# EAST SIDE ELEMENTARY SCHOOL HAMILTON CO C U SCHOOL DIST 10 MCLEANSBORO, ILLINOIS

**GRADES: K123456** 



State and federal laws require public school districts to release report cards to the public each year.

#### **STUDENTS**

#### RACIAL/ETHNIC BACKGROUND AND OTHER INFORMATION

	White	Black	Hispanic	Asian/ Pacific Islander	Native American	Low- Income Rate	Limited- English- Proficient Rate	High Sch. Dropout Rate	Chronic Truancy Rate	Mobility Rate	Attendance Rate	Total Enrollment
School	98.7	1.0	0.0	0.3	0.0	51.2	0.0		1.3	29.2	95.1	387
District	99.2	0.5	0.0	0.3	0.0	37.2	0.1		1.3	17.4	95.6	1,243
State	57.7	20.8	17.7	3.6	0.2	39.0	6.7		2.1	16.8	94.2	2,060,048

**Low-income** students come from families receiving public aid; live in institutions for neglected or delinquent children; are supported in foster homes with public funds; or are eligible to receive free or reduced-price lunches.

**Limited-English-proficient** students are those students eligible for transitional bilingual programs. **Mobility rate** is based on the number of times students enroll in or leave a school during the school year. **Chronic truants** are students who are absent from school without valid cause for 18 or more of the last 180 school days.

#### **INSTRUCTIONAL SETTING**

PARENTAL CONTACT*					
	Percent				
School	100.0				
District	98.7				
State	96.3				

AVERAGE CLASS SIZE (as of the first school day in May)										
Grade K	Grade 1	Grade 3	Grade 6	Grade 8	High Schoo					
22.0 19.8 21.0	21.0 20.2 21.6	21.0 20.4 22.6	25.5 23.8 23.7							

STAFF-TO-ST	UDENT RATIOS			
Pupil- Teacher Elementary	Pupil- Teacher Secondary	Pupil- Certified Staff	Pupil- Administrator	
19.1	17.8	14.2	220.3	
19.4	18.8	14.1	208.7	

<sup>\*</sup> Parental contact includes parent-teacher conferences, parental visits to school, school visits to home, telephone conversations, and written correspondence.

#### TIME DEVOTED TO TEACHING CORE SUBJECTS (Minutes Per Day)

	1			1	•		T '					
Mathematics			Science Eng				/Langua	ge Arts	Social Science			
Grades	3	6	8	3	6	8	3	6	8	3	6	8
School	52	53		45	43		133	130		52	45	
District	47	44		35	43		147	139		37	37	
State	57	52		30	43		146	105		31	43	

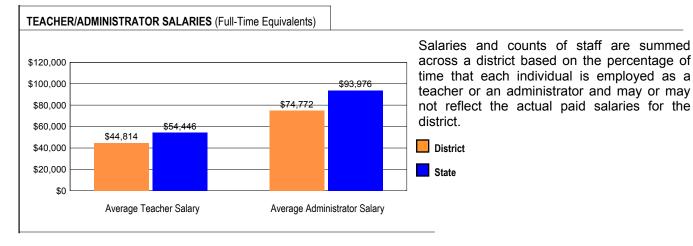
#### **TEACHER INFORMATION** (Full-Time Equivalents)

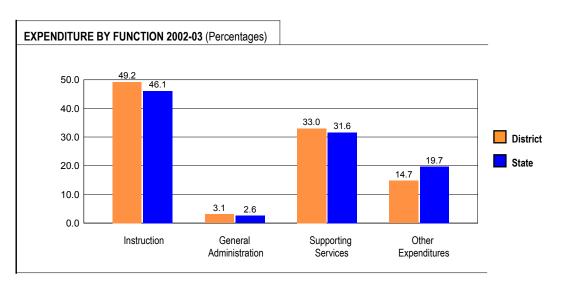
	White	Black	Hispanic	Asian/ Pacific Islander	Native American	Male	Female	Total Number
District	100.0	0.0	0.0	0.0	0.0	30.1	69.9	83
State	85.0	9.8	4.0	1.0	0.1	23.4	76.6	125,702

TEACHER	INFORMATION	( Continued )			
	Average Teaching Experience (Years)	% of Teachers with Bachelor's Degrees	% of Teachers with Master's & Above	% of Teachers with Emergency or Provisional Credentials	% of Classes Not Taught by Highly Qualified Teachers
School District State	 18.4 13.8	 53.0 51.3	 45.8 48.6	0.0 0.0 1.7	0.0 0.0 1.8

Some teacher/administrator data are not collected at the school level.

