

Urbana School District #116
Urbana, Illinois

**GENERAL DISTRICT
POLICIES & PROCEDURES
2006 - 2007**



Committed to Quality

Parent Booklet



**Urbana School
District #116**

Jean F. Burkholder
Administrative Service Center
www.usd116.org

Gene Amberg, Ph.D.
Superintendent of Schools
217-384-3600
Fax 217-337-4973

205 North Race Street
P.O. Box 3039
Urbana • Illinois • 61803-3039

August, 2006

Dear Parent/Guardian:

In accordance with various laws, rules and regulations established by the State and Federal Government, as well as the Board of Education, the Urbana School District is responsible for notifying you of several policies and procedures.

We are enclosing the following policies and procedures for your information and use:

- **Policy on Attendance**
- **Policy on Discipline-Student Conduct**
- **Policy on Student Records**
- **Student Directory Information**
- **Policy on Special Education Programs and Services**
- **Policy on Sex Equity**
- **Medical Information**
- **Policy on Student Fees**
- **Transportation Notice**
- **Facilities Services**
- **Asbestos Hazard Response**
- **Publicity & Photo Release Form**

We encourage you to review this booklet with your child(ren). Please return the form on page 9 if you desire to exclude your child from directory listings.

If you have questions concerning any portion of this packet, please contact my office (384-3636) and we will assist you in finding answers.

Sincerely,

A handwritten signature in cursive script that reads 'Gene Amberg'.

Gene Amberg
Superintendent of Schools

Parent Letter

ATTENDANCE

The following guidelines, procedures, and definitions have been developed to deal with excused and unexcused absences. Adjustments were made to insure conformity with the Compulsory Attendance Article as amended in the State of Illinois School Code, the revised guidelines issued by the Illinois Office of Education, and the attendance policy of District #116. These policies and guidelines apply to all levels of K-12.

The current policy of Urbana School District #116 states the following:

The acceptable reasons for absence are illness of the student, illness in the immediate family, and family emergency. If not well, the child should stay at home for his/her own sake and in consideration of classmates. When it is necessary for a student to be absent, the parents or guardians must call the office on the first day of absence and each succeeding day thereafter. Students who are out of school because of illness may be requested to present a medical excuse upon their return to school.

If it is necessary for a student to be absent for reasons other than illness, a parent's or guardian's written request may be accepted by school authorities as a justifiable reason for an absence. At such times the written request should be submitted one week prior to the absence for approval by the school administration.

When a student wishes to be excused from school for reasons other than the above, the parent must call to explain the reason for the proposed absence. The principal will give approval if the reason for the absence is valid.

General Guidelines:

1. All absences, except absences due to personal illness or death in the immediate family as defined in the policy, are to be recorded and treated as unexcused, unless approval for the absence is obtained prior to its occurrence. Procedures for requesting that an absence be classified as excused are outlined in the following numbers 2-4.

2. Requests for classifying an absence as excused must be filed with the building principal at least five school days prior to the absence.

3. The request must be filed in writing using the approved form designed for that purpose. The request filed using this form is not complete without a parental signature, teachers' signatures, and an administrative signature. **Forms for filing this request are available in all school offices.**

4. Upon receipt of the request, the principal will classify the anticipated absence as either "approved" or "unapproved". The criteria for making this determination will include the following: recommendations from teachers, previous attendance record(s) and the reason for the anticipated absence. Notification of the classification will be sent to the parent and teachers involved prior to the anticipated absence.

5. Primarily for secondary students, work missed as a result of an excused absence may be made up for credit; work missed as a result of an unexcused absence may not be made up and will result in a "0" for the days missed. Work made up from an excused absence must be completed immediately after returning to school. The student will be allowed one day to make up work for each day of excused absence unless other previous arrangements have been made with the teacher.

