884	\$44,547	\$45,209	\$45,872	\$46,535
8	A	\$37,769	\$38,372	\$38,975	\$39,578	\$40,572	\$41,175	\$41,778	\$42,381	\$42,984
	B	\$3,735	\$3,795	\$3,855	\$3,914	\$4,013	\$4,072	\$4,132	\$4,191	\$4,251
	C	\$41,504	\$42,167	\$42,829	\$43,492	\$44,584	\$45,247	\$45,909	\$46,572	\$47,235
9	A	\$38,406	\$39,009	\$39,612	\$40,215	\$41,209	\$41,812	\$42,415	\$43,018	\$43,621
	B	\$3,798	\$3,858	\$3,918	\$3,977	\$4,076	\$4,135	\$4,195	\$4,254	\$4,314
	C	\$42,204	\$42,867	\$43,529	\$44,192	\$45,284	\$45,947	\$46,609	\$47,272	\$47,935
10	A	\$39,043	\$39,646	\$40,249	\$40,852	\$41,846	\$42,449	\$43,052	\$43,655	\$44,258
	B	\$3,861	\$3,921	\$3,981	\$4,040	\$4,139	\$4,198	\$4,258	\$4,317	\$4,377
	C	\$42,904	\$43,567	\$44,229	\$44,892	\$45,984	\$46,647	\$47,309	\$47,972	\$48,635
11	A	\$39,680	\$40,283	\$40,886	\$41,489	\$42,483	\$43,086	\$43,689	\$44,292	\$44,895
	B	\$3,924	\$3,984	\$4,044	\$4,103	\$4,202	\$4,261	\$4,321	\$4,380	\$4,440
	C	\$43,604	\$44,267	\$44,929	\$45,592	\$46,684	\$47,347	\$48,009	\$48,672	\$49,335
12	A	\$40,317	\$40,920	\$41,523	\$42,126	\$43,120	\$43,723	\$44,326	\$44,929	\$45,532
	B	\$3,987	\$4,047	\$4,107	\$4,166	\$4,265	\$4,324	\$4,384	\$4,443	\$4,503
	C	\$44,304	\$44,967	\$45,629	\$46,292	\$47,384	\$48,047	\$48,709	\$49,372	\$50,035
13	A	\$40,954	\$41,557	\$42,160	\$42,763	\$43,757	\$44,360	\$44,963	\$45,566	\$46,169
	B	\$4,050	\$4,110	\$4,170	\$4,229	\$4,328	\$4,387	\$4,447	\$4,506	\$4,566
	C	\$45,004	\$45,667	\$46,329	\$46,992	\$48,084	\$48,747	\$49,409	\$50,072	\$50,735

14	A	\$41,591	\$42,194	\$42,797	\$43,400	\$44,394	\$44,997	\$45,600	\$46,203	\$46,806
	B	\$4,113	\$4,173	\$4,233	\$4,292	\$4,391	\$4,450	\$4,510	\$4,569	\$4,629
	C	\$45,704	\$46,367	\$47,029	\$47,692	\$48,784	\$49,447	\$50,109	\$50,772	\$51,435
15	A			\$43,434	\$44,037	\$45,031	\$45,634	\$46,237	\$46,840	\$47,443
	B			\$4,296	\$4,355	\$4,454	\$4,513	\$4,573	\$4,632	\$4,692
	C			\$47,729	\$48,392	\$49,484	\$50,147	\$50,809	\$51,472	\$52,135
16	A				\$44,674	\$45,668	\$46,271	\$46,874	\$47,477	\$48,080
	B				\$4,418	\$4,517	\$4,576	\$4,636	\$4,695	\$4,755
	C				\$49,092	\$50,184	\$50,847	\$51,509	\$52,172	\$52,835
17	A				\$45,311	\$46,305	\$46,908	\$47,511	\$48,114	\$48,717
	B				\$4,481	\$4,580	\$4,639	\$4,699	\$4,758	\$4,818
	C				\$49,792	\$50,884	\$51,547	\$52,209	\$52,872	\$53,535
18	A				\$45,948	\$46,942	\$47,545	\$48,148	\$48,751	\$49,354
	B				\$4,544	\$4,643	\$4,702	\$4,762	\$4,821	\$4,881
	C				\$50,492	\$51,584	\$52,247	\$52,909	\$53,572	\$54,235
19	A				\$46,585	\$47,579	\$48,182	\$48,785	\$49,388	\$49,991
	B				\$4,607	\$4,706	\$4,765	\$4,825	\$4,884	\$4,944
	C				\$51,192	\$52,284	\$52,947	\$53,609	\$54,272	\$54,935
20	A					\$48,216	\$48,819	\$49,422	\$50,025	\$50,628
	B					\$4,769	\$4,828	\$4,888	\$4,947	\$5,007
	C					\$52,984	\$53,647	\$54,309	\$54,972	\$55,635
21	A					\$48,853	\$49,456	\$50,059	\$50,662	\$51,265
	B					\$4,832	\$4,891	\$4,951	\$5,010	\$5,070
	C					\$53,684	\$54,347	\$55,009	\$55,672	\$56,335
22	A					\$49,490	\$50,093	\$50,696	\$51,299	\$51,902
	B					\$4,895	\$4,954	\$5,014	\$5,073	\$5,133
	C					\$54,384	\$55,047	\$55,709	\$56,372	\$57,035
23	A					\$50,127	\$50,730	\$51,333	\$51,936	\$52,539
	B					\$4,958	\$5,017	\$5,077	\$5,136	\$5,196
	C					\$55,084	\$55,747	\$56,409	\$57,072	\$57,735
24	A					\$50,764	\$51,367	\$51,970	\$52,573	\$53,176
	B					\$5,021	\$5,080	\$5,140	\$5,199	\$5,259
	C					\$55,784	\$56,447	\$57,109	\$57,772	\$58,435
25	A					\$51,401	\$52,004	\$52,607	\$53,210	\$53,813
	B					\$5,084	\$5,143	\$5,203	\$5,262	\$5,322
	C					\$56,484	\$57,147	\$57,809	\$58,472	\$59,135