## **SCHOOL DISTRICT FINANCES**





DEVENUE DV SOUDCE 2002 02			
REVENUE BY SOURCE 2002-03	District	District %	State %
Local Property Taxes	\$2,427,492	23.9	56.6
Other Local Funding	\$611,669	6.0	5.4
General State Aid	\$4,638,149	45.6	17.9
Other State Funding	\$1,604,959	15.8	12.1
Federal Funding	\$889,536	8.7	8.0
TOTAL	\$10,171,805		

<b>EXPENDITURE BY FUND 200</b>	02-03		
	District	District %	State %
Education	\$8,395,985	76.2	70.1
Operations & Maintenance	\$821,248	7.5	8.9
Transportation	\$725,370	6.6	3.5
Bond and Interest	\$430,081	3.9	6.0
Rent	\$0	0.0	0.0
Municipal Retirement/			
Social Security	\$268,913	2.4	1.5
Fire Prevention & Safety	\$15,732	0.1	0.9
Site & Construction/			
Capital Improvement	\$358,771	3.3	9.0
TOTAL	\$11,016,100		

#### OTHER FINANCIAL INDICATORS

	2001 Equalized Assessed Valuation per Pupil	2001 Total School Tax Rate per \$100	2002-03 Instructional Expenditure per Pupil	2002-03 Operating Expenditure per Pupil
District	\$41,213	4.23	\$4,243	\$7,188
State	**	**	\$5,022	\$8,482

<sup>\*\*</sup> Due to the way Illinois school districts are configured, state averages for equalized assessed valuation per pupil and total school tax rate per \$100 are not provided.

Equalized assessed valuation includes all computed property values upon which a district's local tax rate is calculated.

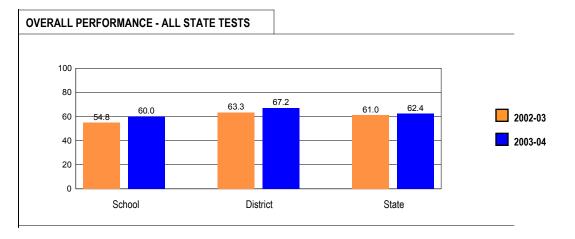
Instructional expenditure per pupil includes the direct costs of teaching pupils or the interaction between teachers and pupils.

Operating expenditure per pupil includes the gross operating cost of a school district excluding summer school, adult education, bond principal retired, and capital expenditures.

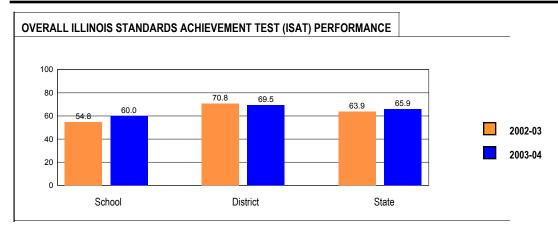
#### **ACADEMIC PERFORMANCE**

#### **OVERALL STUDENT PERFORMANCE**

These charts present the overall percentages of state test scores categorized as meeting or exceeding the Illinois Learning Standards for your school, district, and the state. These performance measures include only those test scores for the grades and subjects included in your school.

