

**BOARD OF EDUCATION MEETING
COMMUNITY HIGH SCHOOL DISTRICT 94
May 21, 2013 – 7:00 P.M.**

**ADMINISTRATION CONFERENCE ROOM – Entrance “H”
326 JOLIET STREET, WEST CHICAGO, IL 60185**

A G E N D A

BOARD PICTURE WILL BE TAKEN

OPENING ACTIVITIES

1. Call to Order
 2. Salute to the Flag
 3. Reading of Mission Statement
“Community High School strives to promote and provide growth experiences in Learning, Leadership and Living.”
 4. Roll Call
 5. Additions to the Agenda – (Voice Vote)
-

RECOMMENDED MOTION: That the Board of Education approve the addition of the topics shown above to this agenda.

STUDENT RECOGNITION

Kathe Doremus

1. Jessica Newman
April 2013 Student of the Month
2. Wendy Garcia
April 2013 PeaceBuilder of the Month

PUBLIC PARTICIPATION (Agenda Items Only)

REPORTS AND INFORMATION

1. Policy Series ¶8000
(Att. §B - pp. 1 - 105)Pete Martino
2. Director of Business Services ReportGordon Cole
3. Assistant Superintendent’s ReportKim Chambers
4. Student Attendance and Discipline Reports
(Att. §B - pp. 106 - 125)Lalo Ponce
5. Future Dates
 - a. Regular Semi-Monthly Board of Education Meeting – June 4, 2013
 - b. Regular Finance Committee Meeting – To Be Announced

c. Regular Semi-Monthly Board of Education Meeting – June 18, 2013
All meetings to be held in the Administrative Conference Room of
Community High School, unless otherwise noted.

6. President's Report Gary Saake
 - a. Board Retreat
 - b. Board Training
 - c. Committees
7. Open Comment Board Members

CONSENT AGENDA (Roll Call)

Action items considered routine and/or which have been previously discussed by the Board will be enacted under one roll call motion unless removed for separate action upon Board request. They are enumerated under the heading "Recommended Action".

1. Items Removed from Consent Agenda for Separate Action: _____
2. Consent Agenda Action for All Items Except those Listed in 1. Above.
RECOMMENDED MOTION: That the Board approve all items on the Consent Agenda which have not been specifically removed for separate action as shown on line 1. immediately above.

CONSENT AGENDA ITEMS - RECOMMENDED ACTION(S):

1. **Approval of Minutes — (Att. §C – pp. 1 - 11)**
Board of Education Organization Meeting – May 7, 2013
Board of Education Regular Meeting - May 7, 2013
Closed Session Board of Education Meeting – May 7, 2013
RECOMMENDED MOTION: That the Board of Education approve the minutes of the meetings of March 5, 2013, as listed above.
2. **DAOES Representative**
The District elects a representative each year to serve on the Board of Directors of DAOES. Traditionally, it has been the Superintendent.
RECOMMENDED MOTION: That the Board of Education appoint Dr. Douglas Domeracki to serve as its representative to the Board of Directors of DAOES for the 2013-14 school year, as shown on (Att. §B - pp. 126 - 126).
3. **Treasurer's Bond**
The District is required to provide notice of its Treasurer and Treasurer's Bond to the Regional Office of Education for filing prior to June 11, 2013. The required form is attached.

RECOMMENDED MOTION: That the Board of Education approve the “Notice of School Treasurer and Treasurer’s Bond” form (Att. §B - pp. 127 - 127), and authorize its President and Secretary to sign the same.

4. **IASB Membership**

The Illinois Association of School Boards is a voluntary organization of local Boards of Education dedicated to strengthening public schools. Their mission is excellence in local school governance and support of public education.

RECOMMENDED MOTION: That the Board of Education approve membership in the IASB in the amount of \$6,995.00 as shown on (Att. §B - pp. 128 - 130).

5. **Resolution Designating Interest Earnings**

This is an annual Resolution the Board must make to signify the Board’s intent as to interest income.

RECOMMENDED MOTION: That the Board of Education approve the Resolution Designating Interest Earnings for Fiscal Year 2013-14, as presented in the packet (Att. §B - pp. 131 - 131) and authorize the Secretary to certify such Resolution (Att. §B - pp. 132 - 132).

6. **Approval of Financials — (Att. §A – pp. 1 - 50)**

a. Approve Current Expenditures

RECOMMENDED MOTION: That the Board of Education approve the expenditures from April 12 to May 16, 2013

b. Imprest Fund Statement

c. Treasurer’s Report

d. Statement of Position

e. Financial Report

f. Statement of Revenue/Expenditures YTD Ending April 30, 2013

g. 3-Year Budget/Actual Report

h. Grant Reports

i. Cash Fund

j. Activity Account Fund Balance

k. Vendor Activity Report

l. Outstanding State Revenue Payments

m. Quarterly Financial Report (Oct, Jan, Apr, July ONLY)

NEW BUSINESS

1. **Personnel Reports – (Roll Call)**

RECOMMENDED MOTION: That the Board of Education approve the Personnel and Supplemental Contract reports as presented in the packet and at table. (Att. §D – pp. 1 - 4)

2. **Board Policy ¶1108 – (Roll Call)**

A revision of Policy ¶1108 is necessary to accommodate a one year term of office for President, Vice-President and Secretary for the 2013-2015 cycle. The motion and vote on May 7, 2013 constituted a first reading. Legal counsel has reviewed the revised policy.

RECOMMENDED MOTION: That the Board of Education approve on second reading revisions to Policy 1108 as shown on (Att. §B - pp. 133 - 133).

3. **Award Paper Bid – (Roll Call)**

This year, Districts 25, 33, 34 and 94 collaborated in a process which generated one paper bid. The bid opening was held at District 33. The low bid price for plain white paper for 2013-14 is \$24.75 per case compared to \$26.15 per case last year. Colored paper for 2013-14 will be \$33.00 per case compared to \$33.43 per case last year as shown on (Att. §B - pp. 134 - 134)

RECOMMENDED MOTION: That the Board of Education accept the bids and award the plain paper to Midland at a cost not to exceed \$32,076.00 and award the colored paper to Unisource at a cost not to exceed \$211.80.

4. **Interfund Transfer – (Roll Call)**

Pursuant to discussions on the FY13 Budget, it was the desire of the Board to transfer the interest earnings from the Working Cash Fund to the Education Fund. The investment income generated in the Working Cash Fund will be approximately \$8,500.00 for FY13 (Att. §B - pp. 135 - 135). Interfund transfers require Board approval.

RECOMMENDED MOTION: That the Board of Education approve the Resolution approving the transfer of the FY13 investment income from the Working Cash Fund to the Education Fund and that Administration is hereby directed to enter said transfer prior to the end of the fiscal year 2013.

5. **Review of Student Suspension**

RECOMMENDED MOTION: That the Board of Education uphold the Hearing Officer's ruling with no modifications.

OLD BUSINESS - None

PUBLIC PARTICIPATION (Any item)

EXECUTIVE SESSION – Only if needed and with the understanding that possible action could be taken on matters discussed in closed session.

**RECOMMENDED MOTION TO
MOVE TO CLOSED SESSION**

That the Board of Education
hold a Closed Session at [Time] for the purpose(s) of [1-15 below].

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.
2. Collective negotiating matters.
3. The selection of a person to fill a public office.
4. Evidence or testimony presented in open hearing, or in closed hearing, where specifically authorized by law, to a quasi-adjudicative body.
5. The purchase or lease of real property.
6. The setting of a price for sale or lease of property.
7. The sale or purchase of securities, investments, or investment contracts.
8. Emergency security procedures.
9. Student discipline.
10. The placement of individual students in special education programs.
11. Litigation has been filed and is pending before a court or administrative tribunal.
12. Establishment of reserves or settlement of claims as provided by local government and governmental employees Tort Immunity Act.
13. Self-evaluation.
14. Discussion of minutes of meetings lawfully closed under Open Meetings Act (P.A. 88-621, effective 1-1-95).
15. Considering 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 general accepted auditing standards of the United States of America.

BEGIN CLOSED SESSION TAPING

**RECOMMENDED MOTION TO
MOVE TO OPEN SESSION:**

That the Board of Education
return to Open Session at [Time].

END CLOSED SESSION TAPING

ADJOURNMENT

RECOMMENDED MOTION: That the Board of
Education meeting be adjourned at [Time].

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**May 21, 2013
7:00 p.m.
Board of Education Meeting**

**SECTION A -
Financial Reports**

1. Bill Listing (including Summary)
2. Imprest Fund
3. Treasurer's Report
4. Statement of Position
5. Financial Report
6. Statement of Revenue/Expenditures
7. 3-Year Budget/Actual Report
8. Grant Reports
9. Cash Fund
10. Activity Account Fund Balance
11. Quarterly Financial Report (Oct., Jan., Apr., July ONLY)

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617728	247 EDUCATE ONLINE	05/21/2013	FEBRUARY 2013 TUTORING; 2 STUDENTS	164.11	1,022.00
			FEBRUARY 2013 TUTORING; 1 STUDENT	158.93	
			FEBRUARY 2013 TUITION; 2 STUDENTS	335.97	
			JANUARY 2013 TUTORING	82.77	
			JANUARY 2013 TUTORING	280.22	
1617729	Aaspa	05/21/2013	CONFERENCE REGISTRATION; PERSONNEL	650.00	650.00
1617730	ACCURATE BIOMETRICS	05/21/2013	FINGERPRINTING; BUS DRIVER PERMIT; 1 STAFF	60.00	60.00
1617731	Advanced Learning Cen	05/21/2013	90/90/90 SCHOOL IMPROVEMENT SEMINAR	599.00	599.00
1617732	Ainsworth, Jeff	05/21/2013	APRIL 2013-JUNE 2013 RETIREE HLTH REIMB	615.49	615.49
1617733	Alexian Brothers Beha	05/21/2013	2/27/13-4/26/13 TUITION; 1 STUDENT	1,320.00	1,320.00
1617734	Vendor Continued Void	05/21/2013			0.00
1617735	Amazon.Com	05/21/2013	ECONOMICS CLASS REFERENCE DIGITAL CAMERA; O&M	53.94 90.74	958.54

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			BOOKS; LRC	-6.80	
			BOOKS; LRC	14.80	
			BOOKS; LRC	49.70	
			AMAZON APPLIED	-38.64	
			CREDIT FOR		
			PREVIOUS RETURN		
			DIGITAL CAMERA;	21.11	
			0&M		
			ECONOMICS	91.93	
			CLASSROOM		
			REFERENCE SETS		
			CLASSROOM MAPS	39.74	
			SUPREME COURT	14.44	
			HISTORY STORIES;		
			SOC STD		
			CLASS REFERENCE	47.99	
			SETS; SOC STD		
			DEPARTMENT	124.99	
			WALKIE-TALKIE'S;		
			SOC STD		
			CLASS SETS; SOC	36.00	
			STD		
			BROTHER SERGER;	197.92	
			FACS		
			CLASS SETS; SOC	30.97	
			STD		
			LRC Order through	189.71	
			AMAZON - 15 books		
1617736	AMEREN ENERGY MARKETI	05/21/2013	per list		
			DUPLICATE PYMT ON	-23,387.60	465.32
			REFERENCED		
			INVOICE		
			3/21/13-4/18/13	23,852.92	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617737	ANDERSON PEST SOLUTIO	05/21/2013	ELECTRICITY MAY 2013	77.25	77.25
1617738	Apple Inc	05/21/2013	PREVENTIVE SVC APPLE IPAD W/WI-FI 16 GB; BLACK; MIS	399.00	399.00
1617739	Aqua Pure Enterprises	05/21/2013	POOL SUPPLIES	844.19	2,143.20
1617740	Ascd	05/21/2013	POOL SUPPLIES SELECT MEMBERSHIP RENEWAL-#1208230; BASIC MEMBERSHIP RENEWAL-#1846457	1,299.01 138.00	138.00
1617741	At&t	05/21/2013	4/16/13-5/15/13 PHONE SVC 4/28/13-5/27/13 DUCOMM SVC 4/16/13-5/13/13 INTERNET SVC	2,204.33 152.48 1,215.60	3,572.41
1617742	At&t Long Distance	05/21/2013	FEBRUARY 2013 LONG DISTANCE FEBRUARY 2013 LONG DISTANCE CREDIT MARCH 2013 LONG DISTANCE SVC	112.07 -150.00 131.62	93.69
1617743	AT&T MOBILITY	05/21/2013	4/4/13-5/3/13 CELL PHONE; SUPT	113.19	113.19
1617744	ATS PROJECT SUCCESS	05/21/2013	MARCH 2013 TUTORING; GRANT	940.90	940.90
1617745	Aurora Education Cent	05/21/2013	APRIL 2013 LIFESKILLS TUITION; 3 STUDENTS	9,998.64	9,998.64

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617746	AWARD RIBBONS OF GREE	05/21/2013	MATH STUDENT AWARDS	127.75	127.75
1617747	Baker & Taylor	05/21/2013	49 BOOKS; LRC	105.42	105.42
1617748	Barnes & Noble	05/21/2013	SALES TAX CREDIT; LRC	-4.62	8,547.06
			BOOKS/ENGLISH	7,861.50	
			5 BOOKS; LRC	66.18	
			BOOKS; ENGLISH	624.00	
1617749	Bbk Sports INC	05/21/2013	BASEBALLS; ATHLETICS	819.00	819.00
1617750	BEARCOM WIRELESS WORL	05/21/2013	RADIO REPLACEMENT BATTERIES	335.18	626.37
			SHOP RADIO	291.19	
1617751	BEGOVICH, MARK	05/21/2013	AWARDS AND COSTUME IRON	403.10	403.10
1617752	Bell Fuels Inc	05/21/2013	EMERGENCY GENERATOR FUEL	747.22	747.22
1617753	Biltmore Commercial R	05/21/2013	COKE MACHINE FAN MOTOR	368.80	368.80
1617754	BLANCHARD, BRITTANY	05/21/2013	COOKIES; FOREIGN LANGUAGE HONOR SOCIETY	64.01	64.01
1617755	Blick Art Materials	05/21/2013	COLORED PENCILS; ART	5.94	1,333.88
			MISC	561.54	
			INSTRUCTIONAL SUPPLY; ART		
			MISC	766.40	
			INSTRUCTIONAL SUPPLIES; ART		
1617756	Bodwell/reimbursement	05/21/2013	TABLET PRESENTATION MTG SUPPLIES	77.27	77.27

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617757	Brainpop	05/21/2013	MAGAZINE SUBSCRIPTION; GRANT	145.00	145.00
1617758	Bridges/reimbursement	05/21/2013	COLLEGE SOURCE BOOKS REIMBURSEMENT	343.18	343.18
1617759	Brightstar	05/21/2013	4/8/13-4/12/13 RN SVCS; 2 STUDENTS 4/15/13-4/19/13 RN SVCS; 2 STUDENTS 4/22/13-4/26/13 RN SVCS; 2 STUDENTS 4/29/13-5/3/13 RN SVCS; GRANT	3,052.50 2,873.75 2,653.75 3,066.25	11,646.25
1617760	BSN SPORTS	05/21/2013	FIELD SUPPLIES; ATHLETICS	412.02	412.02
1617761	Burchacki, Suzanne	05/21/2013	INSTRUCTIONAL SUPPLY; SCIENCE	91.38	91.38
1617762	BURNS, RICHARD	05/21/2013	ART PROJECT MATERIALS; GRANT	25.08	25.08
1617763	CalumetPhoto.com, llc	05/21/2013	INSTRUCTIONAL SUPPLY; PHOTOGRAPHY INSTRUCTIONAL SUPPLY; PHOTOGRAPHY	57.78 87.98	145.76
1617764	Camelot Therapeutic S	05/21/2013	APRIL 2013 TUITION; 1 STUDENT APRIL 2013 TUITION; 1	3,454.71 3,454.71	6,909.42

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617765	Castle-PrinTech Inc	05/21/2013	STUDENT WILDCAT CHRONICLE; 4/25/13	825.00	825.00
1617766	Cdwg	05/21/2013	DOCUMENT CAMERAS AND ADJUSTABLE CARTS COMPUTER LAB WEBCAMS; FOR WORLD LANGUAGES DOCUMENT CAMERAS AND ADJUSTABLE CARTS ELMO CAMERA AND ADJUSTABLE CART; READ 180; GRANT	3,370.67 873.29 654.15 563.00	5,461.11
1617767	CENERGISTIC	05/21/2013	JUNE 2013 CONTRACT FEE	8,900.00	8,900.00
1617768	Chavez, Tiffany	05/21/2013	PROFESSIONAL DEVELOPMENT SUPPLIES; GRANT INCENTIVE SUPPLIES; SPECIAL NEEDS STUDENTS; GRANT	60.99 65.54	126.53
1617769	CHRISTENSEN COMPUTER	05/21/2013	ID CARD PRINTER; MIS	3,210.00	3,210.00
1617770	CINTAS FIRE PROTECTIO	05/21/2013	FIRE ALARM REPAIR SVC QUARTERLY CONTRACT SVC 4/1/13-6/30/13	747.50 2,798.35	3,545.85
1617771	City Of West Chicago	05/21/2013	APRIL 2013 FUEL	290.53	1,162.11

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			USAGE; DRV ED APRIL 2013 FUEL	871.58	
1617772	Clare Woods Academy	05/21/2013	USAGE; O&M MAY 2013 TUITION; 5 STUDENTS	22,966.86	22,966.86
1617773	Classic Party Rental	05/21/2013	PSAE TABLE AND CHAIR RENTAL; COUNSELING TABLE RENTAL FOR TESTING; COUNSELING	3,802.50 105.00	3,907.50
1617774	Clifford, Patricia	05/21/2013	COOK COUNTY COURTHOUSE FT EXPENSES "CONNECTIONS" CONFERENCE MILEAGE; DAY 2	51.54 11.30	62.84
1617775	Comed	05/21/2013	3/19/13-4/18/13 ELECTRIC; KERR-MCGEE	6.97	6.97
1617776	Communication Revolvi	05/21/2013	MARCH 2013 INTERNET SVCS	910.00	910.00
1617777	CONANT HIGH SCHOOL	05/21/2013	FROSH BOYS VOLLEYBALL; 5/10/13	175.00	175.00
1617778	Conserv Fs	05/21/2013	ATHLETIC MIX	1,255.00	1,255.00
1617779	Constellation Newener	05/21/2013	APRIL 2013 NATURAL GAS	8,322.95	8,322.95
1617780	CORRECT ELECTRIC	05/21/2013	DUCT DETECTOR INSTALLATION	1,057.00	1,057.00
1617781	Cortez/reimbursement,	05/21/2013	4/15/13-4/30/13 MILEAGE REIMBURSEMENT;	39.42	39.42

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617782	Courtney, Tim	05/21/2013	HMBD TUTORS 1/13-3/13 RETIREE HLTH REIMBURSEMENT	615.49	615.49
1617783	CPC Inc	05/21/2013	JANUARY 2013 FACILITY TREE SW MAY 2013 FACILITY TREE SW	150.00 150.00	300.00
1617784	DANEELS, MARY ELLEN	05/21/2013	COMMUNITY LEADERSHIP RESOURCES REIMBURSEMENT	110.57	110.57
1617785	Dreisilker Electric M	05/21/2013	HEAT PUMP MOTOR HOT WATER PUMP REPLACEMENT MOTOR HEAT PUMP MOTORS	174.84 450.69 539.88	1,165.41
1617786	DRIVER EDUCATION SUPP	05/21/2013	DRIVER ED CAR SUPPLIES	896.79	896.79
1617787	Dupage Regional Offic	05/21/2013	BUS DRIVER TRAINING; 1 STAFF MATH TEST DEVELOPMENT PROJECT SUMMER TRAINING	8.00 6,000.00	6,008.00
1617788	Durbin, Donna	05/21/2013	LIFESMARTS CONFERENCE AIRLINE TICKETS LIFESMARTS STUDENT TRAVEL BALANCE LIFESMARTS MEALS; GRANT FBLA CONFERENCE	395.60 370.00 110.72 767.60	1,643.92

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617789	Earth Care Inc	05/21/2013	AIRFARE REIMBURSEMENT; GRANT APRIL 2013	1,700.00	1,700.00
1617790	Eckl-Daniels, Gail	05/21/2013	FERTILIZER AND WEED CONTROL APRIL 2013	660.00	660.00
1617791	EDWARD DON & CO	05/21/2013	CONSULTING PLACEMATS; EOY	66.69	66.69
1617792	Ellman's Music Center	05/21/2013	BANQUET PICCOLO OVERHAUL BASS TROMBONE DENT REMOVAL DRUM POSTS; MUSIC VIOLIN REPAIR; MUSIC REMO RENAISSANCE 14" DRUMHEAD ROYAL CLARINET REEDS EUPHONIUM REPAIR; MUSIC	200.00 75.00 150.00 25.00 46.50 13.50 84.00	594.00
1617793	European Sports	05/21/2013	SOCCER BALLS; ATHLETICS	400.00	400.00
1617794	Exner/reimbursement,	05/21/2013	MISC INSTRUCTIONAL SUPPLY; ART	125.64	125.64
1617795	Fikis, Candace	05/21/2013	FIELD TRIP TRANSPORTATION REIMBURSEMENT	149.50	149.50
1617796	Flinn Scientific	05/21/2013	PUMP, TUBING, PLATES AND VALVES; SCIENCE	2,615.51	2,906.17

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			Fetal Pigs - Supplies	290.66	
1617797	Follett Library Resou	05/21/2013	Misc. Book Orders	207.13	207.13
1617798	Follett Software Comp	05/21/2013	LICENSE SUPPORT AND ONLINE SVC	1,029.00	1,029.00
1617799	Fox Tech School	05/21/2013	APRIL 2013 TUITION; 1 STUDENT	1,555.11	1,555.11
1617800	Freestyle School Phot	05/21/2013	INSTRUCTIONAL SUPPLY/PHOTOGRAPHY	334.97	334.97
1617801	GLAZIER CLINICS	05/21/2013	2013 STAFF SEASON PASS; ATHLETICS	349.00	349.00
1617802	Glenbard East High Sc	05/21/2013	DVC JV BADMINTON T-SHIRT SALES	465.00	465.00
1617803	Glenoaks Hospital The	05/21/2013	APRIL 2013 TUITION; NORTH CAMPUS; 4 STUDENTS	13,155.24	13,155.24
1617804	Gopher Performance	05/21/2013	MISC INSTRUCTIONAL SUPPLY; PHYS ED	1,133.85	1,133.85
1617805	GradeCracker LLC	05/21/2013	MARCH 2013 TUTORING; 1 STUDENT	718.50	718.50
1617806	GREAT COURSES	05/21/2013	SHAKESPEARE AND READING DVD'S; LRC	194.90	194.90
1617807	Haan Crafts Corp	05/21/2013	PILLOW SUPPLIES; FACS	139.50	139.50
1617808	Haas, Maggie	05/21/2013	PRINTER TICKETS	55.00	55.00
1617809	Harris Bank	05/21/2013	MARCH 2013 CREDIT CARD; BASEBALL PROGRAM	3,929.27	4,380.59

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617810	Heavey, Laura A	05/21/2013	LIGHTBULBS 2/1/13-4/15/13	451.32 40.22	40.22
1617811	High School Imprest F	05/21/2013	MILEAGE INCREASE IMPREST FUND FROM \$14,000 TO \$15,000 PER BOARD APPROVAL	1,000.00	1,000.00
1617812	HILTON ANAHEIM	05/21/2013	FBLA CONFERENCE LODGING; 2 STAFF; GRANT	1,553.76	1,553.76
1617813	Hollinger, Susan	05/21/2013	4/1/13-4/15/13 MILEAGE 04/15/13-04/30/13 MILEAGE REIMBURSEMENT; HMBD TUTORS	18.98 13.56	32.54
1617814	Honeywell Internation	05/21/2013	6/13-8/13 CONTRACT SVC	4,992.50	4,992.50
1617815	Howard, Mary	05/21/2013	CONFERENCE MILEAGE & MEALS JAGO WORKSHOP SUPPLIES; 5/8/13 AND 6/11/13	85.60 198.94	284.54
1617816	Hunter, Beth	05/21/2013	TRAINING CONFERENCE EXPENSES	944.81	944.81
1617817	Illinois Department O	05/21/2013	BENEFITS THROUGH MARCH 31, 2013	11,708.00	11,708.00
1617818	Illinois State Police	05/21/2013	APRIL 2013 BACKGROUND CHECKS MARCH 2013 BACKGROUND CHECKS; COST	126.00 94.50	220.50

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			CENTER 3388		
1617819	Vendor Continued Void	05/21/2013			0.00
1617820	ILLINOIS CENTRAL SCHO	05/21/2013	JAZZ BAND; O'HARE AIRPORT	273.42	60,425.40
			WEGO BUDDIES;	230.76	
			ENCHANTED CASTLE		
			FRENCH EXCHANGE;	154.83	
			O'HARE AIRPORT		
			GERMAN FT; O'HARE AIRPORT; 4/3/13	118.25	
			READY CLASS FT;	183.73	
			CANTERA 17;		
			4/19/13		
			COD; HUMAN AP CLASS	140.69	
			TRANSITION	312.70	
			STUDENTS FT;		
			RANDALL 15;		
			4/23/13		
			SPORTS MARKETING	542.38	
			FLD TRIPS; 4/5/13 AND 4/10/13		
			CRIMINAL JUSTICE	134.60	
			FT; COUNTY CORONER		
			RESOURCE FT;	149.08	
			WHEATON BOWL, STRATFORD MALL		
			MUSIC FT;	114.53	
			STREAMWOOD HS		
			PHOTOGRAPHY;	746.58	
			BROOKFIELD ZOO;		
			4/30/13		

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			FOODS CLASS FT; RUTH CHRIS STEAKHOUSE; 4/30/13 APRIL 2013	222.85 56,368.59	
			BUSSING ENGLISH FT; VIETNAM MEMORIAL; SPED FT; OAKFIELD RESTAURANT	732.41	
1617821	INCCRRA	05/21/2013	STAFF TRAINING SESSION; GRANT	395.00	395.00
1617822	INK-STATION	05/21/2013	TONER CARTRIDGE ORDER; TECHNOLOGY	284.46	284.46
1617823	Integrated Systems Co	05/21/2013	MAY 2013 SUBSCRIPTION FEE	525.00	525.00
1617824	IPMG Employee Benefi	05/21/2013	MAY 2013 FLEXIBLE SPENDING ACCOUNT	350.00	350.00
1617825	Islma	05/21/2013	ABRAHAM LINCOLN HS BOOK AWARD	10.00	10.00
1617826	Jensen, Chris	05/21/2013	SET SUPPLIES	85.75	85.75
1617827	Joe Cotton Ford	05/21/2013	MAY 2013 CAR RENTAL; DRV ED	400.00	400.00
1617828	Johnson/reimbursement	05/21/2013	JAN 2013-MAR 2013 RETIREE HLTH REIMB	615.49	615.49
1617829	JOHNSON, kURT	05/21/2013	MISC INSTRUCTIONAL SUPPLIES MISC SUPPLY REIMBURSEMENT CAMBAM AND MACH3 BUNDLE SW	248.66 249.55 315.00	813.21

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617830	Jones School Supply C	05/21/2013	REIMBURSEMENT BILINGUAL HONOR NIGHT AWARD CERTIFICATES; GRANT	227.85	309.53
			ESL BILINGUAL HONORS AWARDS; GRANT	81.68	
1617831	Jones/reimbursement,	05/21/2013	ELEVATOR KEYS	13.70	13.70
1617832	Jw Pepper/pepper Of C	05/21/2013	INSTRUCTIONAL SUPPLY; MUSIC	45.00	340.11
			CHORAL MUSIC	44.89	
			CHORAL MUSIC	163.74	
			CHORAL MUSIC	18.79	
			INSTRUCTIONAL SUPPLY/MUSIC	41.24	
			INSTRUCTIONAL SUPPLY/MUSIC	26.45	
1617833	Kermend, Louie	05/21/2013	3/16/13-4/15/13 MILEAGE	9.49	9.49
1617834	Klein, Meghan	05/21/2013	CONFERENCE MILEAGE	49.72	49.72
1617835	Koltz, Becky	05/21/2013	REIMBURSEMENT LITERACY COACH INTERVIEW TEAM MTG SUPPLIES SUPERINTENDENT RECEPTION EXPENSES	29.46	134.28
			REIMBURSEMENT LITERACY COACH LUNCH MEETING REIMBURSEMENT	83.37	
				21.45	

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617836	Kuehn, Laura	05/21/2013	JOURNALISM AWARDS; ENGLISH	92.25	92.25
1617837	Laimins, Barbara	05/21/2013	GRADUATION SPEAKER HONORARIUM	150.00	150.00
1617838	LAKE COUNTY SUPERINTE	05/21/2013	2012 GALENA LEADERSHIP CONFERENCE	400.00	400.00
1617839	Laport Inc	05/21/2013	CUSTODIAL AND PAPER PRODUCTS; BID FOR 2012-2013 SCHOOL YEAR	325.00	325.00
1617840	LE, AIMEE	05/21/2013	POETRY PERFORMANCE AND WORKSHOP; 4/19/13	350.00	350.00
1617841	Lemberg-Finn, Terry	05/21/2013	JAN 2013-MAR 2013 RETIREE HLTH REIMB	615.49	615.49
1617842	LIGHTSPEED SYSTEMS	05/21/2013	LIGHTSPEED FILTERING SYSTEM 7/1/13-6/30/14; TECHNOLOGY	4,200.00	4,200.00
1617843	Linden Oaks Hospital	05/21/2013	MARCH 2013 TUITION; 1 STUDENT	234.00	351.00
			MARCH 2013 TUITION; 1 STUDENT	117.00	
1617844	M.E. SHARPE	05/21/2013	EBOOKS; GRANT	649.00	649.00
1617845	Major Appliance Servi	05/21/2013	STEAMER REPAIR	498.00	498.00
1617846	McMaster Carr Supply	05/21/2013	MAINT CHEMICALS REFERENCE MATERIALS	82.38	82.38

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617847	Melvin, Marianne	05/21/2013	2/16/13-4/15/13 MILEAGE	29.38	31.60
			12/1/12-12/15/12 MILEAGE BALANCE	2.22	
1617848	Menards	05/21/2013	LUMBER & SUPPLIES FOR SPRING MUSICAL PAINT, GLOVES; ART PAINT; ART LUMBER & SUPPLIES FOR SPRING MUSICAL LUMBER & SUPPLIES FOR SPRING MUSICAL LUMBER & SUPPLIES FOR SPRING MUSICAL LUMBER & SUPPLIES FOR SPRING MUSICAL SUMP PUMP LUMBER & SUPPLIES FOR SPRING MUSICAL	3.98 8.58 3.44 180.01 5.07 15.38 64.76 88.00 4.84	374.06
1617849	Metro Professional Pr	05/21/2013	CLEANING SUPPLIES CUSTODIAL PAPER PRODUCTS CUSTODIAL PAPER PRODUCTS CLEANING SUPPLIES MOTOR	387.00 41.80 31.35 83.80 310.00	853.95

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617850	Midwest Awards Corp	05/21/2013	STUDENT AWARDS;	74.45	74.45
			BUSINESS ED		
1617851	Monograms Of Distinct	05/21/2013	BABY CONGRATS,	45.45	45.45
			SCIENCE		
1617852	MORAN, KRISTI	05/21/2013	CONFERENCE	350.95	350.95
			MILEAGE, PARKING		
			AND REGISTRATION		
1617853	Motion Industries Inc	05/21/2013	HOT WATER PUMPS	336.95	336.95
1617854	Murphy, Hank	05/21/2013	LAMB KIDNEYS;	19.11	19.11
			INSTRUCTIONAL		
			SUPPLY		
			REIMBURSEMENT		
1617855	Murphy Ace Hardware 2	05/21/2013	MISC BUILDING	20.42	292.63
			REPAIR SUPPLIES		
			CABLE TIES	57.00	
			CABLE TIES	40.00	
			V-BELT	5.58	
			MISC BUILDING	26.43	
			REPAIR SUPPLIES		
			MISC BUILDING	35.31	
			REPAIR SUPPLY		
			NUTS, BOLTS,	0.74	
			SCREWS		
			TOP SOIL	6.70	
			KEYS	14.82	
			WEED CONTROL	10.99	
			BATTERY	69.99	
			GALVANIZED	4.65	
			COUPLING		
1617856	NATIONAL COUNCIL OF T	05/21/2013	MEMBERSHIP	172.00	172.00
			RENEWALS;		
			#00057351 &		
			#00057040		

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617857	NEFF	05/21/2013	MUSIC AWARDS	930.12	930.12
1617858	Neuco Inc	05/21/2013	SHAFT SLEEVE AND SEAL KIT MECHANICAL SEAL KIT FOR HOT WATER PUMP BALL BEARING ASSEMBLIES	410.86 461.98 482.45	1,355.29
1617859	New Reader's Press	05/21/2013	CIVICS AND LITERACY STUDENT BOOKS; GRANT	91.00	91.00
1617860	Nicor Gas Bill Paymen	05/21/2013	3/20/13-4/18/13 GARAGE GAS APRIL 2013 TRANSPORTATION	185.48 2,050.66	2,236.14
1617861	Noodle Tools Inc	05/21/2013	5/15/13-5/15/14 SUBSCRIPTION	378.00	378.00
1617862	Oak Forest High Schoo	05/21/2013	CHEER COACHES CONFERENCE	150.00	150.00
1617863	Office Depot	05/21/2013	Office Depot Building Maintenance Supplies	257.60	257.60
1617864	Vendor Continued Void	05/21/2013			0.00
1617865	Office Depot	05/21/2013	MISC OFFICE SUPPLIES ORDER MISC OFFICE SUPPLY; SPEC ED MISC OFFICE SUPPLIES ORDER MISC SUPPLIES; GRANT MISC SUPPLIES;	107.65 58.07 4.24 106.41 64.95	1,700.81

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			GRANT		
			BINDERS AND	97.08	
			TAB-DIVIDERS;		
			PERSONNEL		
			MISC OFFICE	443.10	
			SUPPLIES; MIS		
			MISC OFFICE	95.36	
			SUPPLIES; MIS		
			MISC OFFICE	247.18	
			SUPPLIES; SOC STD		
			MISC OFFICE	77.42	
			SUPPLY ORDER;		
			PERSONNEL		
			FLASH DRIVES;	38.97	
			GRANT		
			COMPOSITION BOOKS	92.77	
			AND NAME BADGES		
			MISC OFFICE	104.97	
			SUPPLIES; LRC		
			REGISTRATION	39.46	
			MAILING		
			ENVELOPES; NURSE		
			MISC SUPPLIES;	123.18	
1617866	Olivarez, Jose	05/21/2013	BUSINESS ED		
			POETRY	350.00	350.00
			PERFORMANCE AND		
			WORKSHOP; 4/19/13		
1617867	Otis Elevator Co	05/21/2013	9/12-11/12	650.43	650.43
			CONTRACT SVC		
1617868	Oxford University Pre	05/21/2013	OXFORD REFERENCE	450.00	450.00
			ONLINE		
			8/1/13-7/31/14		
1617869	Paddock Publications	05/21/2013	CUSTODIAL SUPPLY	35.65	35.65

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617870	PAHCS II/CADENCE OCCU	05/21/2013	BID MARCH 2013 BOARD REQUIRED PHYSICALS; 1 STAFF	98.40	98.40
1617871	Pampuch, Sandra	05/21/2013	PROFESSIONAL DEVELOPMENT MTG SUPPLIES	16.79	16.79
1617872	PARKLAND PREPARATORY	05/21/2013	APRIL 2013 TUITION; 2 STUDENTS	9,801.96	9,801.96
1617873	Pearson Education Inc	05/21/2013	FITNESS TEXTBOOK; FACS	1,436.94	1,436.94
1617874	Pentegra Systems	05/21/2013	APC UPS BATTERY; SERVER ROOM #1 SMARTBOARD WIRING/INSTALLATIO N; GRANT	179.00 703.90	882.90
1617875	PER MAR SECURITY SERV	05/21/2013	APRIL 2013 SECURITY	12,267.76	12,267.76
1617876	Pichardo, Susana	05/21/2013	MARCH - APRIL 2013 MILEAGE	56.39	56.39
1617877	PIONEER MANUFACTURING	05/21/2013	SOCCER SUPPLIES	242.00	242.00
1617878	Ponce, Lalo	05/21/2013	TEACHER APPRECIATION SUPPLIES; SUPT CAROL STREAM ADM MTG	99.61 27.48	127.09
1617879	Prosek's Greenhouse	05/21/2013	MISC INSTRUCTIONAL HORTICULTURE SUPPLY	354.00	354.00
1617880	Purchase Advantage Ca	05/21/2013	INSTRUCTIONAL	198.40	198.40

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617881	Quest Management Serv	05/21/2013	SUPPLY; GRANT EDUCATION FOUNDATION BREAKFAST MTG CANDIDATE FORUM MTG CERTIFIED STAFF MTG W/NEW SUPT SUPPORT STAFF MTG W/NEW SUPT MEETING SUPPLIES; PERSONNEL PSAE TESTING SUPPLIES PAWS BREAKFAST APRIL 2013 MILK	40.00 100.00 40.00 40.00 15.00 129.50 125.00 1,606.06	2,095.56
1617882	R & M Specialties	05/21/2013	BAND T-SHIRTS	325.50	325.50
1617883	RAU, WARD	05/21/2013	3/16/13-4/15/13 MILEAGE 4/16/13-4/30/13 MILEAGE; HMBD TUTORS	18.98 14.24 	33.22
1617884	Renaissance Learning	05/21/2013	STAR ENTERPRISE BENCHMARK & PROGRESS MAILING	3,314.00	3,314.00
1617885	Revtrak Inc	05/21/2013	APRIL 2013 MERCHANT SVCS	225.07	225.07
1617886	Rockford Board Of Edu	05/21/2013	MARCH 2013 TUITION; 1 STUDENT	1,591.50	1,591.50
1617887	ROSELAND DRAPERIES	05/21/2013	WINDOW BLINDS INSTALLATION	100.00	100.00
1617888	Rosen Publishing	05/21/2013	TEEN HEALTH	795.00	795.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617889	Salem Press Inc	05/21/2013	MAGAZINE RENEWAL DEFINING	560.50	560.50
1617890	SALTILLO CORPORATION	05/21/2013	DOCUMENTS; LRC EXTENDED WARRANTY FOR NOVA-CHAT 7; 4/3/13-4/3/14	595.00	595.00
1617891	Sased	05/21/2013	MARCH 2013 TRANSPORTATION	1,593.70	1,593.70
1617892	Scantron	05/21/2013	TEST FORMS; MIS	553.00	553.00
1617893	Scholastic	05/21/2013	STAGE C READ 180 BOOK ORDER; GRANT	417.69	417.69
1617894	Schomig/reimbursement	05/21/2013	3/16/13-4/15/13 MILEAGE	19.77	19.77
1617895	Septran Inc	05/21/2013	APRIL 2013 TRANSPORTATION SVCS APRIL 2013 SHUTTLES JANUARY 2013 SHUTTLES	52,833.22 9,053.51 4,373.58	66,260.31
1617896	SPARE WHEELS TRANSPOR	05/21/2013	FEBRUARY 2013 TRANSPORTATION; 1 STUDENT MARCH 2013 TRANSPORTATION; 1 STUDENT APRIL 2013 TRANSPORTATION; 1 STUDENT	2,088.78 790.35 1,185.52	4,064.65
1617897	SPECIAL EDUCATION SYS	05/21/2013	4/22/13-4/30/13 TRANSPORTATION; 1 STUDENT 4/10/13-5/14/13	500.00 9,350.00	10,291.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			TRANSPORTATION; 3 STUDENTS APRIL 2013	441.00	
1617898	Sportsfield Inc	05/21/2013	TRANSPORTATION; 1 STUDENT BASEBALL FIELD SUPPLIES	678.30	678.30
1617899	Sraga Hauser Llc	05/21/2013	APRIL 2013 LEGAL SVCS APRIL 2013 LEGAL SVCS	600.00 80.00	680.00
1617900	State Bank Of Illinois	05/21/2013	SEMINARS AND LUNCHEON MTG	435.28	435.28
1617901	State Bank Of Illinois	05/21/2013	ASST PRINCIPAL INTERVIEW TEAM SUPPLIES	380.80	380.80
1617902	State Bank Of Illinois	05/21/2013	CREDIT CARD CHARGES	1,403.13	1,403.13
1617903	Stefancic, Janelle	05/21/2013	ESL PROGRAM GRADUATION AWARDS WORLD LANGUAGE AWARDS GUERRA PUBLISHING EBOOK; GRANT WORLD LANGUAGES SENIOR AWARDS FRENCH, GERMAN AND SPANISH AWARD CERTIFICATES	58.19 46.69 13.95 105.32 46.13	270.28
1617904	STREICHER, CASS	05/21/2013	DUAL CREDIT HOURS 2/19/13-4/16/13	1,050.00	1,050.00
1617905	TECHNICAL DESIGN SERV	05/21/2013	VOIP PROCUREMENT THROUGH MARCH 31,	1,814.00	1,814.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617906	Telfer, Robbie	05/21/2013	2013 POETRY PERFORMANCE AND WORKSHOP; 4/19/13	350.00	350.00
1617907	The World & I Online	05/21/2013	SITE LICENSE 9/1/13-8/31/14	319.00	319.00
1617908	United States Postal	05/21/2013	MAY 2013 POSTAGE	2,600.00	2,600.00
1617909	United Visual Aids In	05/21/2013	SMART TECHNOLOGIES RESPONSE SYSTEM W/RECEIVER & CLICKER REMOTES WALL-MOUNT CLASSROOM SCREENS; TECHNOLOGY	1,950.00	3,235.00
1617910	Universal Taxi Dispat	05/21/2013	4/1/13-4/5/13 TRANSPORTATION; 5 STUDENTS 4/8/13-4/12/13 TRANSPORTATION; 5 STUDENTS 4/15/13-4/19/13 TRANSPORTATION; 5 STUDENTS 4/22/13-4/26/13 TRANSPORTATION; 5 STUDENTS 4/29/13-5/3/13 TRANSPORTATION; 1 STUDENT	2,803.00 2,992.00 2,303.00 1,263.00 490.00	9,851.00
1617911	UZ ENGINEERED PRODUCT	05/21/2013	EXTERIOR DOOR REPAIR SUPPLY	326.54	326.54

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617912	VALDES ENTERPRISES	05/21/2013	CUSTODIAL AND PAPER PRODUCTS; BID SPECIFICATION FOR 2012-2013 SCHOOL YEAR	3,271.60	4,128.28
			CUSTODIAL AND PAPER PRODUCTS; BID SPECIFICATION FOR 2012-2013 SCHOOL YEAR	856.68	
1617913	Vernier Software	05/21/2013	TIMERS AND SENSORS; SCIENCE	3,526.41	3,526.41
1617914	VERNON HILLS HIGH SCH	05/21/2013	VARSITY BOYS VOLLEYBALL; 5/11/13	290.00	290.00
1617915	Vocational Sign Proje	05/21/2013	SCHOOL VEHICLE KEYCHAIN TAGS	38.50	38.50
1617916	Vondrak/reimbursement	05/21/2013	4/16/13-4/30/13 MILEAGE; HMBD TUTORS MARCH 2013 MILAGE REIMBURSEMENT; HMBD TUT	13.56	19.21
			MAY 2013 RECYCLING SVC APRIL 2013 REFUSE SVC	5.65	
1617917	Waste Management West	05/21/2013	ATHLETIC BOOSTERS ITEMS SOLD AT BOOKSTORE	263.11	1,654.65
			ADULT ED RENT PAYMENT	1,391.54	
1617918	WCCHS BOOSTER CLUB	05/21/2013	APRIL 2013-JUNE	706.00	706.00
1617919	Wcchs General Cash Fu	05/21/2013		800.00	800.00
1617920	West Chicago Lions Cl	05/21/2013		50.00	50.00

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
1617921	West Chicago Printing	05/21/2013	2013 DUES RETURN ADDRESS WINDOW ENVELOPES (20,000)	653.00	816.00
1617922	WEST CHICAGO POST OFF	05/21/2013	FORUM POSTERS STANDARD MAIL & FIRST-CLASS PRESORT PI114	163.00 400.00	400.00
1617923	Western DuPage Chambe	05/21/2013	2013 ANNUAL DINNERS	90.00	90.00
1617924	Wet/usa Inc	05/21/2013	APRIL 2013 CONTRACT SERVICE MAY 2013 CONTRACT SVC BIO-DISPERSANT AND COOLING WATER TREATMENT	135.00 135.00 2,055.39	2,325.39
1617925	Winfield Flower Shopp	05/21/2013	BADMINTON SENIOR NIGHT SYMPATHY; MATH	22.50 57.90	80.40
1617926	WINZER CORPORATION	05/21/2013	CLEANING SUPPLIES	471.16	471.16
1617927	WOJCIECHOWSKI, ALEXAN	05/21/2013	TAPE ROLLS	29.90	29.90
1617928	Wolf, Carol	05/21/2013	STUDENT RECOGNITION/AWARDS PGM SUPPLIES; GRANT	78.21	78.21
1617929	WORLD OUTSIDE MY SHOE	05/21/2013	SPEAKER FEE AND BOOKS	800.00	800.00
1617930	WORLDPOINT HEALTHCARE	05/21/2013	RESUSCI FACE SHIELDS	122.35	122.35
1617931	Vendor Continued Void	05/21/2013			0.00
1617932	Xerox Corporation	05/21/2013	XEROX WORK CENTRE CC245/COPIER/STAND	133.39	6,015.61

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			MAINTENANCE		
			AGREEMENT THROUGH		
			6/30/13		
			DUPLICATING	2,103.40	
			PHOTOCOPIERS/2012-		
			2013		
			TEACHERS	637.73	
			PHOTOCOPIERS; ADM		
			OFFICE		
			PHOTOCOPIER JUNE		
			- DEC 2012		
			TEACHERS	3,275.27	
			PHOTOCOPIERS; ADM		
			OFFICE		
			PHOTOCOPIER JUNE		
			- DEC 2012		
			DUPLICATING	338.09	
			PHOTOCOPIERS/2012-		
			2013		
			DUPLICATING	232.03	
			PHOTOCOPIERS/2012-		
			2013		
			TEACHERS	788.86	
			PHOTOCOPIERS; ADM		
			OFFICE		
			PHOTOCOPIER JUNE		
			- DEC 2012		
			DUPLICATING	637.73	
			PHOTOCOPIERS/2012-		
			2013		
			TEACHERS	591.35	
			PHOTOCOPIERS; ADM		
			OFFICE		

Check Number	Vendor Name	Check Date	Invoice Description	Invoice Amount	Check Amount
			PHOTOCOPIER JUNE - DEC 2012		
			XEROX WORK CENTRE CC245/COPIER/STAND MAINTENANCE AGREEMENT THROUGH 6/30/13	129.78	
			LRC PHOTOCOPIER MAINTENANCE PLAN 10/1/12-9/30/13	31.90	
			WTM760350	-2,883.92	
1617933	Zabelin, Donald	05/21/2013	OVERCHARGE CREDIT CONFERENCE	228.34	300.65
			MILEAGE; PARKING AND MEALS		
			STAFF MEETING	72.31	
			SUPPLIES; GRANT		
206	Computer		Check(s) For a Total of		427,940.18

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	206	Computer	Checks For a Total of	427,940.18
Total For	206	Manual, Wire Tran, ACH & Computer Checks		427,940.18
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	427,940.18

COMMUNITY HIGH SCHOOL DISTRICT NO. 94
BOARD OF EDUCATION - BILL LISTING SUMMARY
April 2013 Expenditures & May 21, 2013 Bill List

	(Taxes)Certificates Of Deposit Purchased For The Month Of April-13	Net Payroll For The Month Of April-13	Operating Checks* Drawn During The Month Of April-13	Bill List Vouchers Paid In The Month Of April-13	Total	Bill List Vouchers Paid In The Month Of May-13
#10 EDUCATIONAL FUND	\$ 943.09	790,803.45	669,880.59	\$307,368.86	\$1,768,995.99	\$206,049.08
#20 OPERATIONS & MAINTENANCE FUND	162.49	61,130.41	51,614.76	73,715.46	\$186,623.12	57,518.77
#30 DEBT SERVICES FUND	172.15	-	-	259,250.00	\$259,422.15	0.00
#40 TRANSPORTATION FUND	44.41	-	2,140.00	89,838.77	\$92,023.18	150,850.33
#50 ILLINOIS MUNICIPAL RETIREMENT FUND	19.80	-	38,425.54	0.00	\$38,445.34	0.00
#51 SOCIAL SECURITY AND MEDICARE FUND	19.80	-	35,730.17	0.00	\$35,749.97	0.00
#61 CAPITAL IMPROVEMENTS - HILAKE FUND	-	-	-	0.00	\$0.00	1,814.00
#70 WORKING CASH FUND	-	-	-	0.00	\$0.00	0.00
#80 TORT FUND	13.79	-	-	0.00	\$13.79	11,708.00
TOTAL	\$ 1,375.53	\$851,933.86	\$797,791.06	\$730,173.09	\$2,381,273.54	\$427,940.18

* Payroll taxes, annuities, wage garnishments, insurance premiums,college savings plans
TRS & IMRF pension contributions, charitable contributions, Imprest Fund &Petty Cash Fund
reimbursement, lost & stale check replacement reviewed by Treasurer

The investments and payroll disbursements for the month of April-13 and the regular accounts payable for the period
April 12, 2013 to May 16, 2013 to be paid May 21, 2013 Totaling: \$2,079,040.63 .