2023-2024										
		BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	MA+32
0-4	A	\$36,528	\$37,131	\$37,734	\$38,337	\$39,331	\$39,934	\$40,537	\$41,140	\$41,743
	B	\$3,613	\$3,672	\$3,732	\$3,791	\$3,890	\$3,949	\$4,009	\$4,069	\$4,128
	C	\$40,140	\$40,803	\$41,465	\$42,128	\$43,220	\$43,883	\$44,546	\$45,208	\$45,871
5	A	\$37,165	\$37,768	\$38,371	\$38,974	\$39,968	\$40,571	\$41,174	\$41,777	\$42,380
	B	\$3,676	\$3,735	\$3,795	\$3,854	\$3,953	\$4,012	\$4,072	\$4,132	\$4,191
	C	\$40,840	\$41,503	\$42,165	\$42,828	\$43,920	\$44,583	\$45,246	\$45,908	\$46,571
6	A	\$37,802	\$38,405	\$39,008	\$39,611	\$40,605	\$41,208	\$41,811	\$42,414	\$43,017
	B	\$3,739	\$3,798	\$3,858	\$3,917	\$4,016	\$4,075	\$4,135	\$4,195	\$4,254
	C	\$41,540	\$42,203	\$42,865	\$43,528	\$44,620	\$45,283	\$45,946	\$46,608	\$47,271
7	A	\$38,439	\$39,042	\$39,645	\$40,248	\$41,242	\$41,845	\$42,448	\$43,051	\$43,654
	B	\$3,802	\$3,861	\$3,921	\$3,980	\$4,079	\$4,138	\$4,198	\$4,258	\$4,317
	C	\$42,240	\$42,903	\$43,565	\$44,228	\$45,320	\$45,983	\$46,646	\$47,308	\$47,971
8	A	\$39,076	\$39,679	\$40,282	\$40,885	\$41,879	\$42,482	\$43,085	\$43,688	\$44,291
	B	\$3,865	\$3,924	\$3,984	\$4,043	\$4,142	\$4,201	\$4,261	\$4,321	\$4,380
	C	\$42,940	\$43,603	\$44,265	\$44,928	\$46,020	\$46,683	\$47,346	\$48,008	\$48,671
9	A	\$39,713	\$40,316	\$40,919	\$41,522	\$42,516	\$43,119	\$43,722	\$44,325	\$44,928
	B	\$3,928	\$3,987	\$4,047	\$4,106	\$4,205	\$4,264	\$4,324	\$4,384	\$4,443
	C	\$43,640	\$44,303	\$44,965	\$45,628	\$46,720	\$47,383	\$48,046	\$48,708	\$49,371
10	A	\$40,350	\$40,953	\$41,556	\$42,159	\$43,153	\$43,756	\$44,359	\$44,962	\$45,565
	B	\$3,991	\$4,050	\$4,110	\$4,169	\$4,268	\$4,327	\$4,387	\$4,447	\$4,506
	C	\$44,340	\$45,003	\$45,665	\$46,328	\$47,420	\$48,083	\$48,746	\$49,408	\$50,071
11	A	\$40,987	\$41,590	\$42,193	\$42,796	\$43,790	\$44,393	\$44,996	\$45,599	\$46,202
	B	\$4,054	\$4,113	\$4,173	\$4,232	\$4,331	\$4,390	\$4,450	\$4,510	\$4,569
	C	\$45,040	\$45,703	\$46,365	\$47,028	\$48,120	\$48,783	\$49,446	\$50,108	\$50,771
12	A	\$41,624	\$42,227	\$42,830	\$43,433	\$44,427	\$45,030	\$45,633	\$46,236	\$46,839
	B	\$4,117	\$4,176	\$4,236	\$4,295	\$4,394	\$4,453	\$4,513	\$4,573	\$4,632
	C	\$45,740	\$46,403	\$47,065	\$47,728	\$48,820	\$49,483	\$50,146	\$50,808	\$51,471
13	A	\$42,261	\$42,864	\$43,467	\$44,070	\$45,064	\$45,667	\$46,270	\$46,873	\$47,476
	B	\$4,180	\$4,239	\$4,299	\$4,358	\$4,457	\$4,516	\$4,576	\$4,636	\$4,695
	C	\$46,440	\$47,103	\$47,765	\$48,428	\$49,520	\$50,183	\$50,846	\$51,508	\$52,171
14	A	\$42,898	\$43,501	\$44,104	\$44,707	\$45,701	\$46,304	\$46,907	\$47,510	\$48,113
	B	\$4,243	\$4,302	\$4,362	\$4,421	\$4,520	\$4,579	\$4,639	\$4,699	\$4,758
	C	\$47,140	\$47,803	\$48,465	\$49,128	\$50,220	\$50,883	\$51,546	\$52,208	\$52,871
15	A			\$44,741	\$45,344	\$46,338	\$46,941	\$47,544	\$48,147	\$48,750
	B			\$4,425	\$4,484	\$4,583	\$4,642	\$4,702	\$4,762	\$4,821

	C			\$49,165	\$49,828	\$50,920	\$51,583	\$52,246	\$52,908	\$53,571
16	A				\$45,981	\$46,975	\$47,578	\$48,181	\$48,784	\$49,387
	B				\$4,547	\$4,646	\$4,705	\$4,765	\$4,825	\$4,884
	C				\$50,528	\$51,620	\$52,283	\$52,946	\$53,608	\$54,271
17	A				\$46,618	\$47,612	\$48,215	\$48,818	\$49,421	\$50,024
	B				\$4,610	\$4,709	\$4,768	\$4,828	\$4,888	\$4,947
	C				\$51,228	\$52,320	\$52,983	\$53,646	\$54,308	\$54,971
18	A				\$47,255	\$48,249	\$48,852	\$49,455	\$50,058	\$50,661
	B				\$4,673	\$4,772	\$4,831	\$4,891	\$4,951	\$5,010
	C				\$51,928	\$53,020	\$53,683	\$54,346	\$55,008	\$55,671
19	A				\$47,892	\$48,886	\$49,489	\$50,092	\$50,695	\$51,298
	B				\$4,736	\$4,835	\$4,894	\$4,954	\$5,014	\$5,073
	C				\$52,628	\$53,720	\$54,383	\$55,046	\$55,708	\$56,371
20	A					\$49,523	\$50,126	\$50,729	\$51,332	\$51,935
	B					\$4,898	\$4,957	\$5,017	\$5,077	\$5,136
	C					\$54,420	\$55,083	\$55,746	\$56,408	\$57,071
21	A					\$50,160	\$50,763	\$51,366	\$51,969	\$52,572
	B					\$4,961	\$5,020	\$5,080	\$5,140	\$5,199
	C					\$55,120	\$55,783	\$56,446	\$57,108	\$57,771
22	A					\$50,797	\$51,400	\$52,003	\$52,606	\$53,209
	B					\$5,024	\$5,083	\$5,143	\$5,203	\$5,262
	C					\$55,820	\$56,483	\$57,146	\$57,808	\$58,471
23	A					\$51,434	\$52,037	\$52,640	\$53,243	\$53,846
	B					\$5,087	\$5,146	\$5,206	\$5,266	\$5,325
	C					\$56,520	\$57,183	\$57,846	\$58,508	\$59,171
24	A					\$52,071	\$52,674	\$53,277	\$53,880	\$54,483
	B					\$5,150	\$5,209	\$5,269	\$5,329	\$5,388
	C					\$57,220	\$57,883	\$58,546	\$59,208	\$59,871
25	A					\$52,708	\$53,311	\$53,914	\$54,517	\$55,120
	B					\$5,213	\$5,272	\$5,332	\$5,392	\$5,451
	C					\$57,920	\$58,583	\$59,246	\$59,908	\$60,571