Procedures for Reporting Excused Absence

When a student is absent because of illness or an emergency in the immediate family, as defined in the school policy, these procedures are to be followed:

The parent or guardian is to call the school attendance office (principal's office in schools other than the middle school and high school) on the morning of the first day of the absence. The parent is to indicate the reason for the absence and the estimated duration of the absence. In special cases **where absence is over an extended time or is frequent, the principal may request reasons in writing from the parent and/or a statement from a physician.**

Attendance Offices:

Urbana Middle School - 6th - 8th Grade	384-3688
Urbana High School	384-3522
King School	384-3675
Leal School	384-3618
Prairie School	384-3628
Thomas Paine School	384-3602
Wiley School	384-3670
Yankee Ridge School	384-3607
Washington (E.C.) School	384-3616

All absences, regardless of reason, that are not reported by phone will be recorded as unexcused. Written statements are also accepted at all buildings, except Urbana High School. At Urbana High School, telephone calls must be made between 7:15 a.m. - 4:15 p.m. **on the day of the absence**, or the absence will be considered unexcused.

Truancy

1. Truancy is defined as unexcused absence for any school day or portion thereof.
2. Habitual or chronic truancy is defined as unexcused absences totaling 10% or more of the previous 180 regular attendance days. Notification will be given to parents prior to student absence reaching the 10% level.
3. Schools will utilize supportive services and other school resources in an attempt to correct the truant behavior of students who are approaching a chronic truancy classification.
4. If the positive measures provided by the school fail to correct the behavior of a student, a chronic truancy report will be made to the Truant Officer at the Regional Office of Education, who will take appropriate action against the parents or the student, whichever is indicated by the situation.

DISCIPLINE-SUPPORT CONDUCT RELATED POLICIES AND PROCEDURES

Within the Urbana Schools, disciplinary procedures and ways of dealing with students who do not behave appropriately vary with the age of the student. At the elementary level (kindergarten-grade 5), each building principal works closely with the pupil's parents and the special staff available to help with disciplinary problems. The way of dealing with children at this level for infractions of the rules or other behavior problems is usually on an individual basis, giving consideration to the maturity level of the child.

At the middle and senior high schools, students are approaching young adulthood, and though behavior problems are still treated on an individual basis, it has been found beneficial to provide general guidelines designating procedures established to deal with behavior management. The following sections listing some of the regulations and disciplinary procedures are intended to provide consistency in the administration of School Board Policies on discipline.

Teachers and administrators are charged by the Board of Education and the School Code of Illinois with the responsibility of carrying out policies of the Board of Education. Disciplinary measures will be taken, and the individual rights of students shall be observed in accordance with the policies of the Board of Education, Statutes of the State of Illinois, and the Constitution of the United States.

Basic Policy

The basic policy on discipline for the Urbana Public School District #116 centers around the premise that the school is an educational institution in which learning takes place. Each student in attendance has the right to an education without the right being unduly infringed upon by others. Students who infringe upon the rights of other students or violate the rules and regulations of School District #116 or the statutes of the State of Illinois will be subject to appropriate discipline. Rule violations include, **but are not limited to**, the disruption of any class, group, or educational process; threats to do bodily harm to other students, to staff members, or to building visitors or the carrying out of such action; and threats to do physical harm or damage to private or school property or the subject to disciplinary measures including detention, suspension, or expulsion **and** to the criminal law of the State of Illinois. Specific procedures for dealing with behavioral infractions are distributed to students and parents or guardians by each school within District #116.

Detention. Detention is defined as the keeping of a student before or after regular school hours following reasonable notice. The principal, assistant principal, or classroom teacher may detain students for unacceptable behavior, including attendance problems. Failure to serve the assigned detention may lead to suspension. Each school within the district shall follow its own guidelines regarding detention procedures.

Suspension. Two types of suspension are used in District #116. In-school suspension is defined as a temporary exclusion of a student from classes during which time the student will remain in the school's designated suspension room. Out-of-school suspension is a temporary exclusion of a student from school during which time the student may not report to school property. Any student assigned to the Suspension Room for three or more hours per day may not be a participant in any school functions for the day.