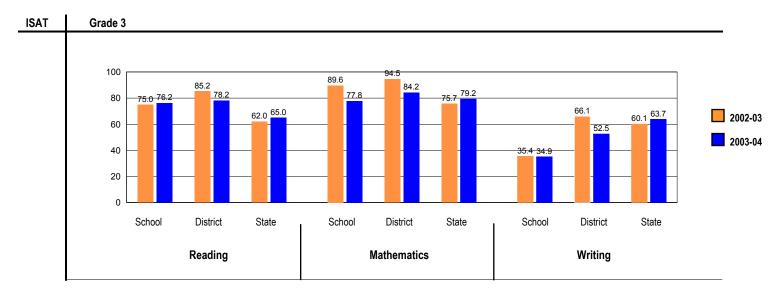


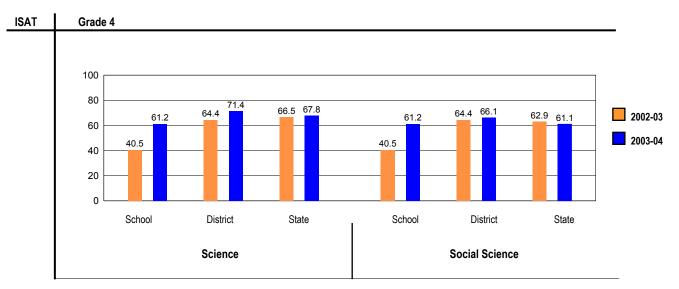
Total school tax rate is a district's total tax rate as it appears on local property tax bills.

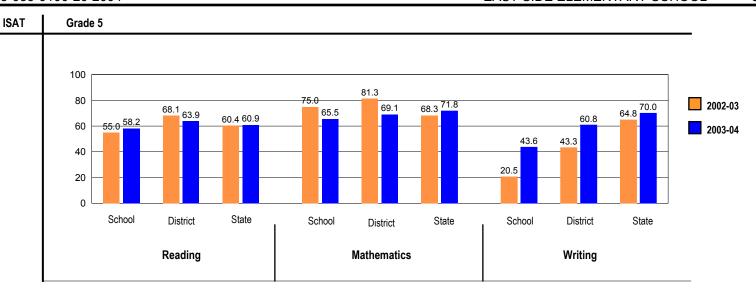


#### **ISAT PERFORMANCE**

These charts provide information on attainment of the Illinois Learning Standards. They show the percents of student scores meeting or exceeding Standards for the grades and subjects tested on ISAT.







#### **PERFORMANCE ON STATE ASSESSMENTS**

Federal law requires that student achievement results for schools providing Title I services be reported to the general public.

The Illinois Standards Achievement Test (ISAT) is administered to students in grades 3, 4, 5, 7, and 8. The Prairie State Achievement Examination (PSAE) is administered to students in grade 11. The Illinois Measure of Annual Growth in English (IMAGE) is administered to students in state-approved transitional bilingual programs. The Illinois Alternate Assessment (IAA) is administered to students with disabilities whose Individualized Education Programs (IEPs) indicate that participation in the ISAT or PSAE would not be appropriate.

Students with disabilities have an IEP (No Child Left Behind Act). An IEP is a written plan for a child with a disability who is eligible to receive special education services under the Individuals with Disabilities Education Act.

Schools with grade 2 as the highest grade in the school use a state-adopted test in reading and mathematics to meet this requirement.

In order to protect students' identities, test data for groups of fewer than ten students are not reported.

PERCEN	ITAGE OF STU	DENTS N	OT TESTE	D IN STA	TE TESTIN	G PROGR	AMS							
			Gender		Racial/Ethnic Background							Econo-		
		All	Male	Female	White	Black	Hispanic	Asian/ Pacific Islander	Native American	Multi racial /Ethnic	LEP	Migrant	Students with Disabilities	mically Disadv-
	*Enrollment	118	66	52	113	3	1	0	1	0	0	0	30	71
School	Reading Mathematics	0.0 0.0		0.0	0.0 0.0								0.0 0.0	1
	*Enrollment	388	211	177	378	5	2	1	2	0	0	0	61	176
District	Reading Mathematics	0.3 0.3		0.0 0.0	0.3 0.3								0.0 0.0	1
	*Enrollment	618,424	315,149	303,275	362,539	126,432	103,851	22,724	1,038	1,840	43,501	259	89,417	239,386
State	Reading Mathematics	0.9 0.9	1	0.8 0.9	0.4 0.4	2.2 2.3	1.2 1.3	0.6 0.6	2.2 1.9	0.9 1.0	0.9 1.3	7.3 6.9	2.4 2.4	

<sup>\*</sup> Enrollment on the first day of state testing.

## ILLINOIS STANDARDS ACHIEVEMENT TEST (ISAT)

The following tables show the percentages of student scores in each of four performance levels. These levels were established with the help of Illinois educators who teach the grade levels and learning areas tested. Due to rounding, the sum of the percentages in the four performance levels may not always equal 100.