2024-2025

		BA	BA+8	BA+16	BA+24	MA	MA+8	MA+16	MA+24	MA+32
0-4	A	\$37,887	\$38,490	\$39,093	\$39,696	\$40,690	\$41,293	\$41,896	\$42,499	\$43,102
	B	\$3,747	\$3,807	\$3,866	\$3,926	\$4,024	\$4,084	\$4,143	\$4,203	\$4,263
	C	\$41,634	\$42,296	\$42,959	\$43,622	\$44,714	\$45,377	\$46,039	\$46,702	\$47,364
5	A	\$38,524	\$39,127	\$39,730	\$40,333	\$41,327	\$41,930	\$42,533	\$43,136	\$43,739
	B	\$3,810	\$3,870	\$3,929	\$3,989	\$4,087	\$4,147	\$4,206	\$4,266	\$4,326
	C	\$42,334	\$42,996	\$43,659	\$44,322	\$45,414	\$46,077	\$46,739	\$47,402	\$48,064
6	A	\$39,161	\$39,764	\$40,367	\$40,970	\$41,964	\$42,567	\$43,170	\$43,773	\$44,376
	B	\$3,873	\$3,933	\$3,992	\$4,052	\$4,150	\$4,210	\$4,269	\$4,329	\$4,389
	C	\$43,034	\$43,696	\$44,359	\$45,022	\$46,114	\$46,777	\$47,439	\$48,102	\$48,764
7	A	\$39,798	\$40,401	\$41,004	\$41,607	\$42,601	\$43,204	\$43,807	\$44,410	\$45,013
	B	\$3,936	\$3,996	\$4,055	\$4,115	\$4,213	\$4,273	\$4,332	\$4,392	\$4,452
	C	\$43,734	\$44,396	\$45,059	\$45,722	\$46,814	\$47,477	\$48,139	\$48,802	\$49,464
8	A	\$40,435	\$41,038	\$41,641	\$42,244	\$43,238	\$43,841	\$44,444	\$45,047	\$45,650
	B	\$3,999	\$4,059	\$4,118	\$4,178	\$4,276	\$4,336	\$4,395	\$4,455	\$4,515
	C	\$44,434	\$45,096	\$45,759	\$46,422	\$47,514	\$48,177	\$48,839	\$49,502	\$50,164
9	A	\$41,072	\$41,675	\$42,278	\$42,881	\$43,875	\$44,478	\$45,081	\$45,684	\$46,287
	B	\$4,062	\$4,122	\$4,181	\$4,241	\$4,339	\$4,399	\$4,458	\$4,518	\$4,578
	C	\$45,134	\$45,796	\$46,459	\$47,122	\$48,214	\$48,877	\$49,539	\$50,202	\$50,864
10	A	\$41,709	\$42,312	\$42,915	\$43,518	\$44,512	\$45,115	\$45,718	\$46,321	\$46,924
	B	\$4,125	\$4,185	\$4,244	\$4,304	\$4,402	\$4,462	\$4,521	\$4,581	\$4,641
	C	\$45,834	\$46,496	\$47,159	\$47,822	\$48,914	\$49,577	\$50,239	\$50,902	\$51,564
11	A	\$42,346	\$42,949	\$43,552	\$44,155	\$45,149	\$45,752	\$46,355	\$46,958	\$47,561
	B	\$4,188	\$4,248	\$4,307	\$4,367	\$4,465	\$4,525	\$4,584	\$4,644	\$4,704
	C	\$46,534	\$47,196	\$47,859	\$48,522	\$49,614	\$50,277	\$50,939	\$51,602	\$52,264
12	A	\$42,983	\$43,586	\$44,189	\$44,792	\$45,786	\$46,389	\$46,992	\$47,595	\$48,198
	B	\$4,251	\$4,311	\$4,370	\$4,430	\$4,528	\$4,588	\$4,647	\$4,707	\$4,767
	C	\$47,234	\$47,896	\$48,559	\$49,222	\$50,314	\$50,977	\$51,639	\$52,302	\$52,964
13	A	\$43,620	\$44,223	\$44,826	\$45,429	\$46,423	\$47,026	\$47,629	\$48,232	\$48,835
	B	\$4,314	\$4,374	\$4,433	\$4,493	\$4,591	\$4,651	\$4,710	\$4,770	\$4,830
	C	\$47,934	\$48,596	\$49,259	\$49,922	\$51,014	\$51,677	\$52,339	\$53,002	\$53,664
14	A	\$44,257	\$44,860	\$45,463	\$46,066	\$47,060	\$47,663	\$48,266	\$48,869	\$49,472
	B	\$4,377	\$4,437	\$4,496	\$4,556	\$4,654	\$4,714	\$4,773	\$4,833	\$4,893
	C	\$48,634	\$49,296	\$49,959	\$50,622	\$51,714	\$52,377	\$53,039	\$53,702	\$54,364
15	A			\$46,100	\$46,703	\$47,697	\$48,300	\$48,903	\$49,506	\$50,109
	B			\$4,559	\$4,619	\$4,717	\$4,777	\$4,836	\$4,896	\$4,956
	C			\$50,659	\$51,322	\$52,414	\$53,077	\$53,739	\$54,402	\$55,064

16	A				\$47,340	\$48,334	\$48,937	\$49,540	\$50,143	\$50,746
	B				\$4,682	\$4,780	\$4,840	\$4,899	\$4,959	\$5,019
	C				\$52,022	\$53,114	\$53,777	\$54,439	\$55,102	\$55,764
17	A				\$47,977	\$48,971	\$49,574	\$50,177	\$50,780	\$51,383
	B				\$4,745	\$4,843	\$4,903	\$4,962	\$5,022	\$5,082
	C				\$52,722	\$53,814	\$54,477	\$55,139	\$55,802	\$56,464
18	A				\$48,614	\$49,608	\$50,211	\$50,814	\$51,417	\$52,020
	B				\$4,808	\$4,906	\$4,966	\$5,025	\$5,085	\$5,145
	C				\$53,422	\$54,514	\$55,177	\$55,839	\$56,502	\$57,164
19	A				\$49,251	\$50,245	\$50,848	\$51,451	\$52,054	\$52,657
	B				\$4,871	\$4,969	\$5,029	\$5,088	\$5,148	\$5,208
	C				\$54,122	\$55,214	\$55,877	\$56,539	\$57,202	\$57,864
20	A					\$50,882	\$51,485	\$52,088	\$52,691	\$53,294
	B					\$5,032	\$5,092	\$5,151	\$5,211	\$5,271
	C					\$55,914	\$56,577	\$57,239	\$57,902	\$58,564
21	A					\$51,519	\$52,122	\$52,725	\$53,328	\$53,931
	B					\$5,095	\$5,155	\$5,214	\$5,274	\$5,334
	C					\$56,614	\$57,277	\$57,939	\$58,602	\$59,264
22	A					\$52,156	\$52,759	\$53,362	\$53,965	\$54,568
	B					\$5,158	\$5,218	\$5,277	\$5,337	\$5,397
	C					\$57,314	\$57,977	\$58,639	\$59,302	\$59,964
23	A					\$52,793	\$53,396	\$53,999	\$54,602	\$55,205
	B					\$5,221	\$5,281	\$5,340	\$5,400	\$5,460
	C					\$58,014	\$58,677	\$59,339	\$60,002	\$60,664
24	A					\$53,430	\$54,033	\$54,636	\$55,239	\$55,842
	B					\$5,284	\$5,344	\$5,403	\$5,463	\$5,523
	C					\$58,714	\$59,377	\$60,039	\$60,702	\$61,364
25	A					\$54,067	\$54,670	\$55,273	\$55,876	\$56,479
	B					\$5,347	\$5,407	\$5,466	\$5,526	\$5,586
	C					\$59,414	\$60,077	\$60,739	\$61,402	\$62,064