The superintendent of the school district, or his designee, as prescribed by the Illinois School Code (10.22.6) is authorized to suspend pupils guilty of gross disobedience or misconduct for a period not to exceed ten school days. Any such suspension shall be reported immediately to the School Board and to the parents or guardian or such pupil along with a full statement of the reasons and the duration for such suspension. Parents have the right to request a hearing.

Expulsion. The Board of Education may expel pupils guilty of gross disobedience or misconduct. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board conducted by a hearing officer appointed by the Board, to discuss their child's behavior. Such request shall be made pursuant to the statute.

Hearings. Hearings in connection with suspension or expulsion shall be conducted by a hearing officer. Such hearing officer shall be an administrator from the central office staff, or a principal or assistant principal in the school district, or an attorney licensed in the State of Illinois, any of whom may be appointed as hearing officer to act in any case submitted as hereinafter provided. Upon receiving notice of any suspension or a complaint for expulsion, or upon being advised of any acts upon which a suspension or expulsion might be based, the superintendent shall promptly advise the Board. The President of the Board shall appoint a hearing officer in each expulsion case from the names suggested by the administrative team. The hearing officer so appointed by the Board shall present to the Board a written summary of the evidence heard at the meeting or hearing affecting each student.

Some Acts Considered Gross Misconduct and Specific Disciplinary Procedures Used to Deal With Them

Students who demonstrate unacceptable behavior patterns will be given appropriate counsel and possible disciplinary action. Such action will vary according to the severity of the problem, the past performance of the student, and the effect the behavior has on the welfare of others. Students who consistently fail to conform to acceptable standards of school behavior will be subject to detention, in or out-of-school suspension, or to expulsion.

Any secondary student may be removed from a class or classes for disciplinary reasons or for unexcused absence or excessive absences and may be suspended either in school or from school. When this occurs, the specific rules established by each secondary school will apply. These rules are published in the **Student Handbook**.

The School Code provides that the school board has the duty (Section 10-29.5) "to adopt and enforce all necessary rules for the management and government of the public schools of their district."

The matter of maintenance of discipline in the school is also set forth in Section 24-24 of the School Code. It reads as follows:

"Teachers and other certified education employees shall maintain discipline in the schools. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians."

Acts listed below will be considered examples, but not a complete list, of gross misconduct and disobedience:

- a. **Insubordination** - including refusal to carry out direct, feasible and legitimate instruction by members of the school staff, as well as bus drivers.
- b. **Smoking** in the school building or on school property is prohibited. This ban is in effect both during the school day and at all school functions, whether that school activity occurs on Urbana school property or on property of a participating school or other facility.
- c. **Abuse, derogatory, or slanderous language** toward teachers or other adults or students which causes or contributes to substantial and material disruption of the educational process.
- d. **Matters of safety:** 1. Fighting; 2. Physical assault; 3. Throwing objects; 4. Other actions which are potentially dangerous to others.
- e. Intentional or wanton disregard leading to **damage to property** to others.
- f. **Distribution** of unofficial, unauthorized publications which contain material of a libelous, patently obscene nature or "contribute or lead to a substantial and material disruption of the educational process."
- g. Use, possession, being under the influence, sale, or delivery of **alcohol or drugs** (including drug paraphernalia) while in school, on school district property, or at any school sponsored activity whether on school district property or at an approved school activity held on non-school property.
- h. Any **other activities** considered to be disruptive in that they materially and substantially interfere with the educational process.

Law violations will be handled in cooperation with the Urbana Police Department. Some examples of unlawful activities are the following:

1. **Use of drugs and alcohol**
2. **Theft**
3. **Vandalism**
4. **False fire alarms**
5. **Bomb threats**
6. **Extortion**
7. **Assault**
8. **Battery**
9. **Any other act(s) constituting possible violation of the law**

Other Areas of Concern

The **dress and grooming** of students in the Urbana schools shall be the responsibility of parents and students, as long as such dress and grooming is not disruptive to the educational program or a violation of any health, safety, or decency aspect of the school operation.