I hereby certify that the expenditures listed as a part of this statement are legally payable from the budget category to which they are charged and are coded in conformance with the Illinois Office of Education Accounting Manual.

May 16, 2013
Date

Director of Business Services

TO THE TREASURER, COMMUNITY HIGH SCHOOL DISTRICT NO. 94, WEST CHICAGO. ILLINOIS

The Board of Education has approved the payment of the above listed invoices on this date and you are hereby authorized and directed to make payments thereof:

Date

President, Board of Education

Secretary, Board of Education

COMMUNITY HIGH SCHOOL IMPREST FUND April 2013

This listing represents payments from the High School Imprest Fund for the month of April 2013. Reimbursement for the following is hereby requested from the Board of Education, Community High School District 94, West Chicago, Illinois at its regular board meeting on May 21, 2013.



Gordon H. Cole - Director of Business

5-3-13

Date

ACCOUNT	BATCH	CHECK	CHECK INVOICE	AMOUNT
NUMBER	NUMBER VENDOR	DATE	NUMBER DESCRIPTION	
10E100 1500 3191 00 000000	IP0402 Alvarado, Alex	04/02/2013	1311222 SOCCER; OSWEGO; 3/26/13	93.00
10E100 1500 3191 00 000000	IP0402 Borkowicz, Gerald	04/02/2013	1311223 SOFTBALL; BATAVIA; 3/26/13	101.00
10E100 1500 3191 00 000000	IP0402 Borkowicz, Gerald	04/02/2013	1311223 SOCCER; BATAVIA; 3/26/13	57.00
10E100 1500 3191 00 000000	IP0402 Boss, David	04/02/2013	1311224 SOFTBALL; ST CHARLES EAST; 3/30/13	105.00
10E100 1500 3191 00 000000	IP0402 CISZEWSKI, ARTUR	04/02/2013	1311225 SOCCER; OSWEGO; 3/26/13	93.00
10E100 1500 3191 00 000000	IP0402 GONZALES, JOSE	04/02/2013	1311226 GIRLS SOCCER; EVEREST WAUSAU; 3/29/13	62.00
10E100 1500 3191 00 000000	IP0402 Herrera, JR, Carlos	04/02/2013	1311227 GIRLS SOCCER; EVEREST WAUSAU; 3/29/13	62.00
10E100 1500 3191 00 000000	IP0402 Herrera/official, Victor	04/02/2013	1311228 GIRLS SOCCER; EVEREST WAUSAU; 3/28/13	62.00
10E100 1500 3191 00 000000	IP0402 Lachowicz, Michael	04/02/2013	1311229 BASEBALL; 3/28/13	101.00
10E100 1500 3191 00 000000	IP0402 LaRaviere, SR, Michael	04/02/2013	1311230 BASEBALL; TINLEY PARK; 3/28/13	57.00
10E100 1500 3191 00 000000	IP0402 Lupker, Kevin	04/02/2013	1311231 SOFTBALL; ST CHARLES EAST; 3/30/13	105.00
10E100 1500 4000 00 000000	IP0402 MULLANEY, DOUG	04/02/2013	1311232 SOCCER HOSPITALITY; 3 TEAMS	200.00
10E100 1500 3191 00 000000	IP0402 Quathamier/official, Richard	04/02/2013	1311233 VARSITY SOCCER; OSWEGO; 3/26/13	62.00
10E100 1500 3191 00 000000	IP0402 Vargas, James	04/02/2013	1311234 BASEBALL; 3/28/13	57.00
10E100 1500 3191 00 000000	IP0409 Alvarado, Alex	04/09/2013	1311235 GIRLS SOCCER; GLENBARD NORTH; 4/2/13	93.00
10E100 1500 3191 00 000000	IP0409 Borkowicz, Gerald	04/09/2013	1311236 SOFTBALL; GLENBARD WEST; 4/4/13	57.00
10E100 1500 3191 00 000000	IP0409 Borkowicz, Gerald	04/09/2013	1311236 SOFTBALL; SYCAMORE; 4/6/13	101.00
10E930 1220 4050 00 930000	IP0409 Cash	04/09/2013	1311237 READY BELT CEREMONY AND GIFT CARDS FOR STUDENTS	200.00
10E100 1500 3191 00 000000	IP0409 Choklad, Scott	04/09/2013	1311238 BASEBALL; YORKVILLE; 4/2/13	60.00
10E100 1500 3191 00 000000	IP0409 Cousins, Ken	04/09/2013	1311239 BASEBALL; BENET; 4/5/13	60.00
10E100 1500 3191 00 000000	IP0409 Dahl, David	04/09/2013	1311240 BASEBALL; AT; 4/3/13	57.00
10E100 1500 3191 00 000000	IP0409 Dennis, David	04/09/2013	1311241 BASEBALL; YORKVILLE; 4/2/13	60.00
10E100 1500 3191 00 000000	IP0409 Doti, Mike	04/09/2013	1311242 SOFTBALL; GLENBARD SOUTH; 4/3/13	60.00
10E100 1500 3191 00 000000	IP0409 Effinger/official, Jim	04/09/2013	1311243 GIRLS TRACK; NM; 4/3/13	87.00
10E100 1500 3191 00 000000	IP0409 Flynn, John	04/09/2013	1311244 GIRLS SOCCER; GLENBARD NORTH; 4/2/13	62.00
10E100 1500 3191 00 000000	IP0409 GONZALES, JOSE	04/09/2013	1311245 GIRLS SOCCER; GLENBARD NORTH; 4/3/13	57.00

ACCOUNT NUMBER	BATCH NUMBER	VENDOR	CHECK DATE	CHECK INVOICE NUMBER DESCRIPTION	AMOUNT
10E100 1500 3191 00 000000	IP0409	Hall/official, Dan	04/09/2013	1311246 SOFTBALL; GLENBARD SOUTH; 4/3/13	60.00
10E100 1500 3191 00 000000	IP0409	Hanrahan, Michael	04/09/2013	1311247 SOFTBALL; SYCAMORE; 4/6/13	101.00
10E100 1500 3191 00 000000	IP0409	Heinemann/official, Gordon	04/09/2013	1311248 BASEBALL; BENET; 4/5/13	60.00
10E100 1500 3191 00 000000	IP0409	Howell, Michael	04/09/2013	1311249 SOFTBALL; GLENBARD WEST; 4/4/13	57.00
10E100 1500 3191 00 000000	IP0409	Krueger, Dan	04/09/2013	1311250 SOFTBALL; NAZARETH; 4/5/13	60.00
10E100 1500 3191 00 000000	IP0409	Liveris/official, Randy	04/09/2013	1311251 BOYS VOLLEYBALL; GLENBARD NORTH; 4/2/13	87.00
10E100 1500 3191 00 000000	IP0409	Marron/official, Neil	04/09/2013	1311252 BOYS VOLLEYBALL; GLENBARD NORTH; 4/2/13	87.00
10E100 1500 3191 00 000000	IP0409	Martinez, Tony	04/09/2013	1311253 GIRLS SOCCER; GLENBARD NORTH; 4/2/13	93.00
10E100 1500 3191 00 000000	IP0409	Martin/official, Walter	04/09/2013	1311254 SOFTBALL; NAZARETH; 4/5/13	60.00
10E100 1500 3191 00 000000	IP0409	PUPILLO, Phil	04/09/2013	1311255 BASEBALL; BENET; 4/5/13	60.00
10E100 1500 3191 00 000000	IP0409	Svetik, Brad	04/09/2013	1311256 JV BASEBALL; GLENBARD EAST; 4/4/13	57.00
10E100 1500 3191 00 000000	IP0409	Tong, Martin	04/09/2013	1311257 BASEBALL; AT; 4/3/13	57.00
10E100 1500 3191 00 000000	IP0409	Walton, John	04/09/2013	1311258 BOYS VOLLEYBALL; GLENBARD NORTH; 4/2/13	78.00
10E070 2410 3410 00 000000	IP0409	WEST CHICAGO POST OFFICE	04/09/2013	1311259 QUARTER 3 GRADE MAILERS	974.28
10E100 1500 3191 00 000000	IP0417	Ahasic, Leo	04/17/2013	1311260 BOYS VOLLEYBALL; NAPERVILLE NORTH; 4/9/13	87.00
10E100 1500 3191 00 000000	IP0417	Alvarado, Alex	04/17/2013	1311261 GIRLS SOCCER; WWS; 4/15/13	93.00
10E100 1500 3191 00 000000	IP0417	Angel, Keith	04/17/2013	1311262 GIRLS SOCCER; NAPERVILLE NORTH; 4/11/13	62.00
10E100 1500 3191 00 000000	IP0417	Arnold, Don	04/17/2013	1311263 BASEBALL; GLENBARD NORTH; 4/8/13	60.00
10E100 1500 3191 00 000000	IP0417	Beckman/official, Bruce	04/17/2013	1311264 BOYS VOLLEYBALL; NAPERVILLE NORTH; 4/9/13	78.00
10E930 1220 4050 00 930000	IP0417	Cash	04/17/2013	1311265 READY FIELD TRIP MONEY	300.00
10E930 2210 3190 00 930000	IP0417	Cash	04/17/2013	1311265 TRANSITION PGM STAFF FT ADMITTANCE	91.00
10R000 1790 0000 00 080000	IP0417	Clark, Daniel	04/17/2013	1311266 FOODS 3 LAB FEE REFUND; ID #34206	10.00
10E100 1500 3191 00 000000	IP0417	Cyrus, Rachael	04/17/2013	1311267 GIRLS TRACK; WHEATON NORTH; GLENBARD EAST; 4/9/13	90.00
10E100 1500 3191 00 000000	IP0417	Czuba, Len	04/17/2013	1311268 BOYS VOLLEYBALL; WWS; 4/11/13	78.00
10E100 1500 3191 00 000000	IP0417	Effinger/official, Jim	04/17/2013	1311269 GIRLS TRACK; WHEATON NORTH;	90.00

ACCOUNT NUMBER	BATCH NUMBER VENDOR	CHECK DATE	CHECK INVOICE NUMBER DESCRIPTION	AMOUNT
10E100 1500 3191 00 000000	IP0417 Farmer, Dan	04/17/2013	1311270 GLENBARD EAST; 4/9/13 BASEBALL; GLENBARD NORTH; 4/12/13	60.00
10E100 1500 3191 00 000000	IP0417 FRACZ, MAREK	04/17/2013	1311271 BOYS VOLLEYBALL; NAPERVILLE NORTH; 4/9/13	87.00
10E100 1500 3191 00 000000	IP0417 Gonzalez, Sergio	04/17/2013	1311272 BOYS VOLLEYBALL; WWS; 4/11/13	87.00
10E100 1500 3191 00 000000	IP0417 Harris, Johnny	04/17/2013	1311273 BASEBALL; GLENBARD NORTH; 4/12/13	60.00
10E100 1500 3191 00 000000	IP0417 Herrera, JR, Carlos	04/17/2013	1311274 GIRLS SOCCER; NAPERVILLE NORTH; 4/11/13	93.00
10E100 1500 3191 00 000000	IP0417 Herrera, JR, Carlos	04/17/2013	1311274 GIRLS SOCCER; OSWEGO; 4/8/13	57.00
10E100 1500 3191 00 000000	IP0417 Herrera Sr/official, Carlos	04/17/2013	1311275 GIRLS SOCCER; HINSDALE CENTRAL; 4/13/13	62.00
10E100 1500 3191 00 000000	IP0417 Herrera/official, Victor	04/17/2013	1311276 GIRLS SOCCER; NAPERVILLE NORTH; 4/11/13	93.00
10E100 1500 3191 00 000000	IP0417 Herrera/official, Victor	04/17/2013	1311276 GIRLS SOCCER; WWS; 4/15/13	93.00
10E100 1500 3191 00 000000	IP0417 Jakes, Steve	04/17/2013	1311277 BASEBALL; WWS; 4/16/13	60.00
10E100 1500 3191 00 000000	IP0417 Laseter, Quiyann	04/17/2013	1311278 BOYS VOLLEYBALL; WWS; 4/11/13	87.00
10E100 1500 3191 00 000000	IP0417 LEWIS, Bernie	04/17/2013	1311279 BOYS TRACK; NAPERVILLE CENTRAL; WWS; 4/16/13	90.00
10E100 1500 3191 00 000000	IP0417 Martinez, Juan	04/17/2013	1311280 GIRLS SOCCER; HINSDALE CENTRAL; 4/13/13	62.00
10E100 1500 3191 00 000000	IP0417 Mulcahy, Ryan	04/17/2013	1311281 BASEBALL; WHEATON NORTH; 4/15/13	57.00
10E100 1500 3191 00 000000	IP0417 Neil, Kevin	04/17/2013	1311282 BOYS BASEBALL; GLENBARD NORTH; 4/9/13	57.00
10E100 1500 3191 00 000000	IP0417 Rangel, Miguel	04/17/2013	1311283 GIRLS SOCCER; WWS; 4/15/13	62.00
10E100 1500 3191 00 000000	IP0417 Rangel, Miguel	04/17/2013	1311283 GIRLS SOCCER; HINSDALE CENTRAL; 4/13/13	62.00
10E100 1500 3191 00 000000	IP0417 Reges/official, Craig	04/17/2013	1311284 SOFTBALL; GLENBARD NORTH; 4/15/13	60.00
10E100 1500 3191 00 000000	IP0417 Ruiz/official, Fred	04/17/2013	1311285 SOFTBALL; GLENBARD NORTH; 4/15/13	60.00
10E100 1500 3191 00 000000	IP0417 Schnorr, Roger	04/17/2013	1311286 BASEBALL; SYCAMORE; 4/13/13	101.00
10E100 1500 3191 00 000000	IP0417 Spinosa/official, Vince	04/17/2013	1311287 BOYS VOLLEYBALL; WWS; 4/11/13	78.00
10E100 1500 3191 00 000000	IP0417 Stratton, Gary	04/17/2013	1311288 BASEBALL; WHEATON NORTH; 4/16/13	60.00
10E100 1500 3191 00 000000	IP0417 Suchy, Rick	04/17/2013	1311289 BASEBALL; SYCAMORE; 4/13/13	101.00
10E100 1500 3191 00 000000	IP0417 Svetik, Brad	04/17/2013	1311290 BASEBALL; WHEATON NORTH;	57.00

ACCOUNT NUMBER	BATCH NUMBER	VENDOR	CHECK DATE	CHECK NUMBER	INVOICE DESCRIPTION	AMOUNT
					4/15/13	
10E100 1500 3191 00 000000	IP0417	Tyszkiewicz, Dennis	04/17/2013	1311291	GIRLS SOCCER; HINSDALE CENTRAL; 4/13/13	57.00
10E100 1500 3191 00 000000	IP0417	Walton, John	04/17/2013	1311292	BOYS VOLLEYBALL; NAPERVILLE NORTH; 4/9/13	78.00
10E100 1500 3191 00 000000	IP0417	Wywialowski, Al	04/17/2013	1311293	BASEBALL; GLENBARD NORTH; 4/9/13	57.00
10E100 1500 3191 00 000000	IP0417	Zimmerman, Craig	04/17/2013	1311294	BASEBALL; GLENBARD NORTH; 4/8/13	60.00
10E100 1500 3191 00 000000	IP0423	CULVER, RANDY	04/23/2013	1311295	SOFTBALL; WWS; 4/22/13	60.00
10R051 1720 0000 00 250000	IP0423	Fagalde, Patricia	04/23/2013	1311296	AP TEST REFUND	20.00
10E100 1500 3191 00 000000	IP0423	Herrera, JR, Carlos	04/23/2013	1311297	GIRLS SOCCER; BATAVIA; 4/20/13	62.00
10E100 1500 3191 00 000000	IP0423	Novielli, Lino	04/23/2013	1311298	BASEBALL; NAPERVILLE NORTH; 4/22/13	60.00
10E100 1500 3191 00 000000	IP0423	Quathamer/official, Richard	04/23/2013	1311299	GIRLS SOCCER; NAPERVILLE CENTRAL; 4/22/13	57.00
10E070 2410 4000 00 000000	IP0423	State Bank Of Illinois	04/23/2013	1311300	LUNCH MTG	29.20
10E072 2330 6450 00 000000	IP0423	State Bank Of Illinois	04/23/2013	1311301	WEBINAR CONFERENCE FEE; PERSONNEL	25.00
10E100 1500 3191 00 000000	IP0423	STEMPLE, SCOTT	04/23/2013	1311302	SOFTBALL; WWS; 4/22/13	60.00
10E100 1500 3191 00 000000	IP0423	Trankar/official, John	04/23/2013	1311303	GIRLS SOCCER; BATAVIA; 4/20/13	93.00
10E100 1500 3191 00 000000	IP0423	Tyszkiewicz, Dennis	04/23/2013	1311304	GIRLS SOCCER; BATAVIA; 4/20/13	93.00
10E011 1130 4116 00 000000	IP0423	WCCHS PHYSICAL DEVELOPMENT ACC	04/23/2013	1311305	DEBIT CARD ACCOUNT DEPOSIT	300.00
10E100 1500 3191 00 000000	IP0423	Williams, Ben	04/23/2013	1311306	BASEBALL; NAPERVILLE NORTH; 4/22/13	60.00
10E100 1500 6430 00 000000	IP0423	Willowbrook High School	04/23/2013	1311307	BOYS TENNIS INVITE 4/20/13	100.00
10E100 1500 3191 00 000000	IP0424	Beckman/official, Bruce	04/24/2013	1311308	BOYS VOLLEYBALL; NAPERVILLE CENTRAL; 4/23/13	78.00
10E100 1500 6410 00 000000	IP0424	Cash	04/24/2013	1311309	DVC BADMINTON AND GIRLS SOCCER TOURNAMENT HOSPITALITY	650.00
10E100 1500 3191 00 000000	IP0424	CISZEWSKI, ARTUR	04/24/2013	1311310	GIRLS SOCCER; GLENBARD SOUTH; 4/23/13	93.00
10E100 1500 3191 00 000000	IP0424	GONZALES, JOSE	04/24/2013	1311311	GIRLS SOCCER; GLENBARD SOUTH; 4/23/13	93.00
10E100 1500 3191 00 000000	IP0424	Gouskong, Nick	04/24/2013	1311312	GIRLS SOCCER; NAPERVILLE NORTH; 4/23/13	57.00

ACCOUNT	BATCH	CHECK	CHECK INVOICE	AMOUNT
NUMBER	NUMBER VENDOR	DATE	NUMBER DESCRIPTION	
10E100 1500 3191 00 000000	IP0424 Helmick/official, Kevin	04/24/2013	1311313 BOYS VOLLEYBALL; NAPERVILLE CENTRAL; 4/23/13	87.00
10E100 1500 3191 00 000000	IP0424 Herrera Sr/official, Carlos	04/24/2013	1311314 GIRLS SOCCER; WWS; 4/24/13	57.00
10E930 2210 3190 00 930000	IP0424 IDEAS UNLIMITED SEMINARS INC	04/24/2013	1311315 IPAD SEMINAR; 1 STAFF MEMBER	229.00
10E100 1500 3191 00 000000	IP0424 Kreiner, Josh	04/24/2013	1311316 BOYS VOLLEYBALL; NAPERVILLE CENTRAL; 4/23/13	78.00
10E100 1500 3191 00 000000	IP0424 Marron/official, Neil	04/24/2013	1311317 BOYS VOLLEYBALL; NAPERVILLE CENTRAL; 4/23/13	87.00
10E100 1500 3191 00 000000	IP0424 Martinez, Tony	04/24/2013	1311318 GIRLS SOCCER; GLENBARD SOUTH; 4/23/13	62.00
10E100 1500 6410 00 000000	IP0426 Bond, Kenric	04/26/2013	1311319 BOYS TRACK; PSAE MEET; 4/25/13	90.00
10E100 1500 3191 00 000000	IP0426 Borkowicz, Gerald	04/26/2013	1311320 SOFTBALL; WEST AURORA; 4/25/13	57.00
10E100 1500 3191 00 000000	IP0426 Burau, Margaret	04/26/2013	1311321 SOFTBALL; WEST AURORA; 4/25/13	57.00
10E100 1500 6410 00 000000	IP0426 LEWIS, Bernie	04/26/2013	1311322 BOYS TRACK; PSAE MEET; 4/25/13	112.00
10E100 1500 3191 00 000000	IP0426 Schanks, Jeffrey	04/26/2013	1311323 BASEBALL; WWS; 4/25/13	60.00
10E100 1500 3191 00 000000	IP0426 Shadrick, Allen	04/26/2013	1311324 BASEBALL; WHEATON NORTH; 4/24/13	57.00
10E070 2410 3410 00 000000	ip0426 State Bank Of Illinois	04/26/2013	1311325 CREDIT CARD CHARGES; SUPT	9.70
10E071 2320 3191 00 000000	ip0426 State Bank Of Illinois	04/26/2013	1311325 CREDIT CARD CHARGES; SUPT	269.80
10E071 2320 3320 00 000000	ip0426 State Bank Of Illinois	04/26/2013	1311325 CREDIT CARD CHARGES; SUPT	5.75
10E071 2320 4410 00 000000	ip0426 State Bank Of Illinois	04/26/2013	1311325 CREDIT CARD CHARGES; SUPT	69.35
10E075 2310 4059 00 000000	ip0426 State Bank Of Illinois	04/26/2013	1311325 CREDIT CARD CHARGES; SUPT	128.33
10L000 4001 0000 00 000000	IP0426 STATE BANK OF ILLINOIS	04/26/2013	1311326 CREDIT CARD CHARGES; BUS MGR	64.50
10E004 1130 4051 00 000000	IP0426 STATE BANK OF ILLINOIS	04/26/2013	1311326 CREDIT CARD CHARGES; BUS MGR	104.71
10E022 1220 6450 00 000000	IP0426 STATE BANK OF ILLINOIS	04/26/2013	1311326 CREDIT CARD CHARGES; BUS MGR	20.75
10E075 2310 4059 00 000000	IP0426 STATE BANK OF ILLINOIS	04/26/2013	1311326 CREDIT CARD CHARGES; BUS MGR	47.22
10E100 1500 6420 00 000000	IP0426 STATE BANK OF ILLINOIS	04/26/2013	1311326 CREDIT CARD CHARGES; BUS MGR	50.00
10E104 1503 4050 00 000000	IP0426 STATE BANK OF ILLINOIS	04/26/2013	1311326 CREDIT CARD CHARGES; BUS MGR	574.82
10E100 1500 3191 00 000000	IP0426 Stratton, Gary	04/26/2013	1311327 BASEBALL; WWS; 4/25/13	60.00
10E100 1500 3191 00 000000	IP0429 Borkowicz, Gerald	04/30/2013	1311328 SOFTBALL; PLAINFIELD NORTH; 4/27/13	101.00
10E100 1500 4051 00 000000	ip0429 Buccini, Chad	04/30/2013	1311329 BADMINTON BIRDIES	294.84
10E100 1500 3191 00 000000	IP0429 Capuder, Michael	04/30/2013	1311330 BASEBALL; WWS; 4/27/13	105.00
10E100 1500 3191 00 000000	IP0429 Hanrahan, Michael	04/30/2013	1311331 SOFTBALL; PLAINFIELD NORTH; 4/27/13	101.00

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CHSD 94, IL
April 2013 Imprest Expenditures (Dates: 04/01/13 - 04/30/13)

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ACCOUNT	BATCH	CHECK	CHECK INVOICE	
NUMBER	NUMBER VENDOR	DATE	NUMBER DESCRIPTION	AMOUNT
10E100 1500 3191 00 000000	IP0429 Harms/official, Steve	04/30/2013	1311332 BASEBALL; WWS; 4/27/13	105.00
Totals for checks				12,234.25

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	ED FUND	64.50	30.00	12,139.75	12,234.25
***	Fund Summary Totals ***	64.50	30.00	12,139.75	12,234.25

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

COMMUNITY HIGH SCHOOL

DISTRICT 94

West Chicago, Illinois

TREASURER'S REPORT

FOR MONTH ENDING APRIL 2013

FUND	CASH BALANCE	RECEIPTS	DISBURSEMENTS	CASH BALANCE	INVESTMENTS
	Thru March 31, 2013			Thru April 30, 2013	AT COST Thru 4/30/2013
EDUCATIONAL	\$ (61,384.63)	\$ 1,954,402.66	\$ 1,762,778.58	\$ 130,239.45	\$ 7,721,334.43
OPERATIONS & MAINTENANCE	\$ 18,939.31	\$ 193,041.24	\$ 186,623.12	\$ 25,357.43	\$ 850,045.09
DEBT SERVICES	\$ 1,366,137.25	\$ 172.15	\$ 259,422.15	\$ 1,106,887.25	\$ 561,382.07
TRANSPORTATION	\$ (75,293.97)	\$ 31,365.23	\$ 92,023.18	\$ (135,951.92)	\$ 867,153.00
I.M.R.F.	\$ (223,239.35)	\$ 15,537.71	\$ 38,059.53	\$ (245,761.17)	\$ 292,092.58
SOCIAL SECURITY/MEDICARE	\$ (212,695.05)	\$ 15,537.71	\$ 34,660.71	\$ (231,818.05)	\$ 295,403.22
CAP IMPROVEMENTS HILAKE	\$ (1,430,594.38)	\$ -	\$ -	\$ (1,430,594.38)	\$ 7,664,333.65
WORKING CASH	\$ 1,162,864.69	\$ -	\$ -	\$ 1,162,864.69	\$ 907,959.44
TORT	\$ (168,234.57)	\$ 13,314.86	\$ 13.79	\$ (154,933.50)	\$ 214,947.38
TOTAL	\$ 376,499.30	\$ 2,223,371.56	\$ 2,373,581.06	\$ 226,289.80	\$19,374,650.86
Monthly Invest. Int., Adj. & Fees/YTD Interest thru 4/30/2013	\$ 88,772.57	3,590.94	224.67		\$ 92,138.84

(included in revenue and investment totals)

PLUS INVESTMENTS \$19,374,650.86

TOTAL YEAR-TO-DATE CASH AND INVESTMENTS AS OF APRIL 30, 2013

\$ 19,600,940.66

Kevin Kotche, Treasurer

Date

**COMMUNITY HIGH SCHOOL DISTRICT 94
STATEMENT OF POSITION
FINANCIAL REPORT
FOR PERIOD ENDING APRIL 30, 2013**

Percent of Fiscal Year Complete:83.33

	IMPREST, PETTY CASH & SCHLSHP	CASH BALANCES	INVESTMENT BALANCES	ACCOUNTS RECEIVABLE	OTHER ASSETS	TOTAL ASSETS
ASSETS						
EDUCATIONAL	16,685	130,239	7,721,334			7,868,258
OPERATIONS & MAINTENANCE		25,357	850,045			875,403
DEBT SERVICES		1,106,887	561,382			1,668,270
TRANSPORTATION		(135,952)	867,153			731,201
MUNICIPAL RETIREMENT		(245,761)	292,093			46,331
SOCIAL SECURITY/MEDICARE		(231,818)	295,403			63,585
CI - HIGHLAKE		(1,430,594)	7,664,334	4,599		6,238,338
WORKING CASH		1,162,865	907,959			2,070,824
TORT		(154,934)	214,947			60,014
TOTAL	16,685	226,290	19,374,651	4,599	-	19,622,225

	TAX WARRENTS	ACCOUNTS PAYABLE	ENCUMBERED PAYABLES	OTHER LIABILITIES	FUND EQUITY	TOTAL LIABILITY AND FUND EQUITY
LIABILITIES AND FUND EQUITY						
EDUCATIONAL		(27,886)	206,049		7,690,095	7,868,258
OPERATIONS & MAINTENANCE		7,025	57,519		810,858	875,403
DEBT SERVICES					1,668,270	1,668,270
TRANSPORTATION			150,850		580,351	731,201
MUNICIPAL RETIREMENT		86			46,246	46,331
SOCIAL SECURITY/MEDICARE		(26)			63,611	63,585
CI - HIGHLAKE			1,814		6,236,524	6,238,338
WORKING CASH					2,070,824	2,070,824
TORT			11,708		48,306	60,014
TOTAL	-	(20,801)	427,940	-	19,215,086	19,622,225

	BUDGET 2012 - 2013	CURRENT REVENUES	Y.T.D. REVENUES	Y.T.D. OTHER	UNREALIZED BALANCE	PERCENT REALIZED
RECEIPTS						
EDUCATIONAL	21,894,588	514,589	12,919,528		8,975,060	59.01%
OPERATIONS & MAINTENANCE	3,110,756	18,052	1,546,492		1,564,264	49.71%
DEBT SERVICES	3,036,287	214	1,525,426		1,510,861	50.24%
TRANSPORTATION	1,220,275	31,114	1,032,143		188,132	84.58%
MUNICIPAL RETIREMENT	506,575	15,538	251,606		254,969	49.67%
SOCIAL SECURITY/MEDICARE	424,025	15,538	211,468		212,557	49.87%
CI - HIGHLAKE	57,000	218	46,835		10,165	82.17%
WORKING CASH	8,000	106	1,376		6,624	17.20%
TORT	304,890	13,315	170,138		134,752	55.80%
TOTAL	30,562,396	608,684	17,705,013	-	12,857,383	57.93%

	BUDGET 2012 - 2013	CURRENT EXPENDITURES	Y.T.D. EXPENDITURES	ENCUMBERED PAYABLES	UNENCUMBERED BALANCE	PERCENT ENCUMBERED
DISBURSEMENTS						
EDUCATIONAL	21,892,152	1,753,593	17,467,750	206,049	4,218,353	79.79%
OPERATIONS & MAINTENANCE	3,105,719	184,909	2,104,911	57,519	943,289	67.78%
DEBT SERVICES	3,055,240	259,385	2,995,109		60,131	98.03%
TRANSPORTATION	1,217,750	91,757	906,957	150,850	159,943	74.48%
MUNICIPAL RETIREMENT	503,291	38,040	361,533		141,757	71.83%
SOCIAL SECURITY/MEDICARE	420,161	34,641	351,918		68,242	83.76%
CI - HIGHLAKE	57,000	41,052	293,434	1,814	(238,248)	514.80%
WORKING CASH	8,000	-	-		8,000	0.00%
TORT	302,450	-	264,198	11,708	26,544	87.35%
TOTAL	30,561,762	2,403,376	24,745,810	427,940	5,388,012	80.97%

	JULY 1 EQUITY	YEAR-TO-DATE RECEIPTS	YEAR-TO-DATE EXPENDITURES	ENCUMBERED PAYABLES	CURRENT EQUITY
FUND BALANCE					
EDUCATIONAL	12,444,366	12,919,528	17,467,750	206,049	7,690,096
OPERATIONS & MAINTENANCE	1,426,796	1,546,492	2,104,911	57,519	810,858
DEBT SERVICES	3,137,952	1,525,426	2,995,109	-	1,668,270
TRANSPORTATION	606,015	1,032,143	906,957	150,850	580,351
MUNICIPAL RETIREMENT	156,173	251,606	361,533		46,246
SOCIAL SECURITY/MEDICARE	204,062	211,468	351,918		63,611
CI - HIGHLAKE	6,484,937	46,835	293,434	1,814	6,236,524
WORKING CASH	2,069,448	1,376	-		2,070,824
TORT	154,074	170,138	264,198	11,708	48,306
TOTAL	26,683,822	17,705,013	24,745,810	427,940	19,215,086

COMMUNITY HIGH SCHOOL DISTRICT 94
STATEMENT OF REVENUE AND EXPENDITURES
YTD ENDING APRIL 30, 2013

PERCENT OF FISCAL YEAR COMPLETED: 83.33

DISTRICT 94 REVENUE & EXPENDITURE RPT

APRIL 2013

FUND

BEGINNING FUND BALANCE

REVENUE BUDGET

EDUCATION	O & M	DEBT SVC	TRANSP	IMRF	SSM	CI HIGHLAKE	WRK CASH	TORT	TOTAL ALL
\$12,444,366	\$ 1,426,796	\$ 3,137,952	\$ 606,015	\$ 156,173	\$204,062	\$ 6,484,937	\$ 2,069,448	\$ 154,074	\$ 26,683,822
\$21,894,588	\$ 3,110,756	\$ 3,036,287	\$ 1,220,275	\$ 506,575	\$424,025	\$ 57,000	\$ 8,000	\$ 304,890	\$ 30,562,396

RECEIPTS

1. CORPORATE P. P. REPLACEMENT TAX	\$ 464,657	\$ 64,151		\$ 111,819	\$ 76,035	\$ 35,774		\$ 47,912	800,349
2. SUMMER PROGRAM FEES	38,666								38,666
3. EARNINGS ON TAXES/ INVESTMENTS	16,715	2,252	1,893	1,393	317	426	11,058	1,376	35,629
4. PUPIL & COMMUNITY SERVICES	657,871								657,871
5. FACILITY RENTALS		42,121							42,121
6. IMPACT FEES/P.U.D/LAND CASH DONATE						35,777			35,777
7. STATE AID	1,278,782								1,278,782
8. STATE/ CATEGORICAL AID /GRANTS FY12	994,717			525,950					1,520,668
9. ARRA AID/ARRA FEDERAL FUNDING	1,736								1,736
10. FEDERAL AID/GRANTS FY12 LATE PMTS	778,437								778,437
11. PROPERTY TAXES - ED. FUND-TORT	8,242,813	1,437,969	1,523,533	392,982				122,025	11,719,322
12. PROPERTY TAXES - SPEC'L ED/SOC SEC	103,395				175,253	175,269			453,917
13. PROPERTY TAXES - OTHER FUNDS									-
14. TRANSFER OF LOAN REPMT/ INTEREST									-
15. CURRENT YEAR LEVY-ADVANCED TAXES									-
16. FLOW-THRU/VENDOR REVENUE/MISC REV	341,738								341,738
TOTAL REVENUE REALIZED	\$ 12,919,528	\$ 1,546,492	\$ 1,525,426	\$ 1,032,143	\$ 251,606	\$ 211,468	\$ 46,835	\$ 1,376	\$ 17,705,013
PERCENT REVENUE REALIZED	59.01%	49.71%	50.24%	84.58%	49.67%	49.87%	0.00%	17.20%	55.80%

PERCENT REVENUE REALIZED

EXPENDITURE BUDGET

DISBURSEMENTS

1. SALARIES	\$ 11,538,666	\$ 988,675							12,527,340.61
2. BENEFITS	2,898,993	210,047							3,109,040
3. EMPLOYER IMRF					361,533				361,533
4. EMPLOYER FICA						183,805			183,805
5. EMPLOYER MEDICARE						168,114			168,114
6. PURCHASED SERVICES/CONTRACTS REG	1,483,849	326,648	37,061	321,273					2,168,830
7. PURCHASED SERVICES/MINI BUSES				8,840					8,840
8. PURCHASED SERVICES/SPECIAL ED				438,781					438,781
9. PURCHASED SERVICES/TCD				38,571					38,571
10. FUEL ADJ/EARLY DISMISSAL/FIELD TRIP				99,382					99,382
12. UNEMPLOYMENT INSURANCE								15,328	15,328
13.SCHOOL BOND FINANCIAL SERVICES									-
14. TREASURER BOND								6,650	6,650
15. WORKERS COMPENSATION								123,374	123,374
16. GENERAL LIABILITY INSURANCE								117,669	117,669
17. STUDENT ACCIDENT INSURANCE								1,164	1,164
18. UTILITIES		456,350							456,350
19. SUPPLIES & MATERIALS	401,897	107,976							509,873
20. TAX PAYMENTS									-
21. CAPITAL/NON-CAPITAL EQUIPMENT	129,160	15,165					188,580		332,905
22. CAPITAL CONTRACTS/ IMPROVEMENTS							104,853		104,853
23. CAPITAL LEASE EXPENSE									-
24. BOND INTEREST EXPENSE			602,590						602,590
25. DUES, FEES AND INVESTMENT COSTS	388,081	50	458	110				13	388,712
26. REDEMPTION OF PRINCIPAL			2,355,000						2,355,000
27. FLOW-THRU TO OTH DIST/TRANSFERS	202,128								202,128
28. TUITION & SPEC ED COST	416,830								416,830
29. RETIREMENT BENEFITS/OTHER	8,147								8,147
TOTAL EXPENDITURES DISBURSED	\$ 17,467,750	\$ 2,104,911	\$ 2,995,109	\$ 906,957	\$ 361,533	\$ 351,918	\$ 293,434	\$ -	\$ 24,745,810
OUTSTANDING OBLIGATIONS/ENCUMBRANCES	\$ 206,049	\$ 57,519	\$ -	\$ 150,850	\$ -	\$ -	\$ 1,814	\$ -	\$ 427,940
PERCENT DISBURSED PLUS ENCUMBERED	80.73%	69.63%	98.03%	86.87%	71.83%	83.76%	0.00%	0.00%	82.37%

EXCESS OF REVENUE/(EXPENDITURES)

OUTSTANDING OBLIGATIONS/ENCUMBRANCES

PERCENT DISBURSED PLUS ENCUMBERED

\$ (4,754,271)	\$ (615,938)	\$ (1,469,683)	\$ (25,664)	\$ (109,927)	(140,450)	\$ (248,413)	\$ 1,376	\$ (105,768)	\$ (7,468,737)
\$ 7,690,096	\$ 810,858	\$ 1,668,270	\$ 580,351	\$ 46,246	\$ 63,611	\$ 6,236,524	\$ 2,070,824	\$ 48,306	\$ 19,215,086

ENDING FUND BALANCE

FUND

\$ (4,754,271)	\$ (615,938)	\$ (1,469,683)	\$ (25,664)	\$ (109,927)	(140,450)	\$ (248,413)	\$ 1,376	\$ (105,768)	\$ (7,468,737)
\$ 7,690,096	\$ 810,858	\$ 1,668,270	\$ 580,351	\$ 46,246	\$ 63,611	\$ 6,236,524	\$ 2,070,824	\$ 48,306	\$ 19,215,086
EDUCATION	O & M	DEBT SVC	TRANSP	IMRF	SSM	CI HIGHLAKE	WRK CSH	TORT	TOTAL ALL

3 YEAR BUDGET/ACTUAL TOTAL
SUMMARY OF AMENDED CURRENT YEAR BUDGET

April 30, 2013

DEPARTMENT/SUMMARY	FUND	#	DEPT	10 ACTUAL	11 ACTUAL	12 BUDGET	12 ACTUAL	% CHANGE	13 BUDGET	% CHANGE	13 ACTUAL	YTD %
GENERAL H.S.	10	1	TTL	1,001,708	773,536	1,192,759	810,220	-35.15%	282,620	-65.12%	134,530	47.60%
HMBD TUTORS	10	2	TTL	29,616	38,785	29,776	56,131	30.26%	47,100	-16.09%	20,008	42.48%
ART	10	3	TTL	195,791	209,508	213,578	222,921	-1.91%	240,660	7.96%	198,314	82.40%
SCIENCE	10	4	TTL	1,010,205	1,145,279	1,171,149	1,232,931	-2.21%	1,191,359	-3.37%	977,901	82.08%
DRIVER'S ED	10	5	TTL	133,973	117,616	149,453	116,583	-21.30%	119,306	2.34%	97,336	81.59%
ENGLISH	10	6	TTL	1,464,086	1,548,311	1,430,661	1,396,370	8.22%	1,400,277	0.28%	1,185,499	84.66%
FOREIGN LANG	10	7	TTL	507,930	545,707	510,341	556,377	6.93%	562,792	1.15%	468,477	83.24%
HEALTH ED	10	8	TTL	1,467	476	500	505	-4.83%	500	-1.08%	1,785	356.95%
MATHEMATICS	10	9	TTL	1,232,191	1,283,006	1,277,719	1,219,463	0.41%	1,253,117	2.76%	1,045,195	83.41%
MUSIC	10	10	TTL	157,985	162,335	208,991	212,723	-22.32%	216,481	1.77%	168,780	77.97%
PHYSICAL DEV	10	11	TTL	1,139,024	1,132,258	1,180,530	1,209,159	-4.09%	1,144,808	-5.32%	967,228	84.49%
SOC STUDIES	10	13	TTL	1,253,658	1,351,103	1,295,030	1,261,511	4.33%	1,293,404	2.53%	1,108,534	85.71%
TECHNOLOGY	10	14	TTL	435,862	469,264	485,020	523,754	-3.25%	685,620	30.91%	389,742	56.85%
DEV LEARNING	10	22	TTL	2,701,771	2,880,832	2,865,736	2,788,804	0.53%	2,788,766	0.00%	2,420,545	86.80%
ADULT ED - LOCAL	10	28	TTL	8,555	7,731	5,319	6,860	45.34%	8,425	22.81%	6,209	73.70%
SUMR ADLT ED	10	29	TTL	2,351	1,716	2,000	915	-14.18%	1,000	9.31%	990	98.97%
BUSINESS ED	10	30	TTL	573,807	651,819	655,159	630,056	-0.51%	631,086	0.16%	457,953	72.57%
FACS	10	32	TTL	252,513	240,299	229,630	230,158	4.65%	225,457	-2.04%	193,872	85.99%
IND ARTS-TECH ED	10	34	TTL	123,052	138,842	132,350	128,265	4.90%	131,849	2.79%	110,902	84.11%
B T I	10	35	TTL	1,053	719	800	574	-10.13%	250	-56.44%	713	285.37%
PHOTOGRAPHY	10	36	TTL	14,003	14,431	12,200	13,685	18.29%	16,000	16.91%	11,059	69.12%
SUMMER SCH/R	10	40	TTL	100,356	130,991	155,209	71,221	-15.60%	141,900	99.24%	83,095	58.56%
SUMMER SPORTS CAMPS	10	41	TTL	-	1,732	45,200	45,052	-96.17%	46,886	4.07%	33,705	71.89%
BILINGUAL	10	45	TTL	614,435	647,605	626,995	514,779	3.29%	509,277	-1.07%	436,280	85.67%
SOCIAL WORKE	10	50	TTL	279,969	291,821	305,484	291,294	-4.47%	308,925	6.05%	257,835	83.46%
GUIDANCE DEP	10	51	TTL	738,310	606,722	623,467	632,118	-2.69%	641,786	1.53%	513,985	80.09%
SCHOOL NURSE	10	52	TTL	164,390	126,813	135,553	158,264	-6.45%	162,384	2.60%	128,929	79.40%
PSYC SERVICE	10	53	TTL	61,482	68,109	68,939	56,636	-1.20%	128,054	126.10%	108,387	84.64%
AVID PROGRAM	10	54	TTL	-	-	-	34,311	100.00%	73,130	113.14%	56,511	0.00%
SPEECH PATH/AUDIO	10	55	TTL	-	-	-	49,680	100.00%	56,125	12.97%	46,884	0.00%
COD DCC	10	59	TTL	1,905	1,091	2,390	5,106	-54.33%	4,000	-21.66%	-	0.00%
LEARNING RES	10	61	TTL	292,031	292,268	312,791	285,510	-6.56%	290,013	1.58%	252,820	87.18%
STAFF & CURR DEV	10	62	TTL	13,034	47,056	38,020	88,300	23.77%	133,578	51.28%	25,068	18.77%
UTTERBACK DONATION	10	64	TTL	-	-	-	-	0.00%	-	0.00%	14,105	0.00%
ASST PRINCIPAL	10	69	TTL	-	-	-	393	100.00%	741,889	188767.23%	845,020	113.90%
PRINCIPAL	10	70	TTL	1,070,849	1,008,037	1,101,270	1,076,132	-8.47%	1,095,741	1.82%	677,701	61.85%
SUPT OFFICE	10	71	TTL	320,354	355,197	349,757	287,289	1.56%	291,883	1.60%	247,307	84.73%
DIR OF PRSNL	10	72	TTL	288,364	277,899	252,158	292,747	10.21%	298,130	1.84%	262,354	88.00%
ED FOUNDATIO	10	74	TTL	17,899	8,628	8,235	8,392	4.77%	5,000	-40.42%	-	0.00%
BOARD OF ED	10	75	TTL	92,393	90,403	130,500	123,504	-30.73%	120,900	-2.11%	112,207	92.81%
DIR OF BUSIN	10	80	TTL	116,826	127,482	121,850	132,640	4.62%	133,945	0.98%	119,470	89.19%
CAFETERIA	10	82	TTL	594,610	576,177	22,000	34,858	2518.98%	59,000	69.26%	11,039	18.71%
EMP BENEFITS	10	83	TTL	105,501	(208,079)	(93,779)	465,900	121.88%	232,500	-50.10%	115,339	49.61%
FISCAL SVCS	10	85	TTL	273,871	219,383	250,358	236,976	-12.37%	246,219	3.90%	209,278	85.00%
DATA PROCESS	10	90	TTL	299,435	291,622	320,068	310,305	-8.89%	327,161	5.43%	250,617	76.60%