Junior High School
Extra-Curricular Schedule – FY 2023

	% of Base	Subtotal	TRS	SR Earnings
Athletic Director	10.00%	\$3,395	\$336	\$3,730
JH Boys Basketball	9.00%	\$3,055	\$302	\$3,357
JH Boys Basketball Asst	6.00%	\$2,037	\$201	\$2,238
JH Girls Basketball	9.00%	\$3,055	\$302	\$3,357
JH Girls Basketball Asst	6.00%	\$2,037	\$201	\$2,238
JH Girls Volleyball	9.00%	\$3,055	\$302	\$3,357
JH Girls Volleyball Asst	6.00%	\$2,037	\$201	\$2,238
JH Baseball	7.00%	\$2,376	\$235	\$2,611
JH Baseball Asst	5.00%	\$1,697	\$168	\$1,865
JH Boys Track	7.00%	\$2,376	\$235	\$2,611
JH Boys Track Asst	5.00%	\$1,697	\$168	\$1,865
JH Girls Track	7.00%	\$2,376	\$235	\$2,611
JH Girls Track Asst	5.00%	\$1,697	\$168	\$1,865
5th/6th Boys Basketball	6.00%	\$2,037	\$201	\$2,238
5th/6th Boys Basketball Asst	5.00%	\$1,697	\$168	\$1,865
5th/6th Girls Basketball	6.00%	\$2,037	\$201	\$2,238
5th/6th Girls Basketball Asst	5.00%	\$1,697	\$168	\$1,865
JH Cheerleaders	2.00%	\$679	\$67	\$746
5th/6th Cheerleaders	1.00%	\$339	\$34	\$373
JH Scholastic Bowl (2)	2.00%	\$679	\$67	\$746
JH Speech (2)	2.00%	\$679	\$67	\$746
JH Student Council (s)	1.00%	\$339	\$34	\$373
Elementary/JH Yearbook				
(if no class during school)	2.00%	\$679	\$67	\$746
(if class during school)	1.00%	\$339	\$34	\$373
Board Approved Clubs	2.00%	\$679	\$67	\$746
Special Education				
Coordinator		\$5,000	\$495	\$5,495
Extra-Curricular Supervision		\$50/day		
Lead Teacher		\$35/day		

Junior High School
Extra-Curricular Schedule – FY 2024

	% of Base	Subtotal	TRS	SR Earnings
Athletic Director	10.00%	\$3,653	\$361	\$4,014
JH Boys Basketball	9.00%	\$3,287	\$325	\$3,613
JH Boys Basketball Asst	6.00%	\$2,192	\$217	\$2,408
JH Girls Basketball	9.00%	\$3,287	\$325	\$3,613
JH Girls Basketball Asst	6.00%	\$2,192	\$217	\$2,408
JH Girls Volleyball	9.00%	\$3,287	\$325	\$3,613
JH Girls Volleyball Asst	6.00%	\$2,192	\$217	\$2,408
JH Baseball	7.00%	\$2,557	\$253	\$2,810
JH Baseball Asst	5.00%	\$1,826	\$181	\$2,007
JH Boys Track	7.00%	\$2,557	\$253	\$2,810
JH Boys Track Asst	5.00%	\$1,826	\$181	\$2,007
JH Girls Track	7.00%	\$2,557	\$253	\$2,810
JH Girls Track Asst	5.00%	\$1,826	\$181	\$2,007
5th/6th Boys Basketball	6.00%	\$2,192	\$217	\$2,408
5th/6th Boys Basketball Asst	5.00%	\$1,826	\$181	\$2,007
5th/6th Girls Basketball	6.00%	\$2,192	\$217	\$2,408
5th/6th Girls Basketball Asst	5.00%	\$1,826	\$181	\$2,007
JH Cheerleaders	2.00%	\$731	\$72	\$803
5th/6th Cheerleaders	1.00%	\$365	\$36	\$401
JH Scholastic Bowl (2)	2.00%	\$731	\$72	\$803
JH Speech (2)	2.00%	\$731	\$72	\$803
JH Student Council (s)	1.00%	\$365	\$36	\$401
Elementary/JH Yearbook (if no class during school)	2.00%	\$731	\$72	\$803
(if class during school)	1.00%	\$365	\$36	\$401
Board Approved Clubs	2.00%	\$731	\$72	\$803
Special Education				
Coordinator		\$5,000	\$495	\$5,495
Extra-Curricular Supervision		\$50/day		
Lead Teacher		\$35/day		

Junior High School
Extra-Curricular Schedule – FY 2025

	% of Base	Subtotal	TRS	SR Earnings
Athletic Director	10.00%	\$3,788	\$375	\$4,163
JH Boys Basketball	9.00%	\$3,410	\$337	\$3,747
JH Boys Basketball Asst	6.00%	\$2,273	\$225	\$2,498
JH Girls Basketball	9.00%	\$3,410	\$337	\$3,747
JH Girls Basketball Asst	6.00%	\$2,273	\$225	\$2,498
JH Girls Volleyball	9.00%	\$3,410	\$337	\$3,747
JH Girls Volleyball Asst	6.00%	\$2,273	\$225	\$2,498
JH Baseball	7.00%	\$2,652	\$262	\$2,914
JH Baseball Asst	5.00%	\$1,895	\$187	\$2,082
JH Boys Track	7.00%	\$2,652	\$262	\$2,914
JH Boys Track Asst	5.00%	\$1,895	\$187	\$2,082
JH Girls Track	7.00%	\$2,652	\$262	\$2,914
JH Girls Track Asst	5.00%	\$1,895	\$187	\$2,082
5th/6th Boys Basketball	6.00%	\$2,273	\$225	\$2,498
5th/6th Boys Basketball Asst	5.00%	\$1,895	\$187	\$2,082
5th/6th Girls Basketball	6.00%	\$2,273	\$225	\$2,498
5th/6th Girls Basketball Asst	5.00%	\$1,895	\$187	\$2,082
JH Cheerleaders	2.00%	\$758	\$75	\$833
5th/6th Cheerleaders	1.00%	\$379	\$37	\$416
JH Scholastic Bowl (2)	2.00%	\$758	\$75	\$833
JH Speech (2)	2.00%	\$758	\$75	\$833
JH Student Council (s)	1.00%	\$379	\$37	\$416
Elementary/JH Yearbook				
(if no class during school)	2.00%	\$758	\$75	\$833
(if class during school)	1.00%	\$379	\$37	\$416
Board Approved Clubs	2.00%	\$758	\$75	\$833
Special Education				
Coordinator		\$5,000	\$495	\$5,495
Extra-Curricular Supervision		\$50/day		
Lead Teacher		\$35/day		

ARNOLD BROTHERS
HEATING AND COOLING

1729 WEST JACKSON
MACOMB, ILLINOIS 61455
PH: 309/833-2852 FAX: 309/833-1523

7/6/2022
La Harpe School
404 W Main
La Harpe, IL 61450

PTAC Replacement

Michael,

Thank you for the opportunity to provide you with a proposal to replace your existing PTAC units. After our survey of your school, we have come up with the following solution to meet your needs.

Furnish and install two new PTAC units, to include:

- Removal and disposal of existing equipment.
- Installation of 2 PTAC units.
- Refrigerant reclamation and proper disposal.

Total price: \$2,889.65 (if we install)

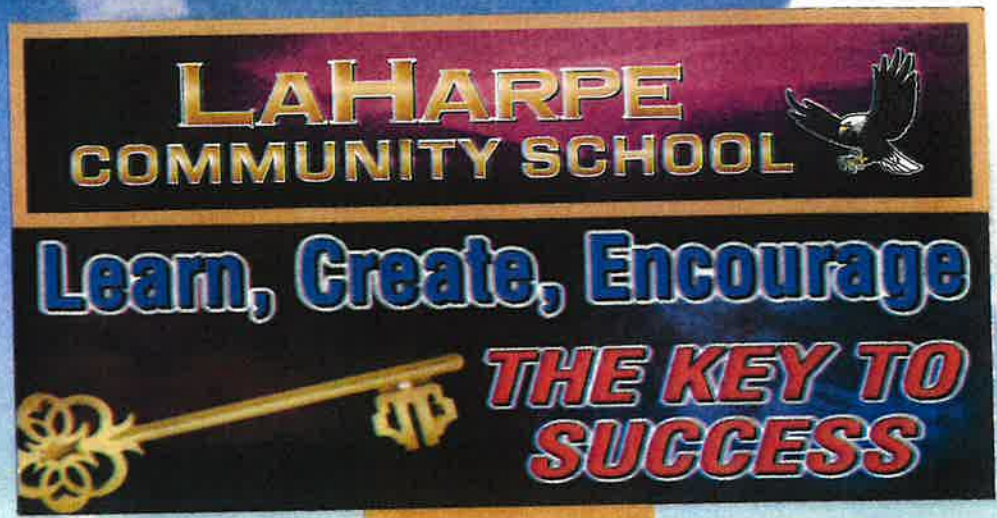
Total price: \$2,599.65 (if you install)

Pricing includes taxes and installation.