Substantially the same rules and regulations are in effect for **conduct on school busses**. "School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local Board of Education designates some adult to supervise the riders." School bus privileges may be revoked for failing to abide by bus rules.

At Urbana High School, students who fail to comply with the regulation required of **student drivers**, as listed in the Student Handbook, may be subject to disciplinary action, including revocation of driving privileges.

Hall lockers, where available, are assigned to students on an individual basis and are for their exclusive use. They are provided by the school for student use and remain under the jurisdiction of the school. The locker and locks remain the property of the school and may, for reasonable cause, be opened and inspected by school officials. Furthermore, student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.

None of the above statements, resolutions and regulations shall intentionally constitute an abridgment of the Constitution of the United States, or the State of Illinois, or the civil and criminal code of the State of Illinois or the City of Urbana.

It is the policy of Urbana School District #116 that staff members shall not employ **corporal punishment** against any student of the district for misconduct, or for violation of school rules (adopted November 15, 1997).

Students may be disciplined by means which do not involve the use of corporal punishment.

Staff members may use physical force or restraint against a student to the extent the staff member reasonably deems such force necessary:

- a) to defend and protect himself/herself from the student; or
- b) to defend and protect other persons from the student; or
- c) to prevent or stop fights, breaches of the peace, and other disruptions; or
- d) to prevent damage to the property of the district or of other persons; or
- e) to remove a student from any location, room or assembly where his continued presence creates a risk of threat of physical harm to others, or of damage to school property, or of unreasonable interference with the school or classroom instruction or program.

POLICY ON STUDENT RECORDS

The following records are kept for students enrolled in the Urbana schools. They are available for review by parents and secondary students as described below:

CUMULATIVE RECORD FOLDER

- **WHERE STORED:** In the administrative offices at each school.
- **PROCEDURE FOR STUDENT OR PARENT REVIEW:** Contact the building administrators and set up appointment to review content of the folder. Administrators may ask a counselor (in secondary schools) or classroom teacher (in elementary schools) to conduct the review.
- **INFORMATION STORED:** Student's name, date and place of birth, birth certificate number, race, social security number, name, address and phone number of parents or guardian/custodian, designation of guardian, special health information, attendance record, elementary grade or narrative report (retained for one year), elementary Year-End Summary (retained for three years), junior high course and grade record (retained until official high school transcript is set up) retained until graduation at grade 12, high school official transcript, names of previous schools attended, achievement test scores, student personnel record, notice of psychological report and special education folder on file (when applicable), record reviews and record of information released. (All records from previous districts not retained by Urbana School District #116 will be returned to parents within thirty (30) days.)

DISTRICT TEST RECORDS

- **WHERE STORED:** In district's central office - 205 N. Race Street.
- **PROCEDURE FOR STUDENT OR PARENT REVIEW:** Contact district central office staff and set up appointment.
- **INFORMATION STORED:** Records of student test scores obtained on standardized tests administered in the district. Generally these are types of achievement tests. If test records are kept longer than five years, name identities will be removed making them no longer useful for review by individuals. Most review of tests will be done at the building level.

BUILDING TEST RECORDS

- **WHERE STORED:** In administrative offices at each school.
- **PROCEDURE FOR STUDENT OR PARENT REVIEW:** Contact building administrators and set up appointment. Review may be conducted by administrator, teacher, psychologist, social worker or counselor, or combination of any of the above.
- **INFORMATION STORED:** Student test scores or any group administered tests. Test records kept by the school longer than three years will have the individual name identity removed.

HEALTH INFORMATION

- **WHERE STORED:** In student record office at central office for students in Early Childhood through grade 8; in administration office at each secondary school for students in grades 9-12.
- **PROCEDURE FOR STUDENT OR PARENT REVIEW:** Contact the building administrator to set up appointment. The building administrator will request this information for you.
- **INFORMATION STORED:** Physical examination, vaccination and immunization records, special health problems and/or alerts. (Special health problems and/or alerts also noted in cum folder.)