Level 1 -- Academic Warning - Student work demonstrates limited knowledge and skills in the subject. Because of major gaps in learning, students apply knowledge and skills ineffectively.

Level 2 -- Below Standards - Student work demonstrates basic knowledge and skills in the subject. However, because of gaps in learning, students apply knowledge and skills in limited ways.

Level 3 -- Meets Standards - Student work demonstrates proficient knowledge and skills in the subject. Students effectively apply knowledge and skills to solve problems.

Level 4 -- Exceeds Standards - Student work demonstrates advanced knowledge and skills in the subject. Students creatively apply knowledge and skills to solve problems and evaluate the results.

#### Grade 3

Grad	e :	3 -	ΑII

		Read	lina									
	Reading 1 2 3 4			Mathematics				Writing				
Levels	1	2	3	4	1	2	3	4	1	2	3	4
	3.2 2.0 7.0	20.6 19.8 27.9	52.4 53.5 42.4	23.8 24.8 22.7	1.6 1.0 6.8	20.6 14.9 14.0	47.6 51.5 46.1	30.2 32.7 33.0	6.3 5.0 5.2	58.7 42.6 31.1	34.9 52.5 61.0	0.0 0.0 2.8

Grade 3 - Gender

	Reading			_		Mathe	matics		Writing				
	Levels	1	2	3	4	1	2	3	4	1	2	3	4
Male	School	5.1	28.2	53.8	12.8	2.6	25.6	48.7	23.1	7.7	71.8	20.5	0.0
	District	3.2	23.8	54.0	19.0	1.6	17.5	50.8	30.2	4.8	54.0	41.3	0.0
	State	8.6	29.4	41.7	20.2	7.5	13.4	44.4	34.7	7.1	35.6	55.5	1.8
Female	School	0.0	8.3	50.0	41.7	0.0	12.5	45.8	41.7	4.2	37.5	58.3	0.0
	District	0.0	13.2	52.6	34.2	0.0	10.5	52.6	36.8	5.3	23.7	71.1	0.0
	State	5.4	26.3	43.0	25.3	6.1	14.7	48.0	31.2	3.2	26.4	66.7	3.7

#### Grade 3 - Racial/Ethnic Background

	rtaolai/ = tilli												
			Rea	ding			Mathe	natics			Wri	ting	
	Levels	1	2	3	4	1	2	3	4	1	2	3	4
White													
	School	3.3	21.3	52.5	23.0	1.6	21.3	47.5	29.5	6.6	59.0	34.4	0.0
	District	2.0	20.2	53.5	24.2	1.0	15.2	51.5	32.3	5.1	42.4	52.5	0.0
	State	3.2	20.0	46.2	30.7	2.3	8.0	45.8	43.9	2.9	25.3	68.1	3.6
Black													
	School												
	District												
	State	16.5	44.6	32.2	6.8	18.3	28.0	44.4	9.3	10.8	44.0	44.2	1.0
Hispanic													
•	School												
	District												
	State	8.0	36.2	43.8	12.0	6.5	17.5	54.5	21.6	5.7	36.4	56.5	1.5
Asian/Paci	ific Islander												
	School												
	District												
	State	1.5	13.2	45.6	39.7	1.1	4.2	34.8	59.9	1.1	18.2	74.8	5.9
Native Am	erican												
	School												
	District												
	State	7.3	33.0	41.3	18.3	7.3	14.2	46.8	31.7	5.1	40.7	50.5	3.7
Multiracial	/Ethnic												
	School												
	District												
	State	3.8	24.5	46.0	25.6	3.8	10.4	49.6	36.1	3.7	30.6	63.6	2.0

#### Grade 3 - Students with Disabilities

			Reading				Mathe	matics		Writing			
	Levels	1	2	3	4	1	2	3	4	1	2	3	4
IEP	School	0.0	30.8	61.5	7.7	0.0	23.1	69.2	7.7	15.4	53.8	30.8	0.0
	District State	0.0 22.3	23.8 42.1	57.1 27.2	19.0 8.4	0.0 17.3	14.3 23.0	57.1 43.5	28.6 16.2	9.5 17.3	38.1 41.7	52.4 40.0	0.0 1.0
Non-IEP	School District State	4.0 2.5 4.5	18.0 18.8 25.6	50.0 52.5 44.9	28.0 26.3 25.1	2.0 1.3 5.1	20.0 15.0 12.5	42.0 50.0 46.6	36.0 33.8 35.8	4.0 3.8 3.2	60.0 43.8 29.4	36.0 52.5 64.4	0.0 0.0 3.0