Thanks again and please let me know if you have any questions or need additional information.

Nick Hull
Comfort Consultant
Arnold Brothers Heating and Cooling
(office) 309-833-2852
(mobile) 309-255-9589
www.arnbros.com

Infinity Series
 16mm 45 x 150
 Capabilities: 1-5 Rows
 5.0" - 27.7" Characters



Existing Leg

Reference #: 143200-1
 Product Manager: Colin
 Date: May 12, 2022
 ID Face Vinyl: Digital Print
 ID Cabinet & Mount Color: PMS7411c Gold
 LED Cabinet Color: Black
 LED Display: Full Color



SIGNS PLUS
 NEW IDEAS-NEW TECHNOLOGY, INC
800-848-4262
 info@SignsPlusSigns.com
 www.SignsPlusSigns.com



APPROVAL

DATE _____

PRINT NAME _____

SIGNATURE _____

A FAX SIGNATURE IS BINDING UPON BOTH PARTIES

Custom artwork by Signs Plus is provided as an example and is not intended to represent an exact match for ink, vinyl, paint or LED colors. With the exception of our Polyarmour products, masonry and brickwork are not included in the proposed quote. Measurements shown are approximations and final product dimensions may vary. Original Signs Plus design - reproduction is prohibited.













Dashboard

The screenshot shows the software interface with a map of locations, a list of content items, and a content approval panel. The content list includes items like 'New Ad Image', 'New Ad A1', and 'Full Menu Animation'. The approval panel shows a 'Current Temperature' of 65° and 'Current Brightness' of 3000 nits.



M.E. CLOUD

CLOUD-BASED SOFTWARE

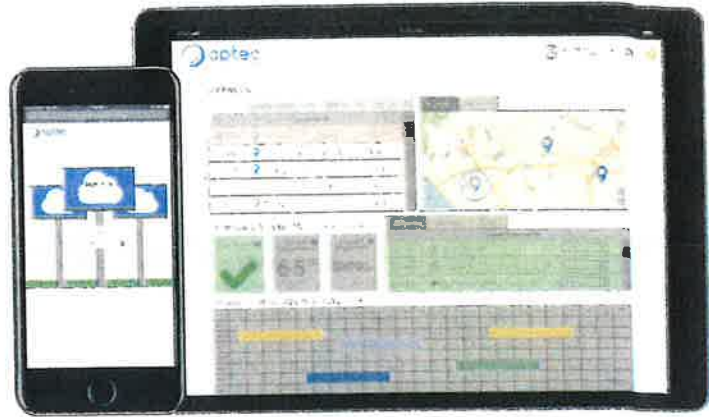
 <p>LOCATION MANAGEMENT</p> <p>Create, edit, and view each display location. View display schedules, messages, and status.</p>	 <p>CONTENT MANAGEMENT</p> <p>Upload content for one or multiple display sizes and content types.</p>	 <p>CONTENT CREATION</p> <p>Create, import, layer, edit, manage and preview with intuitive content creation tools.</p>	 <p>LAYERED CONTENT</p> <p>Layer content to create messages with impact. Key text over images, animations, and video.</p>	 <p>BUILT IN APPS</p> <p>Display customized time, temperature, date, numerals/characters, and more.</p>
 <p>QUICK MESSAGE</p> <p>Schedule content to one or multiple locations in four quick steps.</p>	 <p>CAMPAIGN SCHEDULING</p> <p>Schedule or create campaign templates built around 24 hour or day part play back.</p>	 <p>DISPLAY CONTROLS</p> <p>Control, network, and adjust displays and settings.</p>	 <p>USERS AND USER ROLES</p> <p>Create and manage users. Assigned user roles allow for different access levels.</p>	 <p>SECURE CONNECTION</p> <p>SSL technology is used to establish an encrypted link between web browser and server.</p>

M.E. CLOUD

CLOUD-BASED SOFTWARE

M.E. Cloud is a cloud-based software allowing access to users on-demand, via Internet access, to manage their display. Use a web browser on a computer, mobile phone, or tablet to network, schedule, create and manage content quickly and effectively from anywhere.

Internet access required.



ADVANCED SCHEDULING

Schedule down to the minute for one or multiple displays. Create, edit, and preview schedules. Group scheduling, day part scheduling, and view display communication status.

LOCATION MANAGER

Create and manage display locations. View locations on a map. Setup display locations prior to physical installation and be ready to send content as soon as it goes live.



CONTENT MANAGER

Easily manage your content library. Upload one or multiple media types. Create layered content with intuitive creation tools and built in apps.



DISPLAY CONTROLS

Control, network, and adjust displays and settings. Monitor and adjust display connectivity, temperature, and brightness.

Display Requirements

Required Connectivity: Internet Access

Minimum System/Device Requirements

Required Processor: 1GHZ Processor or Faster

Required Memory: 1GB RAM

Required Hard Disk Space: Up to 2GB Available

Required Video Card: Intel® HD Graphics 520 or Better

Required Connectivity: Internet Access

Software Information

Version: 1.0

Browser Compatibility: IE8+, Chrome, Firefox, Safari

Browser/Server Security: SSL

Password Protection: 10 Character Minimum

Media: JPG, PNG, MP4

Languages: English

Rating: 4+



Worldwide Headquarters
1700 S. De Soto Place, Ontario, CA 91751 USA
Phone: +1 800 375 1568 Fax: +1 925 369 1858
www.optec.com

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M.E. CLOUD 10/16/12/02



NEW IDEAS - NEW TECHNOLOGY, INC.
4242 McIntosh Ln , Sarasota, Florida 34232
t. 800-848-4262 f. 941-378-4062

LaHarpe Community School
La Harpe IL 61450
Attention: Michelle Lee

Colin Lane
Product Manager
Colin@SignsPlusSigns.com
Quote #: 143200-1
Date: May 11, 2022