COUNSELOR RECORDS

- WHERE STORED:** In counselor's office.
- PROCEDURE FOR STUDENT OR PARENT REVIEW:** Contact counselor to set up appointment. Contact may be made through the building administrator.
- INFORMATION STORED:** At discretion of counselor - generally only minimal information is recorded such as dates of sessions. All records are destroyed when student is no longer in attendance at the building.

SUSPENSION OR EXPULSION RECORDS

- WHERE STORED:** In district central offices.
- PROCEDURE FOR STUDENT OR PARENT REVIEW:** Contact district administrative offices and set up appointment.
- INFORMATION STORED:** Records of suspensions are maintained through the end of the current year and destroyed at the end of each year. Records of expulsions are part of the official board minutes. A draft of the minutes of the expulsion hearing is attached to the official board minutes. No other record of expulsions is kept. Official board minutes may be reviewed through the superintendent's office.

SPECIAL EDUCATION RECORDS

- WHERE STORED:** With building principal and/or director of special education.
- PROCEDURE FOR STUDENT OR PARENT REVIEW:** Arrangements for review may be made through the director of special education, special education teacher or the building administrator.
- INFORMATION STORED:** Special Education Evaluation records, reports of specialized evaluations, I.E.P.'s, staffing reports, specialized tests, and other related information.

ATTENDANCE RECORDS

- WHERE STORED:** Current records are stored in the administrative offices at each school and reported monthly to the district's central office. Attendance records from previous years are stored in the central office. Individual records will be kept in the student cumulative record folder.
- PROCEDURE FOR STUDENT OR PARENT REVIEW:** If current records are to be reviewed, the building administrator should be contacted. If records from previous years are to be reviewed, it will be necessary to set up an appointment with the district central administration staff.
- INFORMATION STORED:** Daily record of school attendance.

STUDENT DIRECTORY INFORMATION

As established by District Policy and State Statute, the school may not divulge to any person, agency or organization any information contained in school records without written consent, other than to: school officials within the district who are directly involved with the student; the State Superintendent's Office as stipulated by statute; other school districts where a student has enrolled, and Federal agencies as specified by statute.

Name, addresses and telephone numbers of students and parents may be released to non-commercial agencies or organizations. Requests for this information will be honored when it is felt to be in the interest of the families with children enrolled in the schools.

If you as a parent wish to have your name and your child's name excluded from directory listings of this type you are asked to return the form below. If excluded, your child's name will not be on any general mailings, such as lists to service organizations, colleges and universities, etc.

REQUEST FOR EXCLUSION FROM STUDENT DIRECTORY

I hereby request that directory information for the student(s) listed below be excluded from listings released by the school district to various non-commercial agencies or organizations for the 2005-2006 school year.

_____	_____	_____
(student)	(grade)	(school)
_____	_____	_____
(student)	(grade)	(school)
_____	_____	_____
(student)	(grade)	(school)
_____	_____	_____
(student)	(grade)	(school)

parent-guardian signature

date

Return this form to: **Office of the Deputy Superintendent**
Urbana School District #116
205 North Race Street, P. O. Box 3039
Urbana, IL 61803-3039

Student Directory Information

SPECIAL EDUCATION PROGRAMS AND SERVICES

The Department of Special Education provides programs for handicapped children, ages 3 to 21. A full range of special programs are available through the following programs and services:

1. *Programs for Students with Mild Mental Disabilities*
2. *Programs for Students with Moderate Mental Disabilities*
3. *Programs for Students with Behavioral/Emotional Disorders*
4. *Services for Students with Learning Disabilities*
5. *Early Childhood Education*
6. *Services for Speech and Language Impaired Students*
7. *Programs for Students with Severe/Profound Multiple Disabilities*
8. *Services for Hearing Impaired and Deaf Students*
9. *Services for Visually Impaired Students*
10. *Programs for Students with Physical Disabilities*
11. *Home/Hospital Instruction*
12. *School Social Work Services*
13. *School Psychological Services*
14. *Occupational Therapy*
15. *Physical Therapy*
16. *Alternative Special Education Programs*
17. *Pre Natal Class*
18. *Wrap-Around Services*

The Urbana School District #116 strives to meet the educational needs of individual children through long range planning and through the day-to-day assessment of on-going programs. Speech and language is one of the most frequent special education services provided in our schools. It is the practice for the speech and language clinician to screen children for possible problems in speech and language that may interfere with a child's ability to communicate effectively with other children and his/her teachers. This screening will be done during the first two (2) to three (3) weeks of school. If it is found through the screening that a child needs the services of a speech and language clinician, parents will be notified by the school where the child attends.

During the school year, we find that some children become seriously ill and need to be home or hospital bound for long periods of time. If a child is going to be absent due to illness, two (2) consecutive weeks or more, and a physician sends certification in writing that this is the case, notify your building principal. The Urbana schools will provide your child with a homebound instructor so that he/she will not fall far behind the other students in his/her class.

You should also be made aware that if you object to the special education services that are being proposed for your child, you may request a review of the educational plan. This review will include the professional staff who provided information upon which this decision was made. You or your representative may, prior to the local review conference, request the opportunity to examine all information on which the placement decision was made. In summary, it is important that you know and understand that you have the following rights:

1. To inspect and review records.
2. To be notified before the school initiates or changes (or refuses to initiate or change) the identification, evaluation or placement of your child.
3. To an independent educational evaluation.
4. To give consent before an evaluation is conducted and before initial placement is made in special education.
5. To request an impartial due process hearing to question the agency's identification, evaluation or placement of your child or to question the agency's provision of a free appropriate public education.
6. To have a full and individual evaluation of your child's educational needs.
7. To have your child educated with non-disabled children to the maximum extent possible.
8. To restrict access to your child's records by withholding consent to disclose records.

Your child's educational status will not be changed without your being informed prior to the change.

If you have a child between the ages of 3 and 21 years of age and suspect that he/she may have special education needs, or if you have questions concerning special education programs and/or services, contact:

**Mrs. Susan Baker-Ory
Director of Special Services
Urbana School District #116
P. O. Box 3039
Urbana, IL 61803-3039**

or

contact the building principal in the
school where your child attends

BEHAVIORAL INTERVENTION FOR STUDENTS WITH DISABILITIES

Section 1. Purpose

It is the purpose of this policy to establish the process for the Urbana School District #116 to comply with P.A. 89-91 on the use of behavior intervention for students with disabilities.

Behavioral interventions should be used by teachers and administrators to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. A fundamental principal is that positive, nonaversive interventions designed to develop and strengthen desirable student behaviors should be used whenever possible.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution.

Section 2. Committee

The Board of Education shall maintain a committee for the purpose of:

- A. developing procedures with the advice of at least one parent of a student with disabilities, at least one other parent, teachers, administrators, an advocate for persons with disabilities, and individuals with knowledge or expertise in the development and implementation of behavioral interventions for persons with disabilities;
- B. reviewing and advising the Board of Education of modifications made periodically by the Illinois State Board of Education to the *Behavior Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities* (ISBE, June 1994); and
- C. reviewing the impact of the use of restrictive and non-restrictive interventions so as to ensure that the District adopts and maintains high professional standards and best practices in the use of behavior intervention for students with disabilities.