Grade 3 - Economically Disadvantaged

		Rea	ding			Mather	matics			Wri	ting	
Levels	1	2	3	4	1	2	3	4	1	2	3	4
Free/Reduced Price Lunch												
School	5.3	21.1	55.3	18.4	2.6	18.4	52.6	26.3	10.5	57.9	31.6	0.0
District	3.6	23.2	55.4	17.9	1.8	14.3	60.7	23.2	8.9	44.6	46.4	0.0
State	13.1	40.7	36.9	9.3	13.3	23.3	48.4	14.9	9.1	41.0	48.8	1.1
Not Eligible												
School	0.0	20.0	48.0	32.0	0.0	24.0	40.0	36.0	0.0	60.0	40.0	0.0
District	0.0	15.6	51.1	33.3	0.0	15.6	40.0	44.4	0.0	40.0	60.0	0.0
State	2.8	18.9	46.2	32.1	2.2	7.5	44.5	45.8	2.4	24.2	69.5	3.9

## Grade 4

Grade 4 - All

Olade 4 - All	_							
		Scie	ence	-		Social	Science	
Levels	1	2	3	4	1	2	3	4
School District State	4.5 3.6 6.0	34.3 25.0 26.2	52.2 54.5 54.6	9.0 17.0 13.2	10.4 7.1 9.7	28.4 26.8 29.3	52.2 57.1 53.9	9.0 8.9 7.1

Grade 4 - Gender

			Scie	ence			Social	Science	
	Levels	1	2	3	4	1	2	3	4
Male									
	School	2.8	38.9	47.2	11.1	8.3	30.6	47.2	13.9
	District	3.4	31.0	46.6	19.0	6.9	29.3	50.0	13.8
	State	6.4	24.7	53.6	15.2	10.4	27.9	53.5	8.2
Female									
	School	6.5	29.0	58.1	6.5	12.9	25.8	58.1	3.2
	District	3.7	18.5	63.0	14.8	7.4	24.1	64.8	3.7
	State	5.5	27.8	55.6	11.1	8.9	30.7	54.4	6.0

Grade 4 - Racial/Ethnic Background

		Scie	ence			Social S	Science	
Levels	1	2	3	4	1	2	3	4
White								
School	4.6	35.4	52.3	7.7	10.8	29.2	52.3	7.7
District	3.6	25.5	54.5	16.4	7.3	27.3	57.3	8.2
State	2.0	15.8	62.8	19.4	3.7	20.6	65.4	10.3
Black School								
District								
State	16.5	48.1	33.6	1.8	25.1	45.8	28.0	1.0
Hispanic								
School								
District	5.5	35.5	54.3	4.7	9.9	40.3	47.4	2.5
State	5.5	ან.ნ	54.5	4.7	9.9	40.3	47.4	2.5
Asian/Pacific Islander School								
District	4.0	40.7	00.0	00.0	4.0	45.0	00.4	44.7
State	1.2	12.7	63.3	22.8	1.6	15.6	68.1	14.7
Native American School District								
State	4.1	18.8	59.7	17.4	5.3	22.9	63.0	8.7
Multiracial/Ethnic School District								
State	3.5	23.7	60.0	12.8	6.0	27.1	60.4	6.5

Grade 4 - Students with Disabilities

			Scie	ence			Social	Science	
	Levels	1	2	3	4	1	2	3	4
EP									
	School	6.3	68.8	25.0	0.0	37.5	56.3	6.3	0.0
	District	4.3	52.2	39.1	4.3	26.1	56.5	17.4	0.0
	State	13.6	38.4	42.1	5.8	22.7	39.7	34.9	2.7
lon-IEP									
	School	3.9	23.5	60.8	11.8	2.0	19.6	66.7	11.8
	District	3.4	18.0	58.4	20.2	2.2	19.1	67.4	11.2
	State	4.6	24.1	56.8	14.5	7.4	27.4	57.3	7.9