Qty Description

- 1 Infinity - Full Color Double Sided LED Display - Made in the USA by Optec
 - Two (2) Individual LED Cabinets Acting as a Double Sided Display with Side Filler Panels for Unitized Appearance
 - LED Cabinet Size & LED Active Display Area: 2' 4"x 7' 10" - Borderless Edge-to-Edge Pixels
 - LED Pixel Pitch: 16mm - LED Pixel Matrix: 45x 150 (Rows x Columns)
 - Total Pixels: 13,500 (Double Sided)
 - 3 LEDs per Pixel: 1 Red, 1 Green, 1 Blue
 - Brightness: 10,000 Nits
 - Color Processing: 16-bit Grayscale - Color Palette: 281 Trillion Colors
 - Viewability: 140 degrees horizontal & 70 degrees vertical
 - Graphic Capability: Text, Animations, Video Clips and Photos
 - Display Dimming: 100 levels - Video Frame Rate: 60 Frames per second
 - Average LED Life: 100,000 hours
 - LED Cabinet Construction: Extruded Aluminum
 - Weatherproofing, Front & Rear: IP65 & IP54 - Manufacturing Quality Standard: ISO 9001
 - Compliance: FCC Part 15, ETL, UL 48nElectrical Requirements: 120-volt, Max Amps: 13.5
- 1 1' 8"x 7' 10" (HxW) Double Sided Identification Cabinet
 - 20" Deep, All Aluminum - Unitized, High-strength and All-welded Cabinet Frame
 - Energy Saving Internal LED Illumination with Day-Night Light Sensor
 - Unbreakable Solar Grade Polycarbonate Faces
 - Digital Graphics on 3M Vinyl Applied to Inside Surface to Prevent Fading, Scratching or Marring"
- 1 High Security Wireless Network Bridge - Point-to-Point Communication, Requires Direct Line-of-Sight Between Antennas - Max Distance 1,500 Feet
M.E. Cloud - Cloud Based LED Sign Messaging Software Included
- 1 Freight Included

Prices are valid for 30 days. Unless otherwise noted in Special Instructions freight & applicable sales tax will be added to your invoice. Organizations exempt from sales tax must include exempt certificate with order.

Total Investment: \$23,716.00

Terms

- 50% deposit of total investment due with order. Balance due 10 days from the sign(s) ship date.

Or,

- Authorized purchase order accepted with order. Payment of total invoice amount is due 10 days from the sign(s) ship date.

Unless otherwise indicated in the Buyer Approved Sign Installation Agreement Form: SIA-0422, sign permits, footers, sign erection, electrical service, electrical connection and planters or other decorative masonry or other structures are the responsibilities of the buyer. Signs Plus furnishes engineered footer drawings when applicable. Buyer acknowledges and agrees that any cancellation will result in charges that may exceed the deposit and in the event of payment default disruptions of the LED display operation may occur. The Buyer is responsible for all collection costs incurred by Signs Plus, including but not limited to court costs, filing fees and attorney fees. All legal proceedings will be in Sarasota County, Florida. A 2% convenience fee applies to all credit card transactions.

Special Instructions

LED & ID Warranty

- Lifetime Material & Workmanship Warranty on Entire Sign.
- Lifetime Replacement of Makrolon Faces due to Breakage by Vandalism.
- 10 Year Parts & 5 Year Labor Warranty on ID Cabinet LED Illumination.
- 5 Year LED manufacturer's advanced replacement parts warranty with Lifetime Technical Support.
- Lifetime FREE software training and support.
- 10 year parts availability guarantee.
- Refer to Signs Plus Warranty Statement for complete details.
- Installation by Others: Signs Plus provides complete mounting instructions and when applicable a footer drawing engineered for your sign with dimensions and specifications along with anchor bolts and template for accurate placement.

Approval / Authorization

I have read and fully understand the contents of this document and I agree to the stated terms and conditions.

Authorized Signature:

Title:

Date:

Quote #: 143200-1
Date Quoted: May 11, 2022

Signs Plus - New Ideas - New Technologies, Inc.
4242 McIntosh Lane - Sarasota, FL 34232 800.848.4262
www.SignsPlusSigns.com

Customer:

LaHarpe Community School
La Harpe, IL 61450

Attention: Michelle Lee

Ship Sign To:

LaHarpe Community School
La Harpe, IL 61450

Attention: Michelle Lee

Invoice To:

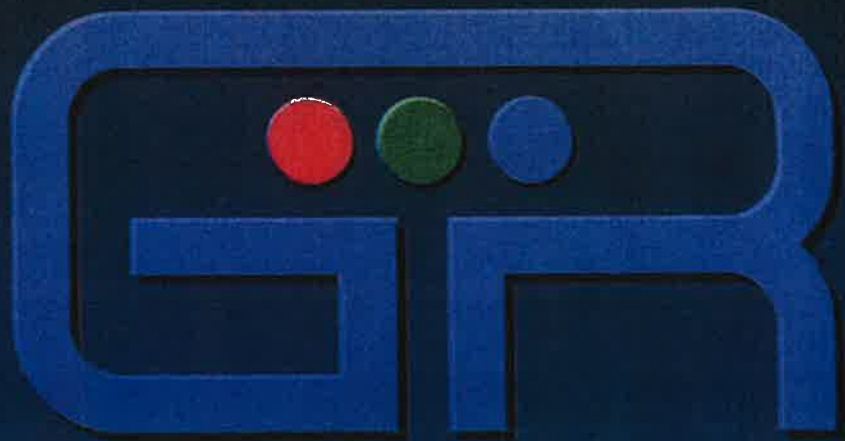
LaHarpe Community School
La Harpe, IL 61450

Attention: Michelle Lee

Quote #:
143200-1

Date Quoted
May 11, 2022

Signs Plus New Ideas - New Technologies, Inc.
4242 McIntosh Lane - Sarasota, FL 34232 800.848.4262
www.SignsPlusSigns.com



Golden Rule

S I G N S

LaHarpe Elementary School District #347
20mm 30x120 - Full Color

GREAT SIGNS. GREAT SERVICE. GREAT PRICES.