3 YEAR BUDGET/ACTUAL TOTAL
SUMMARY OF AMENDED CURRENT YEAR BUDGET

April 30, 2013

DEPARTMENT/SUMMARY	FUND	#	DEPT	10 ACTUAL	11 ACTUAL	12 BUDGET	12 ACTUAL	% CHANGE	13 BUDGET	% CHANGE	13 ACTUAL	YTD %
PMT OTH DIST	10	97	TTL	1,738,901	1,378,472	1,542,363	1,089,809	-10.63%	1,293,300	18.67%	912,609	70.56%
ATH/INTERSCH	10	100	TTL	670,595	718,891	702,320	727,497	2.36%	788,129	8.33%	662,681	84.08%
AQUATICS	10	102	TTL	23,265	11,637	20,000	5,175	-41.82%	2,500	-51.69%	460	18.40%
PE ENTERPRIS	10	103	TTL	1,209	-	-	-	-	-	-	-	-
INTERSCHOLAS	10	104	TTL	315,697	191,172	197,249	182,094	-3.08%	246,860	35.57%	170,220	68.95%
ARRA GEN AID	10	485	TTL	147,756	-	-	-	-	-	-	-	-
ARRA TITLE 1	10	851	TTL	83,400	8,497	-	-	-	-	-	-	0.00%
ARRA IDEA B	10	857	TTL	234,532	278,475	6,000	41,711	4541.25%	-	-100.00%	-	0.00%
ARRA-HOMELES	10	862	TTL	2,019	-	-	-	0.00%	-	0.00%	-	-
ARRA-JOBS ED	10	880	TTL	-	115,487	-	1,736	100.00%	-	-100.00%	-	-
ADULT ED	10	902	TTL	99,610	99,563	93,392	93,306	6.61%	93,400	0.10%	58,956	63.12%
CTEIG	10	903	TTL	41,739	43,652	48,267	47,300	-9.56%	48,250	2.01%	44,772	92.79%
BILING TBE	10	904	TTL	112,216	110,815	91,215	95,722	21.49%	91,250	-4.67%	68,833	75.43%
A E & L	10	905	TTL	52,719	54,482	48,030	48,030	13.43%	48,000	-0.06%	32,494	67.70%
C PERKINS	10	906	TTL	28,153	35,086	35,601	35,170	-1.45%	35,600	1.22%	25,924	72.82%
TITLE 1-LOW	10	908	TTL	211,491	181,335	165,000	220,139	9.90%	165,000	-25.05%	182,402	110.55%
S.S.E. IMPRV	10	914	TTL	9,089	2,695	8,182	-	-67.06%	-	100.00%	-	0.00%
DRUG FREE SC	10	916	TTL	6,388	-	-	-	-	-	-	-	-
TECH ENHANCE	10	923	TTL	1,688	-	-	-	-	-	-	-	-
ISLG GRANT	10	925	TTL	3,135	-	1,395	1,598	-100.00%	2,900	81.50%	-	-
MEDICAID DIRECT DVC	10	929	TTL	38,441	173,834	150,000	154,317	15.89%	150,000	-2.80%	115,886	77.26%
94-142 FLOW	10	930	TTL	354,480	329,079	391,716	410,130	-15.99%	391,700	-4.49%	291,239	74.35%
ADM OUTREACH	10	931	TTL	114,993	42,476	50,100	23,499	-15.22%	50,000	112.78%	10,241	20.48%
TEACHER QUALITY	10	932	TTL	50,792	58,061	55,000	49,440	5.57%	55,000	11.25%	34,758	63.20%
ED-TO-CAREER	10	938	TTL	750	-	-	-	-	-	-	-	-
TECH PREP	10	939	TTL	894	1,000	1,000	-	100%	1,000	100.00%	-	0.00%
FED ADULT ED	10	944	TTL	91,014	94,893	95,000	90,341	-0.11%	90,850	0.56%	56,908	62.64%
LEARN SERVE	10	945	TTL	8,790	15,806	22,259	13,581	-28.99%	22,259	63.89%	6,914	31.06%
EL/CIVICS	10	946	TTL	8,407	9,000	8,730	8,730	3.09%	8,700	-0.34%	-	0.00%
LIPLEPS	10	950	TTL	35,419	37,013	18,150	30,026	103.93%	18,150	-39.55%	18,948	104.40%
O&M FUND	20	0	TTL	2,710,678	2,673,723	2,908,948	2,736,938	-8.09%	3,105,719	13.47%	2,104,911	67.78%
DEBT SVC FND	30	0	TTL	2,970,756	3,064,325	3,073,875	3,108,905	-0.31%	3,055,240	-1.73%	2,995,109	98.03%
TRANSPORTATION	40	0	TTL	1,098,026	1,145,231	1,142,250	991,109	0.26%	1,117,250	12.73%	827,379	74.05%
SCIENCE	40	4	TTL	-	-	-	-	-	-	-	(95)	-
ENGLISH	40	6	TTL	(173)	402	-	(205)	0.00%	-	-100.00%	-	-
FOREIGN EXCH	40	7	TTL	284	190	100	110	89.79%	-	-100.00%	(242)	-
MUSIC	40	10	TTL	1,497	1,011	-	113	0.00%	-	-100.00%	730	-
PHYSICAL DEV	40	11	TTL	-	-	(435)	-	-100.00%	-	0.00%	-	-
SOCIAL STUDIES	40	13	TTL	-	(97)	(1,382)	(134)	-92.99%	-	-100.00%	(413)	-
SPECIAL ED	40	22	TTL	-	-	-	-	0.00%	-	0.00%	18,522	0.00%
BUSINESS ED	40	30	TTL	-	-	-	-	-	-	-	-	-
FACS	40	32	TTL	-	-	-	-	-	-	-	-	-
PHOTOGRAPHY	40	36	TTL	(72)	-	-	(758)	0.00%	-	-100.00%	758	-
ATH/INTERSCH	40	100	TTL	78,536	71,887	96,000	92,259	-25.12%	98,000	6.22%	58,181	59.37%
PEP BUS	40	104	TTL	-	-	2,500	5,314	-100.00%	2,500	-52.95%	2,137	0.85

3 YEAR BUDGET/ACTUAL TOTAL
SUMMARY OF AMENDED CURRENT YEAR BUDGET

April 30, 2013

DEPARTMENT/SUMMARY	FUND	#	DEPT	10 ACTUAL	11 ACTUAL	12 BUDGET	12 ACTUAL	% CHANGE	13 BUDGET	% CHANGE	13 ACTUAL	YTD %
IMRF	50	0	TTL	680,795	737,453	802,812	393,088	-8.14%	503,291	28.04%	361,533	71.83%
SOC SEC & MEDCARE	51	0	TTL	-	-	-	419,481	0.00%	420,161	0.16%	351,918	-
C&I HIGHLAKE	61	0	TTL	-	-	7,500	-	-100.00%	-	0.00%	-	-
H.S. GENERAL	61	1	TTL	-	-	-	-	-	-	-	-	-
HILAKE	61	3	TTL	-	-	-	-	-	-	-	-	-
HILAKE	61	5	TTL	-	-	-	-	-	-	-	-	-
HILAKE INTST	61	11	TTL	-	-	-	-	-	-	-	-	-
SOC STUDY	61	13	TTL	-	-	-	-	-	-	-	-	-
HILK/TECH	61	14	TTL	-	-	-	-	-	-	-	-	-
DATA PROCESS	61	90	TTL	-	-	-	-	-	-	-	-	-
CAP OUT ATHL	61	100	TTL	-	7,479	-	-	-	-	-	-	-
HILAKE INTEREST	62	0	TTL	6,923	5,319	5,500	5,900	-3.29%	-	-100.00%	-	0.00%
TECH DEPT	62	14	TTL	193,294	-	-	-	-	-	-	-	-
CAPITAL PROJECTS	65	0	TTL	106,566	68,876	480,500	419,383	-85.67%	57,000	-86.41%	293,434	514.80%
W/C	70	0	TTL	-	-	8,000	-	-100.00%	8,000	100.00%	-	-
TORT FUND	80	0	TTL	208,041	248,866	294,117	281,878	-15.39%	302,450	7.30%	264,198	87.35%
		TOTALS		\$ 30,229,455	\$ 29,690,617	\$ 30,396,420	\$ 29,642,109	-2.32%	\$ 30,561,763	3.10%	\$ 24,745,810	80.97%

**COMMUNITY HIGH SCHOOL
DISTRICT 94**
REVENUE AND EXPENDITURE REPORT
LOCAL, STATE, AND FEDERAL GRANTS
Ending April 30, 2013

Percentage of Fiscal Year
83.33%

NAME	SOURCE	CODE	DEPT	AMENDED BUDGET	PRIOR YEAR REVENUE	FY 13 REVENUE	EXPENDITURES	ENCUMBERED	BALANCE	% UNREALIZED REVENUE
Adult Ed Summer School & Computer La	Local	132300	29	\$ 1,000	\$ -	\$ 2,488	\$ 990	\$ -	\$ 1,498	-149%
Education Foundation/Leadership Mini G	Local	199990	74/918	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	100%
Adult Ed Citizenship	Local	199998	28	\$ 8,425	\$ 3,877	\$ -	\$ 6,209	\$ 94	\$ (6,304)	100%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 49,645	\$ -	\$ 43,217	\$ 44,772	\$ -	\$ (1,555)	13%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 103,390	\$ 42,914	\$ 2,865	\$ 68,833	\$ -	\$ (65,968)	97%
Adult Ed State Basic 3-1	State	340000	902	\$ 75,858	\$ 23,348	\$ 37,929	\$ 58,956	\$ -	\$ (21,027)	50%
Adult Ed Performance	State	340100	905	\$ 37,001	\$ 12,008	\$ 18,501	\$ 32,494	\$ -	\$ (13,993)	50%
State Library Grant	State	380000	925	\$ 2,900	\$ -	\$ 1,724	\$ -	\$ 649	\$ 1,075	41%
Title 1 Low Income NCLB	Federal	430000	908	\$ 165,000	\$ 42,905	\$ 105,100	\$ 182,402	\$ 194	\$ (77,496)	36%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 392,695	\$ 135,754	\$ 162,160	\$ 291,239	\$ 8,845	\$ (137,923)	59%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 33,940	\$ -	\$ 14,137	\$ 25,924	\$ -	\$ (11,787)	58%
Tech Prep Perkins Mini Grant	Federal	477000	939	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Adult Ed Federal Basic	Federal	480000	944	\$ 72,792	\$ -	\$ 54,594	\$ 56,908	\$ -	\$ (2,314)	25%
Learn & Serve Grant	Federal	491000	945	\$ 22,259	\$ 10,057	\$ -	\$ 6,914	\$ -	\$ (6,914)	100%
Adult Ed El Civics	Federal	480500	946	\$ 8,700	\$ -	\$ 6,066	\$ -	\$ -	\$ 6,066	30%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 150,000	\$ 124,181	\$ 14,894	\$ 115,886	\$ 595	\$ (101,586)	90%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 50,000	\$ 6,910	\$ 12,564	\$ 10,241	\$ -	\$ 2,322	75%
Title III LIPLEPS	Federal	490900	950	\$ 21,300	\$ 18,713	\$ 9,211	\$ 18,948	\$ 310	\$ (10,047)	57%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 55,000	\$ 10,570	\$ 34,758	\$ 34,758	\$ -	\$ 0	37%
TOTAL				\$ 1,254,905	\$ 431,236	\$ 520,208	\$ 955,473	\$ 10,686	\$ (445,951)	58.5%

** Special Ed Grants

COMMUNITY HIGH SCHOOL

DISTRICT 94

LOCAL, STATE, FEDERAL GRANTS

Ending April 30, 2013

Percent of Fiscal Year

83.33%

APRIL 30, 2013

GRANT REVENUE

NAME	SOURCE	CODE	DEPT	DIST. BUDGET	AMENDED*	PRYR LATE REVENUE	FY13 REVENUE	\$ UNREALIZED	% UNREALIZED	% REALIZED
Adult Ed Summer School & Computer L	Local	132300	29	\$ 1,000	\$ 1,000	\$ -	\$ 2,488	\$ (1,488)	-149%	249%
Education Foundation/Leadership Mini C	Local	199990	74/918	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000	100%	0%
Adult Ed Citizenship	Local	199998	28	\$ 8,425	\$ 8,425	\$ 3,877	\$ -	\$ 8,425	100%	0%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 48,250	\$ 49,645	\$ -	\$ 43,217	\$ 6,428	13%	87%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 91,250	\$ 103,390	\$ 42,914	\$ 2,865	\$ 100,525	97%	3%
Adult Ed State Basic 3-1	State	340000	902	\$ 93,400	\$ 75,858	\$ 23,348	\$ 37,929	\$ 37,929	50%	50%
Adult Ed Performance	State	340100	905	\$ 48,000	\$ 37,001	\$ 12,008	\$ 18,501	\$ 18,500	50%	50%
State Library Grant	State	380000	925	\$ 2,900	\$ 2,900	\$ -	\$ 1,724	\$ 1,176	41%	59%
Title 1 Low Income NCLB	Federal	430000	908	\$ 165,000	\$ 165,000	\$ 42,905	\$ 105,100	\$ 59,900	36%	64%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 391,700	\$ 392,695	\$ 135,754	\$ 162,160	\$ 230,535	59%	41%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 35,600	\$ 33,940	\$ -	\$ 14,137	\$ 19,803	58%	42%
Tech Prep Mini Perkins Grant	Federal	477000	939	\$ 1,000	\$ -	\$ -	\$ -	\$ -	0%	0%
Adult Ed Federal Basic	Federal	480000	944	\$ 90,850	\$ 72,792	\$ -	\$ 54,594	\$ 18,198	25%	75%
Learn and Serve Grant	Federal	491000	945	\$ 22,259	\$ 22,259	\$ 10,057	\$ -	\$ 22,259	100%	0%
Adult Ed El Civics	Federal	480500	946	\$ 8,700	\$ 8,700	\$ -	\$ 6,066	\$ 2,634	30%	70%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 150,000	\$ 150,000	\$ 124,181	\$ 14,894	\$ 135,106	90%	10%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 50,000	\$ 50,000	\$ 6,910	\$ 12,564	\$ 37,436	75%	25%
Title III LIPLEPS	Federal	490900	950	\$ 18,150	\$ 21,300	\$ 18,713	\$ 9,211	\$ 12,089	57%	43%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 55,000	\$ 55,000	\$ 10,570	\$ 34,758	\$ 20,242	37%	63%
TOTAL				\$ 1,286,484	\$ 1,254,905	\$ 431,236	\$ 520,208	\$ 734,697	58.5%	41.5%

* Amended Revenue activity may occur throughout FY12/13 impacting expenditure activity

GRANT EXPENDITURES

NAME	SOURCE	CODE	DEPT	DIST. BUDGET	AMENDED BUDG	EXPENDITURE	ENCUMBERED	BUDGET BALANCE	% UNENCUMBERED	% ENCUMBERED
Adult Ed Summer School & Computer L	Local	132300	29	\$ 1,000	\$ 1,000	990	\$ -	\$ 10	100%	0%
Education Foundation/Leadership Mini C	Local	199990	74/918	\$ 5,000	\$ 5,000	-	\$ -	\$ 5,000	100%	0%
Adult Ed Citizenship	Local	199998	28	\$ 8,425	\$ 8,425	6,209	\$ 94	\$ 2,121	25%	75%
C.T.E.I.G. Vocational Programs	State	322000	903	\$ 48,250	\$ 49,645	44,772	\$ -	\$ 4,873	10%	90%
Bilingual T.B.E./T.P.I.	State	330500	924/904	\$ 91,250	\$ 103,390	68,833	\$ -	\$ 34,557	33%	67%
Adult Ed State Basic 3-1	State	340000	902	\$ 93,400	\$ 75,858	58,956	\$ -	\$ 16,902	22%	78%
Adult Ed Performance	State	340100	905	\$ 48,000	\$ 37,001	32,494	\$ -	\$ 4,507	12%	88%
State Library Grant	State	380000	925	\$ 2,900	\$ 2,900	-	\$ 649	\$ 2,251	78%	22%
Title 1 Low Income NCLB	Federal	430000	908	\$ 165,000	\$ 165,000	182,402	\$ 194	\$ (17,596)	-11%	111%
I.D.E.A. Flow Thru Sub-Grant **	Federal	462000	930	\$ 391,700	\$ 392,695	291,239	\$ 8,845	\$ 92,612	24%	76%
Title IIC Carl Perkins - Voc Ed	Federal	474500	906	\$ 35,600	\$ 33,940	25,924	\$ -	\$ 8,016	24%	76%
Tech Prep Mini Perkins Grant	Federal	477000	939	\$ 1,000	\$ -	-	\$ -	\$ -	0%	0%
Adult Ed Federal Basic	Federal	480000	944	\$ 90,850	\$ 72,792	56,908	\$ -	\$ 15,884	22%	78%
Learn and Serve Grant	Federal	491000	945	\$ 22,259	\$ 22,259	6,914	\$ -	\$ 15,345	69%	31%
Adult Ed El Civics	Federal	480500	946	\$ 8,700	\$ 8,700	-	\$ -	\$ 8,700	100%	0%
Medicaid Direct Service Costs **	Federal	490000	929	\$ 150,000	\$ 150,000	115,886	\$ 595	\$ 33,519	22%	78%
Medicaid Administrative Outreach **	Federal	490000	931	\$ 50,000	\$ 50,000	10,241	\$ -	\$ 39,759	80%	20%
Title III LIPLEPS	Federal	490900	950	\$ 18,150	\$ 21,300	18,948	\$ 310	\$ 2,042	10%	90%
Title II A Teacher Quality NCLB	Federal	493200	932	\$ 55,000	\$ 55,000	34,758	\$ -	\$ 20,242	37%	63%
TOTAL				\$ 1,286,484	\$ 1,254,905	\$ 955,473	\$ 10,686	\$ 288,746	23%	77%

** Special Ed Grants

**COMMUNITY HIGH SCHOOL
DISTRICT 94
PETTY CASH FUND
April 30, 2013**

This listing represents payments from the High School Cash Fund for April 30, 2013. Reimbursement for the following paid from this fund is hereby requested from the Board of Education of Community High School District 94, West Chicago, Illinois at its regular meeting on May 21, 2013.

<u>DATE PAID</u>	<u>PAID TO</u>	<u>FOR</u>	<u>AMOUNT</u>
Apr 01, 2013	Eduardo Montoya	Jury Duty Tvl/Reimb	\$ 10.00
Apr 16, 2013	Lynn Boothe	Vending Machine Losses	18.50
Apr 16, 2013	Dave Pater	Jury duty Tvl/Reimb	3.60
Apr 23, 2013	Mike Tang	Camera Memory Card	25.00
Apr 25, 2013	Baltazar Padilla	Postage - UPS	12.74
Apr 29, 2013	Baltazar Padilla	Postage - UPS	12.46
Apr 30, 2013	Lynn Damsch	Field Trip - Metra Tickets	5.75
			<u>\$ 88.05</u>

Director of Business Services

May 16, 2013
Date

LOC	LOC	April 2012-13 Beginning Balance	April 2012-13 Debits	April 2012-13 Credits	April 2012-13 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
503	STD COUNCIL 12	882.72CR				882.72CR
505	CHES	1,925.88CR				1,925.88CR
506	SPED RECYC/SHRD	1,048.10CR		21.48	-21.48	1,069.58CR
507	BEST BUDDIES	4,932.15CR	459.06	341.01	118.05	4,814.10CR
508	CRTE ENT	850.20CR	29.99		29.99	820.21CR
511	ART COLLECTION	301.03CR				301.03CR
513	INTL CLUB	1,261.92CR				1,261.92CR
514	CHRONICLE	8,456.03CR	1,184.39	341.47	842.92	7,613.11CR
515	CHEERLEADING	1,578.65CR				1,578.65CR
516	DANCE PROD	3,402.01CR				3,402.01CR
517	SPEECH	186.39CR				186.39CR
518	FBLA	5,618.02CR	4,218.32	96.78	4,121.54	1,496.48CR
520	GERMAN CLUB	9,540.72CR	374.55	3,971.52	-3,596.97	13,137.69CR
521	FICA-SKILLS	2,750.18CR	519.43	693.53	-174.10	2,924.28CR
524	HORTICULTURE	731.80CR				731.80CR
526	PEP CLUB	346.79CR				346.79CR
527	POMS	1,093.66CR		995.88	-995.88	2,089.54CR
528	SNOWBALL	3,759.88CR				3,759.88CR
529	SADD	1,662.78CR				1,662.78CR
530	EXCHANGE	4,894.45CR	774.77	284.95	489.82	4,404.63CR
531	SPANISH CLUB	3,365.91CR				3,365.91CR
533	STUDENT COUNCIL	51,302.32CR	130.88	30,362.92	-30,232.04	81,534.36CR
534	SUNDRY	1,651.40CR				1,651.40CR
535	THESPIANS	9,116.92CR	745.07	2,371.98	-1,626.91	10,743.83CR
536	VOCATIONAL SIGN	1,442.23CR	358.19	35.00	323.19	1,119.04CR
537	YEARBOOK	11,940.76CR		123.04	-123.04	12,063.80CR
538	BAND-JAZZ	1,199.27CR	1,127.55	34.61	1,092.94	106.33CR
539	CHORAL-CHOIR	1,503.93CR	404.50	491.00	-86.50	1,590.43CR
540	ORCHESTRA	1,185.16CR		1,522.00	-1,522.00	2,707.16CR
541	KEY CLUB	3,084.13CR				3,084.13CR
542	ANL	21,744.71CR	30,047.18	24,759.17	5,288.01	16,456.70CR
543	WEGO CARES	1,139.97CR				1,139.97CR
544	SCHOLASTIC BOWL	249.94CR				249.94CR
545	PHOTOGRAPHY	123.01CR				123.01CR
547	NHS	604.11CR				604.11CR
548	GSA	1,159.33CR	684.00		684.00	475.33CR
549	CREATIVE WRITNG	495.66CR				495.66CR
551	TRANSITION CTR	2,258.37CR	75.00		75.00	2,183.37CR

		April 2012-13	April 2012-13	April 2012-13	April 2012-13	Ending
LOC	LOC	Beginning Balance	Debits	Credits	Monthly Activity	Balance
99	STUDENT ACTIVITY					
560	WEGO 2 AFR	1,164.91CR				1,164.91CR
561	SLC9 2 AFRICA	2,370.67CR		133.03	-133.03	2,503.70CR
562	PRESCHOOL	1,615.28CR	275.57	46.20	229.37	1,385.91CR
563	Teen Mom	67.87CR				67.87CR
564	HUMANITIES/SSS	3,200.00CR				3,200.00CR
570	ADAMS EXPRESS	25.42CR				25.42CR
572	SPORTSFEST	1,811.58CR				1,811.58CR
573	TARGET	864.92CR	223.59		223.59	641.33CR
574	AMEILA ALLMART	236.00CR				236.00CR
576	OUT/BD AT RISK	0.57CR				0.57CR
580	LOUIS RANSOM AR	355.00CR				355.00CR
581	PR YR AD ED SS	1,714.53CR				1,714.53CR
582	STEP PROJECT	599.06CR				599.06CR
583	STEPPERS	232.14CR		342.48	-342.48	574.62CR
584	GREEN CLUB	512.57CR				512.57CR
585	FRENCH CLUB	1,317.12CR	605.00		605.00	712.12CR
587	LIFESMARTS	946.08CR	1,868.65	1,790.00	78.65	867.43CR
589	CONSUMER ED	242.84CR				242.84CR
591	TECHNOLOGY	5.50CR				5.50CR
592	HABITAT FOR HUM	25.92CR				25.92CR
600	ATHLETIC TRAINR	1,072.65CR				1,072.65CR
601	BADMINTON	2,063.34CR				2,063.34CR
602	BASEBALL	21,769.06CR	12,575.39	4,976.91	7,598.48	14,170.58CR
603	BOY'S BB	1,756.50CR		1,699.54	-1,699.54	3,456.04CR
604	BOY'S CROSS CTY	2,097.17CR				2,097.17CR
605	BOY'S SOCCER	3,552.64CR				3,552.64CR
606	BOY'S TENNIS	274.19CR		46.14	-46.14	320.33CR
607	BOY'S TRACK	2,129.00CR		61.52	-61.52	2,190.52CR
608	GIRL'S FDR BB	636.35CR		1,650.00	-1,650.00	2,286.35CR
609	FOOTBALL	11,475.67CR	712.00	572.92	139.08	11,336.59CR
610	GIRL'S BASKETBL	3,760.81CR		2,072.53	-2,072.53	5,833.34CR
611	GIRL'S CROSS CT	1,277.04CR				1,277.04CR
612	GIRL'S SOCCER	6,204.86CR	2,997.00		2,997.00	3,207.86CR
613	GIRL'S TENNIS	353.67CR		1,076.63	-1,076.63	1,430.30CR
614	GIRL'S TRACK	983.62CR		119.59	-119.59	1,103.21CR
615	GOLF	4,477.02CR		30.76	-30.76	4,507.78CR
616	MUSIC	6,362.08CR	239.80	407.50	-167.70	6,529.78CR
617	SOFTBALL	10,111.05CR	5,731.63	2,058.92	3,672.71	6,438.34CR

LOC	LOC	April 2012-13 Beginning Balance	April 2012-13 Debits	April 2012-13 Credits	April 2012-13 Monthly Activity	Ending Balance
99	STUDENT ACTIVITY					
618	BOYS SWIM TEAM	3,508.90CR		390.00	-390.00	3,898.90CR
619	VOLLEYBALL	11,910.83CR				11,910.83CR
620	GIRL'S FDR VB	3,043.00CR				3,043.00CR
621	WRESTLING	584.38CR		1,215.06	-1,215.06	1,799.44CR
622	ATHLETIC DIR	66.85CR				66.85CR
623	GIRLS SWIM TEAM	959.22CR		510.00	-510.00	1,469.22CR
---	*STUDENT ACTIVI	286,528.37CR	66,361.51	85,646.07	-19,284.56	305,812.93CR
<hr/>						
	Grand Equity To	286,528.37CR	66,361.51	85,646.07	-19,284.56	305,812.93CR

Number of Accounts: 82

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

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**May 21, 2013
7:00 p.m.
Board of Education Meeting**

**SECTION B -
Regular Meeting Attachments**

8000 STUDENTS**~~8001 Student Goals~~**

~~Through its policies that affect the lives of students, the Board of Education seeks to advance these goals:~~

- ~~• to enhance equal educational opportunities for all students;~~
- ~~• to promote faithful attendance;~~
- ~~• to ensure that the constitutional rights of all students as citizens in a democracy have practical meaning and application;~~
- ~~• to develop in students a deep sense of personal responsibility for their actions;~~
- ~~• to attend vigorously to matters of student safety, health, and welfare;~~
- ~~• to deal justly and constructively with all students in matters of discipline; and~~
- ~~• to help all students feel that they are valued as individual persons in the school environment.~~

Comment [PM1]: Strike from 8001 as a result of the advent of the strategic plan-8010 has been moved into spot

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Adopted: September 17, 2002

Revised:

Replaces: JA Goals/Objectives - Students

Reference:

8010 Foundations

Comment [PM2]: moved

1. Student's Rights and Responsibilities – Students in the District are expected to take full advantage of their right to an education. They should come to school prepared to learn and to take part in school activities. An important part of their education is the right to make decisions and the responsibility to accept the results of their choices. As a general statement, rights and responsibilities are paralleled below:

<u>Rights</u>	<u>Responsibilities</u>
To attend school and class regularly	To make the most of the opportunities offered at school
To take part in all school activities on an equal basis, regardless of race, sex, or national origin or other protected status	To be aware of the school's rules and regulations and conduct themselves accordingly
To establish and participate in student government activities	To make constructive contributions to school
To address the Board of Education on the same terms as any citizen	To report fairly the circumstances of school-related issues
To explore ideas and feel free to express various points of view	To respect others' points of view
To create school publications to express opinions and offer suggestions in	To refrain from libel, obscenity, and to observe normal rules for responsible

<u>Rights</u>	<u>Responsibilities</u>
accordance with school rules	journalism, and observe school rules
To receive counseling on educational, social and other health related services	To exercise freedom of choice, availing oneself of these personal concerns
To present the student version of any incident that may lead to the imposition of disciplinary sanctions	To present the facts accurately
To exercise all due process procedures in suspension disciplinary actions as stated in State law	To contribute to the maintenance of a learning environment and to show due respect to other persons and property.
To receive timely feedback on his/her success with all learning work products and assignments	To complete all assigned work and learning tasks in a timely manner
To be respected by all others involved in the educational process	To respect the rights of teachers, students, administrators and all others involved in the educational process.

2. Student Participation – Students are in a unique position to make positive contributions to the improvement of the educational program and to the operation of a more effective school system.

Therefore, it is the Board's belief that students, in keeping with their level of maturity, should be encouraged to participate in the development of policies, regulations, and procedures which affect them. Their participation in decision making will be considered part of the educational process.

As appropriate to the age of students, class or school organizations, and school government organizations, such as student councils or student representatives to the Board of Education, may be formed to offer practice in self-government and to serve as channels for the expression of student ideas and opinions.

The Board, through the staff, will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges, and other areas of student sensitivity.

Students will be welcomed at Board meetings and granted privileges of speaking in line with such privileges extended the general public.

Adopted: September 17, 2002
 Revised:
 Replaces:
 Reference:

8002 Title IX

In accordance with applicable laws, equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, gender, religious beliefs, physical and mental disability, marital or parental status, or any other protected status. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of gender or any other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

No student shall, on the basis of gender or any other protected status, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

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

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

Adopted: September 17, 2002

Revised:

Replaces: JAA - Equal Educational Opportunities; JCA - Student Sex Equity ...

Reference:

8003 Uniform Grievance Procedure**2:260 ►►Uniform ◀◀Grievance ◀◀Procedure ◀◀◀◀1**

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

1. Title II of the Americans with Disabilities Act **2**
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C.

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§2000e et seq.

6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972) 3
7. Bullying, 105 ILCS 5/27-23.7 4
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children 5
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/ 6
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.) 7
15. Employee Credit Privacy Act, 820 ILCS 70/ 8

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint

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

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. 9 If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that

they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

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

Appointing Nondiscrimination Coordinator and Complaint Managers 11

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

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint

Managers.

Nondiscrimination Coordinator:

Name
Address
Telephone

Complaint Managers:

Name		Name
Address		Address
Telephone		Telephone

LEGAL REF.:

Age Discrimination in Employment Act, [29 U.S.C. §621 et seq.](#)

Americans With Disabilities Act, [42 U.S.C. §12101 et seq.](#)

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e et seq.](#)

Equal Pay Act, [29 U.S.C. §206\(d\).](#)

Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff et seq.](#)

Immigration Reform and Control Act, [8 U.S.C. §1324a et seq.](#)

McKinney Homeless Assistance Act, [42 U.S.C. §11431 et seq.](#)

Rehabilitation Act of 1973, [29 U.S.C. §791 et seq.](#)

Title VI of the Civil Rights Act, [42 U.S.C. §2000d et seq.](#)

Title IX of the Education Amendments, [20 U.S.C. §1681 et seq.](#)

[105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7,](#)
and [45/1-15.](#)

Illinois Genetic Information Privacy Act, [410 ILCS 513/.](#)

Illinois Whistleblower Act, [740 ILCS 174/.](#)

Illinois Human Rights Act, [775 ILCS 5/.](#)

Victims' Economic Security and Safety Act, [820 ILCS 180,](#) 56 Ill.Admin.Code Part 280.

Equal Pay Act of 2003, [820 ILCS 112/.](#)

Employee Credit Privacy Act, [820 ILCS 70/.](#)

[23 Ill.Admin.Code §§1.240 and 200-40.](#)

CROSS REF.:

[5:10](#) (Equal Employment Opportunity and Minority Recruitment)

[5:20](#) (Workplace Harassment Prohibited)

[5:30](#) (Hiring Process and Criteria)

[6:140](#) (Education of Homeless Children)

[6:170](#) (Title I Programs)

[6:260](#) (Complaints About Curriculum, Instructional Materials, and Programs)

7:10 (Equal Educational Opportunities)

7:20 (Harassment of Students Prohibited)

7:180 (Preventing Bullying, Intimidation, and Harassment)

8:70 (Accommodating Individuals with Disabilities)

8:110 (Public Suggestions and Complaints)

The uniform grievance procedure shall be used to file complaints regarding alleged violations of the following laws:

- ~~Equal Educational Opportunities—Title IX (Policy 8002)~~
- ~~Student Sex Equity, Sex Discrimination, and Sexual Harassment/Intimidation (Policy 8004)~~
- ~~Americans with Disabilities Act, Section 504 (Policy 8006)~~

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~~1. Definitions~~

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~~A. *Complaint* means any written charge which alleges that the Board of Education or any of its agents or employees engaged in conduct which is prohibited by one or more of the above cited laws.~~

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~~B. *Complainant* means any student enrolled in the school District, his/her parent(s) or legal guardian(s), or any employee of the Board of Education.~~

~~C. *Day* means calendar day.~~

~~D. *Responsible Employee* means the employee of the Board of Education who has been designated by the Board of Education to process the complaint.~~

~~E. *Respondent* means the employee of the Board of Education whose actions give rise to the complaint.~~

~~F. *Superintendent* means the Superintendent of the school District.~~

~~G. *Board* means the governing body of the school District.~~

~~2. Statement of Basic Principles:~~

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~~A. Every student, parent or guardian of a student, or employee of the Board of Education shall have the right to present complaints in accordance with the procedures established herein with or without representation. Nothing contained in this procedure or~~

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~~in any other Board policy or collective bargaining agreement shall be construed to prevent any individual student, parent of a student, or employee from discussing a problem arising under one of the above cited laws with any person employed by the Board of Education and having such problem adjusted without resort to these procedures.~~

~~B. Participation in these grievance procedures shall not subject anyone to discipline or reprisal.~~

~~C. The failure of a Complainant to file, appeal or otherwise act on any complaint within the prescribed time limits will act as a bar to any further appeal.~~

~~D. Any employee of the Board whose duty it is under this procedure to make a decision and who fails to make such a decision within the prescribed time limits shall permit the Complainant to proceed to the next step. The time limits, however, may be extended by mutual agreement between the Complainant and the employee of the Board whose duty it is under this to make a decision.~~

~~E. The Responsible Employee may for good cause shown extend any of the time limits herein. Good cause shall include, but shall not be limited to, the illness or unavoidable absence of any necessary person. The extension of time limits shall not be applicable or precedential to any other complaint, but shall be within the sole discretion of the Responsible Employee.~~

~~F. A Complainant may be represented during the grievance procedure.~~

~~G. Conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, to attend provided they will be held insofar as possible after regular school hours or during periods of the day which will not disrupt the work or studies of the persons involved. When such conferences are held during school hours, all persons whose presence is required will be excused for that purpose.~~

~~H. The election of a Complainant to utilize this grievance procedure shall, upon the filing of the complaint, constitute a waiver by the Complainant of his/her right to resolve such complaint through any other administrative procedures provided under any other Board policy or collective bargaining agreement to which the Board is a party.~~

~~I. The Responsible Employee shall be the administrator who administers the personnel function at Community High School District 94, 326 Joliet Street, West Chicago, IL 60185.~~

~~3. Procedures~~

~~A. *Initiation of Grievance* The grievance procedures shall be initiated by the Complainant filing a written complaint with the Responsible Employee within thirty five (35) days from the date of the occurrence of the event giving rise to the grievance. It shall state the nature of the complaint, including all pertinent facts and the identity of all persons involved, the specific portion or sections of one of the above cited laws allegedly violated, and the specific remedy requested. Such written complaint shall be filed on a form supplied by the Responsible Employee. At the request of the Complainant the Responsible Employee shall assist the Complainant in preparing and filing the complaint. Assistance may also be sought from a teacher, counselor or administrator to whom the Complainant may have originally complained about the incident.~~

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~~B.——Investigation and Response——The Responsible Employee or his/her designee shall promptly (1) notify the Superintendent in writing that a complaint has been received, and (2) investigate the complaint. If the Superintendent is the Respondent, the Responsible Employee shall advise the Board President that a complaint has been received. The Coordinator or his/her designee shall make all reasonable efforts, including, but not limited to, convening a conference with the grievant to discuss the complaint and the results of the investigation, to resolve the matter informally. Within seven (7) days after the filing of the complaint, a decision will be made as to which step of the grievance procedure is most appropriate to initiate processing of the complaint.~~

~~C.——Step 1: Meeting of Complainant and Respondent——The Complainant and the Respondent shall meet informally in an attempt to resolve the complaint.~~

~~——1)——Time——The Responsible Employee shall arrange the informal meeting required under this section within fourteen (14) days of the filing of the complaint.~~

~~——2)——Persons in Attendance——The Responsible Employee may attend this meeting and/or direct any other interested persons to attend the meeting. Complainant and Respondent shall not have a right to call witnesses on their behalf.~~

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~~D.——Step 2: Conference with the Principal——~~

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~~——1)——Appeal——If the matter cannot be resolved at Step 1, the Complainant may request a meeting with the Principal or, if applicable, the employee's immediate supervisor. Such a request must be made in writing to the Respondent within seven (7) days of the meeting between the Complainant and the Respondent. If the Respondent is the Principal, is the Respondent, or, if applicable, the Complainant's immediate supervisor the Responsible Employee may shall move the procedure to Step 3. If the Respondent is the Superintendent, the Responsible Employee shall move the procedure to Step 4.~~

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~~——2)——Time——The Responsible Employee shall call such meeting within seven (7) days of the Complainant's filing of a request or within fourteen (14) days of the filing of the complaint if this step is the first step of the grievance procedure.~~

~~——3)——Conduct of Conference——Complainant and Respondent shall have the right to attend the meeting and present relevant evidence and call pertinent witnesses on their behalf, provided the Responsible Employee or designee who may attend such meeting may limit the number of witnesses called by either the Complainant or Respondent, and may call other witnesses or introduce evidence at such meeting.~~

~~——4)——Decision——Within seven (7) days of the end of the meeting, the Principal or immediate supervisor shall file a written decision on the complaint with the Responsible Employee. The Responsible Employee shall send a copy of the decision to the Complainant and the Respondent, and the Superintendent's within three (3) days after receipt of the decision.~~

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~~E.——Step 3: Conference with Superintendent——~~

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~~——1)——Appeal——The Complainant has a right to appeal the Principal's decision to Step 3 of the grievance procedure by filing a copy of the complaint with the~~

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Superintendent within seven (7) days after receipt of the Principal's decision. If the Superintendent is the Respondent, the Responsible Employee may shall move the procedure to Step 4.

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2) **Time** The Responsible Employee shall call such conference within seven (7) days of the filing of the complaint with the Superintendent, or within fourteen (14) days of the filing of the complaint if this is the first step of the grievance procedure. The Superintendent may direct the attendance of any other interested persons to attend the conference.

3) **Conduct of Conference** The Responsible Employee and Complainant may attend the conference. The Superintendent may direct any other interested person to attend the conference. The Complainant does not have a right to call witnesses.

4) **Decision** The Superintendent shall make a written decision on the grievance and file it with the Responsible Employee within fourteen (14) days of the end of the conference. The Responsible Employee shall serve a copy of the decision upon the Complainant, Principal and Respondent within three (3) days after receipt of the decision.

F. *Step 4: Board of Education* The Complainant has a right to appeal the Superintendent's decision to Step 4 by filing an appeal notice, upon a form furnished by the school District, with the Responsible Employee and the Secretary of the Board of Education within seven (7) days of the receipt of the Superintendent's decision. The Responsible Employee shall file all other papers concerning the grievance and other evidence presented at the steps of the grievance procedure, including the decisions of the Principal, or immediate supervisor of the appeal and the Superintendent. The Complainant and Respondent may file written exceptions to the Superintendent's decision and statement of position on the complaint with the Secretary of the Board of Education for the Board of Education's consideration within fourteen (14) days of filing his/her complaint with the Secretary of the Board of Education.

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When the Complainant is a student under eighteen (18) years old and has not previously been represented in this proceeding, the Responsible Employee may assist the Complainant in preparing written exceptions and a statement of position.

Within thirty five (35) days from the date for filing Complainant's notices of appeal the Board shall meet to consider the complaint and all other documents submitted pursuant to his procedure. The Board may request the presence of the Complainant or other interested persons to discuss or give testimony concerning the complaint or to produce documentary evidence.

Within fourteen (14) days of the meeting, the Board shall render a final decision on the complaint in writing, either denying the complaint or granting such relief as it deems appropriate. The Board may direct any employee or employees of the Board of Education to implement such relief at any time or times the Board deems appropriate.

Adopted: September 17, 2002

Revised:

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~~Replaces: JAA-R-Equal Educational Opportunities-Title IX Grievance Procedure~~
~~Reference:~~

8004 Student Sex Equity, Sex Discrimination, and Sexual Harassment

1. Statement of Policy – Community High School District 94 does not discriminate against students on the basis of sex in the provision of programs, activities, services, or benefits, ~~and guarantees~~ Both sexes shall have equal access to educational and extracurricular programs and activities to the fullest extent permitted by law.

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2. Definitions –

A. *Comparable* means similar in quality and quantity, taking into consideration all relevant facts and circumstances.

B. *Contact Sports* means those sports whose purpose or major activity involves bodily contact, such as basketball, boxing, football, ice hockey, rugby, and wrestling.

C. *Counseling* means all guidance activities, personal counseling, guidance-related evaluation and testing, provision of vocational and career information and advice, scheduling assistance, and any other guidance services provided to students by any person acting under the authorization of an educational system.

D. *Course* means any District-sponsored class, regardless of the location of class meetings, nature of instruction, or type or age of student.

E. *Discrimination* means the violation of an individual's State or Federal guarantees to equal rights as provided by the U. S. Constitution, Federal law, Illinois Constitution, and Illinois law, including the *Illinois School Code*, whether intended or unintended.

F. *Equal Access* means the availability of opportunity without discrimination on the basis of sex, going beyond simple admission to a course or activity to include full and unrestricted participation in educational and experiential processes.

G. *Sex Bias* means the attribution of behaviors, abilities, interests, values, and/or roles to a person or group of persons on the basis of sex.

H. *Sexual Harassment* includes student-to-student conduct and staff-to-staff conduct as well as staff-to-student conduct and staff-to-staff conduct. It means ~~(1a)~~ unwelcome sexual advances; ~~(2b)~~ sexual advances to students by staff, whether welcome or unwelcome, ~~(3c)~~ requests for sexual favors; and/or ~~(4d)~~ other verbal or physical conduct of a sexual nature where:

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- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
- 2) Submission to or rejection of such conduct is used as the basis for employment or education decisions affecting such individual; or
- 3) Such conduct has a purpose or an effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment may include, but is not limited to:

- 1) Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
- 2) Graphic or suggestive comments about an individual's dress or body;
- 3) Displaying sexually explicit objects, photographs or drawings;
- 4) Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
- 5) Suggesting or demanding sexual involvement whether or not such suggestion or demand is accompanied by implied or explicit threats concerning one's grades, educational opportunities, employment status, or similar personal concerns.

I. *Sexual Intimidation* means "sexual violence" as defined by the U.S. Office of Civil Rights, and/or any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender.

3. Purpose – The purpose of these rules is to identify and eliminate sex bias, sex discrimination, sexual harassment, and sexual intimidation in the provision of School District 94 programs, activities, services, and benefits, and to attempt to assure equal access by both sexes to the educational and extracurricular programs and activities of the District.

4. Policy and Practice –

A. *General:* Except as otherwise provided herein, the District shall not designate or otherwise limit the use of any facility or portion thereof, nor the availability of any service, equipment or supplies on the basis of sex. This prohibition shall not apply to shower and toilet facilities, locker rooms, and dressing areas; however, such accommodations and all related support and maintenance services shall be comparable to both sexes.

Except as otherwise provided herein, the District shall not knowingly provide significant assistance to, including the payment of dues, fees or other remuneration in return for the provision of services or benefits, or enter into any agreement with, any organization, group, business or individual that discriminates against students on the basis of sex.

The District shall not institute any employment practices or organizational changes which would result in sex discrimination against students.

B. *Treatment of Students*: No student shall, on the basis of sex, be denied equal access, including full and unrestricted participation to programs, activities, services or benefits, or be restricted in the exercise of any right, privilege, advantage or opportunity accorded other students.

The District shall apply the same procedures, program admission standards and graduation requirements for students of both sexes.

The District shall not set quotas limiting or specifying the number of either male or female students who may be admitted to the District's schools, programs, courses or activities, except to the extent that such quotas further affirmative action goals established by the District to overcome the effects of conditions which resulted in limited participation in a program or activity by students of a particular sex.

No student shall be discriminated against because of his/her actual or potential marital or parental status. Pregnancy shall be treated as any other temporary medical condition and shall not be considered cause for dismissal or exclusion from any program or activity offered other students. Participation in special programs offered to pregnant students or students who are parents shall not be mandatory for such students but shall be at the student's option. The District shall eliminate any administrative and programmatic barriers to school attendance and completion by pregnant students or students who are parents.

No student shall be subjected to sexual discrimination, harassment, intimidation or bias by any District employee, by other students, or by the effect of any school policy or practice.

The District shall not discriminate on the basis of sex in the imposition of disciplinary policies and practices or codes of conduct.

The District shall not discriminate on the basis of sex in the provision of employment opportunities for students. The District shall not enter into work study or cooperative employment agreements with employers who discriminate against students on the basis of sex.

C. *Educational Programs and Activities*: All courses shall be open to students regardless of sex. Course prerequisites and requirements shall be the same for both sexes. Course content and objectives shall not discriminate on the basis of sex.

Students shall be advised to participate in courses, programs and activities consistent with their interests and abilities without regard to their sex. Neither course titles nor descriptions shall discourage participation by either sex.

Students may, however, be segregated by sex during class sessions or portions thereof which deal exclusively with human sexuality.

D. *Specific Program Areas*:

- 1) **Physical Education Classes** – Physical education classes shall be open equally to both sexes. Instructional portions of all physical education classes shall be coeducational. Students may be segregated by sex during participation in contact sports. Neither physical education classes nor areas where the classes are conducted shall be designated by sex.

Where assignments in physical education classes or portions thereof are based upon ability levels, objective standards of individual performance shall be employed without regard to sex, and students shall be regrouped at appropriate intervals such as where substantial changes occur in teaching objectives or student ability levels.

Where the use of a single standard for measuring skill or progress in a physical education class results in sex discrimination, appropriate standards which do not have such effect shall be used.

- 2) **Music**: Students shall be encouraged to pursue their interests in music and particular musical instruments without regard to their sex. Students shall not be segregated by sex when participating in voice instruction, although divisions within a class may be established based upon vocal range and quality. Musical instrument instruction and performance shall be based upon the student's individual interests and abilities, regardless of their sex.
- 3) **Special Education**: Special education referral, testing and placement practices shall not discriminate on the basis of sex. Classes and related services for students with disabilities shall not discriminate on the basis of sex whether provided by the

District, in cooperation with other school Districts, or through private placement.

- 4) **Gifted Education:** Gifted education referral, testing and placement practices shall not discriminate on the basis of sex. Classes, programs and related services for gifted students shall not discriminate on the basis of sex.
- 5) **Vocational and Career Education:** Students shall be encouraged to pursue the career of their choice without regard to their sex. Materials used and opportunities provided to students in vocational and career education shall not discriminate on the basis of sex.