Section 3. Development of Procedures

The aforesaid committee and the Director of Special Services will develop procedures that conform to the specifications of the Illinois State Board of Education guidelines on the use of behavioral interventions for students with disabilities receiving special education and related services. The procedures will promote the use of positive behavioral interventions and include, but not be limited to, the following components:

- A. Designation of behavior interventions by level of restrictiveness,
- B. Identification of behavioral intervention consultants,
- C. Procedures for the development of behavioral intervention plans for students with disabilities having significant behavioral needs and for such students requiring restrictive behavioral interventions,
- D. Procedures for the documentation of emergency use of restrictive interventions,
- E. Provisions for parent involvement,
- F. Provisions for staff training and professional development; and
- G. Development of a Behavioral Intervention Committee to monitor incidents involving the use of restrictive behavioral interventions.

Section 4. Notice

The District shall furnish a copy of the policy to parents and guardians of all students with IEPs within 15 calendar days after the Board of Education has adopted the Policy, or at the time an IEP is first implemented for the student.

POLICY ADOPTED ON: December 19, 1995

LEGAL REFERENCES: The Illinois School Code, Section 14-8.05, *Behavioral Interventions for Students with Disabilities* as amended by Public Act 89-191.

SEX EQUITY POLICY

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

ADMINISTRATIVE PROCEDURES

Any complaint by any student, parent/or legal guardian, that there has been a violation, misinterpretation or misapplication of Title IX shall be a grievance.

1. A currently enrolled student or a currently enrolled student's custodial parent or legal guardian may file a charge of sexual discrimination on her/his own behalf under this policy within thirty (30) calendar days of the occurrence of discriminator conduct. Such a charge must be in writing, signed by the complaining party and must identify the action or practice complained of, specifying what the practice is, who engaged in the practice, why it is sexually discriminatory, and how the practice harmed the complaining party. The charge must be filled with the principal of the building where the alleged act of discrimination occurred, except the complaints of sexual harassment against a principal must be filled with the superintendent or his/her designee, in accordance with the district's sexual harassment policy.
2. The principal shall conduct an investigation of the allegations, in consultation with the grievant. The investigation should be completed within thirty (30) calendar days of the filing of a charge. (exception: after dismissal to first day of school.) If any of the thirty (30) calendar days shall fall within the summer after school is dismissed, the thirty (30) calendar days shall be fully applied to the following school year, beginning with the first day of school. Upon completion of the investigation, the supervisor shall forward a written decision to the parties by mail.
3. Appeals from a first level decision must be filed with the district superintendent within fifteen (15) calendar days of mailing the first level decision. The superintendent or his/her designee may convene a hearing within thirty (30) calendar days of receiving the appeal. If a hearing is held, the superintendent must render a decision within thirty (30) calendar days after the hearing has been concluded. If no hearing is conducted, a decision shall be rendered within sixty (60) calendar days of the filing of an appeal. No hearing is required if there are no contested facts, nor need a hearing be convened during summer recess or vacation periods, or for other good cause determinable within the superintendent's sole discretion. This decision may be applied to the Board of Education by the complaining party within fifteen (15) calendar days after the date of mailing the decision.
4. The Board shall not take new evidence on appeal, but shall review the superintendent's findings and conclusions, and exceptions to those findings and conclusions, and may accept oral argument. The Board shall render its decision by the third regular board meeting after the day of the filing of the appeal. The Board's decision may be appealed to the regional superintendent of schools and from the regional superintendent to the State Board of Education pursuant to Ill. Rev. State. 1985, 122, 333-10.

Adopted: May 21, 1991

BLOOD EXPOSURES

Handling Blood Exposures

The Urbana School District will be following OSHA and Illinois Department of Labor regulations on handling blood exposures. These regulations are designed to protect District employees. Staff members will be wearing protective equipment (latex gloves) in dealing with a bleeding student.

It is extremely rare for students to come in contact with someone's blood or body fluids. However, there is no way the school can protect students from each other in every circumstance.

Please help us keep your student safe by:

1. Explaining to your student that diseases can be passed by touching blood and other body fluids from others.
2. Encourage your student to wash his/her hands carefully if he/she accidentally touches blood or other body fluids from others.
3. Encourage your student to report immediately any contact he/she has with blood or body fluids of others.