LAHARPE

ELEMENTARY SCHOOL DISTRICT #347



**SPORTS DAY
TODAY!**



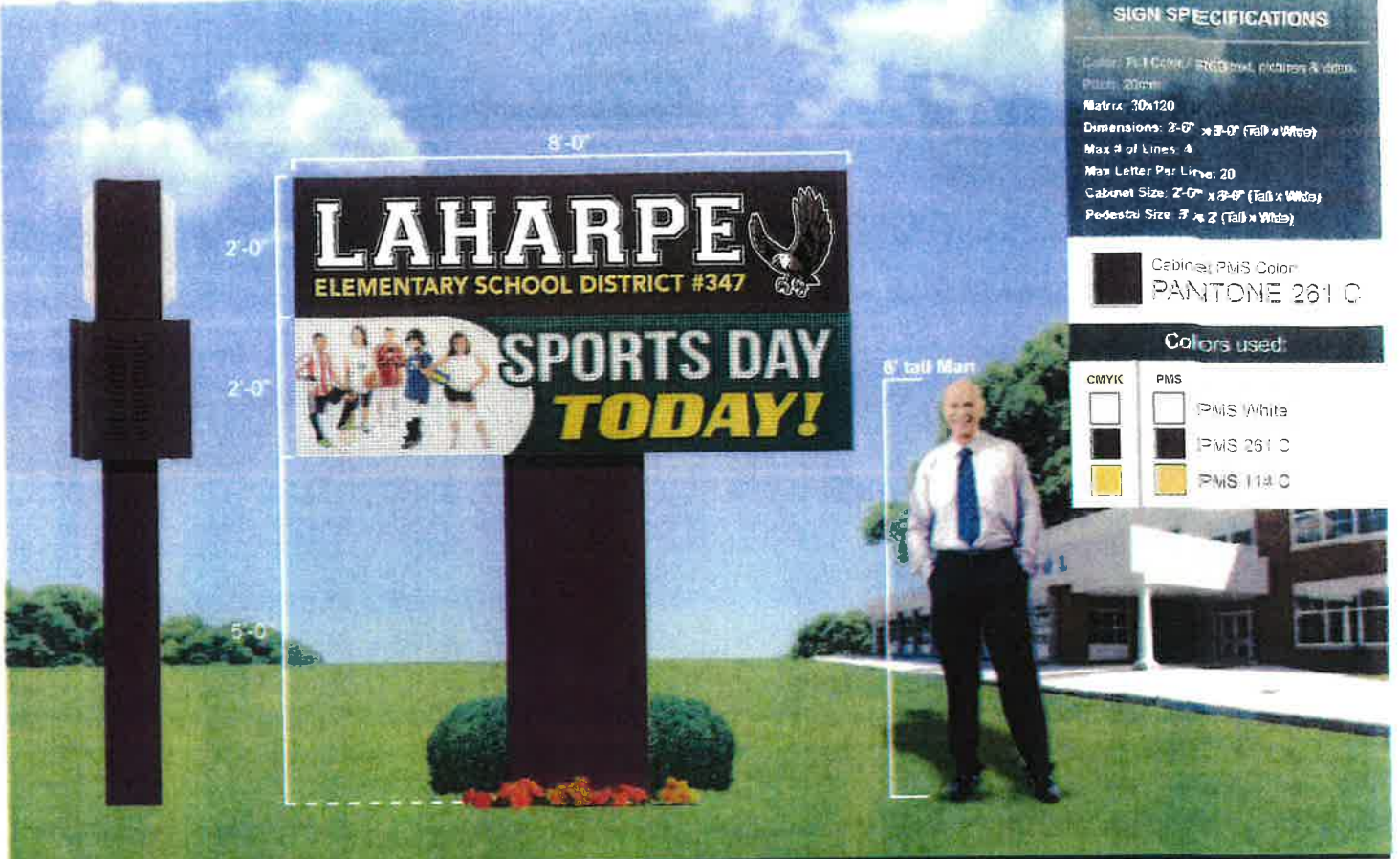
SIGN SPECIFICATIONS

Color: Full Color / RGB text, pictures & video.
 Panel: 20mm
 Matrix: 30x120
 Dimensions: 2'-0" x 8'-0" (Fall x White)
 Max # of Lines: 4
 Max Letter Per Line: 20
 Cabinet Size: 2'-0" x 2'-0" (Fall x White)
 Pedestal Size: 3" x 3" (Fall x White)

Cabinet PMS Color
PANTONE 261 C

Colors used:

CMYK	PMS
	PMS White
	PMS 261 C
	PMS 114 C



VERSION #: R06152201

 SIGNATURE

 DATE

2420 Holloway Road
 Indianapolis, IN 46295
 Tel: 1-800-733-8886
 Fax: 1-502-436-0544
www.goldenruleblgns.com



ADDITIONAL DESIGN OPTIONS:





2420 Holloway Road
Louisville, KY 40299

Consultant Seth McNeal
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Quote #26481
Date 06-14-2022

Client Michelle Lee
LaHarpe Elementary School
District #347
404 W Main St.
La Harpe IL 61450

Great Signs. Great Service. Great Prices.

L.E.D. Message Unit (Impact G3 Series)

Color	RGB -2 Billion Colors
Pitch	20mm
Matrix	30 x 120
Dimensions	2' -0" x 8' -0" (Height x Length)
Max # of Lines	4
Max letter per line	20
Configuration	Double Face

Communication Capabilities	Cellular Modem - Lifetime Data Text, Pictures, Graphics, Video Animations, Time & Temperature	
Power Requirements	120v	240v
	Typical Amps	2.03 1.19
	Max Amps	5.81 3.4
Certifications		

Identification/Logo Cabinet & Support Structure (XPS Cabinet)

Cabinet Size	2'-0" x 8'-0" (Tall x Wide) DS
Pedestal Size	5' x 2' (Tall x Wide)
Structure	4" steel structural support #2

Your sign cabinet will be internally lit and controlled by a day/night sensor. It contains translucent faces which display digitally printed lettering/art (name of organization/mascot etc.) which will be approved prior to manufacturing.

Professional logo package - high resolution/vectorized

Electrical Requirements This sign system is typically built as a 110v unit, however, any sign can be built for 220v power. Please contact your Project Consultant for detailed electrical information.

Alternate Resolution Options	Additional Items	Price
Pitch: 10mm Pitch: 15mm Matrix: 60 x 240 Matrix: 40 x 160 Total \$ 29,936.47 Total \$ 26,381.63	Deduct \$4,000 for Self Install	\$ 0.00
If choosing an alternate resolution option, please circle your selection & Initial _____		

Installation, Delivery & Warranty

Installation	Professional Installation - Retro Fit	Total	\$ 24,192.66
Site Survey	Site Survey L2	50% Deposit:	\$ 12,096.33
Existing Sign	Removal included - V2	25% Prior to Shipping:	\$ 6,048.17
Delivery	Included - LTL3	25% Balance:	\$ 6,048.17
Warranty	Limited Lifetime Warranty		

To begin the purchase process please sign and fax to 502-416-0544 or scan and e-mail to your Project Consultant
 Signature _____ Date _____

Applicable sales tax will be added to your invoice - exempt organizations must provide certificate. Manufacturing lead time is 4-6 weeks depending on scope of work - confirm with your Project Manager. Engineering, permit acquisition, permit fee and running electric are not included unless specifically stated in this quote. This quote is valid for 90 days.

Golden Rule Signs, Terms and Conditions of Sale v5117

1.0 Basis of Sale:

No variation to these Conditions shall be binding unless agreed in writing between authorized representatives of the Buyer & Seller. Additional, different or inconsistent terms or conditions proposed or received from Buyer, including without limitation, any additional, different or inconsistent terms or conditions in Buyer's request for proposals or order, are hereby rejected and shall not be a part of the parties' contract. Seller's commencement of any work or delivery of any goods does not constitute acceptance of or consent to any additional, different, or inconsistent terms. Changes in orders must be requested by Buyer in writing. No changes in orders or these terms and conditions shall be binding on Seller unless specifically agreed in a writing signed by Seller. Seller is not liable or responsible for any delays caused by Buyer's changes in orders. Sales literature, price lists, and other documents issued by Seller in relation to the Goods are subject to alteration by Seller without notice, do not constitute offers to sell the Goods which are capable of acceptance and do not constitute a part of this Contract unless the parties otherwise expressly agree in writing. Typographical, clerical, or other accidental errors or omissions in any sales literature, quotation, price list, acceptance of offer, invoice, or other document or information issued by the Seller shall be subject to correction without any liability on the part of the Seller.

2.0 Orders, Specifications & Permits:

All specifications of the order, products, and services provided by the Seller shall be listed on the Buyer signed quote form including items such as shipping, installation, permitting, training, custom artwork, and design. Items not listed on the quote are not included in the specifications of the Goods. Seller does not provide/run electricity – this is a client responsibility unless otherwise specifically stated on the signed quote form. No order which has been accepted by the Seller may be canceled by the Buyer except with agreement in writing by the Seller and with the understanding that the Buyer shall indemnify the Seller in full against all loss (including loss of profit), costs (including the cost of all labor and materials used), damages, charges and expenses incurred by the Seller because of cancellation. Permits for erecting the sign are the sole responsibility of the Buyer unless included as a line item in the order. The Seller may, at its option assist in providing drawings, sketches/renderings, or technical information. Permits are paid for at face value by the Buyer unless a sale price has already been assigned to them. Any required core samples, engineered drawings, or additional certifications requested by the Buyer or the Buyer's local government are the responsibility of the Buyer. Unless Seller is procuring permits as listed in the order agreement: If for any reason the local governing authorities (be it city or county zoning, permit, building inspections etc.) deny the permit application, Buyer is conclusively responsible for all purchased equipment, services, and products. If Seller is procuring permits and local governing authorities deny application; Buyer is only responsible for costs incurred. If Seller is to utilize an existing support structure when installing a sign, it is hereby known that Seller has no knowledge of the depth, size, or integrity of the footer below grade or materials/methods used to construct the existing support structure. As such, Buyer agrees to hold Seller harmless and void of all liability as it relates to the existing support structure, including the footer.