Grade 4 - Economically Disadvantaged

ĺ		Scie	ence			Social	Science	
Levels	1	2	3	4	1	2	3	4
Free/Reduced Price Lunch								
School	9.1	57.6	30.3	3.0	21.2	36.4	33.3	9.1
District	7.7	42.3	40.4	9.6	13.5	40.4	36.5	9.6
State	11.5	41.3	43.5	3.8	18.3	43.2	36.9	1.6
Not Eligible								
School	0.0	11.8	73.5	14.7	0.0	20.6	70.6	8.8
District	0.0	10.0	66.7	23.3	1.7	15.0	75.0	8.3
State	2.2	15.8	62.3	19.8	3.7	19.6	65.8	10.9

# Grade 5

Grade 5 - All

		Read	ding			Mather	natics		Writing				
Levels	1	1 2 3 4				2	3	4	1	2	3	4	
School District State	0.0 0.0 1.7	41.8 36.1 37.4	30.9 34.0 35.9	27.3 29.9 25.0	7.3 5.2 2.9	27.3 25.8 25.2	56.4 61.9 59.8	9.1 7.2 12.0	12.7 9.3 4.4	43.6 29.9 25.7	43.6 60.8 65.7	0.0 0.0 4.3	

#### Grade 5 - Gender

			Reading				Mathe	matics		Writing			
	Levels	1	2	3	4	1	2	3	4	1	2	3	4
Male	School	0.0	53.8	26.9	19.2	3.8	30.8	53.8	11.5	15.4	46.2	38.5	0.0
	District	0.0	40.0	27.3	32.7	3.6	25.5	63.6	7.3	10.9	29.1	60.0	0.0
	State	2.3	38.9	35.4	23.4	3.7	25.5	58.0	12.8	6.2	30.8	60.5	2.4
Female	School	0.0	31.0	34.5	34.5	10.3	24.1	58.6	6.9	10.3	41.4	48.3	0.0
	District	0.0	31.0	42.9	26.2	7.1	26.2	59.5	7.1	7.1	31.0	61.9	0.0
	State	1.1	35.9	36.3	26.7	2.2	25.0	61.6	11.2	2.4	20.4	71.1	6.1

# Grade 5 - Racial/Ethnic Background

	3												
		Rea	ding			Mathe	matics		Writing				
Levels	1	2	3	4	1	2	3	4	1	2	3	4	
White													
School	0.0	44.2	30.8	25.0	7.7	28.8	55.8	7.7	13.5	44.2	42.3	0.0	
District	0.0	37.2	34.0	28.7	5.3	26.6	61.7	6.4	9.6	29.8	60.6	0.0	
State	0.9	27.4	38.7	33.0	1.3	16.2	66.1	16.4	2.7	19.9	71.7	5.7	
Black													
School													
District													
State	3.9	59.4	27.7	8.9	7.9	48.0	42.1	2.0	9.3	40.4	49.1	1.2	
Hispanic													
School													
District													
State	1.8	48.3	36.3	13.6	2.5	30.5	61.7	5.3	4.3	30.3	63.6	1.8	
Asian/Pacific Islander													
School													
District													
State	0.4	19.9	38.5	41.1	0.4	8.1	60.8	30.7	1.1	12.1	77.9	8.9	
Native American													
School													
District	l	l											
State	0.8	32.9	41.2	25.1	1.6	22.6	66.3	9.5	2.1	26.6	67.2	4.1	
Multiracial/Ethnic													
School													
District													
State	2.0	34.9	37.8	25.4	1.2	30.0	53.2	15.6	3.4	22.9	68.7	4.9	

# Grade 5 - Students with Disabilities

			Rea	ding			Mathe	matics		Writing				
	Levels	1	2	3	4	1	2	3	4	1	2	3	4	
IEP	School	0.0	88.2	5.9	5.9	23.5	47.1	29.4	0.0	41.2	47.1	11.8	0.0	
	District	0.0	84.6	7.7	7.7	19.2	46.2	34.6	0.0	34.6	38.5	26.9	0.0	
	State	8.8	66.3	18.7	6.2	13.5	47.4	36.3	2.7	19.4	42.4	37.2	1.0	
Non-IEP	School	0.0	21.1	42.1	36.8	0.0	18.4	68.4	13.2	0.0	42.1	57.9	0.0	
	District	0.0	18.3	43.7	38.0	0.0	18.3	71.8	9.9	0.0	26.8	73.2	0.0	
	State	0.5	32.4	38.8	28.3	1.1	21.4	63.8	13.7	1.9	22.9	70.4	4.8	