E. *Classroom Practices:* Classroom practices and assignments shall not discriminate on the basis of sex. Teaching methods shall not inhibit student participation on the basis of sex. Instructional materials shall not be sexually discriminating, and teachers shall attempt to counteract any sexual bias that may be present in instructional materials. Where appropriate, the history, roles and contributions of both sexes shall be taught on a comparable basis.

F. *Counseling Services:* Counseling services, including the assignment of counselors, shall be provided to students without discrimination on the basis of sex. Students shall be encouraged to pursue courses of their choice without regard to their sex. The content, administration, interpretation and application of appraisal instruments and associated materials shall not discriminate against students on the basis of sex.

G. *Extracurricular Programs and Activities:* Students of both sexes shall have equal access to all extracurricular programs and activities, including clubs, committees, service and honor organizations, intramural sports, interscholastic athletics and other after-school activities, except as provided elsewhere herein.

Extracurricular programs and activities should avoid titles which imply that membership or participation is restricted on the basis of sex.

Musical choruses shall not be segregated on the basis of sex; however, divisions within each chorus may be made based upon vocal range and quality.

Student participation in speech, debate and drama events shall be open to both sexes; however, assignments may be made on the basis of sex, for example a dramatic role specific to one sex, so long as comparable opportunities are provided for both sexes.

H. *Athletic Programs and Related Activities:* Both sexes shall be accorded equal opportunities to participate in athletic programs. Single sex teams may be maintained for contact sports or when selection for the team is based upon competitive skill, provided the interests and abilities of both sexes are accommodated.

In a non-contact sport, if a team is provided only for members of one sex, members of the other sex shall be allowed to compete for a place on the team if their overall athletic opportunities have been limited in comparison with those of the other sex. If a coeducational team does not accommodate the interests and abilities of members of both sexes, separate teams shall be offered. If separate teams are offered, the programs shall be comparable.

Athletic programs offered by the District shall accommodate the abilities and interests of both sexes to a comparable degree. Program comparability may be assessed by considering factors such as the following:

- 1) Sports offered;
- 2) Levels of competition within each sport;
- 3) Length of sports season;
- 4) Scheduling throughout the year;
- 5) Scheduling for practices and games;
- 6) Use of facilities for practice and competition;
- 7) Ratio of coaches to athletes;
- 8) Quality of coaching and officiating;
- 9) Assignment and compensation of coaches and officials;
- 10) Supplies and equipment;
- 11) Allowances for travel and per diem;
- 12) Medical and training services;
- 13) Publicity for teams and individual participants; and
- 14) Overall distribution of athletic budget funds.

The District shall, at least once every four years, conduct a written survey of all students concerning their athletic interests. If the results of the survey indicate that the level of student interest in the range of alternatives provided is disparate between the sexes and such disparity may be the result of discrimination, efforts shall be initiated to reduce such disparity.

The District shall not knowingly provide significant assistance, including the payment of dues, fees or other remuneration for the provision of services or benefits, to any association or conference whose purpose is to organize or regulate interscholastic competition if that association or conference discriminates on the basis of sex in the provision of benefits or services to students.

That District may cooperate with single sex youth organizations that are tax exempt and whose membership has traditionally been limited to members of one sex and Principally to persons who are under 19 years of age, for example the Girl or Boy Scouts of America, provided that comparable activities shall be available for both sexes.

Activities such as cheerleading, pom pon squads, color guards, teacher/office aides, and library assistants shall be open to both sexes, and the District's utilization of such groups should not discriminate on the basis of sex.

A king or queen may be selected, provided that comparable opportunities are provided to students of both sexes.

If mother-son, father-son, father-daughter or mother-daughter activities are sponsored by the District, comparable activities shall be available for both sexes, and the needs of students from single-parent families shall be accommodated.

5. Grievance Procedure - See Uniform Grievance Procedure in Policy 8003

6. Disciplinary Action

Disciplinary action may be taken with respect to any District employee who is found to have committed or participated in an act or acts of sexual harassment or intimidation against a student. Disciplinary action, up to and including expulsion, may be taken with respect to any student of the District who is found to have committed or participated in an act or acts of sexual harassment or intimidation against another student.

7. Confidentiality

The rights to confidentiality, both of the Complainant and the accused, will be respected consistent with, and subject to, the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

8. Evaluation and Training

At least once every four years, the District shall evaluate its policies and practices to identify sexual discrimination, harassment, intimidation and bias, and shall develop a written plan to modify any such policy or practice identified. The written plan shall enumerate remedial steps to be taken to eliminate the effects of any identified discriminatory policy or practice.

The evaluation shall include an examination of course enrollment data to identify any instances of disproportionate enrollment on the basis of sex and, where discrimination may have contributed to such disproportionate enrollment, the plan shall seek to redress the same.

In-service training implementing the plan shall be provided to District administrators and to certificated and non-certificated personnel as needed, **including, but not limited to, training on knowing, identifying, reporting and addressing sexual harassment and sexual intimidation.**

9. Dissemination

The District shall take reasonable measures to assure that District employees, students and parents are informed of this policy and grievance procedure by inclusion of the same in employee and student planner-handbook-calendar, and shall make a copy of the same available for inspection at the Administrative Office.

10. Records

The District shall maintain records documenting compliance with the policy contained herein, including reports of sex equity evaluations and plans, remediation efforts and in-service activities, data collection and analyses, and grievances and their disposition. The records shall be made available to State Board enforcement authorities.

Adopted: September 17, 2002

Revised:

Replaces: JCA - Student Sex Equity, Sex Discrimination, and Sexual Harassment/Intimidation

Reference: Title IX of the Education Amendments of 1972, 20 USC §1681 et seq;
Illinois School Code, 105 ILCS 5/27-1
Illinois Sex Equity Rules, 23 Ill Admin Code §200.10 et seq;
Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

8005 Grievance Procedure for Complaints Filed with Respect to Identification, Evaluation, or Educational Placement of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973

It is the policy of the Board of Education of Community High School District 94 to provide a free appropriate public education to all students who are identified as disabled within the meaning of *Section 504 of the Rehabilitation Act of 1973* ("Section 504"), regardless of the nature or severity of the student's disability. In providing educational services to students with identified disabilities, the District will reasonably accommodate the student's individual educational needs. Such accommodation may include, but is not limited to, the provision of regular and special education and related supplemental aids and services; **and/or reasonable modification of policies, practices, or procedures.**

1. General Procedures –

A. *Public Notice/Child Find* – The District annually notifies the public of available services for students with disabilities and how to access them through two local newspaper announcements. Other methods utilized by the District to identify and locate students with disabilities who reside within the District may include dissemination of information about District programs and distribution through publication of the periodic early childhood screening dates.

B. *Referrals* – Referrals for consideration for Section 504 eligibility may result from child find efforts, direct referrals by parents or guardians (hereinafter generically referred to as "parents") or school personnel, other persons having knowledge of the child, the child, or the State Board of Education. These direct

referrals may be made at any time. The District maintains an organized and written referral process which is communicated to all professional personnel within the system and to persons within the community.

A referral must be made in writing, dated at the time the request is made, and include the reason for the referral. The referral must be given to the ~~Personnel Office~~ [Director of Support Services](#).

C. *Evaluation, Determination of Eligibility, and Service Plan* – The primary purpose of conducting an individual assessment of a student initially referred for a Section 504 evaluation is to gather information sufficient to permit a group of persons knowledgeable about the child to determine whether the student has a disability within the meaning of Section 504. The evaluation procedures shall be carried out in accordance with the requirements of 34 CFR §104.35. A case study evaluation completed pursuant to 23 *Illinois Administrative Code*, § 226.120 is one means of meeting this evaluation requirement under §504. The evaluation shall be completed within sixty (60) ~~school~~ days of the date of referral. The "date of referral" is the date on which written parental consent to complete an evaluation is obtained or provided.

The District's ADA/Section 504 Coordinator, ~~Assistant Principal– Student Services~~ [Director of Support Services](#) or designee will convene a Section 504 meeting for a student whose evaluation has been completed. The meeting will be conducted within sixty (60) school days of the date of referral for consideration of Section 504 eligibility. The meeting will involve a group of persons knowledgeable about the child, including the child's parents. The team may include the child's teacher, members of the evaluation team, a District administrator, a cooperative administrator, and parents. Notice of the Section 504 conference shall be sent to all participants at least ten (10) calendar days prior to the conference. The team will be responsible for making the determination of eligibility under Section 504 and determining what services and/or accommodations, if any, are needed to meet the child's needs as they relate to the

educational setting. The team chair will complete a conference summary form documenting the evaluation findings, eligibility, and, as necessary, the educational services/accommodations to be provided. The conference summary will become a part of the student's temporary record and the parents will be given a copy. Recommendations made at the Section 504 conference shall be made by consensus of the participating public school staff, **with parental participation**.

If it is determined that the student is not disabled under Section 504 and will not be receiving any special services or accommodations, a written notice of the findings shall be provided to the parents, as well as notice of their right to request an impartial hearing to contest this determination. (See the following section on grievance procedures) If a student is determined to be eligible for services under Section 504, the conference summary will also serve as the Section 504 Service Plan by describing the necessary educational services and/or reasonable accommodations to be made. The services and reasonable accommodations described shall be based on a composite understanding of the student's characteristics and how the physical or mental condition substantially limits one or more major life activities. The services/accommodations may be provided within the regular education program and be of a consultative/monitoring nature. Direct services may include, but are not limited to, modification of the standard curriculum, alternative teaching techniques, adapted materials, adapted classroom environment, alternative/individualized assignments, **related services**, and/or a behavior management system.

D. Annual Review – On an annual basis, a group of persons knowledgeable about the child will review the Section 504 Service Plan to determine continued eligibility and whether the same type and intensity of services are to be continued.

E. Re-Evaluation – The ADA/Section 504 Coordinator or Director of Special Education Department Chair will ensure that a re-evaluation of each Section 504 eligible child is conducted every three (3) years or more frequently if conditions warrant. A notice and consent form will be sent to the student's parents or guardians prior to initiating any re-evaluation. No re-evaluation shall be conducted without the prior written consent of the student's ~~parents~~ **parent** or ~~guardians~~ **guardian**. The re-evaluation will include a review of the components of the most recent evaluation.

F. Termination of Services – A meeting with a group of persons knowledgeable about the student shall recommend the termination of special services provided to a student if it is determined, after a re-evaluation and a review of all pertinent information, that (a) the student no longer requires any specialized services to meet the identified needs; (b) the student no longer requires any specialized accommodations within the regular classroom, or (c) the student can be appropriately educated in a regular classroom environment without

special services or reasonable accommodations.

G. Parent's Right to Notice, Records Review, and Representation –

Written notice will be sent ten (10) calendar days prior to the suggested date for any conference convened in accordance with the foregoing provisions. The student's parents have a right to review their child's records and have the right to legal representation at such conference, *at their own expense*.

2. Grievance Procedures

A. *Complaint* – If a student's parents disagree with the identification, evaluation, or educational placement of the student, they have a right under Section 504 to file a complaint with the District's ADA/Section 504 Coordinator. The complaint must be a written statement of the specific facts and/or perceived wrongful act to be investigated. If a person who is unable to write wishes to file a complaint, assistance may be obtained by contacting the ADA/Section 504 Coordinator.

The ADA/Section 504 Coordinator shall promptly investigate the complaint. The Coordinator shall make all reasonable efforts, including but not limited to, convening a conference with the parents to discuss the complaint and the results of the investigation, to resolve the matter informally.

B. *Hearing* – In the event the complaint cannot be resolved informally, the ADA/Section 504 Coordinator will advise the parents of their right to an impartial hearing and to legal representation at that hearing. The following complaint procedures will be adhered to:

- 1) The request for an impartial hearing shall be submitted in writing to the ADA/504 Coordinator. If a parent is unable to write and no designated agent is available, the parent can receive assistance in filing his/her hearing request by contacting the ADA/Section 504 Coordinator.
- 2) Within five (5) calendar days of receipt of the written request for a hearing, the ADA/Section 504 Coordinator shall provide the parent with a list of impartial hearing officers. The parent shall indicate his/her first three choices of hearing officers in order of preference and return the list with preferences indicated to the ADA/Section 504 Coordinator.
- 3) Upon return of the list, the ADA/Section 504 Coordinator shall contract with the hearing officer for the purpose of hearing the case. The ADA/Section 504 Coordinator shall promptly notify the first-choice hearing officer of the pending case. In the event that the first-choice hearing officer cannot hear the case, the second-choice officer shall be contacted. In the event that the

second-choice officer cannot hear the case, the ADA/Section 504 Coordinator shall contact the parent's third-choice officer. If none of the officers contacted can hear the case, the parent will be asked to select/prioritize three additional hearing officers from another list which will be mailed within five (5) calendar days of the notice of decline from the third-choice hearing officer.

- 4) The hearing shall be scheduled by the hearing officer within fifteen (15) calendar days of the hearing officer's receipt of the written notice of selection from the ADA/Section 504 Coordinator.
- 5) The District and the parents shall have the right to present evidence relevant to the issue(s) raised by the parents. The parties shall have the right to be represented at the hearing by legal counsel. The hearing officer shall ensure that a verbatim record of the hearing is made, either by tape recording or by a court reporter, at no cost to the parent.
- 6) The hearing officer shall limit the decision to the issue(s) presented by the parents or the school District in the written request for a hearing. The hearing officer's decision must be written and shall include a summary of the evidence, the reasons for the decision, an order with respect to the remedial steps or actions, if any, to be taken by the District, and the procedures, if any, necessary to ensure timely compliance with the order within thirty (30) calendar days unless exceptional circumstances exist which, in the hearing officer's judgment, warrant delay in implementation.
- 7) The hearing officer's decision shall be made within ten (10) calendar days following the conclusion of the hearing. The hearing officer shall send a copy of the decision by certified mail to the parent(s) and the ADA/Section 504 Coordinator.

3. Review – If either party remains aggrieved following the hearing officer's decision, they may request a review (appeal) as follows:

A. The request for review of the decision must be in writing and filed by mail or personal service with the Superintendent of Schools no later than thirty (30) calendar days after the date of the hearing officer's decision.

B. Within five (5) calendar days of receipt by the Superintendent of the request for review, the Superintendent shall transmit to the requesting party a list of five (5) review officers. The requesting party shall select a review officer in accordance with the procedure described in Paragraph C.3. above.

C. The Superintendent shall transmit the entire file (i.e., the original complaint and hearing request, record of the hearing, records and documents, etc.)

to the review officer promptly upon his/her selection.

D. If oral argument is not requested, the review officer will review the entire record and render a written decision within ten (10) school days of receipt of the record. If oral argument is requested, and at the review officer's discretion, oral argument may be scheduled at which both parties may be represented by counsel. A decision shall be rendered in accordance with the procedures set forth in Paragraphs C (6) and (7) above.

E. The review officer's ruling shall be final; **provided, however, that the parent has the right to forgo or terminate a hearing or grievance and file a complaint with the U.S. Department of Education, Office of Civil Rights.**

Adopted: September 17, 2002

Revised:

Replaces: Policy unnumbered policy of the same name previously adopted on February 20, 1996

Reference: See also ¶8006 - Grievance Procedure for Complaints Filed Under *The Americans with Disabilities Act of 1990* and The Employment and Program Accessibility Provisions of *Section 504 of The Rehabilitation Act of 1973*; and ¶8007 - Rights of Individuals with Disabilities

8006 Grievance Procedure for Complaints Filed Under the Americans with Disabilities Act of 1990 and the Employment and Program Accessibility Provisions of Section 504 of the Rehabilitation Act of 1973

Any individual who believes that s/he has been subjected to discrimination by Community High School District 94 on the basis of disability in violation of the *Americans With Disabilities Act ("ADA")*, *Section 504 of the Rehabilitation Act of 1973* ("Section 504"), or their respective implementing regulations, may submit a complaint in accordance with the Uniform Grievance Procedure Policy 8003.

Adopted: September 17, 2002

Revised:

Replaces:

Reference:

8007 Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District as required by the Individuals With Disabilities Education Act

(IDEA) and implementing provision of the *Illinois School Code*, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

~~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 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant with IDEA.~~

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. ~~For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguard.~~ The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations to fulfill their obligations to disabled students.

If necessary, students may also be placed in non-public special education programs or educational facilities.

Adopted: September 17, 2002

Revised:

Replaces:

Reference: Americans with Disabilities Act, 42 USC §12101 et seq
Individuals with Disabilities Education Act, 20 USX §1400 et seq
Rehabilitation Act of 1973, Section 504, 29 USC §594
105 ILCSA 5/14-1.01 et seq 5/14-7.02, and 5/14-7.02a 23 Ill Admin Code §226.

8008 Rights of Individuals with Disabilities

It is the policy of the Board of Education of Community High School District 94 that no otherwise qualified individual shall, by reason of the individual's disability, be excluded or otherwise denied opportunity for participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board. It is the further policy of this Board that students with disabilities who are residents of District 94 will be provided a free appropriate public education regardless of the nature ~~of~~ or severity of the student's disability.

As used in this policy and any implementing regulations, the term "disability" means an individual who has a physical or mental impairment that substantially limits one or more of the individual's major life activities. The term also includes individuals who have a record of such impairment or who are regarded as having such an impairment. Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Notice of the Board's policy of nondiscrimination on the basis of disability shall be included in the Board policy manual, posted throughout the District, and published in any District statement regarding the availability of employment opportunities, educational services, or District-sponsored programs.

1. Employment – Neither the Board nor its employees or agents shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, or privileges of employment.

Applicants for employment by the Board shall not be required to undergo a physical examination prior to an offer of employment by the Board. During the application process, neither the Board nor its employees or agents shall make inquiries of an applicant as to whether such person is an individual with a disability or as to the nature or severity of his/her disability, unless such inquiry is related to the applicant's ability to perform essential job-related functions.

The Board is committed to making reasonable efforts to accommodate individuals with disabilities. Such reasonable accommodations may include, but are not limited to, one or more of the following: job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modification of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

2. Program Accessibility – The instructional program of Community High School District 94 and the activities sponsored by the District in conjunction with the instructional program shall be operated in such manner that such programs and activities, when viewed in their entirety and to the maximum extent feasible, shall be readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs. Community High School District 94 will attempt to provide barrier-free access to school facilities with the objective that no individual with a disability is to be denied an opportunity to participate in a District program that is available to non-disabled persons. In some instances, this may require the individual with a disability to travel to or attend an accessible District facility other than the facility closest to the person's residence.

3. Educational Services – In providing educational services to students with identified disabilities, Community High School District 94 will reasonably accommodate the student's individual educational needs. Such accommodation may include, but is not limited to, the provision of regular or special education and related aids and services. Students will be placed in the regular education environment unless it is demonstrated that the education of the student in the regular education environment with the use of supplementary aids and services cannot be achieved satisfactorily.

Community High School District 94 provides nonacademic and extracurricular services and activities that offer students with disabilities the opportunity to participate with non-disabled students in such activities to the maximum extent appropriate to the needs of the student with disabilities.

4. Enforcement – The Assistant Principal - Staff Services is designated at the District 94 Coordinator for the *Americans with Disabilities Act of 1990* and *Section 504 of the Rehabilitation Act of 1973* (Section 504).

The Board will establish grievance procedures to address complaints under (1) the *Americans with Disabilities Act* ("ADA") and the employment and program accessibility provisions of the Section 504 regulations of 34 CFR Subparts B and C, and (2) the Section 504 provisions set forth in 34 CFR Subpart D with respect to identification, evaluation, and educational placement of students with disabilities. The ADA/Section 504 Coordinator shall provide Complainant with a copy of the grievance procedures which are appropriate to the nature of the complaint.

Complaints with respect to the provisions of either of these statutes or this policy shall be directed to the Coordinator for prompt investigation and equitable resolution. Any person wishing to submit complaints should submit a written statement to the ADA/Section 504 Coordinator. The written statement should set forth the specific facts and/or ~~perceived wrongful act~~ discrimination (e.g., location, names, dates, times) to be investigated. If a person who is unable to write wishes to file a statement, assistance may be obtained by calling the ADA/Section 504 Coordinator at 630/876-6200. All such

written statements should be submitted within thirty (30) days after the incident or act which gives rise to the complaint.

~~The ADA/Section 504 Coordinator shall immediately refer any complaint which relates to the identification, evaluation, or educational placement of students who, because of disability receive, or may require, special instruction or related services, to the Personnel Office for processing. The Coordinator shall promptly investigate all other complaints under the ADA and/or Section 504.~~

The Coordinator shall make all reasonable efforts, including but not limited to convening a conference with the Complainant to discuss the complaint and the results of the investigation, to resolve the matter informally. In the event that the matter cannot be resolved informally within ten (10) business days after receipt of the written complaint, the Coordinator will advise the Complainant of his/her right to a hearing as set forth in the *Americans with Disabilities Act* and Section 504 of the *Rehabilitation Act of 1973*.

All complaints regarding the District's compliance with the *Americans with Disabilities Act of 1990* and/or Section 504 of the *Rehabilitation Act of 1973* shall be received and investigated without reprisal by the Board of Education or the Board's employees or agents.

The filing of a complaint under the procedures described above shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.

5. Isolated Time Outs – Isolated time outs shall not be used. "Isolated time out" means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.

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6. Physical Restraints – Physical restraints shall not be used in administering discipline to individual students. "Physical restraint" means holding the student or otherwise restricting his/her movements. "Restraint" does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and that are designed (i) to prevent a student from completing an act that would result in potential physical harm to himself, herself or other damage to property or (ii) to remove a disruptive student who is unwilling to voluntarily leave the area.

THESE HIGHLIGHTED PARAGRAPHS SHOULD BE MOVED TO 8009P, UNDER "EMERGENCY INTERVENTIONS". THE REFERENCES TO TIME OUTS ALREADY INCLUDED IN OTHER PORTIONS OF 8009P SHOULD BE REVIEWED TO MAKE SURE THAT THEY CONTINUE TO BE ACCURATE.

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7. Evaluation and Compliance – The Board of Education directs the Superintendent to evaluate the District's programs and practices with respect to nondiscrimination, in accordance with existing law and this policy. The Superintendent shall report the results of this evaluation to the Board.

Adopted: September 17, 2002

Revised:

Replaces: Policy with the same name adopted February 20, 1996

References: *See Also* ¶8005 - Grievance Procedure for Complaints Filed with Respect to Identification, Evaluation, or Educational Placement of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973; and 8006 - Grievance Procedure for Complaints Filed Under *The Americans with Disabilities Act of 1990* and the Employment and Program Accessibility Provisions of *Section 504 of The Rehabilitation Act of 1973*; *Americans with Disabilities Act of 1990*, 42 USC §12101 *et seq*; *Section 504 of the Rehabilitation Act of 1973*, 29 USC § 794; and 105 ILCS 5/10-20.31; 23 Ill Admin. Code §1.285.

8009 Behavioral Intervention Policy for Students with Disabilities

1. Goals – Community High School District 94 is committed to providing a learning environment for all students which is conducive to their academic, social and emotional growth. The staff of Community High School District 94 has adopted a "Problem Centered Approach to Student Discipline." The goals of this approach to student conduct are:

- A. To educate students in a way that emphasizes the use of positive interventions that will strengthen desirable behaviors.
- B. To create a collaborative problem solving approach to discipline problems in which the student shares responsibility for solving the problem with staff.
- C. To stop or restrict extremely inappropriate behaviors.

2. Principles of Intervention – The staff of Community High School District 94 will intervene with students with disabilities whose behavior is not consistent with the goal of maintaining a learning environment that is "conducive to the academic, social and emotional growth of all students." Specifically, intervention will occur when a student's behavior (1) endangers the health and safety of him/herself or others, (2) disrupts the educational process, (3) results in the destruction of property.

Community High School staff will intervene in the least intrusive manner consistent with the student's behavior. More intrusive interventions will occur when the

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student's behavior represents a significant danger to the health, safety and well being of him/herself or others.

Parents of students receiving special education services will be informed of this policy annually ~~or~~ and upon initial enrollment of the student in Community High School's special education programs.

3. Parent Advisory Committee – Community High School District 94 shall establish a parent-teacher advisory committee to assist the administration in the monitoring and development (revision) of policies and procedures regarding behavioral interventions. Community High School District 94 will provide ongoing staff development opportunities for staff as they pertain to behavior management.

Community High School's Special Needs Council will review on a regular basis the policy and policy procedures regarding behavioral interventions.

Adopted: September 17, 2002

Revised:

Replaces: Policy with the same name approved December 19, 1995

Reference: *See Also* ¶ 8008P - Behavioral Intervention Policy for Students with Disabilities Rules and Regulations

8009P Behavior Intervention Policy for Students with Disabilities Procedures

1. Definitions –

A. *Behavior Consultant*: A staff member who has received training in the analysis of behavioral disorders and the implementation of behavior management plans.

B. *Behavioral Intervention*: An act or procedure by a staff member with a student which is designed to change or stop an undesirable behavior. The goal of all interventions is to develop and strengthen desirable behaviors.

C. *Behavioral Intervention Team*: A group of staff members who are responsible for the implementation of a restrictive intervention. The team shall be composed of the following staff members: Behavioral Consultant(s), Dean, Counselor, and Special Education Teacher. If available, the parent will also be a member of the team.

D. *Disciplinary Consequences*: A response by a Dean to a student's behavior that (1) endangers the health and safety of him/herself or others, (2) disrupts the educational process, (3) results in the destruction of property.

E. *Non-Restrictive Intervention*: A behavioral intervention that does not require staff members to use forcible means when a student's behavior (1) endangers the health and safety of him/herself or others, (2) disrupts the educational process; (3) results in the destruction of property.

The following behavioral interventions are examples of non-restrictive approaches of behavioral management. **These interventions may be used without the development of a written behavioral management plan or inclusion in the Student's IEP.**

- allowing student to escape
- calling/notifying parent
- differential reinforcement
- direct instruction
- environmental/activity modification
- instructional assignment
- modeling
- peer involvement
- planned ignoring
- positive reinforcement
- temporary removal from classroom with instructional supports
- prompting
- proximity control
- redirecting student (verbal)
- self-management
- shaping
- teaching alternative behaviors
- teaching self-reinforcement
- token economy
- verbal feedback
- verbal reprimand

The following **non-restrictive** interventions are considered **restrictive** when they are used more than one time per week or four times in a 30-day period.

- contingent exercise
- positive practice over correction
- time-out (exclusionary/physical)
- time-out (non-exclusionary – back of classroom)
- detention (before/after school/ weekend)

F. *Restrictive Interventions:* A behavioral intervention that requires staff members to use forcible restraint, confinement, or exclusion from program when a student's behavior (1) endangers the health and safety of him/herself or others, (2) disrupts the educational process; (3) results in the destruction of property. Restrictive interventions are designed to control or stop undesirable behaviors.

The following behavioral interventions are examples of **restrictive** approaches to behavioral management. **These interventions require the development of a written behavioral management plan or are a component of a student's IEP.**

- exclusion from extracurricular activities
- food delay
- forced physical guidance
- inhibiting devices
- manual restraint
- negative practice
- time out (restricted exit)
- satiation
- suspension (in-school)
- suspension (out-of-school)

G. *Highly Restrictive Interventions:* A behavioral intervention that requires staff members to use chemical agents, mechanical restraints, or denial of devices related to a child's functioning when a student's behavior (1) endangers

the health and safety of him/herself or others, (2) disrupts the educational process, (3) results in the destruction of property.

The following behavioral interventions are examples of highly restrictive approaches to behavioral management. The staff of Community High School District 94 **are not** permitted to use highly restrictive interventions.

- aversion mists, aromatics, tastes
- denial or restriction of access to regularly used equipment/devices that facilitate the child's educational functioning except when such equipment is temporarily at risk for damage.
- mechanical restraints (excludes restraints prescribed by a physician or as a safety procedure for transportation)
- expulsion with continuing education program.

H. *Prohibited Interventions*: A behavioral intervention that school personnel in Illinois **are not** permitted to use are considered to be illegal. The following interventions are considered prohibited by law and/or school board policy:

- corporal punishment
- faradic skin shock
- expulsion with cessation of services
- physical manipulation or procedure that causes pain and/or tissue damage when used as an aversive procedure

I. *Emergency Intervention*: A restrictive intervention used by a staff member when a student's behavior (1) endangers the health and safety of him/herself or others, (2) significantly disrupts the educational process, (3) results in the destruction of property.

When an **emergency intervention** is used by a staff member, they must:

- 1) Document the use of the emergency intervention on the "Emergency Report Form."
- 2) Inform parent with 24 hours of the incident in which the time out or restraint was used that a functional analysis will be completed and/or an IEP review will be conducted.
5. Isolated Time Outs – Isolated time outs shall not be used. "Isolated time out" means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.
6. Physical Restraints – Physical restraints shall not be used in administering discipline to individual students. "Physical restraint" means holding the student or otherwise restricting his/her movements. "Restraint" does not include momentary

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periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and that are designed (i) to prevent a student from completing an act that would result in potential physical harm to himself, herself or other damage to property or (ii) to remove a disruptive student who is unwilling to voluntarily leave the area.

J. *Procedures for Implementation of Restrictive Intervention*

- 1) Following repeated behavioral episodes requiring the use of a restrictive intervention which is not a part of a student's IEP, the behavioral consultant will consult with the Behavioral Intervention Team and determine ...
 - a) if the behavior episode is related to the student's disability
 - b) the appropriateness of completing a functional analysis of student
 - c) the appropriateness of scheduling an IEP meeting to review functional analysis and develop behavior plan.
- 2) At the scheduled IEP meeting the behavior consultant will review the functional analysis and develop a behavior plan with the parent and IEP team (see attached form "Problem Solving Referral Form"). The plan will become an addendum to the student's IEP.
- 3) The Behavioral Consultant will reconvene the IEP meeting if the behavior strategies described in the behavior plan are ineffective.
- 4) Parents will be kept informed of the effectiveness of the behavior interventions described in the behavior plan.

Adopted: September 17, 2002

Revised:

Replaces: Policy with the same named adopted December 19, 1995

Reference: *See Also* ¶8008 - Behavior Intervention Policy for Students with Disabilities

8010 Foundations

~~1. Student's Rights and Responsibilities – Students in the District are expected to take full advantage of their right to an education. They should come to school prepared to learn and to take part in school activities. An important part of their education is the right to make~~

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~~decisions and the responsibility to accept the results of their choices. As a general statement, rights and responsibilities are paralleled below:~~

<u>Rights</u>	<u>Responsibilities</u>
To attend school and class regularly	To make the most of the opportunities offered at school
To take part in all school activities on an equal basis, regardless of race, sex, or national origin or other protected status	To be aware of the school's rules and regulations and conduct themselves accordingly
To establish and participate in student government activities	To make constructive contributions to school
To address the Board of Education on the same terms as any citizen	To report fairly the circumstances of school-related issues
To explore ideas and feel free to express various points of view	To respect others' points of view
To create school publications to express opinions and offer suggestions in accordance with school rules	To refrain from libel, obscenity, and to observe normal rules for responsible journalism, and observe school rules
To receive counseling on educational, social and other health related services	To exercise freedom of choice, availing oneself of these personal concerns
To present the student version of any incident that may lead to the imposition of disciplinary sanctions	To present the facts accurately
To exercise all due process procedures in suspension disciplinary actions as stated in State law	To contribute to the maintenance of a learning environment and to show due respect to other persons and property.
To receive timely feedback on his/her success with all learning	To complete all assigned work and

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<u>Rights</u>	<u>Responsibilities</u>
work products and assignments	learning tasks in a timely manner
To be respected by all others involved in the educational process	To respect the rights of teachers, students, administrators and all others involved in the educational process.

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~~2. Student Participation – Students are in a unique position to make positive contributions to the improvement of the educational program and to the operation of a more effective school system.~~

~~Therefore, it is the Board's belief that students, in keeping with their level of maturity, should be encouraged to participate in the development of policies, regulations, and procedures which affect them. Their participation in decision making will be considered part of the educational process.~~

~~As appropriate to the age of students, class or school organizations, and school government organizations, such as student councils or student representatives to the Board of Education, may be formed to offer practice in self-government and to serve as channels for the expression of student ideas and opinions.~~

~~The Board, through the staff, will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges, and other areas of student sensitivity.~~

~~Students will be welcomed at Board meetings and granted privileges of speaking in line with such privileges extended the general public.~~

~~Adopted: September 17, 2002~~

~~Revised:~~

~~Replaces:~~

~~Reference:~~

8011 Education of Children Experiencing Homelessness

The McKinney-Vento Homeless Assistance Act considers a child to be “homeless” if he or she, out of necessity, lacks a fixed, regular and adequate nighttime residence and must reside in a shelter, motel, vehicle, campground, on the street, or doubled-up with relatives or friends.

Students identified as homeless shall have the right to be enrolled immediately, without medical or academic records, consistent with provisions of the Act. Health and academic records from the previous school must be requested in a timely manner and where needed, a student may be referred to a free or low cost clinic for any required immunizations. However, the school may require the parents or guardian of a homeless child to submit an address or other information for contact purposes, as they would require from any nonhomeless child enrolling in the school.

The homeless child has three choices with respect to schools:

- *The School the child last attended.*
- *The School the child attended when he/she became homeless.*
- *The School closest to the shelter or other temporary housing.*

Homeless children are entitled to the same rights to transportation as other children in the District. ~~Where possible, parents or guardians should make a good faith effort to provide or arrange for transportation services to and from school. Otherwise, the District is responsible for transportation costs.~~

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Educational services shall be provided to homeless children on the same basis as they are provided to other students in the District.

The District hereby designates the ~~Assistant Principal for Student Services~~ **Director of Support Services** as the liaison for homeless children to ensure District 94’s compliance with State and Federal law. In the event of a dispute, the parent shall be referred to the Homeless Liaison at the Regional Office of Education. While the dispute is being resolved, the child shall remain in school and receive such services as are required.

Adopted: November 18, 2008

Revised:

Replaces: N/A

Reference: 42 U.S.C.A. §11431 et seq. 105 ILCS 45/1-1, et seq.;
05 ILCS 5/1020.12a, 20.12b, 22.5; 23111. Admin. Code
§ 1.240(e)

8100 ATTENDANCE**8101 Purpose**

The Board strongly encourages and expects students to attend school regularly for the following reasons:

1. to comply with State law
2. to benefit from instruction
3. to participate in class activities
4. to promote a climate that values school attendance

Adopted: September 17, 2002

Revised:

Replaces:

Reference:

8102 Comprehensive Attendance

It is the expectation of Administration and staff of Community High School that every student will be punctual and present each class period of each day. Regular daily attendance by staff and students is important for student success. While some students may be able to pass tests and achieve good grades despite absences, one visit to any classroom in our school will verify the number and range of activities in progress. The student who is absent misses these activities and no amount of effort can recreate them. Students with irregular attendance patterns, whether excused or unexcused, may find it difficult to be successful in specific classes and may be subject to a loss of graduation credits. As a result, it is extremely important that the parent(s)/guardian(s) assure(s) the student's academic growth and success by emphasizing the need for the student to be punctual and in attendance each day.

1. Excused Absences

According to Section 26-2a. of the *Illinois School Code*, the only legal reasons why a student may be absent from school are as follows:

- Illness
- Death in the immediate family
- Observation of a religious holiday
- Family emergency
- Circumstances that cause reasonable concern to the parent(s)/guardian(s) for the safety or health of the student
- Other situations beyond the control of the student as approved by the principal

Determination of whether or not an absence is excused is ultimately the right of the school.

2. Reporting Student Absences

In order for a full-day absence to be considered excused, the student's parent/guardian is required to make a telephone call to the Attendance Office before 10:00 a.m. on the day of the absence. **The number to call is 630-876-6336.** Voicemail is available to leave messages. The parent/guardian will be asked to provide the following information:

- Student Name
- Student ID Number
- Date of Absence
- Reason for Absence

Failure to call by 10:00a.m. will result in an unexcused designation and will stay as such if not rectified by the end of that day.

Comment [PM4]:

3. Late Arrival and Early Dismissal

The parent/guardian must call the attendance line at 630-876-6336 to report late arrivals, early dismissals, and appointments that will require the student to miss a portion of the day. If leaving a message you will be asked to provide the following information:

Late Arrival	Early Dismissal	Appointment
Name	Name	Name
ID Number	ID Number	ID Number
Reason for Late Arrival	Reason for Early Dismissal	Reason for leaving
Time student will Arrive	Time student will depart	Time student will leave and return

4. Schoolwork Missed Due to Absence

Regular school attendance is essential for academic success. The most common cause of academic failure is excessive absence. There is no substitute for attending class.

Comment [PM5]: The following pages are being processed through the discipline committee who will make proposals to develop an excused absence policy that will work with the Powerschool data

To the extent possible, all schoolwork missed by a student due to absence with valid cause must be made up by the student. It is the responsibility of the student to make arrangements with his/her teacher(s) to make up work missed. On the first day a student returns to class after an absence or In-School Suspension s/he must contact his/her teacher(s) with respect to arrangements for making up work, and all assignments must be turned in within five school (5) days of returning to school. The Principal may extend the five school day deadline at his/her discretion. A student shall be afforded the opportunity to earn full credit for make-up work successfully completed within this timeframe. Any work not completed and turned in by this time will be given a zero with no additional chance of makeup. Excessive absences (whether excused or unexcused) may result in additional interventions. Please see the section below for more details.

School work missed due to unexcused absences or trancies cannot be made up. Students will receive a zero for all work missed for absences of this nature. Students

may not make up work missed due to Out-of-School Suspensions. *This is considered a part of the consequence of the suspension and not a result of the absence.*

5. Excessive Absences

An attendance cap has been created to deal with students who are excessively absent. Any student who has accumulated seven (7) or more period absences from a course during one quarter will be considered excessively absent. Those students missing (7) or more class periods will receive a "FA," or failure for attendance, on their report card.

Total Absence in a Quarter	Disciplinary Action	Support
1st	Excused = None	
2nd	Excused = None	
3 rd	Excused = None	Attendance Policy Reminder
4th	Excused = None	Parent Conference w/ Counselor (could include referral for student or family counseling and/or community services)
5th	Excused = None	
6th	Excused = None	Medical verification
7th	Q Failure for Attendance Grade Issued	FA Grade Letter Mailed
8th		Privilege Loss Warning Letter
9th		Attendance Policy Reminder
10th	Loss of Parking/Off Campus Privilege for remainder of Semester — No Refund	Privilege Loss Letter
11th		
12th		Student Review

* After the third unexcused absence a parent conference will be held with the Dean and Counselor to discuss the absences and to identify appropriate support services and make them available to students.

For year long courses, an "FA" grade in any subject will be changed to the grade earned if a student's absence is less than seven (7) periods per subject for the following quarter. For semester courses there will be no change of status after the semester has ended.

If a student receives a grade of "FA" for the first quarter of a semester and then reaches seven (7) absences the next quarter the student will be dropped for the remainder of the semester and receive a grade of "FA" on their transcript and receive no credit for the class.

Absences which count against the attendance cap and may result in violating the Excessive Absence Policy are:

- Illness not verified by doctor's excuse

- ~~Truancies/Unexcused absences~~
- ~~Pre Arranged absences~~
- ~~Early Dismissals /Late Arrivals not excused by doctor's excuse or court verification~~

~~Absences which will not count against the attendance cap are:~~

- ~~Field Trips~~
- ~~Academic Competitions~~
- ~~Athletic Early Dismissals~~
- ~~All Suspensions~~
- ~~Religious Holidays~~
- ~~Absences due to chronic/ and or serious illness verified by doctor's note~~
- ~~Death in the family(with verification)~~
- ~~Student with Counselor/Nurse/Dean~~
- ~~Medical Appointments with verification~~
- ~~Court proceedings with verification~~

~~Any absence of ten (10) consecutive days or more that is confirmed by medical certification is eligible for homebound services and will not count against the attendance cap.~~

~~In all other cases it is the student's responsibility to provide all necessary documentation within three days of an absence or the absence will count against the attendance cap regardless of excuse.~~

~~5. Appeal Process~~

~~Appeals of an "FA" grade can be made by the parent/guardian to the Attendance Review Committee within ten (10) school days of the official notification of excessive absences.~~

~~In review of appeals, the Committee will consider the following:~~

- ~~The student's previous attendance record.~~
- ~~The nature of and reason for the absences incurred in the present year.~~
- ~~The evaluation of the student's performance in the subject area(s) and the record of work made up by the student.~~
- ~~Health records, physician or hospital records, medical certification, etc.~~
- ~~Other pertinent data.~~

~~The Attendance Review Committee will consist of the Assistant Principal for Administrative Services, the Division Head of Student Support Services, and two (2) teachers. Parent(s)/Guardian(s) and/or students will have the right to address the Committee. The recommendation of Review Committee will be forwarded to the Superintendent's office.~~

~~Parent and student will be notified in writing of the final decision.~~

5. Excessive Absences

An excused absence attendance cap has been created to deal with students who are excessively absent. Any student who has accumulated (7) or more period absences from a course during one quarter will be considered excessively absent. Those students missing (7) or more class periods will receive an unexcused absence and will not be permitted to make-up any schoolwork, tests, or quizzes for the days(s) missed.

Absences which count against the attendance cap and may result in violating the Excessive Absence Policy are:

- Illness not verified by doctor's excuse
- Truancies/Unexcused absences
- Pre-Arranged absences (Vacation)
- Early Dismissals /Late Arrivals not excused by doctor's excuse or court verification

Absences which will not count against the attendance cap are:

- Field Trips
- Academic Competitions
- Athletic Early Dismissals
- All Suspensions
- Religious Holidays
- Absences due to chronic/ and or serious illness verified by doctor's note
- Death in the family(with verification)
- Student with Counselor/Nurse/Dean
- Medical Appointments with verification
- Court proceedings with verification

Any absence of ten (10) consecutive days or more that is confirmed by medical certification is eligible for homebound services and will not count against the attendance cap.

In all other cases it is the student's responsibility to provide all necessary documentation within three days of an absence or the absence will count against the attendance cap regardless of excuse.

COMMUNITY HIGH SCHOOL DISTRICT 94			Series 8000
Total Absence in a Quarter	Disciplinary Action	Support	
1st	Excused = None		
2nd	Excused = None		
3 rd	Excused = None		
4th	Excused = None	Student Conference w/ Counselor (could include referral for student or family counseling and/or community services)	
5th	Excused = None		
6 th	Excused = None	Counselor notification (unexcused)	
7 and beyond	All absences without Verification will be considered unexcused	Student notified by teacher they may not make-up school work, tests, quizzes, etc.	

6. Unexcused Absences

Unexcused absences are those absences which include, but are not limited to:

- Illnesses not called into the Attendance Office
- Oversleeping
- Missing the bus
- Vehicle failure
- Work
- Any absence over 6 without verification
- ~~Pre Arranged absences of greater than five (5) days (Only that portion greater than five (5) days)~~

Comment [PM6]:

- Students will not be allowed make-up work for unexcused absences. The Principal or his/her designee shall have final discretion to determine whether or not an absence is considered unexcused. After the ~~third~~ fourth unexcused absence a parent-student conference will be held to discuss the absences and to identify appropriate support services and make them available to students.

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Students identified as truant or unexcused will not be allowed into class the day following the absence in question without a pass from the Deans' Office verifying they have seen the Dean.

7. Truancies

According to section 26-2a. of the *Illinois School Code* a truant is defined as "a child who is absent without valid cause for a school day or any portion thereof".

Students who are truant will receive no credit (a zero) on all work missed. They will also face the following consequences:

Truancy	Disciplinary Action	Support
1st	Saturday Tue./Wed.-School	Attendance Letter Home
2nd	Saturday Tue./Wed.-School	Police Contact with Home
3rd	2-Day In-School Suspension	Parent conference to identify

	Police Sanction (i.e., referral to "Just Chill" Program)	appropriate support services and make them available to students.
4th	5 Day In-School Suspension Police Ticket (under Truancy Ordinance)	Meeting with Dean/Parent
5th	Dropped From Class Police Ticket	
<i>Any all-day truancy will result in an two-day In-School Suspension and the student will move to the next step in each individual class.</i>		

8. Chronic Truancies

Any student who is truant (absent without valid cause) for ~~54~~9% or more of the previous 180 days of regular attendance shall be deemed a chronic truant. Any student who is truant 20% or more of the previous 180 days may be dropped from school for the remainder of the semester if they are 17 years or older and resistant to the appropriate support services identified by the District. Students under the age of 17 may face expulsion or assignment to an alternative school if they are resistant to the appropriate support services identified by the District.

9. Tardiness

Promptness to class is expected. Students are to be in the classroom prior to the start of the period. Car problems, oversleeping, etc. are not acceptable reasons for being tardy or absent. A phone call or written note will not excuse a student in these circumstances. Tardies will be considered on a semester basis.

Teachers are not to allow students into class without a pass from the tardy supervisor.

Tardy	Disciplinary Action	Support
1 & 2	Warning	
3	3 Detentions	
4 & 5	5 Detentions	Warning Letter @ 4
6—8	Saturday School	
9+	ISS	Parent Meeting

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Tardy	Disciplinary	Support
1-4	Warning	Conference with Specialist
5	Tuesday/Wednesday School	Letter Home
6/7	Warning	Conference with Specialist
8	Tuesday/Wednesday School	Letter Home
9/10	Warning	Conference with Specialist
10	Tuesday/Wednesday School	Letter Home
11/12	Warning	Conference with Specialist
13	Suspension	Parent Conference
14	Loss of Extra-Curricular Attendance	Student/Specialist Conference

Adopted: June 5, 2007

Revised:

Replaces: ¶8102 – Excused Absence; ¶8103 – Schoolwork Missed Due to Absence;
and ¶8104 – Truancy (all adopted September 17, 2002)

Reference:

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8103 Homebound Instruction

~~Students receiving homebound instruction for other than disciplinary reasons are considered present. Homebound tutors shall be provided for any student who shall be absent from school for an extended period, provided there is a written recommendation for such instruction to the school District. The written recommendation shall include the diagnosis and prognosis by the family physician. The prognosis shall be stated in terms of the maximum length of time the student is likely not to be able to attend school.~~

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Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services from qualified staff will begin no later the 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

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

Adopted: September 17, 2002
Revised:
Replaces:
Reference:

8104 Home School Student Participation in Extracurricular Activities

IHSA By-law 3.011 states:

"A student must attend a member school and may only represent in interscholastic competition the member school the student attends. For purposes of this by-law, the term 'attend' shall mean that the student is enrolled at the member school, and is taking at, or under arrangement approved by, the member school, a minimum of twenty (20) credit hours of work for which credit toward high school graduation will be granted by the member school upon the student's completing and passing the courses. The school which enrolls the student shall be exclusively responsible to verify the student's compliance with all of the eligibility requirements of all IHSA by-laws."

Based on this By-law, home school students who are residents of Community High School District 94 are eligible to compete in interscholastic competition provided:

1. they enroll as a student.
2. satisfactory evidence is provided that the student is currently taking a minimum of twenty (20) hours of course work counting toward graduation.
3. they comply with all of the eligibility requirements of all IHSA By-laws.
4. written evidence is provided throughout the duration of the activity that the student's course work status has not changed.
5. all evidence is reported to the Registrar as requested at the time requested.