3.0 Terms of Payment Payment to Seller

Terms of Payment to Seller is specified on the Quote. In the event that Buyer is paying through installments, "due on or before" dates will be set forth on the Quote. Any payments that are past due by 7 or more calendar days shall be assessed a \$50 late fee. In addition, any payments that are past due by more than 30 calendar days shall bear interest at a rate equal to the lesser of (a) one and one-half percent (1.5%) per month or (b) the maximum permitted by law. Noncompliance with payment terms or any other failure by Buyer to observe, perform, and be in compliance with the terms and conditions of this Contract, will be a breach of contract by the Buyer. In that event, (a) Seller may exercise all rights and remedies available to it at law or in equity, and title to the Goods shall revert to the Seller, and (b) the Buyer waives all rights to the Goods and services that were to be provided as well as monetary damages.

4.0 Delivery:

The date of delivery of the Goods may vary due to the nature of manufacturing custom signage. Estimated delivery/installation dates are estimations. Seller shall be held harmless if the estimated delivery/installation date is exceeded. Buyer is responsible for any increased installation costs due to delays caused by Buyer (lack of access to site or personnel during planned visit, delivery or installation, undisclosed underground lines or unprepared site provisions). Shipping terms are FOB Plant. If Goods are shipped directly to Buyer, Buyer is solely responsible for any damage during shipping. Buyer is advised to examine the crate and Goods before accepting and reject any damaged shipment. This does not apply to projects where a GRS contracted installer is receiving Goods.

5.0 Assignment of Manufacturer's Warranties:

Seller hereby assigns to Buyer, to the extent assignable, all manufacturer's warranties and service agreements with respect to the Goods, if any, for the purpose of making appropriate claims against the manufacturer, provided that the Seller shall retain at all times the right to be protected by these warranties, agreements, and indemnities.

6.0 Legal:

Buyer represents and warrants that it is duly authorized to enter into this Contract and that this Contract constitutes its legal, valid, and binding obligation, enforceable in accordance with its terms. It is the responsibility of the Buyer to ensure that this purchase and signing of this contract is compliant with the Buyers protocol and procedures. This contract shall be governed by the laws of the Commonwealth of Kentucky, without regard to its conflict of laws principles. The parties hereby irrevocably submit to the exclusive jurisdiction of the Federal and State courts located in Jefferson County, Kentucky regarding the interpretation and enforcement of this Contract and the transactions contemplated hereby and hereby waive and agree not to assert as a defense that it is not subject thereto or that any such action may not be brought or maintained in such courts or that such venue may not be appropriate or convenient. This Contract constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all other agreements, previous contracts for this signage, understandings, representations, and warranties both oral and written with respect to such subject matter. In the event that GRS hires an attorney to represent it in any dispute in any way related to this Contract, Buyer expressly agrees to pay all legal fees and costs incurred by such attorney in such a matter.

School Board – July 19, 2022

Log of Closed Meeting Minutes *Highlighted dates are recommended to be opened*

The purpose of this log is to facilitate the Board’s semi-annual review of closed meeting minutes. See 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*.

Closed Session Held to Discuss:	Dates of Closed Sessions		
(1) Specific employee(s) or District legal counsel; however, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 99-646.	1-13-22	1-18-22	2-15-22
	3-15-22	3-18-22	3-23-22
	4-19-22	5-17-22	5-31-22
	6-5-22		
(2) Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).	3-15-22	4-19-22	5-17-22
(3) Selection of a person to fill a vacancy on the Board. 5 ILCS 120/2(c)(3).	2-15-22		
(4) Evidence or testimony presented in a hearing where authorized by law. 5 ILCS 120/2(c)(4).			
(5) Purchase or lease of real property. 5 ILCS 120/2(c)(5).			
(6) Setting of a price for sale or lease of District property. 5 ILCS 120/2(c)(6).			
(7) Sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).			
(8) Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. 5 ILCS 120/2(c)(8).			

Closed Session Held to Discuss:	Dates of Closed Sessions		
(9) Student disciplinary cases. 5 ILCS 120/2(c)(9). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>	1-18-22	2-15-22	
(10) Any matter involving an individual student. 5 ILCS 120/2(c) (10). <i>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</i>	1-18-22	2-15-22	3-15-22
(11) Litigation, when an action against, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS 120/2(c) (11).	1-13-22	1-18-22	
(12) Establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool. 5 ILCS 120/2(c) (12).			
(16) Self-evaluation, practices and procedures or professional ethics, when meeting with an IASB representative. 5 ILCS 120/2(c) (16).			
(21) Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. 5 ILCS 120/2(c)(21).	2-15-22		
(29) Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).			

Balance Sheet

Printed: 07/07/2022 3:08:35PM
La Harpe CSD 347

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Report as of: 6/30/2022

Agency Fund or Fund Group 99		Y.T.D. Bal.Fwd.		M.T.D. Activity		Y.T.D. Activity		State Account Number
Account Class	100	Description	Current Assets	Current Assets	Current Assets	Current Assets	Current Assets	
Current Assets								
100	Current Assets	ACTIVITY CASH IN BANK	14,951.31	525.24	15,476.55	99-112		
		CONCESSIONS	(2,561.82)	0.00	(2,561.82)	* Account Class		
		JH GIRLS BASKETBALL	(811.34)	0.00	(811.34)	99-481-1000-99		
		JH BASEBALL	(116.65)	0.00	(116.65)	99-481-1200-99		
		JH VOLLEYBALL	(766.54)	0.00	(766.54)	99-481-1300-99		
		JH BOYS BASKETBALL	(295.79)	0.00	(295.79)	99-481-1400-99		
		REGIONAL TOURNAMENT	(6,403.96)	0.00	(6,403.96)	99-481-1500-99		
		NOW INTEREST	(93.25)	(2.46)	(95.71)	99-481-1600-99		
		MEMORIAL FUND	(189.00)	0.00	(189.00)	99-481-2100-99		
		IN MEMORY	(310.00)	0.00	(310.00)	99-481-2200-99		
		JUNIOR HIGH	(1,015.02)	(502.78)	(1,517.80)	99-481-2250-99		
		BAND/MUSIC	(1,387.68)	0.00	(1,387.68)	99-481-2300-99		
		LIBRARY	(639.91)	(20.00)	(659.91)	99-481-2400-99		
		DRAMA	(3.75)	0.00	(3.75)	99-481-2500-99		
		SOCIAL COMMITTEE FUND	(7.45)	0.00	(7.45)	99-481-2600-99		
		PBS	(149.48)	0.00	(149.48)	99-481-2700-99		
		L.A.P.D	(133.06)	0.00	(133.06)	99-481-2800-99		
		PLOTTER	(66.61)	0.00	(66.61)	99-481-2900-99		
400	Current Liabilities		(14,951.31)	(525.24)	(15,476.55)	* Account Class		
99	Agency Fund or Fund Group		0.00	0.00	0.00	Fund		
	Report Total:		0.00	0.00	0.00			