#### Grade 5 - Economically Disadvantaged

		Doo	مانه م			Mather	matics		Writing				
		Rea	ding			Matrie	naucs		vvriung				
Levels	1 2 3 4				1	2	3	4	1	2	3	4	
Free/Reduced Price Lunch													
School	0.0	42.4	30.3	27.3	6.1	36.4	51.5	6.1	15.2	45.5	39.4	0.0	
District	0.0	42.0	32.0	26.0	4.0	38.0	54.0	4.0	10.0	32.0	58.0	0.0	
State	3.1	54.7	31.6	10.6	5.6	40.2	50.8	3.5	7.7	36.9	53.9	1.5	
Not Eligible													
School	0.0	40.9	31.8	27.3	9.1	13.6	63.6	13.6	9.1	40.9	50.0	0.0	
District	0.0	29.8	36.2	34.0	6.4	12.8	70.2	10.6	8.5	27.7	63.8	0.0	
State	0.8	25.6	38.8	34.9	1.1	15.0	65.9	17.9	2.1	18.1	73.6	6.1	

## 2004 ADEQUATE YEARLY PROGRESS (AYP) INFORMATION

Is this School making Adequate Yearly Progress (AYP)?	Yes
Is this School making AYP in Reading?	Yes
Is this School making AYP in Mathematics?	Yes

Has this school been identified for School Improvement according to the AYP specifications of the federal No Child Left Behind Act?

		Percent T State	ested on Tests			Percent N	/leeting/Ex	Other Indicators						
	Rea	ding	Mathematics		Reading			Mathematics			Attendance Rate		Graduation Rate	
	%	Met AYP	%	Met AYP	%	Safe Harbor Target **	Met AYP	%	Safe Harbor Target **	Met AYP	%	Met AYP	%	Met AYP
State AYP Minimum Target	95.0		95.0		40.0			40.0			89.0		66.0	
All	100.0	Yes	100.0	Yes	68.1		Yes	72.6		Yes	95.1	Yes		
White	100.0	Yes	100.0	Yes	67.0		Yes	71.6		Yes				
Black														
Hispanic														
Asian/Pacific Islander														
Native American														
Multiracial /Ethnic														
LEP														
Students with Disabilities														
Economically Disadvantaged	100.0	Yes	100.0	Yes	66.7		Yes	69.7		Yes				

Three Conditions Are Required For Making Adequate Yearly Progress (AYP)

- 1. At least 95.0% tested for Reading and Mathematics for the All Group and Subgroups. If the current year's participation rates are less than 95%, the participation rate for AYP will be considered sufficient if the average of the current year and the preceding year is at least 95%, or if the average of the current year and the two preceding years is at least 95%. Only actual participation rates are printed. If the participation rate printed is less than 95% but 'Met AYP' is 'Yes', it means the 95% condition was met by averaging.
- 2. At least 40.0% Meeting/Exceeding Standards for Reading and Mathematics for the All Group, and at least 37.0% for all Subgroups to compensate for error in measurement for smaller subgroup sizes, or meet Safe Harbor requirements\*\*\*
- 3. At least 89.0% Attendance Rate for Non-High Schools or at least 66.0% Graduation Rate for High Schools

<sup>\*</sup> Includes only students enrolled as of 9/30/03.

<sup>\*\*</sup> Safe Harbor Targets of 37% or above are not printed.

<sup>\*\*\*</sup> Subgroups with fewer than 40 students are not reported. Safe harbor only applies to subgroups. In order for safe harbor to apply, a subgroup must decrease by 10% the percentage of scores that did not meet state standards from the previous year plus meet the other indicators (attendance rate for non-high schools and graduation rate for high schools) for the subgroup. Safe harbor allows schools an alternate method to meet subgroup minimum targets on achievement.

# PLANNED IMPROVEMENT FOR THE SCHOOL AND DISTRICT

This is the final section of the school report card in which your school and district provide information below on areas of success and areas for planned improvement based on your school's improvement plan.

(For report cards disseminated electronically, this information may be provided in a separate document due to differences in the software used. If you are unable to locate this document, please contact your local school or district office.)