Adopted: September 17, 2002
Revised:

Replaces: ¶8002 - Home Schooling Student Participation in Extracurricular Activities (adopted December 12, 2000)

Reference:

8105 Withdrawals

Any child, except transferring students, over seventeen (17) years of age who has voluntarily withdrawn from school and ceased attendance may re-enroll no sooner than the beginning of the next semester following his/her withdrawal except as provided below:

1. Any such student who has been withdrawn from ten (10) or fewer school days may re-enroll during the semester s/he has withdrawn.

2. Any such student who has been withdrawn for more than the ten (10) school days may re-enroll during the semester s/he has withdrawn only if the Principal finds that such absence has not irreversibly affected the student's ability to successfully complete a course of study. In arriving at this decision, the Principal, or his/her designee, must hold a conference with the student's parent(s) or guardian(s), the student's former teachers, and the student's counselor.

Adopted: September 17, 2002

Revised: March 3, 2009

Replaces: Replaces JBCD - Student Withdrawal from School

Reference:

8106 Transfers from Accredited High Schools

1. A student who transfers to Community High School District 94 from a public high school that is accredited (fully recognized) by its State Board of Education or a regional accrediting association such as the North Central Association of Schools and Colleges shall be granted equivalent credit in District 94 for courses successfully completed at such high school.

2. A student who transfers to Community High School District 94 from a private high school that is accredited by its State department or a regional accrediting association such as the North Central Association of Schools and Colleges or by the American Association of Christian Schools shall be granted equivalent credit in District 94 for courses successfully completed at such high school.

Adopted: September 17, 2002

Revised:

Replaces: JBCD(b) - Transfer Students - Credit

Reference: ¶8109 - Transfers from Non-Accredited High Schools; and ¶8110 - Carnegie Unit

8107 Transfers from Non-accredited High Schools

1. A student who transfers to Community High School District 94 from a high school that is not accredited by any of the agencies specified in ¶8106 above or from a home school, shall be granted credit in District 94 for courses/work successfully completed in such school as follows:

A. The student shall furnish the Community High School District 94 registrar with a transcript or other written statement from an official of the school stating the courses and/or subject areas for which credit is claimed, the amount of class time the student spent in each course or subject area, and the grade earned in each course and/or subject area.

B. The Registrar shall equate the time spent in each course or subject area the student successfully completed to District 94 credit by applying the standard for a Carnegie Unit (40 minutes daily, 5 days per week, for at least 36 weeks, or the equivalent amount of time during the school year ... North Central Association Standard 2.71b).

Definition: For purposes of this policy, "**successfully completed**" shall mean having earned a passing grade in a class or subject area after having completed the full term for which the class or subject area is scheduled.

Adopted: September 17, 2002

Revised:

Replaces:

Reference: *See Also* ¶8108 - Transfers from Credited High Schools; ¶8110 - Carnegie Unit

8108 Transfer Credits ~~from~~ Other Than High Schools

A student, who transfers to Community High School District 94 from a program other than an accredited or non-accredited high school, shall be granted credit in District 94 for courses/work successfully completed as follows:

Correspondence Courses

A student enrolled in correspondence courses may receive high school credit for work completed provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools or an approved Homeschool Program;
2. The student assumes responsibility for all fees;
3. The course is approved in advance by the High School Principal or his/her designee.

4. The course meets the Carnegie Unit of Credit requirements.

A maximum of 3 units of credit may be counted toward the requirements for high school graduation.

Exchange Programs

Diplomas may be granted to an exchange student when the criteria for graduation established by the State of Illinois and the Board of Education have been successfully met. The Board of Education may grant a certificate of attendance to exchange students.

District students will receive academic credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal or his/her designee. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

Continuing Education Courses

Course credits for continuing education courses may be issued for any program approved by the State Board of Education.

Foreign Language Courses

Students may receive high school credit by studying foreign language in an approved ethnic school program provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The Building Principal or his/her designee may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

Military Service

The Board of Education may accept military service experience for credit toward graduation, provided the student making the request accompanies it with a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request and it has been approved by the Principal or his/her designee.

Adopted: November 18, 2008

Revised:

Replaces:

Reference: 105 ILCS 5/2-3.44, 5/2-3.107, 5/10-22.3, and 5/27-22.3
[Ill. Rev. Stat.], 23 Ill. Admin. Code 1.450(c) and (j)

8200 STUDENT DISCIPLINE**Formatted:** Font: (Default) Arial, Bold**8201 Bus Conduct**

The Board of Education recognizes its responsibility to insure that all transportation provided for students by the school District is provided in a safe manner.

Therefore, a set of procedures for student school bus riders that is designed to facilitate their safe transportation shall be developed and shall be made known to all students. The Superintendent and the Principal are authorized to suspend a student for gross disobedience or misconduct on a school bus. All such suspensions shall conform to the provisions of Section 10-22.6 of the *Illinois School Code*.

Adopted: September 17, 2002

Revised:

Replaces: JCDAD - Bus Conduct

Reference: *See Also* Series 4000 - Transportation ¶4301 - ¶4308; ¶ 8201P - Rules and Regulations for School Bus Riders

8201P Bus Conduct Procedures

The following Procedures shall be applicable to all students who ride a school bus operated by or for Community High School District 94.

1. Students who must cross a roadway to board a school bus shall wait to cross the roadway until the bus driver beckons them to cross the roadway when it is safe to do so.
2. Students shall stay off the roadway while waiting for a school bus and shall not move.
3. A student shall not be permitted to get off a school bus at any place other than the student's designated discharge point unless permission is granted by the Principal or his/her designee.
4. All passengers shall be seated when a school bus is in motion.
5. School bus windows shall not be lowered below the stop line painted on the body pillar.
6. All parts of the body must be kept inside the school bus while the bus is in motion.
7. Any form of "horseplay" that interferes directly or indirectly with the driver's ability to operate a school bus in a safe manner is prohibited.

8. School bus aisles shall be kept free of obstructions; e.g., books, packages, coats, etc.

9. All passengers shall be quiet when a school bus is approaching a railroad crossing.

10. Animals shall not be permitted on a school bus, unless authorized by the Principal or his/her designee.

11. No weapon or explosive of any kind shall be permitted on a school bus.

12. Smoking, chewing tobacco, or the use of an illegal drug or controlled substances on a school bus is not permitted.

13. Eating is not permitted on a school bus.

14. No object of any kind shall be thrown out of a school bus window or door.

15. No litter of any kind shall be left on a school bus.

16. Defacing or vandalizing a school bus is prohibited.

17. In the event of an emergency during the course of a school bus trip, students shall follow the instructions given by the school bus driver.

18. A student may be permitted to ride the school bus on a route other than his/her regular route providing written permission from the Principal or his/her designee is presented to the bus driver.

19. Infants may not be transported on a school bus.

Adopted: September 17, 2002

Revised:

Replaces: JCDAD-R – Rules & Regulations for School Bus Riders

Reference: *See Also* ¶ 8201 – Bus Conduct

8202 Student Discipline Policy

School boards, along with the parent-teacher advisory committee, are encouraged to annually review their pupil discipline policies, the implementation of those policies, and any other factors related to the safety of their schools, pupils and staff.

The parent-teacher advisory committee shall meet in May and forward proposed policy changes to the Board for its action in June. Copies of the policy shall be given to students annually.

Adopted: September 17, 2002
Revised:
Replaces:
Reference:

8203 Student Suspension & Expulsion Procedures

1. General

- A. An authorized administrator (Principal, Assistant Principal, or Dean) may suspend a student in-school or suspend a student from school or from riding the school bus. The Board of Education may expel a student.
- B. Prior to removing any student from the school or the school bus during the regular school day, the authorized administrator shall make reasonable effort to notify the parents by telephone and take any other steps reasonably necessary to ensure the safety of the student being removed from school or the school bus, **as well as the safety of other students and staff.**

2. Definitions

- A. A *suspension* is a temporary exclusion of a student from school and/or from riding the school bus for a period of time not to exceed ten (10) school days. A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons.
- B. An *expulsion* is the exclusion of a student from school for a definite period of time in excess of ten (10) school days, not to exceed two (2) calendar years.
- C. The term *school personnel* includes teachers, administrators, members of the Board of Education, and all other school District employees.
- D. The term *related personnel* includes school bus drivers, DAOES, teachers and aides, teachers and **aids aides** employed by SASSED, and all other personnel who provide instruction and/or direct services to District 94 students through a contractual arrangement with the Board or as a result of a joint or intergovernmental agreement to which District 94 is a party.

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- E. *A child with disabilities* is a student who has been determined eligible for a special education instructional program or support services pursuant to Article 14 of the *Illinois School Code*.
- F. The *Special Education Rules and Regulations* are the State of Illinois *Rules and Regulations to Govern the Organization and Administration of Special Education*.
- G. The *Illinois School Code* refers to the Illinois Statutes governing boards of education as found in 105 ILCS 5/1-1 et seq of the Illinois Compiled Statutes.

3. Suspension Procedures

A. *Pre-Suspension Conference:*

- 1) The authorized administrator shall confer with any student who is under consideration for suspension or in-school suspension prior to taking such disciplinary action.
- 2) Prior to or during a pre-suspension conference, the authorized administrator shall ascertain whether the student is a child with disabilities. If so, the authorized administrator shall also follow the procedures set forth in Section 7 hereof.
- 3) The student shall be advised of the reasons for the proposed suspension and a summary of the evidence in support of those reasons. The student shall also be afforded an opportunity to respond.
- 4) The authorized administrator conferring with the student shall make a written record of the conference.
- 5) The authorized administrator, after following the above pre-suspension procedures, may subsequently determine whether to suspend the student in accordance with the notification requirements set forth below.
- 6) When, in the opinion of the authorized administrator, a student poses an immediate threat to school personnel, related personnel, and other students or school property, or poses an ongoing threat of disruption to the educational process, the student may be summarily removed from school without holding a pre-suspension conference, as set forth above. In such event, written notice sent by certified mail, return receipt requested, shall be given to the

parents. The notice shall request that the student attend a post-suspension conference as soon as practicable after the notice is received. A time for this post-suspension conference will be stipulated in the notice. Failure to attend the scheduled conference shall constitute a waiver of such conference. Regardless of the student's attendance at the post-suspension conference, the parents shall be advised by written notice of any subsequent disciplinary decision.

B. Suspension Notification

- 1) If the pre-suspension or post-suspension conference results in a decision to suspend, the parents of the student shall be advised immediately of the decision by written notice sent by certified mail, return receipt requested, or personal delivery.
- 2) The notice to the parents shall include:
 - a) A statement of the reasons for the suspension, including any school rule which has been violated;
 - b) The date(s) and duration of the suspension;
 - c) A statement of the parents' right to request a review of the suspension by the Board of Education or its appointed hearing officer.
 - d) A statement that the failure to request such written review within five (5) days after receipt of the notice, or eight (8) days after date of the mailing, whichever is earlier, shall be deemed a waiver of the right to a review hearing with the Board of Education or its appointed hearing officer.
 - e) A statement of the right to be represented at the suspension review hearing by an attorney or other representative, at their expense.
- 3) A request to review the suspension may be oral or in writing, directed to the authorized administrator's office. Upon receipt of such request, the authorized administrator shall schedule the hearing, notify the parents of its time and place, and provide the parents with a copy of the suspension hearing procedures. If the parents, in requesting a review of the suspension, assert that the student is a child with disabilities, then the authorized administrator shall follow the procedures set forth in Section 8.
- 4) The Principal shall be notified of all student suspensions by the authorized administrator.

- 5) The Board of Education shall be given a summary of the notice, including the reason for the suspension and the suspension length.

4. Expulsion Procedures

A. Prior to any recommendation for expulsion, the authorized administrator shall ascertain whether the student is a child with disabilities. If so, the procedures set forth in Section 8 hereof shall be followed. If the expulsion is preceded by a suspension, the suspension procedures set forth in Section 3 hereof shall also be followed.

B. Expulsion Notification

- 1) The Superintendent shall send a letter by certified mail, return receipt requested or personal delivery, to the parents of the student notifying them of the expulsion hearing.
- 2) The expulsion notice to the parents shall include:
 - a) A statement of the reasons for the proposed expulsion, including any school rule which has been violated;
 - b) the potential maximum duration of the expulsion;
 - c) the time and place of the expulsion hearing;
 - d) a statement of the right to be represented at the expulsion hearing by an attorney or other representative at their expense; and
 - e) a copy of the expulsion hearing procedures.

5. Procedures for a Suspension Review Hearing or Expulsion Hearing by the Hearing Officer

A. *Hearing Structure*

- 1) A suspension review hearing or expulsion hearing shall be conducted by the Board of Education or a hearing officer appointed by the Board.
- 2) All student discipline hearings **before the Board of Education** shall be held in closed session.
- 3) The student and his/her parents may attend the hearing and may be represented by an attorney or other representative. If the parents or student do not attend, but the authorized administrator has proof of notice given and received, the Board or the Board-appointed hearing officer may proceed with the hearing.

- 4) The hearing may be recorded stenographically or by tape. If either party causes a recordation to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or the tape.
- 5) If the student is a child with disabilities, or ~~asserts it is asserted~~ during a hearing that s/he may be a child with disabilities, the hearing officer shall follow the procedures set forth in Section 8 hereof.

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B. *Hearing Procedures*

- 1) The hearing shall be conducted as follows:
 - a) At the commencement of the hearing, either party may request the exclusion of witnesses from the hearing room until testimony is rendered.
 - b) The authorized administrator and the student or his/her representative may make short opening statements concerning both the charges of gross disobedience or misconduct and the appropriate disciplinary action.
 - c) The authorized administrator shall first present his/her evidence, including proof of compliance with Section 8 of this policy, if applicable. The student may cross-examine all witnesses in attendance and review any written evidence presented by the authorized administrator. However, the name of a witness may be deleted from the copy of written evidence provided to the student when the authorized administrator determines that an imminent fear of reprisal exists.
 - d) The student may then present evidence to refute the charges. The authorized administrator may cross-examine all witnesses in attendance and review any written evidence presented by the student.
 - e) The Board or the Board-appointed hearing officer may, at any time, direct questions to the parties or their witnesses.
 - f) The authorized administrator and the student may make closing statements at the conclusion of the hearing concerning both the issue of gross disobedience or misconduct and the issue of the appropriate disciplinary action.
- 2) The Board or the Board-appointed hearing officer may receive all relevant oral or written evidence without regard to the legal rules of evidence, but shall consider the weight of the evidence in determining the issues.

- 3) If the authorized administrator determines that any of his/her witnesses would be subject to physical or mental harassment or that an imminent fear of reprisal exists, the authorized administrator need not present the witness at the hearing, but may present as evidence a written summary prepared by the absent witness of his/her testimony. The summary shall include the reason for the absence of the witness and a statement verifying that the contents of the summary are true. If an imminent fear of reprisal exists, the authorized administrator may also present a written statement in which the identity of the witness has been concealed.

C. Hearing Report

- 1) If the hearing is before a Board-appointed hearing officer, s/he shall prepare a report summarizing the oral and written evidence presented at the hearing.
- 2) The report will also address the following two (2) issues:
 - a) The validity of the charges of gross disobedience or misconduct; and
 - b) The appropriateness of the disciplinary measure, if the charges are to be upheld.

6. Procedures for Review of the Report of the Hearing Officer by the Board of Education

A. Review Structure

- 1) After reviewing the Board appointed hearing officer's report, the Board of Education may take such action as it deems appropriate, including affirming, modifying, or overruling the suspension or proposed expulsion, or conditioning re-entry of the student to school.
- 2) An expulsion may be effective immediately or as specified by the Board of Education.
- 3) If the Board of Education finds that a suspension or expulsion was unjustified, the student's records shall be expunged of all notations regarding the suspension or proposed expulsion and any related student absence for disciplinary reasons shall be marked "excused"; further, the student shall be afforded an opportunity to

make up all lost educational opportunities including, but not limited to, tests and other class work.

- 4) The decision of the Board of Education shall be final.
- 5) Written notification of the Board's decision with respect to a suspension review or expulsion review shall be mailed to the parents.

B. *Review Procedures*

- 1) All student discipline reviews **before the Board of Education** shall be held in closed session.
- 2) The student and his/her parents may attend the review and may be represented by an attorney or other representative. If the parents or student do not attend, the Board of Education may proceed with the review.
- 3) The review may be recorded stenographically or by tape. If either party causes a recordation to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or the tape.
- 4) The Board of Education may, at any time, direct questions to the hearing officer, the authorized administrator, or the parties, for the purpose of clarifying the hearing officer's report.
- 5) The Board of Education will not receive any oral or written evidence not given to the hearing officer at the hearing. It will review all of the evidence presented at the hearing to the hearing officer without regard to the legal rules of evidence, but shall consider the weight of the evidence in determining the issues.
- 6) The Board of Education shall not consider the student's academic or disciplinary records in determining the validity of the charges of gross disobedience or misconduct. The Board of Education may review a student's records, however, in determining the appropriate discipline.

7. Alternative School Placement

A. *General*

- 1) Under 105 ILCS 5/13A-3, a system of alternative school programs is created for a student who is determined to be subject to suspension or expulsion, as provided by the *Illinois School Code*.

B. Specific Procedures

- 1) A student who is found to be eligible for suspension or expulsion through the District's discipline process may be immediately and administratively transferred to an alternative program.
- 2) As soon as possible a meeting shall be scheduled between representatives from the District and the alternative school to develop an alternative education plan for the student. The student's parent(s) shall be invited and the student may be invited.
- 3) The alternative education plan shall include, but not be limited to, all of the following:
 - a) The duration of the plan including a date after which the student's eligibility to return to the regular education program will be considered. A written objection to the return may be filed by the parent(s) of the returning student with the Principal of the alternative school, who may forward it to the Regional Superintendent.
 - b) The specific academic and behavioral components of the plan.
 - c) The method and timeframe for reviewing the student's progress.
- 4) The Board of Education shall be informed of the proposed transfer in writing and, preferably, at a meeting. In the event a meeting is not possible, a written report shall be forwarded to the Board of Education.
- 5) Prior to returning the student to the regular education program, the Board of Education shall receive a report – either orally or in writing – of the conditions involved in the return.
- 6) The home District, if necessary, shall pay transportation costs.

8. Special Education Procedures

A. *General*

- 1) A child with disabilities who violates school policies or rules of conduct shall be disciplined pursuant to the Board's student

disciplinary policies and procedures and in accordance with the requirements of State and federal law. All behavioral interventions for students with disabilities shall be utilized in accordance with federal and State law and such students' individualized education program ("IEP").

B. Procedures

1) Violations of School Policies or Rules of Conduct

The following procedures will be utilized when students engage in conduct which violates school policies or rules of conduct:

- a) Appropriate behavioral interventions will be selected, which may include up to 10 school days of suspension, placement in an interim alternative educational setting or another setting, and/or expulsion. The determination of appropriate behavioral interventions will be governed by applicable provisions, if any, of the student's IEP.
- b) When the behavioral intervention contemplated is expulsion, school personnel shall conduct a review of the relationship, if any, between the student's disability and the behavior in question. If the behavior is determined to be related to the student's disability, the recommendation for expulsion must be rescinded.
- c) Students will continue to receive a free appropriate public education, as specified in their IEPs, during any period of expulsion.

2) Students Who Commit Weapons or Drug Offenses

The following procedures will be utilized when students engage in weapons or drug offenses:

- a) Appropriate behavioral interventions will be selected which may include suspension for up to 10 school days, placement in an interim alternative educational setting for up to 45 days, and/or expulsion.
- b) When the behavioral intervention contemplated is placement in an interim alternative educational setting for up to 45 days and/or expulsion, school personnel shall:

ACTION	TIMELINE FOR ACTION
a) Notify the parents of (i) the decision to suspend the student and/or place him or her in an interim alternative educational setting, and (ii) all applicable procedural safeguards; and	a) Not later than the date on which the decision is made to suspend the student and/or place him/her in an interim alternative educational setting.
b) If the student is to be placed in an interim alternative educational setting for up to 45 days, determine, with the parent(s)/guardian(s), the appropriate interim alternative educational setting; and	b) Prior to placing the student in the interim alternative educational setting.
c) With the parent(s)/guardian(s), conduct a review of the relationship, if any, between the student's disability and the behavior in question. If the behavior is determined to be related to the student's disability, rescind the recommendation for expulsion; and	c) Immediately, if possible, but not more than 10 school days after the decision is made to suspend and/or place the student in an interim alternative educational setting.
d) With the parent(s)/guardian(s), review and modify, as necessary, the student's behavior management plan to address the behavior in question, or if no behavior management plan exists, conduct a functional behavior analysis and develop a behavior management plan to address the behavior in question.	d) Not later than 10 days after suspending the student and/or placing him/her in an interim alternative educational setting.

- c) Students will continue to receive a free appropriate public education, as specified in their IEPs during any period of expulsion.

3) Students Whose Behavior is Substantially Likely to Result in Injury to the Student or Others.

The following procedures will be utilized when students engage in behaviors which are substantially likely to result in injury to such students or others.

- a) Appropriate behavioral interventions will be selected, which may include suspension for up to 10 school days, placement in an interim alternative educational setting for up to 45 days,

and/or expulsion, if the behavior is unrelated to the student's disability.

- b) When the behavioral intervention contemplated is placement in an interim alternative educational setting for up to 45 days and/or expulsion, school personnel shall:

ACTION	TIMELINE FOR ACTION
a) Notify the parents of (i) the decision to suspend the student or seek his/her placement in an interim alternative educational setting, and (ii) all applicable procedural safeguards; and	a) Not later than the date on which the decision is made to suspend the student or seek his/her placement in an interim alternative educational setting.
b) If school personnel wish to place the student in an interim alternative educational setting for up to 45 days, the Superintendent's will request an expedited due process hearing before an Illinois due process hearing officer or seek an injunction in federal or State court to seek the student's placement in such setting; and	b) As soon as possible after behavior in question.
c) With the parent(s)/guardian(s), conduct a review of the relationship, if any, between the student's disability and the behavior in question. If the behavior is determined to be related to the student's disability, rescind the recommendation for expulsion (if any); and	c) Immediately, if possible, but no more than 10 school days after the decision is made to suspend and/or seek placement of the student in an interim alternative educational setting.
d) With the parents/guardians, review and modify, as necessary, the student's behavior management plan to address the behavior in question, or if no behavior management plan exists, conduct a functional behavior analysis and develop a behavior management plan to address the behavior in question.	d) Not later than 10 days after suspending the student or seeking his/her placement in an interim alternative educational setting.

- c) Students will continue to receive a free appropriate public education, as specified in their IEPs, during any period of expulsion.

Adopted: September 17, 2002

Revised:

Replaces: JDD – Discipline - Suspension; 8001 – Student Suspension & Expulsion Procedures (adopted February 15, 2000)

Reference:

8204 Corporal Punishment

Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior, or the use of physical force in an attempt to modify the behavior, thoughts, or attitudes of a student.

The use of corporal punishment for discipline purposes is strictly prohibited. No student will be subject to the infliction of corporal punishment by any teacher, other student, administrator, or other school personnel.

A staff member may, however, use physical force against a student when it is essential for self-defense, the protection of other persons, the safeguarding of public school property, to obtain weapons or other dangerous objects, or to remove a student if the student has refused to comply with requests to refrain from disruptive behaviors.

Adopted: September 17, 2002

Revised:

Replaces: JDA – Discipline - Corporate Punishment

Reference: *See also:* ¶8008P - Behavior Intervention Policy for Student with Disabilities - Procedures

8205 Student Dress

The Board of Education believes that student dress is primarily the responsibility of individual students and his/her parents. However, some guidelines with respect to appropriate school attire and appearance are necessary. These guidelines shall be the basis for decisions by administrators in ~~cases of abuse~~ **determining whether this policy has been violated.**

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- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements and codes.
- Dress and grooming will not be such as to disrupt the teaching/learning process.
- Hairstyle or dress that may be hazardous will not be permitted in such areas as shops, laboratories, physical education, arts, etc.
- Articles of clothing that may be dangerous or that may cause physical damage such as cleated boots, shoes that scratch floors and clothing with metal rivets that scratch furniture are unacceptable.

- Examples of dress disruptive to the learning process include, but are not limited to, the following:
 - Clothing containing provocative or obscene writing or graphics.
 - Clothing or jewelry imprinted with slogans or graphics that refer to alcohol, drugs, or sex is considered inappropriate.
 - Bare midriffs, see-through garments, bare backs, halter tops, low cut blouses and pants, and tank tops are prohibited.
- Shoes must be worn
- Chains, dog collars, choke chains or any other inappropriate or dangerous apparel will be prohibited.
- Jackets, coats, hats and hoods are not permitted in classrooms or hallways during school hours to preclude hiding injurious materials or representing gangs and unapproved student clubs.

The decision as to whether a student's clothing is unacceptable is made by the applicable building administrator, upon the administrator's own initiative or the request of a classroom teacher. If a student's clothing is determined to be unacceptable, the student will be required to change the clothing. If the student is unable or unwilling to change the clothing, further disciplinary measures will occur, up to and including suspension or expulsion.

Adopted: September 17, 2002
Revised:
Replaces: JCDB - Dress Code
Reference:

8206 Psychotropic/Psychostimulant Medication

The School Board recognizes the right of parents to refuse a recommendation for the administration of a psychotropic or psychostimulant medication to their child. Any disciplinary action within the District will not be based, either totally or in part, on the refusal of a student's parent to consent to the administration of a psychotropic or psychostimulant medication to their child.

At least once every two years, the District shall conduct inservice training of certified school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

Adopted: September 23, 2003
Revised:
Replaces:
Reference: PA 92-0663; 105 ILCS 5/10-20.35

8207 Cellular Communication, Electronic Paging, and Electronic Devices

Students who bring an electronic device covered by this Policy to school, on school property or to a school-related activity do so at their sole risk. The School District is not responsible for the loss or theft of any such device regardless of whether use of such device has been authorized.

To prevent disruption and promote student learning, safety and welfare, and to restrict actions which may endanger student safety, no student shall use any electronic device covered by this Policy on or about school property at any time during the school day, unless such use has first been expressly permitted in writing by the Principal, or his/her designee, or such use is necessary because of a bona-fide emergency. The Principal shall grant such permission only for limited periods to individual students who demonstrate to the Principal a legitimate, specific need for such use, such as a family matter that may require the student to be immediately contacted, or a school-related project. In granting such permission, the Principal may impose conditions upon the use of the device as will limit the disruption caused by such use.

Electronic study aids may be used during the school day if such use is provided in the student's IEP or similar plan, or written permission is received from the Principal. Examples of electronic devices that may be used as study aids include, but are not limited to, tape or voice recorders, personal digital assistants (PDAs), and laptop computers. Examples of electronic devices that may **not** be used as study aids include, but are not limited to, hand-held electronic games (e.g., GameBoy, PSP, etc.), CD players, iPods, MP3 players, radios, and cellular/wireless communication devices. Electronic devices containing both permissible and impermissible study aids may not be used, unless such use is expressly provided in the student's IEP or written permission is received by the principal. The Board may, at its discretion, periodically publish a list of such permissible and impermissible study aids.

Any student who violates this Policy may be required, after being informed of such violation and the basis for the determination, and receiving an opportunity to state his or her version of events, to surrender any device alleged to violate the Policy to school officials and attend a parent conference. At the parent conference, the device surrendered by the student shall be returned to the parent upon request.

Any student alleged to have violated this Policy a second or subsequent time shall, upon a finding of such violation in accordance with the requirements of *The School Code* and Board Policy, be subject to suspension or expulsion.

Electronic devices covered by this Policy include, but are not limited to, cellular/wireless communication and similar devices, pocket pagers and similar paging devices and electronic devices such as hand-held games, iPods, P52,54, CD/MP3/video players, cameras and similar devices

Adopted: May 8, 2007
Revised:
Replaces:
Reference: 105 ILCS 5/10-20.5; 105 ILCS 5/10-20.28; 105 ILCS 5/10-21.10

8300 STUDENT ASSIGNMENT, ADMISSION, VISITATION**8301 Admission of Exchange Students**

The Board of Education believes that participation in well-organized exchange programs that enable students from differing cultures to come to know each other benefits District 94 students and the District 94 community. Therefore, it shall be the policy of the Board of Education to cooperate with organizations that sponsor such programs that have a record of stability and reliability and demonstrate accountability for the students enrolled in their programs.

A set of rules and regulations regarding the participation of District 94 in student exchange programs shall accompany this policy.

Adopted: September 17, 2002

Revised:

Replaces: JEGBA – Admission of Exchange Students

Reference: *See Also* – ¶8301-P Admission of Exchange Students Procedures

8301P Admission of Exchange Students Procedures

1. Sponsoring Organizations – Any organization wishing to place exchange students in Community High School District 94 shall submit a written request for approval to place exchange students in Community High School on a tuition-free basis at least four months prior to any proposed student placement. Such requests shall be accompanied by detailed information regarding the exchange program's sponsoring agency, liability insurance coverage, student selection and placement procedures, arrangements for student supervision, and general operational procedures.

The [Director of Support Services](#) ~~Superintendent~~ shall review each such request and promptly make recommendation to the Board of Education regarding approval of the program. Final action respecting approval of the program shall be at the discretion of the Board of Education.

2. Student Selection and Placement

A. The number of exchange students placed at Community High School in any school year shall not exceed five (5).

B. Exchange students will only be admitted at the beginning of a semester.

C. When considering multiple applicants for placement in a given school year, consideration will be given to placing students from diverse cultures.

D. The exchange program sponsor shall provide the Principal with the name, transcript, and other supporting materials of each student proposed for

placement not less than sixty (60) calendar days prior to the date the student is enrolled at Community High School.

E. Prior to actual enrollment, each exchange student shall provide evidence of a physical examination and immunization as required by the State of Illinois.

F. Upon arrival in District 94, an exchange student and his/her host family shall contact the Principal to begin the process of enrolling and selecting specific courses.

3. Student Supervision

A. Upon enrollment of an exchange student, the program sponsor shall provide the Principal with the names and address of all host families with which the exchange student shall reside during the time s/he is enrolled at Community High School.

B. The program sponsor shall inform the [Director of Support Services](#) ~~Principal~~ of the name, address, and phone number of a supervisor who may be contacted regarding any problems or emergencies that may arise during the course of a student's enrollment in Community High School.

C. Community High School shall reserve the right to request that a sponsoring organization remove an exchange student from Community High School for a flagrant violation or repeated violations of the District 94 Student Discipline Policy or for academic failure; such request shall not preclude the Board of Education from convening a hearing to consider the expulsion of such student.

Adopted: September 17, 2002

Revised:

Replaces JEGBA-R – Rules and Regulations to Accompany Policy JEGBA:
Admission of Exchange Students

Reference: *See Also* ¶8301 – Admission of Exchange Students

CONSIDER USING PRESS POLICY 7:60 AND ITS PROCEDURES AND EXHIBITS AS ALTERNATE TO POLICIES 8302-8305

8302 Admission of Resident Students

7:60 Residence 8303 Admission of New Resident Students 1

October 2010

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. 2 A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency. 3

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. 4

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school. 5

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition. 6

Requests for Non-Resident Student Admission 7

1. Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following: 8
2. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
3. The student will be accepted only if there is sufficient room.
4. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law. 9

The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Admission of Non-Resident Students Pursuant to an Agreement or Order 10

Non-resident students may attend District schools tuition-free pursuant to:

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

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2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. [11](#) School Board policy [6:140](#), *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status [12](#)

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

LEGAL REF.:

McKinney Homeless Assistance Act, [42 U.S.C. § 11431 et seq.](#)

[105 ILCS 5/10-20.12a](#), [5/10-20.12b](#), and [5/10-22.5](#).

[105 ILCS 45/](#) and [70/](#).

[23 Ill.Admin.Code §1.240](#).

Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).

Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650 (Ill.App.1, 1997).

Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

CROSS REF.:

[6:15](#) (School Accountability *containing* "School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring")

[6:140](#) (Education of Homeless Children)

[7:50](#) (School Admissions and Student Transfers To and From Non-District Schools)

[7:70](#) (Attendance and Truancy)

Policy last updated - October, 2010

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Please review this policy with your school board attorney before adoption.

~~Students who are residents of Community High School District 94 and who have satisfactorily completed the prescribed course of study at an elementary, middle, junior high school or home school that provides instruction through the eighth grade shall be admitted to high school. A student who has not successfully completed such course of study but who has attained the age of fifteen (15) years and is a resident of Community High School District 94 may be admitted to the high school when, in the judgment of the Principal, the student can be served more effectively in a District 94 program than in his/her current elementary school or home school program. Such admission shall be subject to approval by the Superintendent.~~

~~All entering students may be required to take tests designed to provide information that will facilitate proper academic placement.~~

~~A student transferring from another high school shall be granted credit toward graduation on the basis of an evaluation of an official transcript from the high school(s) s/he previously attended. Such evaluation shall be the responsibility of the Registrar and shall be subject to approval by the Principal.~~

~~Adopted: September 17, 2002~~

~~Revised:~~

~~Replaces JBCA School Admission Resident Students~~

~~Reference: See Also ¶8108 Transfers from Accredited High Schools; ¶8109 Transfers from Non Accredited High Schools; and ¶8110 A Carnegie Unit; ¶8305 Document Requirements for New Student Enrollment; and ¶8306 Early Admission of Students~~

8303 Admission of New Resident Students

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~~In addition to satisfying all other requirements for enrollment, a student desiring to attend Community High School District 94 must be a legal resident of the school District. A student is a legal resident of the District if the student:~~

- ~~1. resides within the District with his/her natural or adoptive parent(s); or~~

_____ 2. ~~resides within the District with his/her custodial parent if the natural parents are divorced; or~~

_____ 3. ~~resides within the District with a person to whom the natural or custodial parent has transferred custody and control by court order or guardianship, or by an adult caretaker relative receiving public aid for the pupil, or by an adult who demonstrates s/he has assumed and exercises legal responsibility for the pupil and provides the pupil with a regular fixed night time abode. The intent of such transfer or arrangement cannot have been solely to enable the student to attend Community High School District 94.~~

_____ 4. ~~resides within the District and furnishes evidence that s/he is emancipated under the laws of Illinois by showing:~~

A. ~~proof that support is not being furnished by parent(s) or guardian(s);~~
and

B. ~~proof that parent(s) or guardian(s) have relinquished custody and control of the child.~~

_____ 5. ~~Qualifies for tuition free attendance as a homeless student under applicable Federal or State law.~~

(Affidavits may be required to substantiate the above.)

_____ ~~Students not meeting the above criteria are not legal residents of the District and the District shall ~~may~~ permit them to enroll only on a tuition basis, with the prior written approval of the Board of Education.~~

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_____ ~~Legal resident students who are properly enrolled at the beginning of the school year but who subsequently move out of the District may complete the school year on a tuition free basis.~~

_____ ~~When a change in student residence is due to the military service obligation of his/her legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation, upon written request of the custodian. The District shall not be responsible for the student's transportation to and from school.~~

_____ ~~If at the time of enrollment, a dependent child of military personnel is housed in temporary housing outside the District, but will be living within the District within 60 days after the time of initial enrollment, said child shall be allowed to enroll, subject to the requirements of State law, and must not be charged tuition.~~

_____ ~~Any student enrolled in the District whom the Superintendent or his/her designee has cause to believe is not a resident of the District, as defined above, shall be sent a preliminary Notice of Non-Residency in substantially the form attached hereto and incorporated herein as Exhibit No. 1. ~~(Deleted because there is no procedure or exhibit in these materials)~~ by certified and regular mail. The student or his/her representative shall~~

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~~be offered a meeting with the Superintendent or his/her designee at which time the student or representative may offer information to establish the student's resident status, as defined above.~~

~~_____ The decision of the Superintendent or his/her designee regarding resident status shall be final unless the student or his/her representative seeks review of the decision by the Board of Education, in which case the decision of the Board of Education shall be final. An enrolled student whose resident status is challenged as provided above shall remain in school pending a final decision.~~

~~_____ Adopted: September 17, 2002~~

~~_____ Revised:~~

~~_____ Replaces: JBCAA New Resident Students~~

~~_____ Reference: See Also Exhibit No. 1 ¶8108 Transfers from Accredited High Schools; ¶8109 Transfers from Non Accredited High Schools; and ¶8110 A Carnegie Unit; ¶8302 Admission of Resident Students; ¶8305 Document Requirements for New Student Enrollment; and ¶8306 Early Admission of Students~~

~~_____ **8304 Admission of Non-Resident Students**~~

~~_____ The Superintendent may admit a non-resident student to the high school, providing the admittance of such student does not require the employment of additional personnel, the scheduling of additional course sections, or pose a threat to the safety and welfare of students and staff.~~

~~_____ A non-resident shall be required to pay tuition equal to District 94's per capita cost for the preceding year, as determined by the State Board of Education.~~

~~_____ Adopted: September 17, 2002~~

~~_____ Revised:~~

~~_____ Replaces: JBCB School Admissions Non-Resident Students~~

~~_____ Reference: See Also ¶8301, 8301P ¶8302 Admission of Resident Students; and ¶8303 New Resident Students; ¶8305 Document Requirements for New Student Enrollment; and ¶8306 Early Admission of Students~~

~~_____ **8305 Documents Required for New Student Enrollment**~~

~~_____ The following documents are required to enroll an entering student;~~
~~subject to the requirements of State law.~~

~~_____ 1. Original Birth Certificate~~

~~_____ 2. Student's Social Security Card~~

~~_____ 3. Legal guardian's driver's license and Custody verification (if applicable)~~

- ~~4. Residency verification: mortgage approval or rental lease and utility bill (a driver's license is not acceptable)~~
- ~~5. Unofficial transcript and withdrawal grades~~
- ~~6. Copy of immunization records and/or current physical~~
- ~~7. Illinois Student Transfer Form~~
- ~~8. Copy of IEP (if special education)~~

~~Adopted: September 17, 2002~~

~~Revised:~~

~~Replaces:~~

~~Reference:~~

8306 Early Admission of Students

The Board of Education recognizes that from time to time an elementary school student who is gifted in mathematics may progress beyond the level of instruction in mathematics that can feasibly be provided in the elementary school district in which s/he is enrolled.

Therefore, the Superintendent may grant permission for a student who is gifted in mathematics to enroll in a mathematics course at Community High School prior to the time the student completes the eighth grade, provided the student is a resident of Community High School District 94 and is enrolled in an elementary school, and provided such enrollment does not result in any additional expense for instruction to Community High School and there is sufficient space available for such student.

There shall be no tuition charge for a student enrolled in a course under the terms of this policy; however, District 94 shall not provide transportation for such students.

A set of rules and regulations for the purpose of implementing this policy shall be developed and shall accompany it.

Adopted: September 17, 2002

Revised:

Replaces: JBCE – School Admission - Early Admission

Reference:

8306P Early Admission Procedures

The enrollment of a gifted elementary school student in a regular school year mathematics course at Community High School District 94 shall be subject to the following terms and conditions.

1. Eligibility – To be eligible, an elementary school student must:

- A. be a resident of Community High School District 94.
- B. be enrolled in an elementary school at the eighth grade level or equivalent.
- C. have taken full advantage of all of the learning opportunities in mathematics that are available in the elementary District in which the student is enrolled.
- D. be identified as gifted in mathematics on the basis of past school records and performance on at least two standardized tests of conceptual mathematical ability.
- E. provide Community High School with evidence of a physical examination and proper immunization as required by the State of Illinois.

2. Approval – The enrollment of an elementary school student in a Community High School mathematics course shall be based on the recommendation of the Principal of the elementary school in which the student is enrolled prior to May 1 preceding the school year, the ~~Director of Support Services~~ Principal of Community High School, ~~and the chairperson of the Mathematics Department at Community High School, and the chairperson of the Counseling Department at Community High School,~~ and shall be subject to the approval of the Superintendent of the elementary district in which the student is enrolled and the Superintendent of Community High School District 94.

3. Limitations –

- A. An individual elementary school student may be permitted to enroll in no more than one Community High School course during a single semester.
- B. The provision of any required transportation shall be the responsibility of the elementary school or district when the course in which the student is enrolled at Community High School is a part of the student's regular five-hour school day, and shall be the responsibility of the student's parent or guardian when the course in which the student is enrolled at Community High School is not part of the student's regular five-hour school day.
- C. Necessary textbooks and workbooks shall not be furnished by Community High School, but shall be made available to such student at Community High School's cost.
- D. No credit toward a diploma from Community High School shall be granted for any course completed by a student prior to the date on which the student receives an eighth-grade diploma; however, periodic grade reports will be sent to the parent or guardian of such student and the completion of any course at Community High School by such student shall be recorded on a Community High School transcript.
- E. Any credit granted by an elementary district for any course completed at Community High School shall be at the sole discretion of the elementary school district.

F. The enrollment of a particular elementary school student in a Community High School course shall not be permitted if such enrollment will result in the need to create an additional section(s) of the course or any need for Community High School to employ additional personnel or if sufficient space is not available.

4. Other Conditions – Any student enrolled under the terms of these rules and regulations shall be subject to all of the rules and regulations regarding behavior, dress, health, smoking, etc., to which regularly enrolled students are subject.

Adopted: September 17, 2002

Revised:

Replaces: JBCE-R – School Admissions - Early Admission Rules and Regulations

Reference: *See Also* 8306 - Early Admissions Procedures

8400 STUDENT ACTIVITIES

8401 Fundraising/Solicitation by Students

The Board of Education recognizes that student activities are a valuable part of the total school program and that from time to time certain student organizations may have a legitimate need to raise limited amounts of money to carry on their activities. Therefore, it shall be the policy of the Board of Education to permit a student organization to conduct appropriate fundraising activities for the purpose of raising the funds necessary to conduct the legitimate and proper activities of the organization. In general, such activities shall be limited to those that provide a service or recreation for students and/or community members.

A set of rules and regulations for the purpose of implementing this policy shall be developed and shall accompany it.

Adopted: September 17, 2002

Revised:

Replaces: JKB – Fund Raising/Solicitation by Students

Reference: *See Also* ¶8401P – Fundraising/Solicitation by Students Procedures

8401P Fundraising/Solicitation by Students Procedures

1. Definition – For the purposes of these regulations, the term "student organization" shall refer to any organized student group that maintains a student activity fund account.

2. Acceptable Fundraising Activities

A. A fundraising activity that provides a service or recreation for students and/or community members, but does not involve the sale of a product, shall be permissible, providing the activity is legal and is deemed appropriate by both the faculty sponsor of the organization that proposes to conduct the activity and the Principal or his/her designee. Examples of permissible activities include: dance, car wash, movie, variety show, concert, play night, faculty-student game.

B. A limited number of special fundraising activities involving the purchase of products by parents, students, or interested citizens shall be permitted provided that those activities are pre-approved by the ~~Activities Director~~ ~~Principal~~ ~~and the Superintendent~~. Specific activities would include food store shopping days or market days.

Revenue from the special fundraising activities shall be distributed to sponsoring club and organizations as determined by the Principal or his/her designee prior to the activity.

3. Unacceptable Activities

A. Any fundraising which is not approved or is illegal shall not be permitted.

B. The sale of advertising, in any form by solicitation, shall not be permitted; however, the student publications shall be permitted to accept unsolicited advertising.

C. The general solicitation of the student body, for fundraising purposes, through classes or study halls, shall not be permitted; however, such activities may be advertised in the school by means of approved posters and announcements, and tickets for activities may be sold in the student commons area.

D. General door-to-door solicitations in the community shall not be permitted.

4. Approval of Proposed Activity

A. Any fundraising activity must be approved in writing by both the faculty sponsor of the organization proposing to conduct such activity and the activities director.

B. The final decision regarding whether a specific activity is permissible under the terms of these rules and regulations shall be the responsibility of the Principal or his/her designee.

C. The activities director shall attempt to distribute the available times for conducting fundraising activities among the various student organizations in such manner that all student organizations with a legitimate need to raise funds have an equal opportunity to do so.

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5. Refreshment Concession Operations

A. A school organization may be permitted to operate the refreshment concessions at athletic contests or other school events and to receive the net profits from such refreshment concession operations.

B. An organization may arrange to operate the refreshment concession for a school event through the activities director.

6. Receipt and Disbursement of Monies

A. All monies received by a school organization shall be deposited with the activities director after the money is received as is practicable, and shall be held as part of the organization's student activity fund account.

B. In no event shall student organization monies be retained overnight by a student.

C. All disbursement of monies by a school organization shall be made by the District's business office upon receipt of a "Student Activities Request for

Payment", sometimes referred to as a "pay to" form, ~~(sample below)~~ signed by the organization's faculty sponsor, president, secretary, treasurer, and by the activities director.

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Adopted: September 17, 2002

Revised:

Replaces: JKB-R – Rules & Regulations Fund Raising/Solicitation by Students

Reference: *See Also* ¶8401 Fundraising/Solicitation by Students

8402 Contests for Students

Community High School District 94 shall maintain membership in the Illinois High School Association and all interscholastic activities shall be conducted in conformance with the provisions of the Constitution, By-laws, and policies of that organization.

Contests for students that are sponsored by non-school organizations other than the Illinois High School Association, such as essay or composition contests, shall be limited to those approved by the National Association of Secondary School Principals.

Adopted: September 17, 2002

Revised:

Replaces: JM – Contests for Students

Reference: *See also* ¶7313 – Participation Conflicts

8500 SCHOOL STUDENT RECORDS**8501 Collection, Maintenance, Inspection and Dissemination of School Student Records**

The Board of Education recognizes that the collection, maintenance, inspection and dissemination of relevant ~~School Student Records~~ data is important to the proper operation of the school system and to the community that it serves. The Board of Education acknowledges its obligation to students, parents and former students to keep, maintain and control school student records. The Board of Education hereby states its intention to comply with the Family Education Rights and Privacy Act of 1974 (20 U.S.C. Section 1232 (g)), as amended (hereinafter referred to as FERPA), the Illinois School Student Records Act (105 ILCS 10/1 et seq.) (hereinafter referred to as ISSRA), all regulations issued pursuant to such Acts and the rules of the Illinois State Board of Education. The Board of Education shall also comply with its record keeping responsibilities under the Education for All Handicapped Children Act of 1975 (20 U.S.C. Section 1401 et seq.), the Rehabilitation Act of 1973 (29 U.S.C. Section 1704), the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1 et seq.), ~~and the Abused and Neglected Child Reporting Act. (325 ILCS 5/1 et seq.)~~ **and other applicable law.** All school student records shall be collected, maintained, inspected, disseminated and destroyed pursuant to these federal and state Acts. This policy shall be implemented through regulations developed by the Superintendent and staff. Such administrative regulations shall govern the rights of parents and students under this policy.

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Adopted: September 17, 2002

Revised: March 16, 2004

Replaces: JR - Collection, Maintenance, Inspection and Dissemination of Student Educational Records

Reference:

8501P Procedures for Collection, Maintenance, Inspection, and Dissemination of School Student Records1. General Information –A. *Definitions*

- 1) **School student records** shall consist of all records, files and data containing information directly relating to a student or former student, by which a student or former student may be individually identified, maintained by the School District or by a party acting for and on behalf of the School District. They shall be classified into two categories: permanent and temporary records.

- 2) Student **permanent records** shall consist of the minimum information necessary to the District in the education of a student and contained in an school student record, and shall include: (a) basic identifying information, including students' and parents' names and addresses, date and place of birth and gender; (b) academic transcripts, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations, ~~and the unique student identifier assigned and used by the student information system established pursuant to ISBE regulation;~~ (c) attendance records; (d) accident reports and health records; (e) records of release of permanent record information, in accordance with applicable law; (f) scores received on all state assessment tests administered at grades 9 through 12; ~~g) the completed home language survey form; and h) any biometrics information that is collected in accordance with Section 10-20.40 or 34-18.34 of The School Code.~~ Permanent records may also include honors and awards received, information on participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations, ~~if not maintained in the student's temporary record.~~

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- 3) ~~Student temporary records shall include may also consist of:~~ Student **temporary records** may consist of all information not required to be in the student permanent records, and ~~may include shall include:~~ (a) information regarding disciplinary infractions involving drugs, weapons or bodily harm to another that resulted in expulsion, suspension or the imposition of punishment or sanction; (b) information provided under Section 8.6 of the Abused and Neglected Child Report Act, as required by ISSRA; (c) scores received on the state assessment tests administered in grades K through 8, as received by the District; ~~and~~ (d) a record of release of temporary record information; (e) the completed home language survey form; ~~and~~ (f) any biometrics information that is collected in accordance with applicable law, ~~(g) health-related information; (h) accident reports.~~

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Student **temporary records** may ~~also include:~~ (a) family background information; (b) intelligence and aptitude test scores, both group and individual; (c) reports of psychological evaluations, ~~psychological profiles,~~ including information on intelligence, vocational and scholastic aptitude tests and personality and academic information obtained through test administration, observation or interviews, provided that such records are made and kept solely for the purpose of the student's education program; (d) elementary and secondary achievement level test results in all subject areas; (e) information concerning participation in

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extracurricular activities, such as offices held in school-sponsored clubs or organizations; (f) honors and awards received; (g) teacher anecdotal records and conference reports that have been incorporated into an educational record and made subject to the provisions of applicable law; (h) other disciplinary information; (i) special education records; (j) records associated with plans developed under Section 504 of the Rehabilitation Act of 1973; and (hk) verified information from non-educational persons, agencies, or organizations of clear relevance to the education of the student; ~~in accordance with Section 10-20.40 or 34-18.34 of the School Code.~~

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- 4) **Directory information** is the following student record information: (a) the student's name and address; (b) grade; (c) telephone listing and, electronic mail addresses; (d) date and place of birth and gender; (e) participation in officially-recognized activities and sports; (f) weight and height of members of athletic teams; (g) dates of attendance; and (h) degrees and awards received; (i) 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, except that no such materials highlighting individual faces shall be used for commercial purposes without valid written consent. No images on school security video or digital recordings shall be designated as directory information.

Directory information may be released to the public without parental consent if it has been obtained and designated as directory information and published in a form which complies with regulations issued by the Illinois State Board of Education, and the provisions of FERPA.

- 5) **Parent** shall be defined as natural parent(s) of a student, legal guardian(s) (including institutions), adoptive parent(s), or a person(s) undertaking the primary responsibility for the care and upbringing of the student in the absence of a parent or guardian. If appropriate, the term "parent" used in these Procedures shall be deemed to include "eligible students."
- 6) A **student** is a person enrolled in school or a former student. A person applying for admission is not a student.

- 7) An **eligible student** is a person who has attained 18 years of age, graduated from the District or another secondary school, married or entered into Military Service, whichever occurs first. Such student shall be exclusively entitled to all the rights afforded parents regarding **student** record information.
- 8) **Third parties** shall include all recipients of student's records for whatever reasons, except parents or students.
- 9) **Substitute** means a person designated by the school to serve temporarily as an instructor or supervisor in the absence of the school's regular employee.
- 10) **Special School Student Records** shall include: (a) the contents of the student's education file, including the report of any multidisciplinary staffing on which placement or non-placement is based and all other records and recordings, in whatever form; (b) those records relating to special education placement hearings and appeals and any other records which may be placed in a student's special education file; and (c) any records classified as special ~~School Student Records~~ under the Education for all Handicapped Children Act of 1975 or the Rehabilitation Act of 1973 and regulations issued thereunder.
- 11) The following **types of information** are deemed by law to be confidential; (a) information communicated by a student or parent in confidence to school personnel; (b) privileged communications to a physician, psychologist or psychotherapist; however, if such communications are part of the remedial educational program of the school, they are disclosable; (c) confidential letters and statements or recommendations furnished to post-secondary educational institutions or similar documents furnished in connection with applications for employment or in conjunction with the receipt of an honor or honorary recognition, provided such letters and statements are not used for purposes other than those for which they were specifically intended and provided the statements were placed in the student's record to January 1, 1975 (after that date, such letters, statements or documents are no longer to be considered confidential, except if a waiver of inspection rights is executed by a student.); and (d) financial records or financial information about parents.
- 12) Communications between a person receiving or who has received mental health or developmental disabilities services and his/her therapist, psychiatrist, physician, social worker or nurse are

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confidential under the Mental Health and Developmental Disabilities Confidentiality Act. For students under 12 these communications may be disclosed only with the consent of the parent. For students between the ages of 12 and 18, such communications may be disclosed only with the consent of the student. For students over the age of 18, these communications may only be disclosed with the consent of the student, unless otherwise provided by law. Pursuant to the Abused and Neglected Child Act, school officials must record or disclose such information as required to comply with the Act.

B. Notification of Parental and Students Rights

- 1) Notification of rights upon initial enrollment or transfer from an attendance center – Upon a student’s initial enrollment or transfer from an attendance center, including transfer from elementary school to a high school attendance center or from one attendance center to another attendance center, the student and his/her parent(s) shall be notified as soon as it is reasonable of their rights under FERPA, ISSRA and these Regulations. Notification of rights may be by direct mail, parent-teacher conferences, delivery of notice to the student for the parent, by incorporation in an informational brochure or student handbook, or newsletter distributed to parents and students or by any means reasonably likely to reach the students and their parents. Any parent who has limited English speaking ability or a primary language other than English shall be given notification of rights both in his primary language and in English.
- 2) Annual notification – The school District shall annually notify parents and students currently in attendance of their rights under FERPA, ISSRA and these Regulations. This notification may be by the same means as listed in Paragraph 1 above. Any parent with a limited English-speaking ability or having a primary language other than English shall receive such annual notification both in his or her primary language and in English.

C. Custody of Records

1. Official records custodian. – The Superintendent shall appoint the Principal, or a person with like responsibility or a designee of such person, as the official records custodian in each school building or administrative center. S/he shall be responsible for the maintenance, care and security of all school student records and shall make recommendations to the Superintendent regarding the

creation or retention of student records. The records custodian shall be responsible for the prevention of unauthorized access to, or dissemination of, student records.

2. Periodic review of records – The records custodian shall review all records of students in attendance their senior year, or upon a student’s change in attendance centers, whichever event occurs first, to verify entries and eliminate or correct all misleading, inaccurate, out-of-date, unnecessary or irrelevant information.
3. Storage of records – Student records may be maintained in the administrative office of the school attended by the student under the responsibility of the records custodian. With the consent of the Superintendent and the records custodian, all the records, or a portion of the records, may be kept in other locations in the school District. For effective administration the school District records may be maintained at other locations.

D. Designation of Directory Information

If the Board seeks to designate information as directory information, it must give public notice of information that it seeks to so designate.

Public notice to designate directory information may be included in the General Records Notice which is distributed or published in any manner which the Board reasonably believes will reach parents or students, such as in a student-parent handbook, a parent information newsletter or a general mailing to school parents.

Public Notice to designate directory information shall state the categories of information the Board seeks to designate. It shall state that parents and eligible students have the right to refuse to permit the release of any or all of the categories of information listed. The public notice shall state that the parents or eligible students must inform the Registrar within fifteen (15) school days after registration of their refusal to permit the information to be classified as directory information by completing and returning the form of forms designated by the District for that purpose. If no such form has been filed regarding the directory information within that period of time, the Board may then designate the information as directory information and release it to the general public without any further notice to parents or eligible students. Directory information from educational records of former students may be so designated without public notice.

2. Access to Records

A. Parental Right to Inspect, Copy and Review Records

1. Inspection rights of parent(s) – Parent(s) ~~and eligible students~~ shall have the ~~absolute~~ right to inspect, copy and review student records,

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except as specifically limited herein. Where the records include information concerning more than one student, the parent shall receive for examination only that part of the record pertaining to his/her child or, if this cannot be reasonably accomplished, the parent(s) shall be orally informed of the contents of the part of the record pertaining to his/her child. The inspection of records shall be made under such conditions as will safeguard the security of the records.

2. Explanation and assistance during record inspection – A parent may request the school to give him/her a reasonable explanation and interpretation of the student's record. At the option of either the parent(s) or the Board, a qualified professional, such as a psychologist, counselor or other such school advisor, may assist the parent in interpreting the information contained in a student's record. If the parent requests the Board to furnish a professional for his/her assistance, s/he may be a school employee. An outside professional may be employed by the parent at his/her expense to assist in the interpretation of the records.
- 3) Parental consent to third party inspection of records – A parent may authorize the school to furnish the student's permanent and temporary records, in whole or in part, to third party (ies) by executing a dated, written consent specifying the records to be released, the identity of the third party or parties, and the purpose of the release. At the time the consent is requested or obtained, the parent must be notified in writing that s/he has the right to inspect, copy and challenge the contents of the records before they are released and the right to limit the contents released to designated portions or classes of the records.

B. Student Inspection Rights

- 1) Permanent and Temporary records – A student between 14 and 18 years of age may inspect his/her permanent records upon demand, following the procedure set forth in these Procedures. A student under 18 years of age may inspect his or her temporary records with the written consent of a parent, following the procedures set forth in these Regulations. A copy of the parental consent shall be placed in the student's file. Professionally trained personnel may assist students in understanding the material in their temporary records and the records custodian may impose reasonable restrictions on such student inspections as deemed necessary.

- 2) Eligible students – Eligible students, as defined in these regulations, shall exclusively have all inspection rights accorded to parents.

C. *Waiver of Inspection Rights*

A school or individual may request, but may not require, a written, signed waiver of inspection rights from a student concerning (a) confidential recommendations regarding admission to ~~an a post-secondary educational agency or~~ institution; (b) an application for employment; or (c) the receipt of an honor or honorary recognition. No educational agency or institution may require a student to waive his/her right of inspection as a condition of admission or as a condition of the receipt of financial aid or other services, benefits or rights. Waivers executed in connection with applications for admission to post-secondary institutions must be executed by the applicant, not the parent. Any waiver by a parent ~~may be revoked by an eligible student~~ **shall not be effective**. A student who has waived his/her rights shall receive, upon request, the names of individuals issuing the aforesaid confidential letters or statements. A waiver of inspection is deemed revoked if the confidential letters or statements are used for any purpose other than those for which they were furnished. A waiver may be revoked at any time if the revocation is made in writing.

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D. *Procedures for Inspection*

- 1) Written request – Inspection rights shall be exercised by presenting a written request, on a form furnished by the ~~school~~ District, to the records custodian or his or her designee, specifying the records to be inspected or copied. The examination or copying of the record shall be permitted within a reasonable time after the request and, in no event, later than fifteen (15) school days thereafter, unless the parties agree otherwise. Identification or documentation may be requested from the person seeking to exercise inspection rights.
- 2) Charge for records – The school may charge a reasonable cost of up to \$0 .35 per page for copying the records. A copy of the records may not be denied if the person requesting inspection does not have the financial ability to bear the cost of reproduction. The school may not charge a fee to search for or to retrieve the educational records.

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E. *Release of Records after Parental Notification, but Without Parental Consent*

- 1) Transfer to another attendance center – Upon transfer of a student to another attendance center, the records custodian of either the

enrolling school or the attending school or the student's parent(s) or an eligible student may request transfer of the student's records.

~~If a student is enrolled in more than one school or receives service from more than one school, the records custodians or their designees may disclose information from the educational records of the student to each other without obtaining consent from a parent or an eligible student. (This paragraph has been moved to Section F. 1 of this procedure)~~

Within fourteen (14) days after enrolling a transfer student, the District shall comply with the requirements of Section 5 of the *Missing Children Records Act* and of Section 5 of the *Missing Children Registration Law* regarding the records of such transfer student. The transfer of the record by a public school is subject to the prior notice to parents required by the Illinois State Board of Education.

If the student has unpaid fines or fees and is transferring to a public school located in Illinois or any other state, the District may elect to include in the student's record that is transferred the unofficial record of the student's grades in lieu of the student's official transcript of scholastic records. If the District so elects, the District shall within ten (10) calendar days after the student has paid all of his/her unpaid fines or fees and at its own expense forward the student's official transcript of scholastic records to the student's new school.

If the student is transferring to another public school located in Illinois or any other state and at the time of the transfer is currently serving a term of suspension or expulsion for any reason, then the transferring school shall include with the transferred records:

- a) the date and duration of the period of any current suspension or expulsion; and
- b) whether the suspension or expulsion is for knowingly possessing in a school building or on school grounds a weapon as defined in the *Gun Free School Act* (20 USC 8921 *et seq.*); for knowingly possessing, selling, or delivering in a school building or on schools grounds a controlled substance or cannabis; or for battering a staff member of the school.
(Section 2-3.13a of the *School Code*.)

- 2) Court order ~~or subpoena~~ of record – Upon receipt by the school of a court order ~~or subpoena~~ for a student's records, the parent and student shall be given prompt written notice of the terms of the order and the nature and substance of the information proposed to be released. A reasonable effort shall be made to give notice in advance of compliance. The notice shall inform the parent and student of their opportunity to inspect, copy and challenge the contents of the records.

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- 3) Governmental Officials Authorized By Law To Receive Records – The school shall grant access to student records to persons authorized to receive such information by state or federal law, provided that; (a) such person furnishes the school with appropriate identification and a copy of the statute authorizing his access to the records; and (b) parents shall receive reasonable prior written notice of the nature and substance of the information proposed to be released to such officials and of the opportunity to inspect, copy and challenge such information prior to its release.

If the release of information relates to more than 25 students, such prior notice of the request for information by the governmental official may be given by a notice directed to parents published in a local newspaper of general circulation or in any other publication directed to parents.

F. *Release of Records without Parental Notice or Consent*

- 1) School District Officials, Employees And Agents – The Superintendent shall designate which of these persons has a legitimate educational or administrative interest in records based upon duty, responsibility and an interest that contributes to or enhances the education of students. Under the same criteria, non-school personnel may also be designated by the Superintendent to have access to student records. These persons may include, but are not limited to, school attorneys and school auditors.

If a student is enrolled in more than one school or receives service from more than one school, the records custodians or their designees may disclose information from the educational records of the student to each other without obtaining consent from a parent or an eligible student.

- 2) Governmental Officials – In connection with the audit and evaluation of federally-supported educational programs or in the enforcement of legal requirements relating to such programs

personally-identifiable information from educational records may be disclosed to authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, the Commissioner of Education, the Director of the National Institute for Education or authorized State Board of Education employees and local educational officials. All such officials shall furnish identification and the statutory authority to conduct such inspection and furnish a written statement of demonstrable educational or administrative necessity to inspect the records relating to their job responsibilities. These officials shall protect the records so that personal identification of students and their parents is not disclosed to other persons unless consent has been obtained or disclosure of the information is specifically authorized by ~~federal~~ law. Records may also be disclosed to state and local authorities, if so permitted by statute adopted prior to November 19, 1974, and all personally identifiable data that is disclosed to such officials shall be destroyed by them after usage.

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- 3) Financial aid – An educational agency or institution may disclose personally-identifiable information from the educational records of a student without the written consent of the parent or eligible student if the disclosure is in connection with financial aid for which a student has applied or which a student has received, provided that personally-identifiable information from the educational records of the student may be disclosed only as may be necessary: (a) to determine the eligibility of the student for financial aid; (b) to determine the amount of financial aid; (c) to determine the conditions which will be imposed regarding the financial aid; or (d) to enforce the terms and conditions of the financial aid.
- 4) Educational Organizations Conducting Studies And Accrediting Organizations – Accrediting organizations may be granted access to educational records in order to carry out their accrediting functions. Records may be disclosed to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction, provided such studies are conducted in a manner that will not permit the personal identification of students and their parents other than to representatives of the organizations and that all information is destroyed when no longer needed.
- 5) Information Gathered For Research, Statistical Reporting Or Educational Planning – With the permission of the State Board or

an official of said Board, records may be furnished to any person for the purpose of research, statistical reporting or educational planning. Any information so furnished may not include data permitting the personal identification of parents or students.

- 6) Emergency Release of Personally-Identifiable Information From Educational Records – Record information may be released without prior notice to or consent from parents in a medical, health or safety emergency. The information released must be necessary to protect the health and safety of the student or other persons. In determining whether the records information should be released, the records custodian should consider at least the following factors: (a) the seriousness of the threat to health or safety; (b) the necessity of the information to meet the emergency; (c) whether the person to whom the records are disclosed is in a position that enables him to deal with the emergency; and (d) the immediacy of the need for information. A notice of the information that has been released in an emergency shall be provided to the parent(s) as soon as reasonable after release. The notice shall provide the date of release, the name of the party to whom the information was released and the nature of the emergency.

G. Prohibition of Re-Transmittal of Record Information

Any information disclosed from a student's records, whether obtained with or without consent, shall not be re-transmitted to any third person or organization by the recipient of that information without the written consent of the parent(s) or the eligible student, **except as otherwise permitted or required by law**. If information is disclosed to an organization, only its officers, employees or agents may examine that information and then only for the purpose for which the disclosure was made, **except as otherwise permitted or required by law**.

An organization or person may re-transmit information to any organization which is exempt from the requirement of parental consent or notice. The transmitter of such information must record the date, the reason for the transmittal and the identity of the party to whom the information was released and inform the school originally issuing the information of the re-transmittal. ▲

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H. Orders of Protection

The Official Records Custodian shall file all certified copies of orders of protection received by the School District in the records of the student identified in the order as a "protected person." No information or records shall be released to the Respondent named in the order of protection. When a student named as a protected person in an order of protection transfers to a public or private school, the Official

Records Custodian shall, at the request of the Petitioner named in the order of protection, provide written notice of the order of protection, along with a copy of the certified order, to the school to which the student is transferring.

3. Retention and Destruction of Student Records

A. *Retention of Temporary Records* – A student's temporary record and the information contained therein shall not be maintained beyond its period of usefulness to the student and the school and, in no case, longer than five (5) years after the student has transferred, graduated, or otherwise permanently withdrawn from school. The school District may indefinitely maintain anonymous information from student temporary records that it deems necessary for authorized research, statistical reporting or educational planning purposes, provided no student or parent can be individually identified from such retained information.

B. *Retention of Permanent Records* – The school shall maintain student permanent records, in any convenient form, for not less than sixty (60) years after the student has transferred, graduated or otherwise permanently withdrawn from school.

C. *Destruction of Records* –

- 1) **Destruction schedule.** Upon graduation, transfer or permanent withdrawal of a student from school, the school shall notify the parent(s) and the eligible student of the destruction schedule of the student's temporary and permanent records and of their right to request a copy of such records at any time prior to their destruction.
- 2) **Notification of Destruction of Records** – Before any student record is destroyed or information deleted therefrom, the parent or eligible student shall be given reasonable prior notice, by written communication to the parent or eligible student or by publication in a newspaper circulated in the community, student handbook or a school newsletter circulated to the parents of all students of the proposed destruction. They shall be offered an opportunity to copy the records scheduled to be destroyed.
- 3) **Limitation on Destruction of Records** – No record may be destroyed if there is a pending request to inspect and review that record. Explanations in the records shall be maintained for as long as the educational record to which they pertain is maintained.
- 4) **Destruction of Special School Student Records** – Upon graduation or permanent withdrawal from school of a handicapped student, any psychological evaluations, special education materials

or other information contained in the student's temporary record or special School Student Record file which may be of continuing assistance to such student may, at the discretion of the school board, after five (5) years, be transferred to the parent or eligible student. The school shall explain to the student and the parent the future usefulness of such records.

4. Challenge of the Contents of Student Records

A. *Request to Amend Student Records*

- 1) **Grounds for Request to Amend** – A parent or eligible student shall have the right to challenge the contents of a student's record on the basis of the accuracy, relevancy or propriety of any entry, and may request that the record be amended. No challenge may be made to the assignment of grades; or, to references to expulsions or out-of-school suspensions, if made at the time that the student's records are forwarded to another school to which the student is transferring.
- 2) **Procedures for a Request to Amend** – A request to amend the record may be made at any time by a parent or eligible student, in writing, upon a form furnished by the school. The parent or eligible student must notify the school of the entry or entries sought to be amended and the grounds for the request.
- 3) **Response to Request to Amend** – The school official must decide whether to amend a student's records within a reasonable time. If the school official decides not to amend, the party shall be offered an informal conference and told of the right to a hearing. If the parties agree upon an informal conference, it shall take place within fifteen (15) school days of the request unless a later time is mutually agreed upon. Participation in an informal conference or other informal means of resolving the request does not waive the right to a hearing or the right to insert an explanation in the student's record.

B. *Hearing on Challenge*

- 1) **Informal Conference** - An initial informal conference shall be held with the parents, or an eligible student, within 15 school days of receipt of the request for a hearing. If the challenge is not resolved by the informal conference, the hearing procedures set forth below shall be initiated.

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22) Hearing Officer and Time of Hearing – If the parties cannot resolve their differences, then a hearing on this dispute shall be held before a hearing officer appointed by the Superintendent within fifteen (15) ~~school~~ days after all attempts to resolve informally the dispute have been exhausted, or at such other times as the parties may mutually agree.

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The hearing officer ~~may be a school District employee, but s/he shall not have a direct interest in the outcome of the hearing, who~~ **shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the school.** The hearing officer shall notify all participants of the date, time and place of the hearing.

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23) Hearing Procedure – The hearing shall be conducted informally. The challenger shall proceed initially and the school District will respond. Each party shall have: (a) a full opportunity to present relevant evidence, call witnesses and cross-examine witnesses; and (b) the right to counsel. The parents or eligible student may be assisted or represented by individuals of their choice at their expense. A verbatim record of the hearing shall be made by any reasonable method of recordation; such as by tape recorder or court reporter.

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Within ten (10) school days after the hearing, the hearing officer shall render a written decision with a summary of the evidence and a statement of the reasons for his/her decision and provide a copy of the decision to the parents or eligible student. The decision shall be based solely on the information presented at the hearing and shall be either a decision to: (a) retain the challenged contents of the student's record; (b) delete the challenged contents of the student's record; or (c) change, clarify, amend, correct or add to the challenged contents of the student's record.

C. *Right to Place Explanation in Record*

If, after the hearing, the school official does not amend the record, s/he shall inform the parent or eligible student of their right to appeal to the Board of Education, any administrative tribunal or official established or designated by the Illinois State Board of Education, and any further rights of appeal, and that a statement of explanation may be placed in the student's record.

A parent shall have the right to insert into the student's record a written explanation of reasonable length to state his/her position on the disputed item.

This statement shall remain permanently with the student's record and must be transmitted with the record.

5. Review of Student Records Decision

A. *Administrative Appeal*

~~1) **Appeal to School Board** — Within five (5) school days after the hearing officer's decision, a party may appeal the decision to the school board. The appeal process shall be initiated by a written request filed with the secretary of the school board. The request shall set forth the reasons for disagreeing with the decision. The request for appeal, together with the hearing officer's decision and the record, shall be reviewed and a decision made by the school board within ten (10) school days after the request is filed. The school board shall either affirm, modify or remand the decision for a new hearing. If a new hearing is ordered, the challenging party and the school shall mutually agree on a new hearing date. If the party disagrees with the board's decision, s/he may file an appeal to the Superintendent of the Educational Service Region within twenty (20) school days after the school board's decision.~~

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~~2) **Appeal to Superintendent of Educational Service Region** — Any party shall have the right to appeal the decision of the hearing office directly to the Superintendent of the Educational Service Region. The party shall initiate the appeal within twenty (20) school days after the hearing officer's decision is transmitted by giving written notice of appeal to the school, and briefly stating the reasons for the appeal. Within ten (10) school days after the notice of appeal is received, or at any later date as set by mutual agreement, the school shall forward a transcript of the hearing, the decision of the hearing officer, a copy of the records in question and other pertinent materials to the Regional Superintendent. Within twenty (20) school days of receipt of the appeal documents, the Regional Superintendent shall make his findings and issue a decision to the parent(s) and the school. If the subject of the appeal involves the accuracy, relevancy or propriety of any entry in special School Student Records, the Regional Superintendent may seek advice from appropriate special education personnel who were not the authors of the entry. The school board shall forthwith implement the decision of the Regional Superintendent.~~

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B. *Court Review* — A final decision of the Regional Superintendent, made under the procedures established to challenge student records, may be appealed to the Circuit Court of the county in which the school is located.

C. *Enforcement by State Officials* – Authority to secure compliance with ISSRA and regulations issued thereunder is vested in the State Board of Education and the State Superintendent of Education. Complaints concerning alleged violations of ISSRA or its regulations, other than parental challenges to the contents of student records, may be heard and reviewed by the Regional Superintendent. A parent may also request a review of the Regional Superintendent's decision by the State Superintendent of Education.

D. *Enforcement by Federal Officials* – Authority to secure compliance with FERPA and regulations issued thereunder is vested in the United States Department of Education. A review board established by the Secretary shall investigate, process and review violations and complaints filed, adjudicate cases referred to it and may require reports from educational institutions or agencies. Persons alleging violations of rights under FERPA, including, but not limited to: (a) preventing inspection of records; (b) inappropriate procedure for challenging and correcting records; (c) releasing records to third parties without consent of parent; or (d) failure to inform parents of rights under the Act, may file written complaint with the Family Educational Rights and Privacy Act Office, Department of Education, Room 4512, Switzer Building, Washington, D.C. 20202.

Adopted: September 17, 2002

Revised: March 16, 2004; March 3, 2009; April 14, 2009

Replaces: JR-R – Rules and Regulations Governing Student Records Issued Pursuant to Policy JR: Collection, Maintenance, Inspection, and Dissemination of Student Educational Records

Reference:

8600 MISCELLANEOUS**8601 Student Fees**

It shall be the policy of Community High School District 94 to provide textbooks to students for a uniform rental fee that is determined by the Board of Education.

Such rented textbooks may be taken home for homework and study purposes, subject to approval by the classroom teacher. A repair or replacement fee shall be charged for textbooks that are returned in damaged condition.

In the case of an indigent student, the Principal may waive all fees imposed by Community High School District 94.

Adopted: September 17, 2002
Revised:
Replaces: JS – Student Fees
Reference:

8602 Student Fees - Waiver

It is the intention of the Board of Education to comply with all provisions of the *Illinois School Code* (105 ILCS 5/10-20.13, 22.25 and 28-19.2 et seq.) and federal law (420 SC 1757 et seq.), and regulations promulgated thereunder, with respect to the imposition, collection and waiver of fees or charges to be paid by District 94 students, including charges for school lunches.

Therefore, the Superintendent shall develop rules and regulations regarding the waiver of student fees and lunch charges for the purpose of implementing this policy.

Adopted: September 17, 2002
Revised: March 16, 2004
Replaces: JSA - Student Fees – Waiver
Reference: *See Also* Policy 8601 – Student Fees

8602P Procedures to Accompany Policy Paragraph 8602: Student Fees – Waiver

1. Definitions –

As used herein the term “**fees**” shall include, charges that are integrally related to the school District's curriculum and are essential to the regular program of instruction.

“**Lunch charges**” shall mean the charges for lunches offered to students by the school District as a participant in the federal school lunch program and/or under the State of Illinois program of reimbursement for free and/or reduced price lunches.

2. Eligibility for Waiver

A. *Student Fees* – The fees a student is required to pay shall be waived if the student qualifies for free or reduced price lunches under the federal guidelines; if the student’s family is receiving public aid; or if the student’s family otherwise establishes that they cannot afford to pay the fees.

B. *Lunch Charges* – Charges for lunches may be wholly waived or reduced if the gross income of the student’s family is at or below the qualifying amount specified in the federal guidelines.

3. Application for Waiver

A. *Submission* – Applications for waiver of student fees and lunch charges shall be available in the ~~Director of Support Services~~ Assistant Principal's Office. Completed applications shall be submitted to the Assistant Principal responsible for fee waivers.

B. *Review* – ~~The Assistant Principal~~ The Director of Support Services shall review each application received and shall promptly notify the parent(s) or guardian(s) whether the request is granted or denied **within thirty (30) calendar days after receipt of the request.** ~~The data may be verified during the school year to determine if the family's income has changed. Anyone failing to supply data as requested will be determined no longer eligible for waiver of fees and shall be requested to pay for books and fees.~~ **The decision shall state the reason for the denial and shall inform the parents of their right to appeal, including the process and timelines for that action. The denial notice shall also include a statement informing the parents that they may reapply for a waiver any time during the school year, if circumstances change.**

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C. *Appeal* – If the application is denied, a written appeal of the decision may be filed with the Superintendent. Such appeal must be filed not more than ten (10) calendar days after receipt of the notice of denial. **An appeal shall be decided within 30 calendar days after the receipt of the parents' request for an appeal.** Parents shall have the right to meet with the person who will decide the appeal in order to explain why the fee waiver should be granted. The person who decides the appeal shall not be the person who initially denied the fee waiver or a subordinate of this person. If the appeal is denied, then the district shall mail a copy of its decision to the parents. **The decision shall state the reason for the denial.** If the application is denied by the Superintendent, a written appeal of the decision may be filed with the Board of Education. Such appeal must be filed in the school administration offices not more than ten (10) calendar days after receipt of the Superintendent's notice of denial.

D. The District may make reasonable requirements for verifying a family's income (e.g., payroll stubs, tax returns, evidence of receipt of food stamps or Temporary Assistance for Needy Families) in accordance with the restrictions set forth in Section 10-20.13 of the School Code. If a student receiving a waiver of school fees is found to be no longer eligible during the school year, then the District shall charge the student a prorated amount based upon the number of school days remaining in the school year. The process for proration shall be as follows: **(Summarize Process Here)**

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~~DE.~~ *Forms* – Applications for waiver of lunch charges shall be submitted on forms provided by the State Board of Education

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Applications for waiver of fees shall be submitted on an "Application for Waiver of Student Fees".

~~EF.~~ *Notice to Parents* – Through the District Newsletter or other appropriate means all parent(s)/guardian(s) shall be notified of the opportunity to apply for free and/or reduced price lunches and to apply for the waiver of fees.

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Such notification to parents shall state that providing false information to obtain waiver of fees is a felony under Illinois statutes.

~~FG.~~ *Confidentiality* – All information received in conjunction with applications for waiver shall be treated in a confidential manner and shall be used only for the purpose of determining eligibility for waivers.

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Adopted: September 17, 2002

Revised: March 16, 2004

Replaces: JSA-R – Rules & Regulations to Accompany Policy JSA: Student Fees – Waiver

Reference: 8603 Alcohol Use – Drug Use

Students shall not be permitted to use alcohol, any illegal drug, or any controlled substance while in the school building or on school grounds nor shall students be permitted to attend school or any school activity while under the influence of alcohol, any illegal drug or any controlled substance. A student who violates this prohibition shall be subject to disciplinary action, up to and including expulsion.

Any student who engages in the sale or purchase of alcohol, an illegal drug, or any controlled substance while in the school building or on school grounds shall be subject to disciplinary action, up to and including expulsion.

The appropriate law enforcement agency shall be informed by the Principal or his/her designee of any instance of possession of an illegal drug or controlled substance by a student while the student is in the school building or on school grounds.

Adopted: September 17, 2002

Revised:

Replaces: JCDAB-JCDAC – Alcohol Use - Drug Use

Reference: *See Also* Policy Series 1000, ¶1801 Adopted January 18, 2000

8604 Student Meetings

The federal Equal Access Act requires public school boards of education to permit non-curriculum related student groups to conduct meetings on school premises during non-instructional time without regard to the religious, political, philosophical, or other content of the speech at such meetings if non-curriculum related students groups of any other type are permitted to so meet.

The Board of Education of Community High School District 94 has determined that it is in the best educational interests of the school District to permit meetings on school premises of non-curriculum related student groups, as well as meetings of student organizations which relate directly to the school curriculum. Therefore, it is the policy of this Board to permit student groups of both types to meet on school premises during non-instructional time, and to permit use of school premises by non-curriculum student groups without regard to the religious, political or philosophical content of their meetings.

The Board hereby authorizes the Superintendent to prepare the administrative rules and regulations necessary to implement this policy.

Adopted: September 17, 2002

Revised:

Replaces: JHCA – Student Meetings

Reference:

8604P Student Meetings – Procedures

A. Students who wish to conduct a meeting or meetings on school premises before or after the regular school day shall file an application for permission to hold the meeting(s) with the administrator in charge of facilities. The application shall include:

1. The name and address of the student(s) and an affirmation by the person(s) preparing the application that the meeting or activity has been voluntarily initiated by the student(s).
2. The name and address of the sponsor of the meeting, if any, and a brief description of the sponsor's business or occupation, name and address.
3. A description of the type of meeting, copy of any flyer or material advertising the meeting and the expected attendance.
4. A description of any activity or activities.
5. If a non-school attendee is to be presented at the meeting, his/her name and address along with the name of the organization with which s/he is affiliated. If the meeting is a religious one, the non-school attendee shall furnish an affirmation that s/he is not directing, conducting, controlling or regularly attending the activity.

B. The administrator in charge of facilities shall approve the meeting if the application is completed and s/he determines that:

1. The meeting is voluntarily student-initiated and student attendance is voluntary.
2. There is no sponsorship of the meeting by the school District, ~~the government~~ or its agents or employees.
3. If the meeting is religious, District employees are present at the meeting only in a non-participatory capacity.
4. The meeting will not materially and substantially interfere with the conduct of the school's education activities.
5. The activity is not directed, controlled or regularly attended by non-students unless such non-students are employees of Community High School District 94 who are assigned to supervise the activity.

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6. Supervision adequate to insure the safety of students and to protect school District property can be provided for the activity.

C. The school District, its agency or employees shall not influence or attempt to influence the form or content of any prayer or other religious activity.

D. No person shall be required to participate in prayer or other religious activity, during meetings or activities conducted for religious purposes.

E. No funds will be expended by the school District for any such meeting beyond the incidental cost associated with providing meeting space.

F. No employee will be compelled to attend a meeting if the content of the speech at the meeting is contrary to his/her beliefs.

Adopted: September 17, 2002

Revised:

Replaces: JHCA-R – Rules & Regulations to Accompany Student Meetings

Reference:

8605 Awards & Scholarships

It shall be the policy of the Board of Education to cooperate with individuals or groups who wish to make awards to students of Community High School for the purpose of recognizing their accomplishment(s) or who wish to provide financial assistance to students or graduates of Community High School for the purpose of further education.

Such cooperation shall be dependent upon evidence that the grants or awards are in the best interests of the District's students and that a rational plan has been developed for selecting students for such grants or awards on a fair and equitable basis. Such a plan must meet, at least, the following criteria:

A. Awards or grants shall not be based on race, color, religion or creed, or any other prohibited basis.

B. The criteria to be used in the selection process shall be specified in writing, shall be on file in the office of the Superintendent and shall be available for public inspection.

Adopted: September 17, 2002

Revised:

Replaces: JN – Awards and Scholarship

Reference:

8606 Plagiarism

"Community High School strives to promote and provide growth experiences in **Learning, Leadership and Living**" for its students. Academic honesty is an integral part in this mission statement. As the mission statement explains, Community High School students should "accept and value responsibility for their own ~~learning,~~ **work**"; "take full responsibility for their conduct"; "practice good citizenship"; and, "choose to hold themselves accountable for their own lives, actions, and decisions as maturing members of a democratic society." (Community High School Mission Statement, 2003).

Formatted: Font: BoldDefinition:

Plagiarism is the willful and intentional copying of a homework assignment, paper, project, or idea from another source without giving credit to the creator of that assignment, paper, project, or idea. Plagiarism may include, but is not limited to, any of the following:

1. Using another's words or ideas in your own work without including quotation marks and giving credit to (citing) the author.
2. Paraphrasing another person's words without giving proper credit.
3. Direct copying of assignments from a classmate.
4. Cutting and pasting information from the Internet without indicating the sources and using quotation marks.
5. Using the complete written work of another and claiming it as your own.

Honest vs. Dishonest Collaboration

Many teachers use discussion, dialogue, and collaboration as a common classroom strategy. However, students involved in collaborative activities must be reminded that the work each individual turns in must be uniquely their own unless their teacher expressed instructions otherwise.

Procedure for Plagiarism Incidents

1. If plagiarism is suspected, the teacher will conference with the student to discuss "possible plagiarism."
2. The teacher presents his/her concern and gives the student an opportunity to respond.

3. If there is sufficient evidence of plagiarism, the teacher informs the student, contacts the parents/guardians regarding the incident (via telephone or personal conference), and will subsequently inform the Dean's office (with plagiarized material attached). All students involved in an incident receive a zero for the assignment, regardless if they are the student who copied the assignment or the one who knowingly provided the work.

Students engaging in plagiarism will be subject to one or more of the disciplinary actions set forth in the Student Discipline Policy. Repeated violations may result in consequences up to, and including, suspension.

All freshman and new students, as well as their Parent(s)/Guardian(s), will be required to sign a statement indicating that they have received and read the District's plagiarism policy, understand it, and agree to abide by the contents thereof throughout the duration of the student's tenure at Community High School.

Adopted: November 18, 2003

Revised:

Replaces:

Reference:

8607 Wellness

It is the policy of the Board of Education of Community High School District 94 to develop a Wellness Plan and update it annually to provide a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. To the extent possible, the school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

The purpose of this policy and Wellness Plan is to promote a school environment that supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code. The Wellness Plan shall include goals for nutrition education, physical activity and other school-based activities designed to promote student wellness; nutrition guidelines for foods available during the school day; a plan for measuring implementation, with one or more persons charged with operational responsibility; and shall involve parents, students, school food service providers, the school board, school administrators, and the public in fulfilling this policy.

Further, the Wellness Plan shall be revised each year to reflect the continuing and new initiatives to be taken within the District and shall be maintained as a

separate document available to interested parties. Its initiatives shall be communicated to staff, students and community as specified within the Plan.

Adopted: September 19, 2006

Revised:

Replaces:

Reference:

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

May 2, 2013

MEMORANDUM

TO: Lalo Ponce

FROM: M. Cheng

RE: **STUDENT ATTENDANCE - APRIL, 2013**

<u>April</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Average Daily Enrollment	2030.39	2042.00	2096.95	2128.89	2057.45	2025.82
Daily Attendance	1881.06	1897.41	1938.88	2006.58	1909.18	1824.55
Percent Attendance	92.65	92.92	92.46	94.25	92.79	90.06
Students Added						4
Students Dropped						16

Percent Attendance for Previous Months:

January, 2013	-	92.08
February, 2013	-	91.06
March, 2013	-	90.97

MC/lk

REASON FOR SUSPENSION	AUG OCC	AUG STD	SEP OCC	SEP STD	OCT OCC	OCT STD	NOV OCC	NOV STD	DEC OCC	DEC STD	JAN OCC	JAN STD	FEB OCC	FEB STD	MAR OCC	MAR STD	APR OCC	APR STD	MAY OCC	MAY STD	JUN OCC	JUN STD	YTD TOTAL OCC	YTD TOTAL STD
IN SCHOOL SUSPENSION																								
DISOBEDIENCE/DIRSPECT-ISS	1	1	2	2	10	10	5	5	1	1	1	1	6	6	4	2	6	5	0	0	0	0	36	33
DISOBEDIENCE/TARDY-ISS	0	0	2	2	19	14	31	22	44	33	1	1	3	1	14	6	40	17	0	0	0	0	154	96
DISOBEDIENCE/TRUANCY-ISS	0	0	14	14	44	38	36	27	25	19	29	26	37	33	33	28	35	21	0	0	0	0	253	206
ELECTRONIC DEVICE - ISS	0	0	1	1	7	6	6	5	2	1	0	0	7	6	5	2	4	3	0	0	0	0	32	24
SATURDAY SCHOOL-ISS	0	0	0	0	5	4	2	2	0	0	2	2	0	0	2	2	0	0	0	0	0	0	11	10
OTHER (Smoking 1, Gang 1, Theft 2) -ISS	0	0	0	0	0	0	0	0	2	2	0	0	1	1	1	1	0	0	0	0	0	0	4	4
YTD TOTAL ISS SUSPENSIONS	1	1	19	19	85	72	80	61	74	56	33	30	54	47	59	41	85	46	0	0	0	0	490	373
OUT OF SCHOOL SUSPENSION																								
DISOBEDIENCE/DIRSPECT-OSS	0	0	3	3	3	3	1	1	4	3	2	2	4	4	10	9	10	8	0	0	0	0	37	33
DISOBEDIENCE/TARDY-OSS	0	0	0	0	1	1	2	2	1	1	1	1	1	1	1	1	2	2	0	0	0	0	9	9
DISOBEDIENCE/TRUANCY-OSS	0	0	1	1	0	0	1	1	2	2	0	0	1	1	1	1	3	3	0	0	0	0	9	9
ELECTRONIC DEVICE - OSS	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
FIGHTING-OSS	0	0	7	7	5	5	4	3	2	2	2	2	1	1	6	6	1	1	0	0	0	0	28	27
GANG REPRESENTATION/WEAPONS-OSS	0	0	0	0	3	3	0	0	2	2	0	0	2	2	0	0	1	1	0	0	0	0	8	8
ILLEGAL ACT/U.I. ALCOHOL-OSS	0	0	5	5	1	1	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	8	8
ILLEGAL ACT/U.I. MARIJUANA-OSS	0	0	1	1	1	1	5	5	4	4	4	4	0	0	1	1	2	2	0	0	0	0	18	18
SATURDAY SCHOOL-OSS	0	0	5	5	19	17	30	27	10	9	2	2	24	21	13	13	31	27	0	0	0	0	134	121
THEFT-OSS	0	0	1	1	1	1	0	0	2	2	5	5	4	4	1	1	0	0	0	0	0	0	14	14
OTHER (Bus Violation 4) -OSS	0	0	0	0	3	3	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	4	4
YTD TOTAL OSS SUSPENSIONS	0	0	24	24	37	35	43	39	28	26	16	16	37	34	33	32	52	46	0	0	0	0	270	252
IN SCHOOL SUSPENSION BY GROUPS																								
11 HISPANIC-ISS	0	0	13	13	57	50	54	40	53	40	25	22	34	30	35	28	58	27	0	0	0	0	329	250
12 AMERICAN INDIAN-ISS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13 ASIAN/PACIFIC ISLANDER-ISS	0	0	0	0	1	1	1	1	0	0	0	0	3	2	1	1	0	0	0	0	0	0	6	5
14 BLACK, NON-HISPANIC-ISS	0	0	1	1	6	4	7	6	2	2	3	3	2	2	2	2	3	2	0	0	0	0	26	22
16 WHITE, NON-HISPANIC-ISS	0	0	5	5	21	17	15	11	16	11	3	3	13	12	20	9	18	13	0	0	0	0	111	81
17 MULTI-RACIAL-ISS	1	1	0	0	0	0	3	3	3	3	2	2	2	1	1	1	6	4	0	0	0	0	18	15
FEMALE-ISS	0	0	3	3	33	28	34	25	19	15	12	11	22	20	25	13	42	26	0	0	0	0	190	141
MALE-ISS	1	1	16	16	52	44	46	36	55	41	21	19	32	27	34	28	43	20	0	0	0	0	300	232
OUT OF SCHOOL SUSPENSION BY GROUPS																								
11 HISPANIC-OSS	0	0	13	13	26	24	34	31	20	19	9	9	30	27	27	26	38	32	0	0	0	0	197	181
12 AMERICAN INDIAN-OSS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13 ASIAN/PACIFIC ISLANDER-OSS	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
14 BLACK, NON-HISPANIC-OSS	0	0	2	2	0	0	3	3	1	1	0	0	2	2	1	1	4	4	0	0	0	0	13	13
16 WHITE, NON-HISPANIC-OSS	0	0	8	8	10	10	6	5	7	6	3	3	3	3	5	5	7	7	0	0	0	0	49	47
17 MULTI-RACIAL-OSS	0	0	1	1	1	1	0	0	0	0	3	3	2	2	0	0	3	3	0	0	0	0	10	10
FEMALE-OSS	0	0	7	7	7	6	14	11	12	11	5	5	10	9	12	12	21	16	0	0	0	0	88	77
MALE-OSS	0	0	17	17	30	29	29	28	16	15	11	11	27	25	21	20	31	30	0	0	0	0	182	175
SUMMARY OF PREVIOUS YEARS	AUG OCC	AUG STD	SEP OCC	SEP STD	OCT OCC	OCT STD	NOV OCC	NOV STD	DEC OCC	DEC STD	JAN OCC	JAN STD	FEB OCC	FEB STD	MAR OCC	MAR STD	APR OCC	APR STD	MAY OCC	MAY STD	JUN OCC	JUN STD	YTD TOTAL OCC	YTD TOTAL STD
YEAR 2012 - 2013																								
2012 - 2013 ISS	1	1	19	19	85	72	80	61	74	56	33	30	54	47	59	41	85	46					490	373
2012 - 2013 OSS	0	0	24	24	37	35	43	39	28	26	16	16	37	34	33	32	52	46					270	252
2012 - 2013 TOTAL	1	1	43	43	122	107	123	100	102	82	49	46	91	81	92	73	137	92	0	0	0	0	760	625

2012 - 2013 ISS #DAYS	3		57		257		190		142		76		131		129		166						1151	
2012 - 2013 OSS #DAYS	0		136		156		128		130		77		100		115		127						969	
2012 - 2013 TOTAL #DAYS	3		193		413		318		272		153		231		244		293		0		0		2120	
YEAR 2011 - 2012																								
2011 - 2012 ISS	0	0	95	84	122	91	117	97	128	113	77	67	89	77	121	96	56	50	116	89	0	0	921	764
2011 - 2012 OSS	0	0	23	21	62	47	34	30	23	22	22	21	39	36	36	32	24	21	31	30	0	0	294	260
2011 - 2012 TOTAL	0	0	118	105	184	138	151	127	151	135	99	88	128	113	157	128	80	71	147	119	0	0	1215	1024
2011 - 2012 ISS #DAYS	0		124		149		226		228		130		159		203		95		221		0		1535	
2011 - 2012 OSS #DAYS	0		134		219		150		136		101		224		144		106		131		0		1345	
2011 - 2012 TOTAL #DAYS	0		258		368		376		364		231		383		347		201		352		0		2880	
YEAR 2010 - 2011																								
2010 - 2011 ISS	4		69		102		111		39		36		47		104		98		104		0		714	
2010 - 2011 OSS	11		17		24		22		15		5		16		26		15		15		0		166	
2010 - 2011 TOTAL	15		86		126		133		54		41		63		130		113		119		0		880	
2010 - 2011 ISS #DAYS	16		181		220		239		71		76		114		225		200		215		0		1557	
2010 - 2011 OSS #DAYS	74		111		157		102		77		30		85		129		71		80		0		916	
2010 - 2011 TOTAL #DAYS	90		292		377		341		148		106		199		354		271		295		0		2473	
YEAR 2009 - 2010																								
2009 - 2010 ISS	4		51		92		74		65		44		80		106		118		88		0		722	
2009 - 2010 OSS	7		14		19		17		7		13		16		15		15		21		0		144	
2009 - 2010 TOTAL	11		65		111		91		72		57		96		121		133		109		0		866	
YEAR 2008 - 2009																								
2008 - 2009 ISS	2		71		116		66		54		21		57		89		80		104		1		661	
2008 - 2009 OSS	7		17		37		18		6		19		20		24		13		28		1		190	
2008 - 2009 TOTAL	9		88		153		84		60		40		77		113		93		132		2		851	
YEAR 2007 - 2008																								
2007 - 2008 ISS	0		57		97		69		58		35		58		65		71		103		6		619	
2007 - 2008 OSS	2		20		17		20		17		7		30		25		16		20		4		178	
2007 - 2008 TOTAL	2		77		114		89		75		42		88		90		87		123		10		797	
YEAR 2006 - 2007																								
2006 - 2007 ISS	3		32		51		40		44		24		54		56		35		53		0		392	
2006 - 2007 OSS	3		8		20		10		14		14		12		19		12		6		0		118	
2006 - 2007 TOTAL	6		40		71		50		58		38		66		75		47		59		0		510	

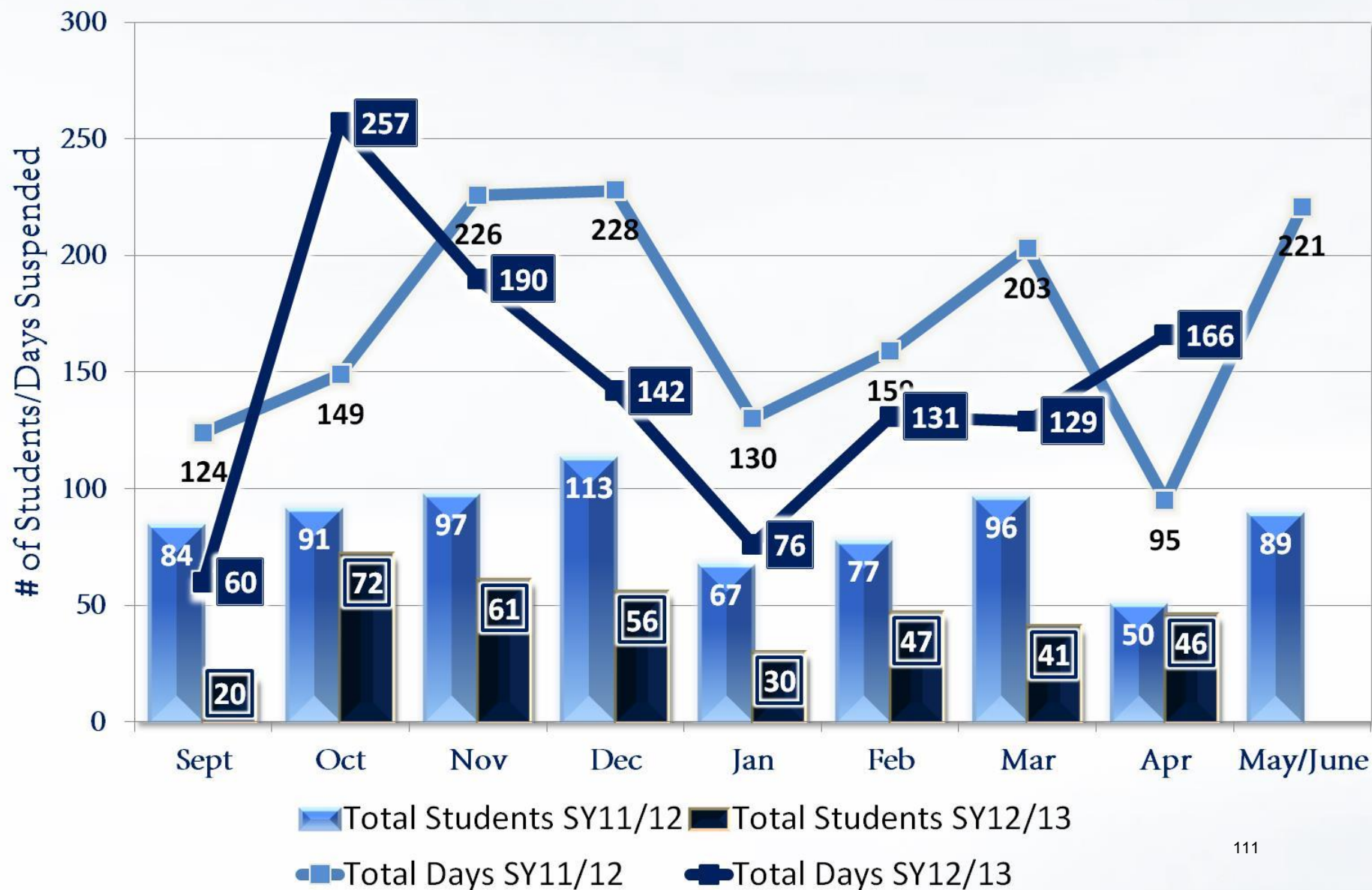
MONTHLY **DISCIPLINE** **REPORT**

Total Number of In School Suspensions Issued By Month and School Year



In School Suspension by Month

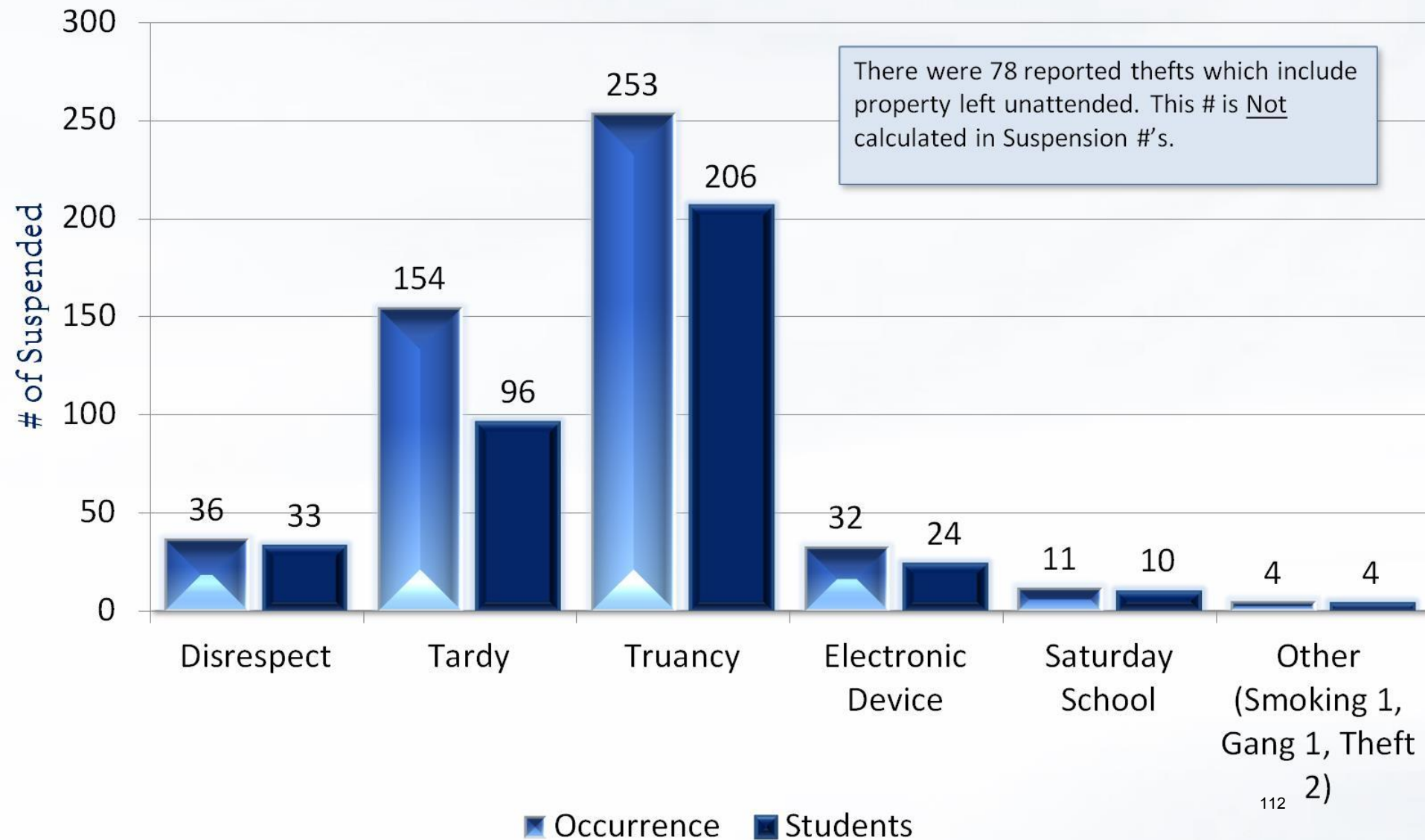
By School Year



In School Suspensions by Reason

School Year 2012/13

Cumulative From 8/27/2012

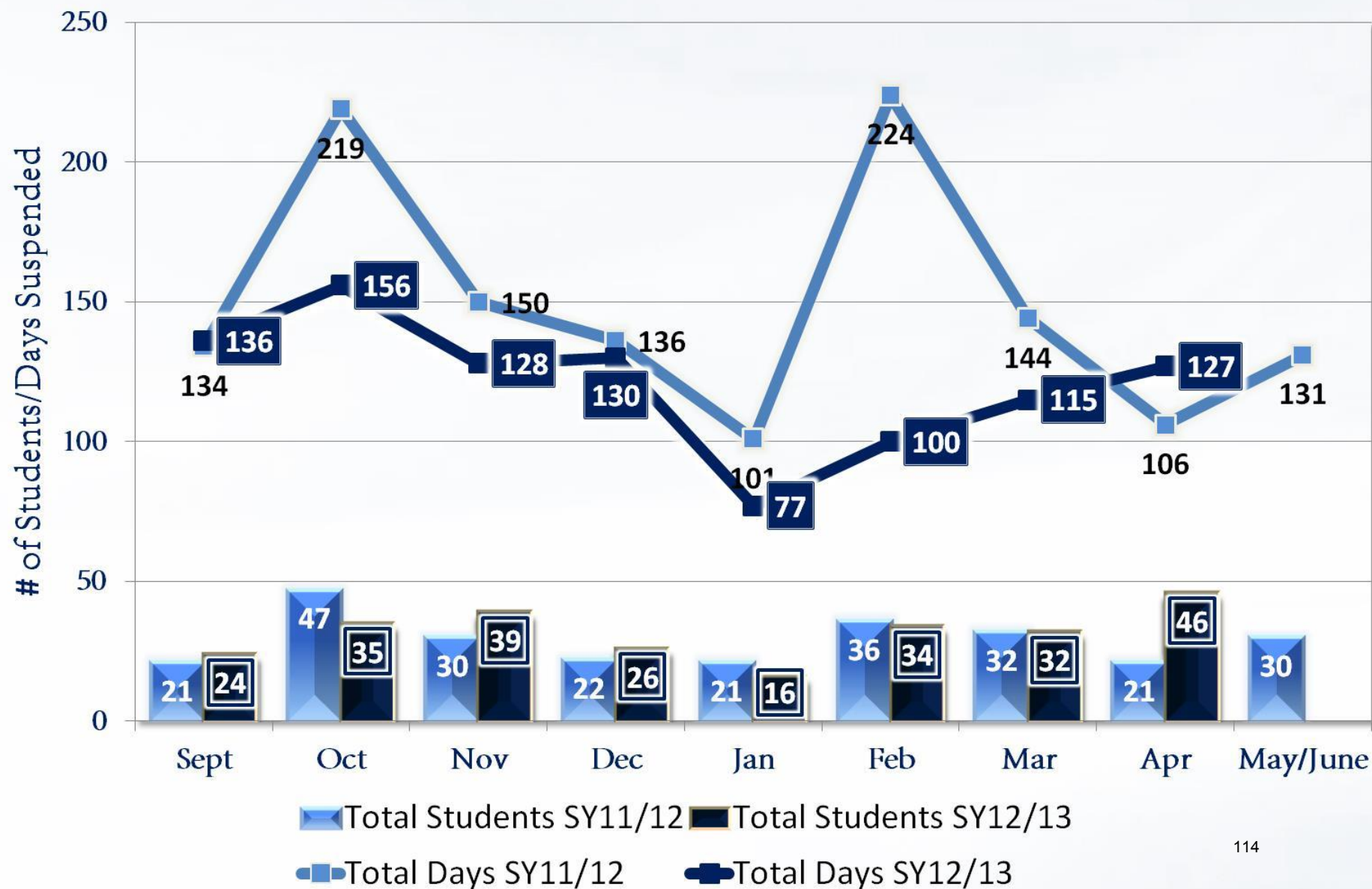


Total Number of Out of School Suspensions Issued By Month and School Year



Out of School Suspension by Month

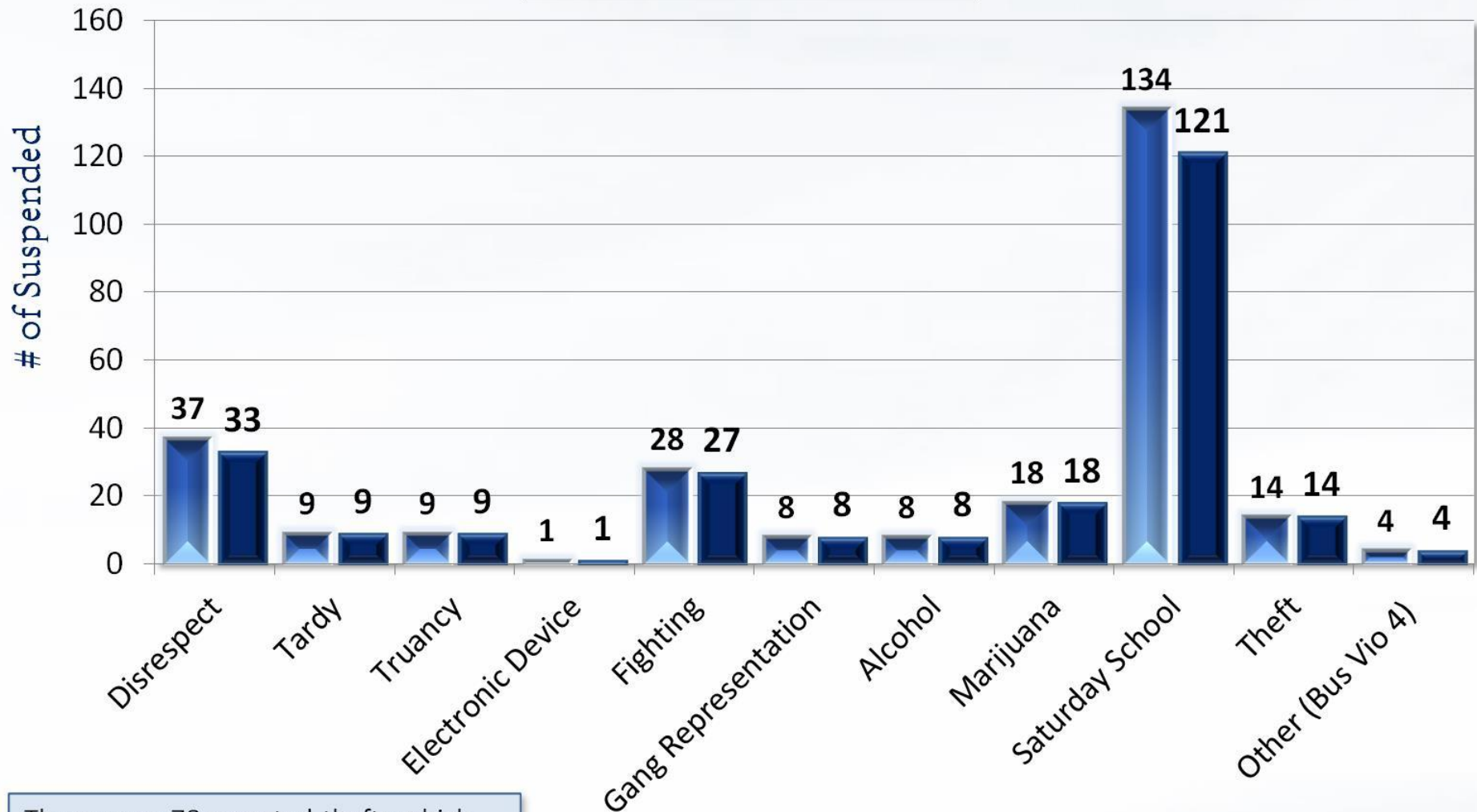
By School Year



Out of School Suspensions by Reason

School Year 2012/13

Cumulative From 8/27/2012

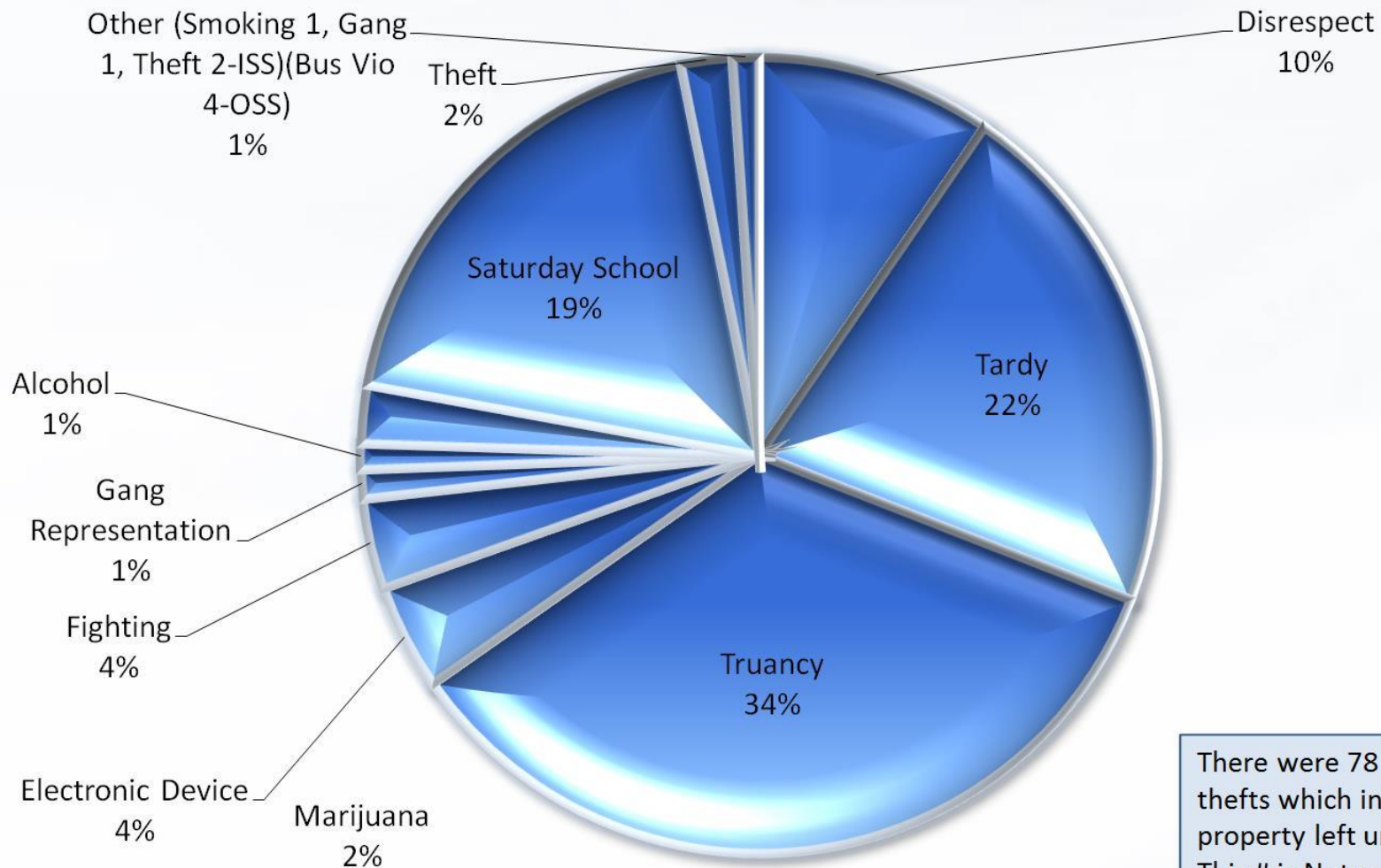


There were 78 reported thefts which include property left unattended. This # is Not calculated in Suspension #'s.

■ Occurrence ■ Students

Total of All Suspensions Issued By Reason – School Year 2012/13

Cumulative From 8/27/2012

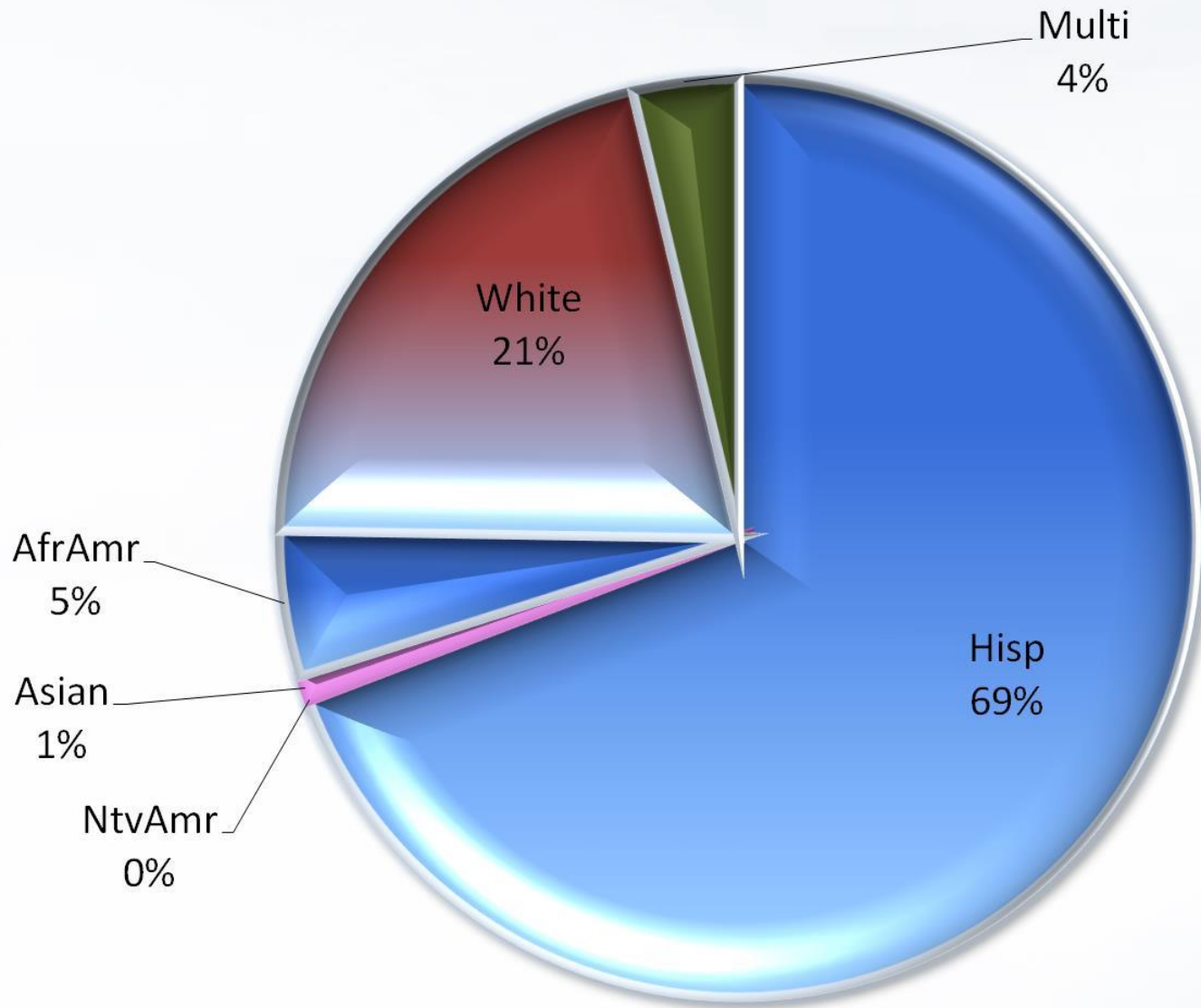


There were 78 reported thefts which include property left unattended. This # is Not calculated in Suspension #'s. ¹¹⁶

Total Suspension Issued-School Year 2012/13

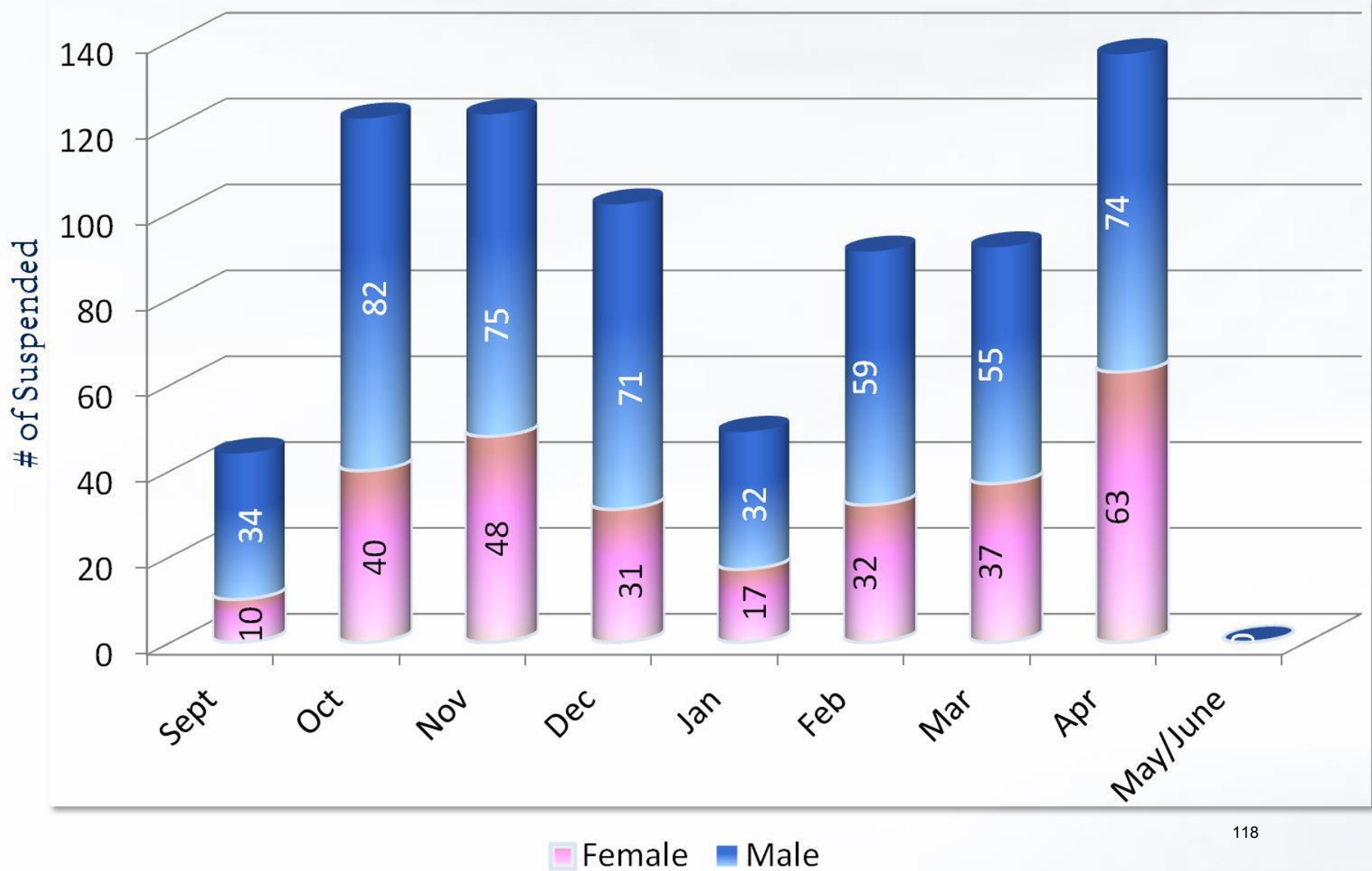
By Ethnicity

Cumulative From 8/27/2012



Total Suspensions Issued-School Year 2012/13

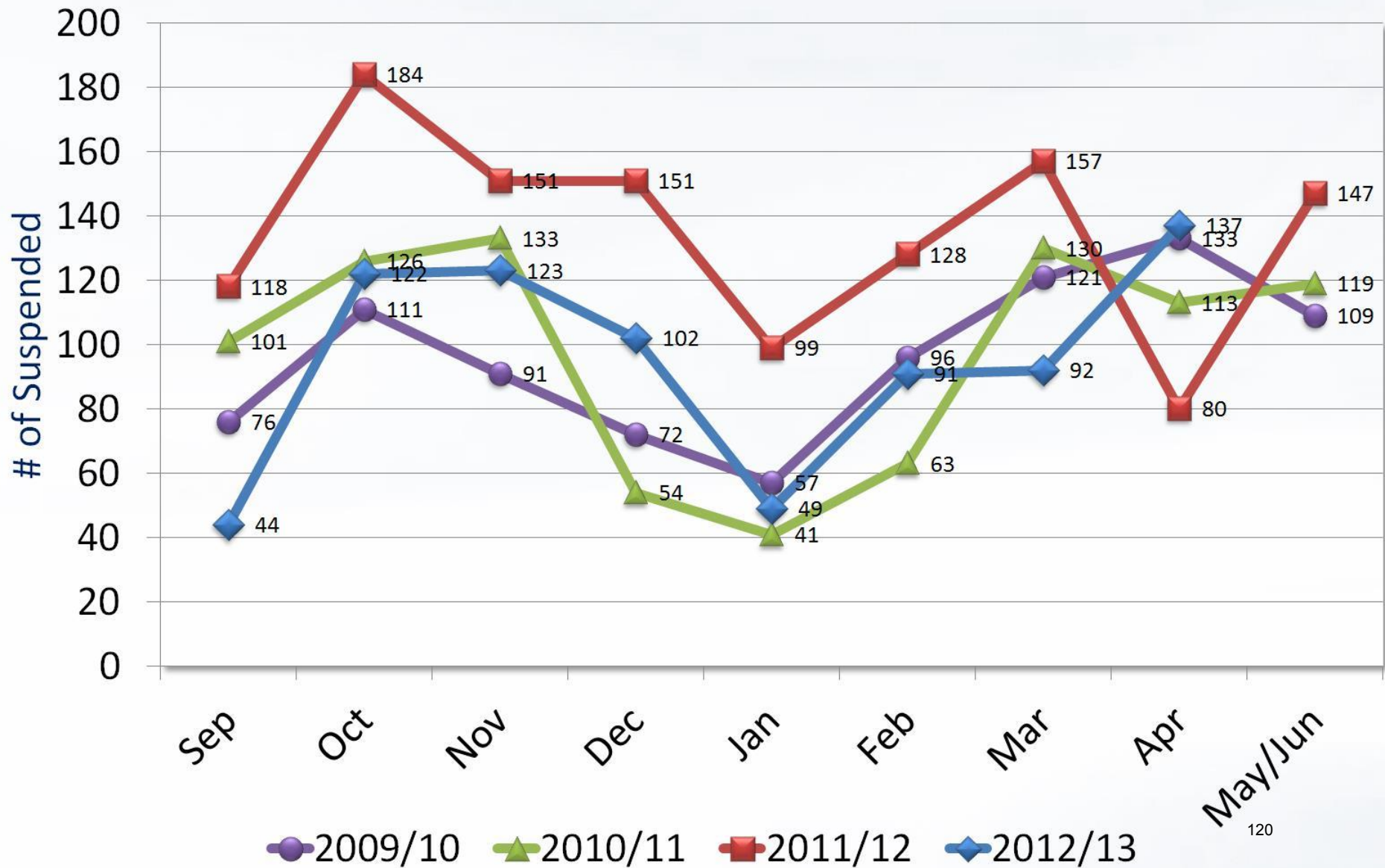
By Gender and Month



4 Year Comparisons

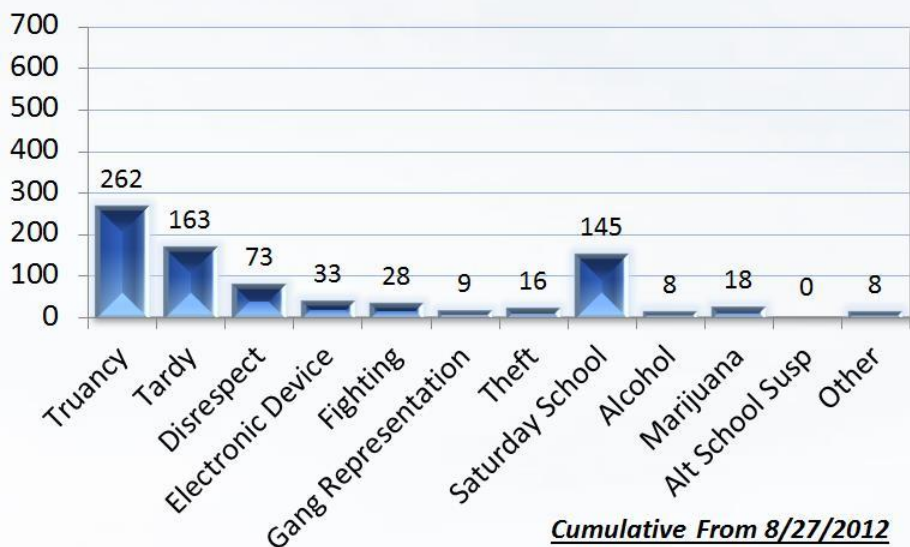
Note: Occurrence vs. Student Breakdowns are not currently available for previous years.

Total Number of School Suspensions Issued By Month and School Year



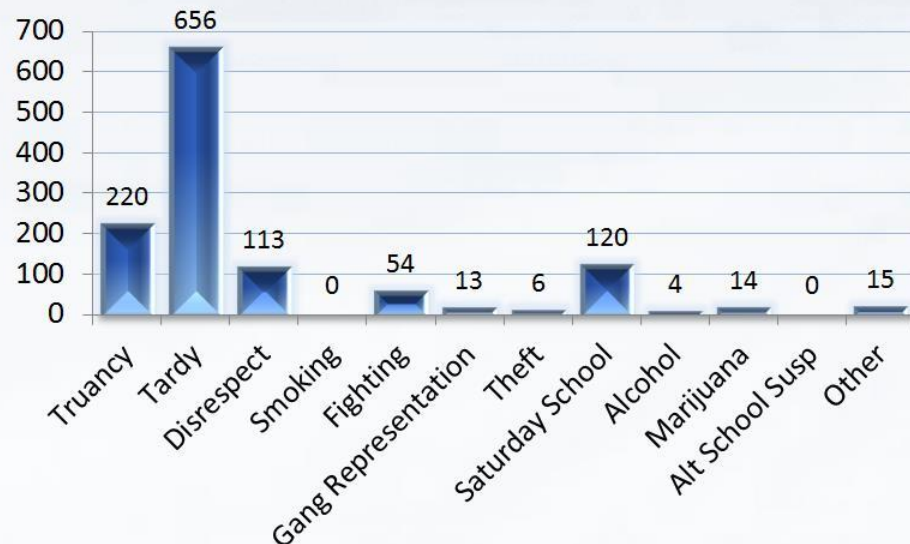
Total Suspensions by Reason

School Year 2012/13



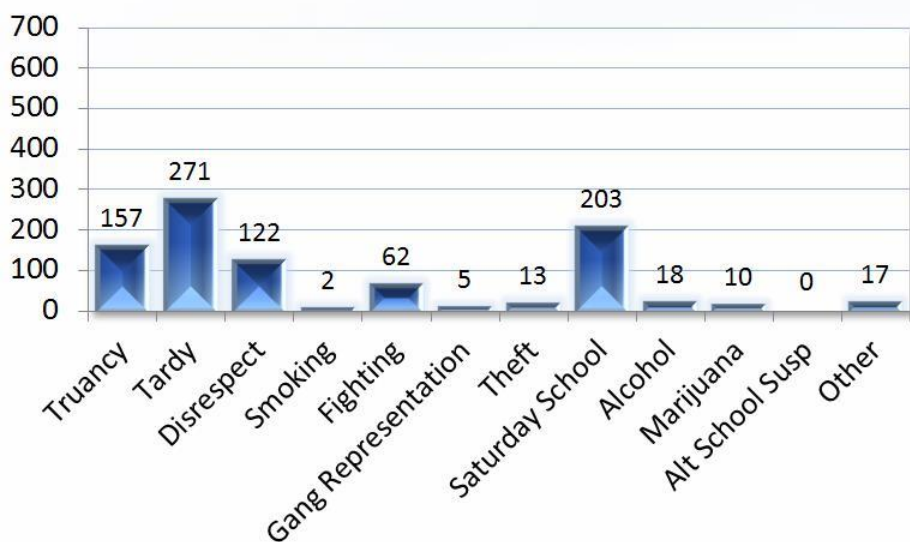
Total Suspensions by Reason

School Year 2011/12



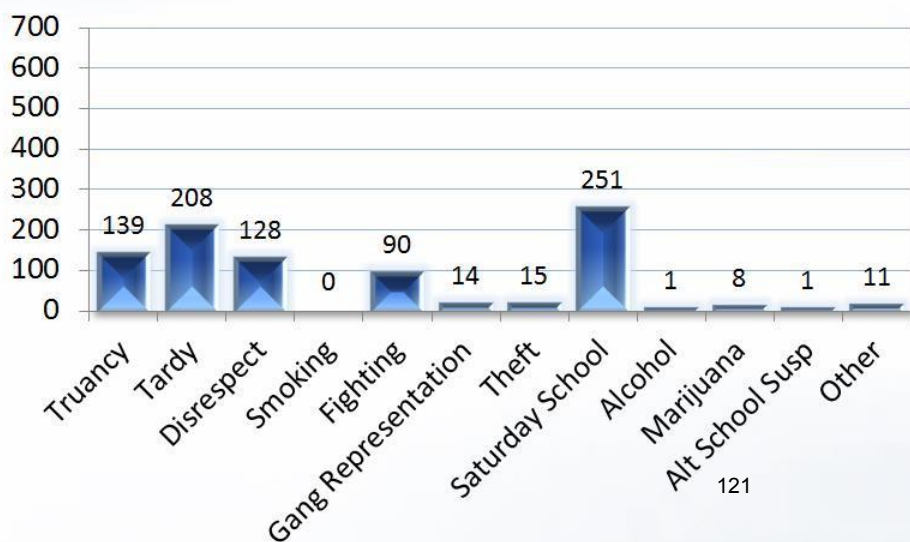
Total Suspensions by Reason

School Year 2010/11

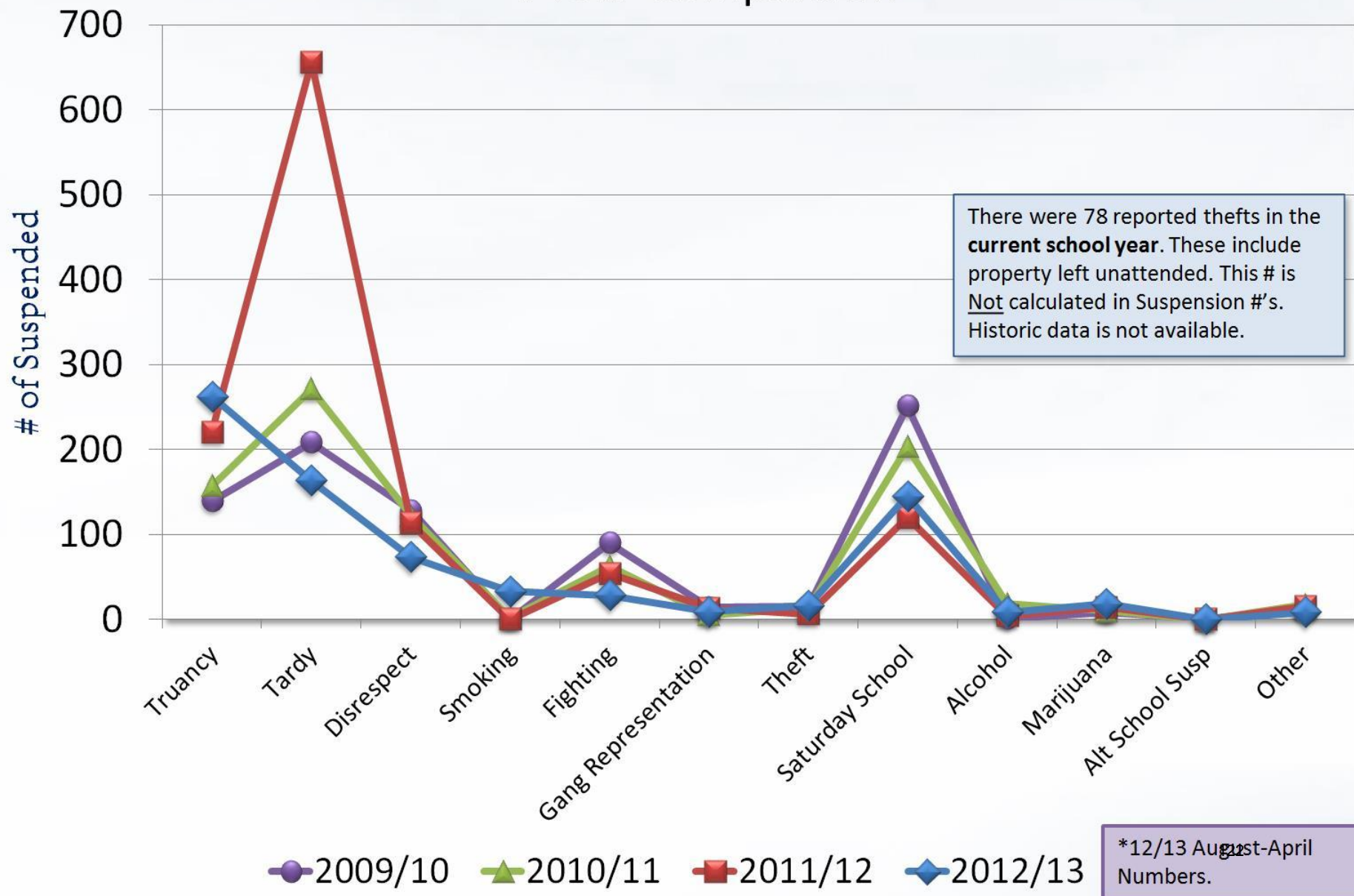


Total Suspensions by Reason

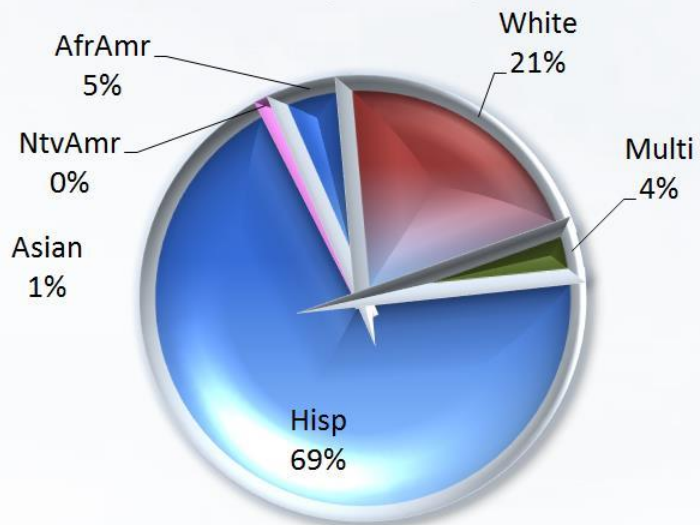
School Year 2009/10



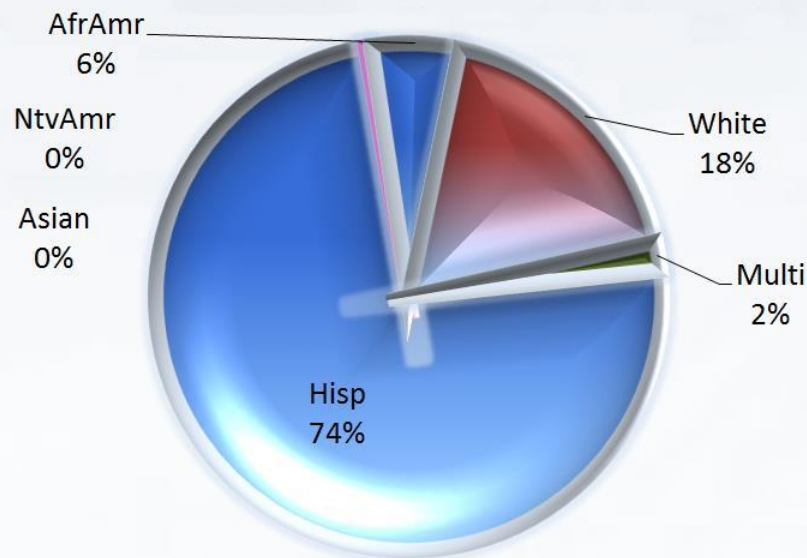
Total Suspensions by Reason 4 Year Comparison



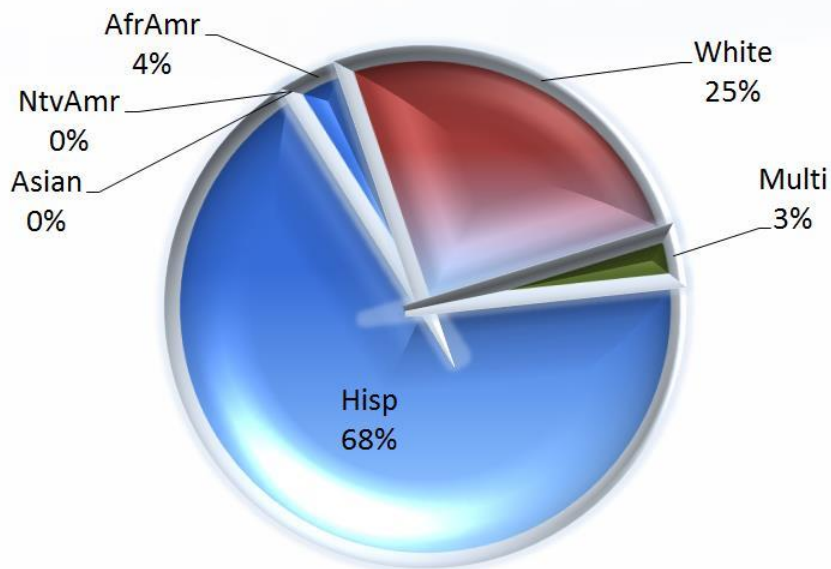
**Total Suspension Issued-School Year 2012/13
By Ethnicity**



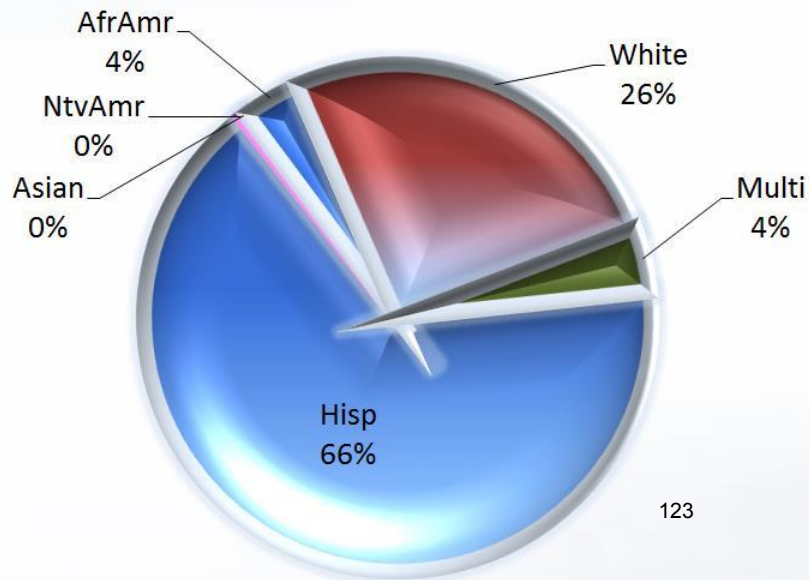
**Total Suspension Issued-School Year 2011/12
By Ethnicity**



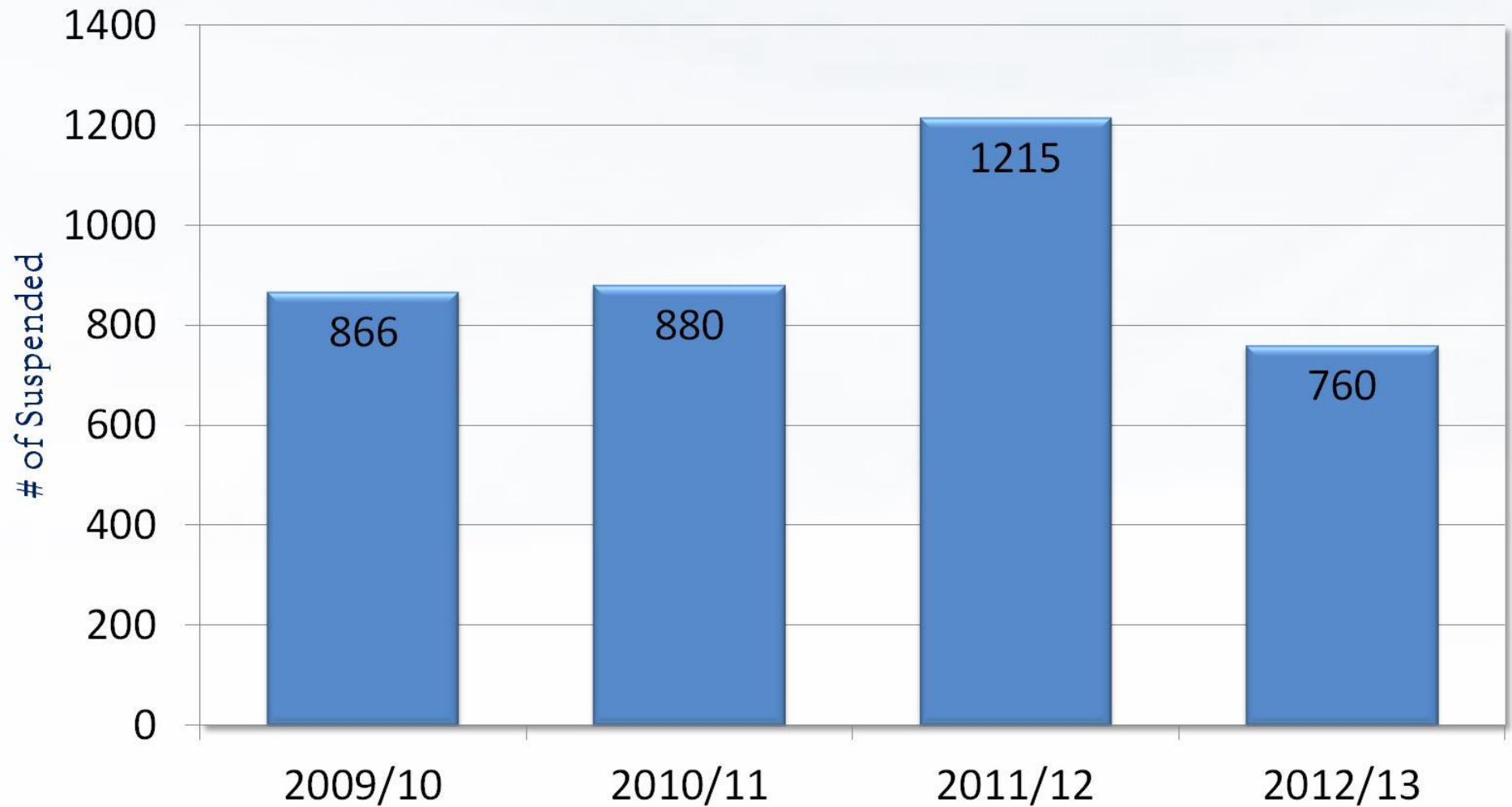
**Total Suspension Issued-School Year 2010/11
By Ethnicity**



**Total Suspension Issued-School Year 2009/10
By Ethnicity**



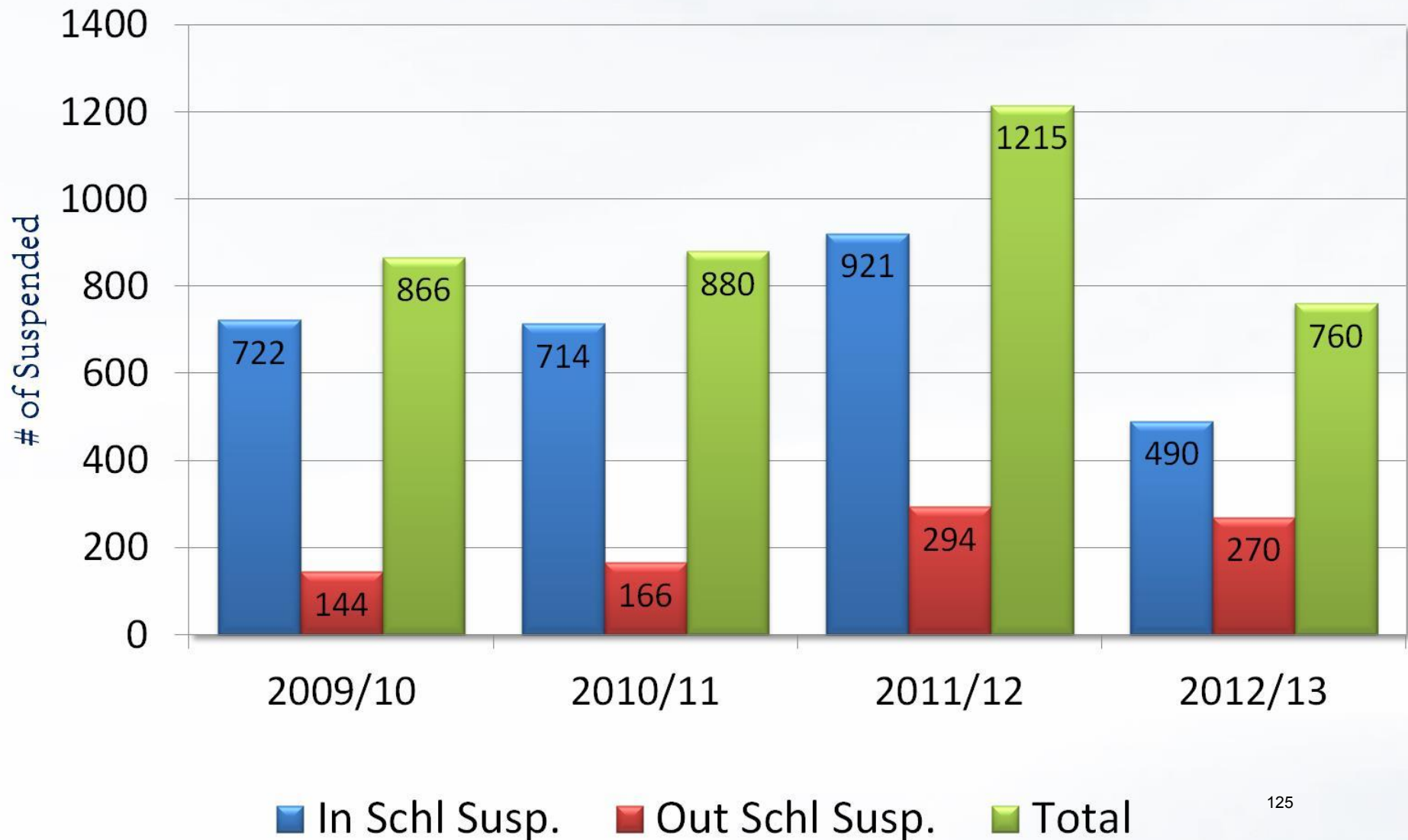
Total Number of School Suspensions Issued By School Year (ISS and OSS Combined)



■ Total Number of Suspensions

*12/13 August-April
Numbers.

ISS, OSS and Total Number of School Suspensions Issued By School Year



**RESOLUTION OF APPOINTMENT TO
DUPAGE AREA OCCUPATIONAL EDUCATION SYSTEM
BOARD OF DIRECTORS**

DISTRICT: Community High School District 94
 Name Number

Moved by _____ and seconded by _____

that Douglas Domeracki be the Board's representative to the DuPage Area Occupational Education System for the 2013-2014 organizational year.

Ayes: _____

Nays: _____

Absent: _____

ATTEST: _____
Board of Education Secretary

DATE: May 21, 2013

NOTICE OF SCHOOL TREASURER AND TREASURER'S BOND(S)

Date: May 21, 2013

School district name and number and address:

Community High School District 94

326 Joliet Street

West Chicago, IL 60185

Treasurer's name and phone:

Kevin Kotche 630 231-8325

Treasurer's date of election or appointment:

July 1, 2013

Treasurer's date of expiration of office (if applicable):

June 30, 2014

The maximum amount of bonds, notes, mortgages, moneys and effects of which the treasurer shall have custody at any one time during this school year is anticipated to be:

\$ 28,000,000

The amount of the bond(s) for said treasurer has been fixed at \$ 7,000,000 which is at least 25% of the above amount and which said bond(s) being a surety bond(s) we have purchased and submit for approval as follows: **(An original of the Bond must be on file in the Regional Superintendent's Office, as well as an original Rider when applicable.)**

<u>Surety Company</u>	<u>Amount of Bond</u>	<u>Issuance Date</u>	<u>Expiration Date</u>
<u>Liberty Mutual Ins. Co.</u>	<u>\$7,000,000</u>	<u>7/01/13</u>	<u>Continuous</u>

We affirm that the above information is accurate and current.

School Board President

School Board Secretary

Return completed form by June 11 to: Dr. Darlene J. Ruscitti, Regional Superintendent
DuPage County Regional Office of Education
421 N. County Farm Road
Wheaton, IL 60187

2013-2014 IASB DUES SCHEDULE

$$\text{DUES} = \text{Base Charge} + (\text{Weighted Factor} \times \text{Operating Expense})$$

Districts with 1 - 999 ADA

$$\$350 \text{ (Base Charge)} + (\text{Operating Expense} \times .000525)$$

Districts with 1,000 - 2,999 ADA

$$\$460 \text{ (Base Charge)} + (\text{Operating Expense} \times .0003)$$

Districts with 3,000 - 4,999 ADA

$$\$560 \text{ (Base Charge)} + (\text{Operating Expense} \times .000165)$$

Districts with 5,000 - 9,999 ADA

$$\$740 \text{ (Base Charge)} + (\text{Operating Expense} \times .000157)$$

Districts with 10,000 or more ADA

$$\$1,140 \text{ (Base Charge)} + (\text{Operating Expense} \times .000125)$$

STATISTICS USED: 2010-2011 Best Three Months ADA
2010-2011 Total Operating Expense

May 3, 2013

Invoice mailed to
Superintendent's
office.

PLEASE REPLY TO:

☐ 2921 Baker Drive
Springfield, Illinois
62703-5929
217/528-9688
Fax: 217/528-2831

☐ One Imperial Place
1 East 22nd Street
Suite 20
Lombard, Illinois
60148-6120
630/629-3776
Fax: 630/629-3940

Dear Superintendent:

A statement is enclosed containing information about your district's Fiscal Year 2013-2014 membership in Illinois Association of School Boards. You are joining 853 districts as members of IASB. The 98% participation rate of Illinois public school districts is a record. We thank you for your continued support.

The IASB Board of Directors has not increased dues from its rate structure (dues formula) in more than 20 years. The dues are based on three variables: Base Charge + (Weighted Factor x Operating Expense). The Base Charge and the Weighted Factor are dependent on student enrollment.

A school district's dues increase only if its enrollment increases beyond its range or if the district's operating expense goes up. IASB limits the dues increase by capping the increase each year. Your dues statement includes the following:

- ◆ ADA for 2010-2011
- ◆ Net Operating Expense for 2010-2011
- ◆ Calculated dues (what your dues would be under the formula if IASB did not cap the actual increase)
- ◆ Restricted Annual Dues (the amount of IASB dues the district is actually paying)

IASB continues to provide many excellent services for its membership such as our website, print publications, lobbying and consultations with staff. It also offers reduced fee-for-service programs such as executive searches, policy services, in-district and regional workshops, and the annual conference. Division meetings provide opportunities for professional development, networking, peer recognition, participation in association governance and learning about IASB resources.

Sponsored programs often allow districts to save more money annually than they pay in dues, such as:

- Illinois School District Liquid Asset Fund Plus (ISDLAF+)
- Workers' Compensation Self-Insurance Trust (WCSIT)
- Illinois School District Agency-property casualty pool (ISDA)
- Illinois Energy Consortium (IEC) for electric and gas group purchasing.

OFFICERS

Carolyn Brooks
President

Karen Fisher
Vice President

Joseph Alesandrini
Immediate Past President

Dale Hansen
Treasurer

Roger L. Eddy
Executive Director



(over)



2921 Baker Drive
Springfield, Illinois 62703-5929
217/528-9688, ext. 1142
Fax: 217/528-2831
FEIN: 31-1540788

County Code: 022
County Name: Dupage
Date: 05/01/2013

ANNUAL DUES INVOICE

220940

Community High School District 94
326 Joliet St
West Chicago, IL 60185-3142

THE EXPERIENCE OF EACH FOR THE BENEFIT OF ALL

Restricted Annual Dues for the 2013-2014 School Year		6,995.00
Average Daily Attendance for 2010-2011	2,093.45	
Net Operating Expense for 2010-2011	\$25,553,845	
Calculated Dues by Dues Formula	8,126.00	
	AMOUNT DUE	6,995.00

Please note: By accepting membership in the Illinois Assn of School Boards you are consenting to the receipt of faxed and e-mailed solicitations.

**RESOLUTION
DESIGNATING INTEREST EARNINGS
FOR FISCAL YEAR 2013-2014**

WHEREAS, by regulation (23 Ill. Administrative Code 100.50(a)(4)), the Illinois State Board of Education now specifies that, unless a statute or school board resolution provides otherwise, interest earnings on school district funds shall be added to and become part of principal as of June 30 of each fiscal year;

WHEREAS, this Board wishes to retain the option of later transferring some or all of the interest earned during this fiscal year and previous fiscal years under Section 10-22.44 of the School Code (105 ILCS 5/10-22.44);

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Community High School District No. 94, DuPage County, Illinois, as follows:

1. All interest earned in each fund of this School District during the current fiscal year is hereby designated as interest and not as the principal balance in that fund for the fiscal year beginning July 1, 2012, and is subject to being transferred as interest to the extent permitted by law.
2. All interest earned in each fund of this School District during any prior fiscal year and retained in the School District fund for which it accrued is hereby designated as interest and not as part of the principal balance in that fund for the fiscal year beginning July 1, 2013, and is subject to being transferred as interest to the extent permitted by law.
3. The School District Treasurer is directed to maintain a record of the total of all interest earnings so designated for each School District fund as of July 1, 2013, and to provide a report of that record to the Board.
4. This Resolution shall take effect upon its adoption.

BOARD OF EDUCATION
COMMUNITY HIGH SCHOOL DISTRICT NO. 94,
DU PAGE COUNTY, ILLINOIS

By: _____
Gary Saake, President

Attest: _____
Ruben Campos, Secretary

STATE OF ILLINOIS)
) SS
COUNTY OF DuPAGE)

CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Community High School District 94, DuPage County, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do hereby further certify that the foregoing constitutes a full, true and complete copy of a resolution entitled:

**RESOLUTION
DESIGNATING INTEREST EARNINGS
FOR FISCAL YEAR 2013 – 2014**

as adopted by the Board at its meeting held on the 21st day of May, 2013.

I do further certify that the deliberations of the Board on the adoption of said Resolution were conducted openly, that the vote on the adoption of said Resolutions was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provision of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 21st day of May, 2013.

Ruben Campos, Secretary
Board of Education
Community High School District 94
DuPage County, Illinois

1108 Term of Office

Term limits for various Board positions are set forth in the *Illinois School Code* as shown below:

<u>Position</u>	<u>Code Section</u>
President	105 ILCS 5/10-13
Vice-President	105 ILCS 5/10-13.1
Secretary	105 ILCS 5/10-14
Treasurer	105 ILCS 5/8-1

For the two-year period beginning with the organizational meeting following the 2013 consolidated election, terms of office for President, Vice President, and Secretary shall be for one year, with an organizational meeting to be held at the first regular board meeting in May 2014. Subsequent terms of office shall be for two years.

Adopted: March 18, 2003

Revised: June 16, 2009; May 21, 2013

Replaces: A-5 – Board Member Term of Office; B-5 – Qualifications, Terms, and Duties of Board Officers

Reference: 105 ILCS 5/8-1; 5/10-13; 5/10-13.1; 5/10-14

COMMUNITY HIGH SCHOOL District 94

MEMO

TO: Board of Education
FROM: Gordon Cole
RE: Results of Joint Paper Bid for 2013-2014
DATE: May 14, 2013

District 33 led our joint paper bid for School Year 2013-2014 with our feeder districts and SASED once again.

As a result of the bid process, five (5) companies submitted proposals. Out of the five companies, one company was disqualified.

Midland Paper was the apparent "low bidder for 20# white paper and assorted color paper while Unisource was the apparent "low bidder" for 90# assorted color card stock. This is the second year that our paper bid will be shared between two companies.

	FY13	FY14
Price per case		
20# white paper	26.15	24.75
20# color paper	33.43	33.00
colored card stock	35.30	35.30

Our recommendation to the Board is to accept Midland Paper for our 20# white paper and colored paper and Unisource for six (6) cases 90# colored card stock for the 2013-2014 School Year totaling \$32,287.80.

**RESOLUTION
INTERFUND TRANSFER
FY2013**

WHEREAS, the Illinois School Code allows for interfund transfers from the Working Cash Fund to any Fund in need; and

WHEREAS, The Board of Education has previously adopted a Resolution Designating Interest Earnings for FY13 allowing the transfer of interest earnings; and

WHEREAS, it is anticipated that approximately \$8,500.00 shall be earned during FY13; and

NOW, THEREFORE, Be It Resolved by the Board of Education of Community High School District No. 94, DuPage County, Illinois, as follows:

1. The interest earnings generated during FY13 in the Working Cash Fund shall be transferred to the Education Fund.
2. That said transfer shall be made and entered in the books of the District prior to June 30, 2013.
3. This resolutions shall take effect upon its adoption.

**BOARD OF EDUCATION
COMMUNITY HIGH SCHOOL DISTRICT NO. 94,
DU PAGE COUNTY, ILLINOIS**

By: _____
President

Attest: _____
Secretary

May 21, 2013

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**May 21, 2013
7:00 p.m.
Board of Education Meeting**

**SECTION C -
DRAFT MINUTES**

- | | |
|---------------------------------------------------|-------------|
| 1. Organizaton Board of Education Meeting Minutes | May 7, 2013 |
| 2. Regular Board of Education Meeting Minutes | May 7, 2013 |

Board of Education
COMMUNITY HIGH SCHOOL DISTRICT 94
May 7, 2013 – 7:00 p.m.
Organization Meeting
Community High School
326 Joliet Street
West Chicago, Illinois

OPENING ACTIVITIES

1. Call to Order at 7:02 p.m.
2. Tony Molinaro led the Board and meeting attendees in the Pledge of Allegiance.
3. Ruben Campos read the Mission Statement:
“Community High School strives to promote and provide growth experiences in Learning, Leadership and Living.”
4. Roll Call – Present were: Mr. Campos, Ms. Doremus, Mr. Gunderson, Mr. Kotche, Mr. Molinaro, Mr. Nagel and Mr. Saake. Ms. Yackey was also present.

APPROVAL OF MINUTES – (Roll Call)

- | | |
|-------------------------------------------------------------|----------------|
| 1. Finance Committee Meeting (Att. §B - pp. <u>1 – 2</u>) | April 10, 2013 |
| 2. Board of Education Meeting (Att. §B - pp. <u>3 – 8</u>) | April 16, 2013 |
| 3. Closed Session Board of Education Meeting – At Table | April 16, 2013 |

RECOMMENDED MOTION: That the Board of Education approve the minutes of the meetings of April 10 and April 16, 2013 as listed above.

MOTION: Mr. Campos

SECOND: Mr. Saake

VOTE: Unanimous Approval on Roll Call Vote 7 – 0

APPROVAL OF TREASURER’S REPORT – (Roll Call)

RECOMMENDED MOTION: That the Board of Education approve the preliminary Treasurer’s Report for the month ending April 30, 2013, as presented at table and made a part hereof.

MOTION: Mr. Saake

SECOND: Mr. Molinaro

Mr. Saake asked that this item be tabled as it was not the final Treasurer’s Report.

CANVASS OF VOTES – (Roll Call)

RECOMMENDED MOTION: That the Board of Education acknowledge receipt of the DuPage County Canvass of Votes as shown on (Att. §B - pp. 1 - 5) and made a part hereof.

MOTION: Mr. Molinaro

SECOND: Mr. Kotche

VOTE: Unanimous Approval on Roll Call Vote 7 – 0

BOARD MEMBER RECOGNITION

Ms. Doremus presented a Resolution and a plaque to outgoing Board member Tony Molinaro. Mr. Molinaro told Board members that it had been a pleasure and an honor to serve on the School Board.

Mr. Molinaro left the meeting at 7:05 p.m.

ADJOURNMENT SINE DEI – Voice Vote

RECOMMENDED MOTION:

to be adjourned Sine Dei at 7:10 p.m.

That the Board of Education Meeting

MOTION: Mr. Saake

SECOND: Mr. Campos

VOTE: Unanimous Approval on Roll Call Vote 6 – 0

BOARD MEMBERS' OATH OF OFFICE

Ms. Doremus administered the Oath of Office to new Board member Renee Yackey and re-seated Board members Dirk Gunderson, Rich Nagel and Gary Saake.

TEMPORARY OFFICER

- A. Nominations taken from the floor – Ms. Doremus received nomination for the position of Temporary Officer from Mr. Gunderson for Rich Nagel. There were no further nominations.
- B. Nominations closed.
- C. Ms. Doremus declared Rich Nagel Temporary Officer Pro-Tem by acclamation.

ELECTION OF PRESIDENT – (Roll Call)

RECOMMENDED MOTION:

one year term for the next slate of officers.

That the term of officers be set for a

MOTION: Mr. Gunderson

SECOND: Ms. Doremus

VOTE: Show of Hands Vote Ayes: Doremus, Gunderson, Nagel, Yackey

Nays: Campos, Kotche, Saake

Motion Passed 4 - 3

- A. Nominations taken from the floor – Mr. Nagel received nomination for the position of President from Mr. Kotche for Gary Saake. There were no further nominations.
- B. Nominations closed.
- C. Mr. Nagel declared Gary Saake elected President by acclamation.

ELECTION OF VICE PRESIDENT – (Roll Call)

- A. Nominations taken from the floor – Mr. Saake received nomination for the position of Vice President from Mr. Nagel for Katherine Doremus. Mr. Saake also received nomination for the position of Vice President from Mr. Campos for Mr. Kotche.
- B. Nominations closed by motion and vote.

MOTION: Mr. Campos

SECOND: Mr. Gunderson

Mr. Kotche declined the nomination.

VOTE: Unanimous Approval on Voice Vote 7 – 0

- C. Mr. Saake declared Katherine Doremus unanimously elected Vice President.

ELECTION OF SECRETARY – (Roll Call)

- A. Nominations taken from the floor – Mr. Saake received nomination for the position of Secretary from Mr. Gunderson for Ruben Campos. There were no other nominations.
B. Nominations closed.
C. Mr. Saake declared Ruben Campos elected Secretary by acclamation.

APPOINT IASB GOVERNING BOARD REPRESENTATIVE FOR 2013-14 AND 2014-15 SCHOOL YEARS – (Roll Call)

- A. Nominations taken from the floor – Mr. Saake received nomination for the position of IASB Board Representative from Ms. Doremus for Rich Nagel. There were no other nominations.
B. Nominations closed.
C. Mr. Saake declared Rich Nagel elected IASB Governing Board Representative by acclamation.

APPOINT SASED REPRESENTATIVE – (Roll Call)

- A. Nominations taken from the floor – Mr. Saake received nomination for the position of SASED Representative from Dirk Gunderson for Katherine Doremus. Mr. Saake received nomination for the position of SASED Alternative Representative from Katherine Doremus for Renee Yackey. There were no other nominations.
B. Nominations closed
C. Mr. Saake declared Katherine Doremus SASED Representative and Renee Yackey SASED Alternative Representative by acclamation.

CONSENT AGENDA – (Roll Call)

Action items considered routine and/or which have been previously discussed by the Board will be enacted under one roll call motion unless removed for separate action upon Board request. They are enumerated under the heading “Recommended Action”.

1. Items Removed from Consent Agenda for Separate Action: None

2. Consent Agenda Action for All Items Except those Listed in 1, above.

RECOMMENDED MOTION: That the Board approve all items on the Consent Agenda which have not been specifically removed for separate action as shown on line 1, immediately above.

MOTION: Mr. Campos

SECOND: Mr. Gunderson

Mr. Nagel asked if the Treasurer position was an election or an appointment. Mr. Saake stated the position was an election.

VOTE: Unanimous Approval on Roll Call Vote 7 – 0

RECOMMENDED ACTION:

1. **DATE AND PLACE OF MEETING –**

A. Date:

RECOMMENDED MOTION: That the Board of Education schedule public and committee meetings of the Board of Education, as shown on (Att. §B pp. 10 - 10), unless conflict necessitate additional or other dates.

B. Place:

RECOMMENDED MOTION: That the Board of Education hold public and committee meetings of the Board of Education in the Administration Conference Room at Community High School District 94; 326 Joliet Street; West Chicago, Illinois.

2. **ADOPT EXISTING POLICIES –**

RECOMMENDED MOTION: That the Board of Education adopt all Board policies currently in effect for continued use throughout the 2013-14 and 2014-15 school years.

3. **ELECT TREASURER –**

RECOMMENDED MOTION: That the Board of Education elect Kevin Kotche to the position of Treasurer, effective May 7, 2013 without annual compensation for the period of May 7, 2013 to June 30, 2014.

4. **IMPREST FUND –**

RECOMMENDED MOTION: That the Board of Education continue the District's Imprest Account established at DuPage National Bank at its present balance of \$ 15,000.00 Dollars.

5. **APPOINT LEGAL COUNSEL - (Att. §B - pp. 11 - 11)**

RECOMMENDED MOTION: That the Board of Education appoint the firms of **Sraga Hauser, L.L.C.**, of Oak Brook and Flossmor, Illinois; **Franczek Radelet**, of Chicago Illinois; **Hinshaw & Culbertson, LLP**, of Chicago Illinois, **Klein, Thorpe & Jenkins, LTD**, of Chicago, Illinois, as the District's legal Counsel.

6. **APPOINT AUDIT FIRM - (Att. §B - pp. 12 - 30)**

RECOMMENDED MOTION: That the Board of Education appoint Baker Tilly, of Oak Brook, Illinois, as the District's audit firm for fiscal year 2014.

CONSENT AGENDA APPROVAL

NEW BUSINESS:

1. **APPROVE DEPOSITORY ACCOUNTS FOR DISTRICT FUNDS –**

RECOMMENDED MOTION: That the Board of Education approve the banks of depository as shown on (Att. §B - pp. 31 - 31).

MOTION: Mr. Campos

SECOND: Mr. Kotche

VOTE: Ayes: Campos, Gunderson, Kotche, Nagel, Saake, Yackey
 Nays: None
 Abstain: Doremus
 Motion Passed 6 – 0, 1 Abstain

EXECUTIVE SESSION – Only if needed and with the understanding that possible action could be taken on matters discussed in closed session.
There was no closed session.

ADJOURNMENT – Voice Vote

RECOMMENDED MOTION: That the Organizational Meeting of
the Board of Education be adjourned 7:27 p.m.

MOTION: Mr. Campos

SECOND: Mr. Kotche

VOTE: Unanimous Approval on Voice Vote

Gary R. Saake, President

ATTEST:

Ruben Campos, Secretary

Board of Education
COMMUNITY HIGH SCHOOL DISTRICT 94
5/7/2013 – 7:00 p.m.

Community High School
326 Joliet Street
West Chicago, Illinois

7436

OPENING ACTIVITIES

1. Call to Order at 7:27 p.m.
2. Missey Wilhelm led the Board and meeting attendees in the Pledge of Allegiance.
3. Ruben Campos read the Mission Statement:
“Community High School strives to promote and provide growth experiences in Learning, Leadership and Living.”
4. Roll Call – Present were: Mr. Campos, Ms. Doremus, Mr. Gunderson, Mr. Kotche, Mr. Nagel, Mr. Saake and Ms. Yackey.
5. Additions to Agenda:

Mr. Saake requested the following additions:

- a. Board Retreat
- b. Committee Assignments
- c. Negotiations for Closed Session

RECOMMENDED MOTION:

That the Board of

Education approve the addition of the topics.

MOTION: Mr. Campos

SECOND: Mr. Kotche

VOTE: Unanimous Approval on Voice Vote 7 - 0

STUDENT/SCHOOL RECOGNITION

1. Presentation of Certificate from the League of Women
Missey Wilhelm, Vice President of Voter Services with the League of Women Voters of Illinois and Wheaton, presented a certificate to Lisa Willuweit to thank the Humanities Division and students for their participation in the recent mock election. Ms. Willuweit thanked Ms. Wilhelm and introduced several students who had participated in the mock election as student election judges.

PUBLIC PARTICIPATION - None

REPORTS AND INFORMATION

1. Policy Series 8000 (Att. §B - pp. 1 - 98)
Mr. Ponce stated that this Policy Series would be brought to the May 21, 2013 Board meeting as a report.
2. Director of Business Services Report

Mr. Cole reported that a sewer backup had occurred in the foods kitchen and that some sinks could not be used. He said that a plumbing firm had been called in but was unable to correct the problem. Mr. Cole said that work would be done over the upcoming weekend to determine the cause of the problem. He said that the foods kitchen would be able to get through to the end of the school year.

3. Principal's Report

Dr. Cheng shared an article with the Board from Education Week titled "States' Online Testing Problems Raise Common-Core Concerns". He said that the article outlined technical failures and interruptions of recent online testing in a number of states. Disruptions of testing were reported across Indiana, Kentucky, Minnesota and Oklahoma which included slow loading times of test questions, students being closed out of testing in mid-answer, and some students were unable to log in to the tests. Dr. Cheng reported that Indiana's state legislature had passed and sent to the governor a bill that would "pause" common-core implementation. He said that educators are concerned about the implementation and assessment of common core standards. He said the issue of online assessment will be complex. Dr. Cheng stated he would attend a principal's county-wide meeting and the topic of discussion would be the PARRC assessments and preparation districts are making.

Mr. Nagel asked if Dr. Cheng would put together a map of all the assessments. Dr. Cheng said he would provide this.

4. Assistant Superintendent's Report

Dr. Chambers stated that things are very busy in Human Resources. She said that Open Enrollment for insurance would run through May 24th and that she would provide data to the Board in June. Dr. Chambers said there were a number of recommendations on the Personnel Report, and that a recommendation for the Assistant Principal position would be brought to the next Board meeting.

Dr. Chambers said she would like to do the last part of her report to the Board in closed session.

5. Future Dates

- a. Finance Committee Meeting – May 15, 2013
- b. Regularly Scheduled Board of Education Meeting – May 21, 2013 – 7:00 p.m.
- c. Regularly Scheduled Board of Education Meeting – June 4, 2013 – 7:00 p.m.

6. Board Retreat

Mr. Saake said that the Board retreat had been held last year in August during several evenings and asked if the Board desired to have another retreat this year. He said it seemed like a good idea with Dr. Domeracki coming on board.

Mr. Gunderson and Mr. Saake said they would like the Retreat to be held earlier, but Mr. Gunderson said there was usually only one Board meeting in July. Mr. Campos said he would like to wait to hold the Retreat until after Dr. Domeracki had started and Mr. Nagel said he would also like to give Dr. Domeracki until September or December to learn the District before the Retreat was held. Mr. Saake said the Board had expressed a desire to move forward on having other ways of working on items other than at the Board table. Mr. Saake asked Dr. Domeracki what his thoughts were on the timeline for the Board Retreat. Dr. Domeracki responded that he was open to any suggestions, but that he would not have an institutional understanding if the Retreat were held earlier and would be more of a recipient of the conversation. He said that he would be comfortable any time with topics such as Board organization and Board committee structures.

Mr. Saake asked the Board if it would be appropriate to have one session of the Retreat to discuss Board self-evaluation and Board structure, and then hold another session later. Several Board members agreed with this suggestion. Mr. Saake asked that Board members send dates that would work for the Retreat. Ms. Doremus and Ms. Yackey both said they would be on vacation at the end of July.

Mr. Saake said an item for the Retreat would be to assess what Committees the Board would like to have. He said he would like to roll over existing committees, with the exception of Ms. Yackey. He also asked that Mr. Kotche be assigned to the Finance Committee and that he would step back from that Committee. Mr. Nagel mentioned that Mr. Molinaro had been on the Negotiation Committee and Mr. Saake said he would like to discuss the assignment of that Committee in closed session.

Open Comment – Board Members - None

NEW BUSINESS

1. Personnel Reports – (Roll Call)

RECOMMENDED MOTION: That the Board of Education approve the Personnel and Supplemental Contract reports as presented in the packet and at table. (Att. §D – pp. 1 - 3).

MOTION: Mr. Kotche

SECOND: Mr. Campos

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

RECOMMENDED MOTION: That the Board of Education accept the resignation of Emerita Garcia, Personal Care Assistant in the Special Education Division, effective May 2, 2013; and the resignations of Meghan Mullaney, Program Assistant in the Special Education Division and Rachel Weiss, Staff Nurse, effective at the conclusion of the 2012-2013 school year as shown on (Att. §D - pp. 1 - 3).

MOTION: Mr. Kotche

SECOND: Mr. Gunderson

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

2. **Board Policy Series ¶7000 – (Roll Call)**

Board Policy Series ¶7000 has been thoroughly reviewed by members of the Board of Education and was approved at 1st Reading at the January 24, 2012 Board of Education Meeting.

RECOMMENDED MOTION: That the Board of Education approve on 2nd Reading Policy Series ¶7000, Organization of Instruction, as shown on (Att. §B - pp. 99 - 173).

MOTION: Mr. Kotche

SECOND: Mr. Gunderson

VOTE: Ayes: Campos, Doremus, Gunderson, Kotche, Saake
Nays: None
Abstain: Nagel, Yackey
Motion Carried: 5 – 0, 2 Abstain

3. **Amended 2012-2013 School Calendar – (Roll Call)**

Administration is recommending that the 2012-2013 School Calendar be amended to reflect the interrupted school day on April 10, 2013, due to loss of power to half of the school. Administration is also recommending the 2012-2013 School Calendar be amended to reflect the interrupted school day on April 18, 2013, due to heavy storms and street closures.

RECOMMENDED MOTION: That the Board of Education approve the amended 2012-2013 school calendar as shown on (Att. §B - pp. 174 - 174).

MOTION: Mr. Campos

SECOND: Mr. Kotche

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

4. **Revisions to 2013-2014 School Calendar – (Roll Call)**

Administration is recommending corrections/additions to the school calendar. The date of Parent Open House has been added as September 19, 2013; Homecoming week has been added in the description portion of the calendar, as well as 12:00 p.m. dismissal for students on October 4, 2013; the Half Day School Improvement in December was moved from December 6 to December 20, 2013. The time for Prom early dismissal was added to April 25, 2014; and the dates of the first two Institute Days were corrected in the description portion of the calendar from August 21 & 22 to August 19 & 20, 2013.

RECOMMENDED MOTION: That the Board of Education approve the recommended revisions to the 2013-2014 school calendar as shown on (Att. §B - pp. 175 - 175).

MOTION: Mr. Gunderson

SECOND: Mr. Kotche

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

5. **Girls' and Boys' Swimming Cooperative Team Agreement – (Roll Call)**

Community High School District 94 and Batavia High School are requesting approval of a new cooperative team sponsorship for Girls' and Boys' Swimming and Diving programs for school years 2013-2014 and 2014-2015. Members of our conference have been polled and do not object to the formation of our new cooperative agreement.

RECOMMENDED MOTION: That the Board of Education approve the formation of a cooperative team sponsorship for Girls' and Boys' Swimming and Diving programs for school years 2013-2014 and 2014-2015 as shown on (Att. §B - pp. 176 - 179).

MOTION: Mr. Gunderson

SECOND: Mr. Kotche

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

6. **Confidential Staff Salary Ranges and Salary Increases**

RECOMMENDED MOTION: That the Board of Education approve the recommendations for confidential support and supervisory positions for the 2013-2014 school year as shown on (Att. §D - pp. 4 – 8).

MOTION: Mr. Gunderson

SECOND: Mr. Kotche

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

RECOMMENDED MOTION: That the Board of Education approve a salary increase for confidential support and supervisory employees whose wages are within the established salary ranges in the amount of 2.75% and a salary longevity bonus, as defined in the WCHSSSA Contractual Agreement, for confidential support and supervisory employees whose wages are in excess of the established salary ranges in the amount of 2.75% for the 2013-2014 school year.

MOTION: Mr. Kotche

SECOND: Mr. Gunderson

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

EXECUTIVE SESSION (only if needed)

RECOMMENDED MOTION: That the Board of Education hold a Closed Session at 8:10 p.m. for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and collective negotiating matters.

MOTION: Mr. Campos

SECOND: Mr. Kotche

VOTE: Unanimous Approval on Roll Call Vote 7 - 0

ADJOURNMENT

RECOMMENDED MOTION: That the Board of Education meeting
be adjourned at 9:05 p.m.

MOTION: Mr. Campos

SECOND: Mr. Gunderson

VOTE: Unanimous Approval on Voice Vote 7 - 0

Katherine M. Doremus, President

ATTEST:

Ruben Campos, Secretary

**COMMUNITY HIGH SCHOOL
DISTRICT 94**

**May 21, 2013
7:00 p.m.
Board of Education Meeting**

**SECTION D -
CONFIDENTIAL MEETING ATTACHMENTS**

1. Personnel Report

Office of Human Resources - Personnel Report

05/21/2013 – Board of Education Meeting

A. Approve the following personnel recommendations:

Employment

NAME	Mr. Allister Scott	Mr. Keith Langosch
Action	Employment/Transfer	Employment
Classification	Administrative/Certified	Certified
Initially Proposed	05/21/2013	05/21/2013
Role/ Area	Division Head of Math & Science to Asst. Principal for Teaching & Learning	0.4 Teacher/Special Education
Education	BSc in Aquaculture from Stirling University, Scotland; Masters in Curriculum and Instruction, North Central College	BA in Special Education from Illinois State University
Experience	1 yr. as School Programs Educator at John G. Shedd Aquarium; 1 yr. as Teacher Leader at North Grand High School, Chicago; 4 yrs. as Teacher Leader at Elk Grove High School; 2 yrs. as Division Head of Math & Science, Community High School District 94	None
Certification Type	Type 75	Type 10, LBS1
Part/Full-Time	Full-Time	Part-Time
Salary/Schedule	\$103,075.00	BA, Step 1
Replaces	New Position	Laura Heavey
Effective	July 1, 2013	2013/2014 School Year

NAME	Mr. Keith Langosch	Mr. John Zimmerman	Mr. Patrick Clifford
Action	Employment	Employment	Employment
Classification	Non-Certified	Non-Certified	Certified
Initially Proposed	05/21/2013	05/21/2013	05/21/2013
Role/ Area	0.5 Program Assistant/Special Education	PCA/Job Coach/Special Education	English Teacher/Language Arts Division
Education	BA in Special Education from Illinois State University	BA in Radio/Television from Indiana University; Masters in Remedial Reading from Indiana University	BA in English from Northern Illinois University
Experience	None	5 years as an Instruction Aide/Job Coach at SASSED	4 years at CHS D94, 3 years at Lowpoint-Washburn High School, 1 year at CHS D94
Certification Type	N/A	N/A	Type 9
Part/Full-Time	Part-Time	Full-Time	Full-Time
Salary/Schedule	\$11.51/hour	\$15.88/hour	BA, Step 7
Replaces	Laura Heavey	New Position	Jen Culbertson
Effective	2013/2014 School Year	05/22/2013	2013/2014 School Year

Office of Human Resources - Personnel Report

05/21/2013 – Board of Education Meeting

Leave of Absence

NAME	Laurie Majchrowski		
Action	Leave of Absence Under FMLA		
Classification	Non-Certified		
Initially Proposed	05/21/2013		
Role/ Area	Personal Care Assistant/Special Education		
Education			
Experience			
Certification Type			
Part/Full-Time			
Salary/Schedule			
Replaces			
Effective	05/28/2013 – 06/06/2013		

B. Approve the following recommendations; see attached memoranda for additional detail:

1. Personal Care Assistant/Job Coach Positions:
 - Approve the addition of four Personal Care Assistant/Job Coach positions for the 2013/14 school year and decrease the number of Personal Care Assistant positions for the 2013/14 school year from 8 positions to four.
2. Assistant Principal:
 - Approve a title change for Peter Martino from Assistant Principal to Assistant Principal of Administrative Services effective July 1, 2013.
3. Administrative Assistant to the Assistant Principal of Teaching & Learning:
 - Create the position of Administrative Assistant to the Assistant Principal of Teaching & Learning, effective July 1, 2013;
 - Reassign Lynn Boothe to the position of Administrative Assistant to the Assistant Principal of Teaching & Learning, effective July 1, 2013; and
 - Discontinue the position of Administrative Assistant to Human Resources, effective July 1, 2013.

Memorandum

Office of the Assistant Superintendent of Administrative Services

Date: May 13, 2013

To: Lalo Ponce

From: Kimberly C. Chambers

CC: Tiffany Chavez, Kevin Bulava, Sandy Pampuch

Re: PCA/Job Coach Positions for the 2013/14 School Year

For the 2012/13 school year, the following positions comprise our paraprofessional staffing levels in the Special Education Division:

- 16 Program Assistant Positions
- 8 Personal Care Assistant Positions
- 2 Personal Care Assistant/Job Coach Positions

Today, I met with Ms. Chavez, Director of Special Education, as well as Mr. Bulava and Ms. Pampuch, Special Education Coordinators, to discuss the paraprofessional needs for the upcoming 2013/14 school year.

After a review of student needs, the Special Education leadership is recommending the following staffing levels for paraprofessionals:

- 16 Program Assistant Positions
- 4 Personal Care Assistant Positions
- 6 Personal Care Assistant/Job Coach Positions

This does not represent an increase in net FTE, however it does represent additional cost to the District. PCA/Job Coaches earn \$1.50/hour more than PCAs. Each of the four PCA/Job Coach positions will cost the district an additional \$2,292 in salary (plus associated costs). This additional cost saves the District tens of thousands of dollars in contracted bussing services for the daily, during-school curricular needs of our special education students.

To that end, I recommend the following:

RECOMMENDATION: That the Board of Education approve the addition of four Personal Care Assistant/Job Coach positions for the 2013/14 school year and decrease the number of Personal Care Assistant positions for the 2013/14 school year from 8 positions to four.

I plan to make this recommendation to the Board of Education at its May 21, 2013 meeting. If I can answer any questions, please do not hesitate to ask. Thank you.

Memorandum

Office of the Assistant Superintendent of Administrative Services

Date: May 13, 2013

To: Lalo Ponce

From: Kimberly C. Chambers

Re: Changes resulting from the addition of the Assistant Principal for Teaching & Learning Position

The addition of an Assistant Principal for Teaching and Learning necessitates changes involving two current employees.

I. Assistant Principal Title Change

When the District eliminated one Assistant Principal position, only one AP remained. At that time, to encompass the wide variety of duties, Mr. Martino's title was changed from Assistant Principal for Administrative Services to simply, Assistant Principal. Now that there will be a second AP, the duties will be realigned. It is necessary to create a new title for Mr. Martino's role. There are no financial implications to this change; Mr. Martino's salary is not affected.

RECOMMENDATION: That the Board of Education approve a title change for Peter Martino from Assistant Principal to Assistant Principal of Administrative Services effective July 1, 2013.

II. Clerical Support

The Assistant Principal of Teaching & Learning needs dedicated clerical support. When Dr. Judy Minor occupied the curriculum position, she and I shared clerical support; the individual was responsible for the substitute teacher activities as well as providing clerical support for Dr. Minor. Currently, Lynn Boothe, Administrative Assistant to Human Resources, is responsible for substitute teacher activities as well as providing clerical support to my department. I am recommending that the position again be split between my department and the Assistant Principal so that the new AP position has adequate clerical support to be successful.

Ms. Boothe's current position is 201 days (10-month) and current salary is \$36,000. The new position would be 253 days (12-month). Utilizing her current hourly rate, the new annualized salary would be \$45,317.36, an additional salary cost to the District in the amount of \$9,317.36 (plus payroll taxes and costs).

As such, the following recommendations are made:

RECOMMENDATION: That the Board of Education:

- Create the position of Administrative Assistant to the Assistant Principal of Teaching & Learning, effective July 1, 2013;
- Reassign Lynn Boothe to the position of Administrative Assistant to the Assistant Principal of Teaching & Learning, effective July 1, 2013; and
- Discontinue the position of Administrative Assistant to Human Resources, effective July 1, 2013.

I plan to make these recommendations to the Board of Education at its May 21, 2013 meeting. If I can answer any questions, please do not hesitate to ask. Thank you.