If you have questions or concerns, please contact the District Nurse at 384-3564.

HEALTH GUIDELINES

- No child should be sent to school with a fever. If they have been sick they should not return to school until they have been free of fever for 24 hours.
- A child with diarrhea should be kept home.
- If vomiting occurs, keep at home until they can eat and keep food down.
- If your child develops a body rash you need to have the doctor diagnose the problem. Please let us know what your doctor says before your child returns to school. There may be times when we will need to request a note from the doctor.
- If your child has strep throat or impetigo, the child needs to be on medication for 24 hours before returning to school.
- When a child has chicken pox, they may return after all the pox are dry and crusted over, usually not sooner than 6 days after it begins.
- If your child has head lice, they may not return until they are treated appropriately and all nits (eggs) are removed. If nits are visible in the hair they will be sent home.

MANDATORY HEALTH REQUIREMENTS FOR SCHOOL

PHYSICALS AND IMMUNIZATIONS

A physical exam and immunizations are required to be on file for every child in the school district. Students entering an Urbana School from another school district will have 30 days to comply. If the previous school does not send the physical and immunizations with the records it is the responsibility of the parents or guardians to obtain these documents.

New physicals are required for early childhood, kindergarten, fifth and ninth grade. The examination must be completed within one year prior to entry into the above grades. ***If the child does not have a physical prior to the first day of school they will not be allowed to attend.*** This policy is strictly enforced. Any new students to the school district will still have 30 days to comply with this requirement. Physical forms are available on our website or at the schools.

DENTAL EXAMINATIONS

A dental examination is required for all incoming kindergarten, second and sixth graders. The examination must be performed by a licensed dentist and a "Proof of Dental Examination Form" must be completed by the dentist. These forms are available on our website or at the schools. The forms must be completed by May 15th of the current school year. Please note, if your child has had an exam in the last 18 months, the dentist can complete the form based on that appointment. If the school does not have a completed form for your child, the school can withhold your child's year end report card.

VISION AND HEARING SCREENINGS

Vision and hearing screenings are administered during the school year according to Illinois State Public Health guidelines.

The mandate requires hearing screenings for preschool, kindergarten, first grade, second grade, third grade, and all students in special education classes.

Vision screenings are required for all preschool, kindergarten, second grade, eighth grade and all students in special education classes. Vision screening is not a substitute for a complete vision and eye evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an evaluation has been administered within the last twelve months.

In addition to these students any student entering Urbana School District #116 who has not previously been screened and any student referred for a special education case study will be screened for both vision and hearing. Any student suspected by a parent, guardian or teacher of having a vision or hearing problem may also be referred for testing. Please contact the School District Nurse if you have any questions or if you wish to exempt your child.

SCHOOL MEDICATION GUIDELINES

The district will limit its dispensation of medication to cases where failure to take prescribed medication could jeopardize the student's health and/or education and where it is not possible for a parent to administer the medication and the medication cannot be prescribed in doses scheduled for before and after school hours.

Parent help and consideration is essential for the safety of children who must receive medication while at school.

1) All medications, including non-prescription drugs, given at school shall be prescribed by a physician. A School Medication Authorization Form must be carefully completed each school year. THE DOCTOR MUST SIGN THE FORM and a PARENT OR LEGAL GUARDIAN MUST SIGN THE FORM.

2) A separate form is required for each medication.

3) Students are not allowed to carry any medication on their person. Exceptions will be allowed for students requiring epipens or asthma medications providing the appropriate documentation from parent/guardian and physician has been received.

4) Any change in medication dosage or administration shall have written authorization from the prescriber.

5) Prescription medication must be sent in the original container labeled by the Pharmacy showing: student's name, name of medication, dosage and schedule of administration, date, and the prescriber's name.

6) Non-prescription medication must be in the original labeled container with the student's name affixed to the container. A medication authorization form must be completed.

7) No medication will be given at school unless the above guidelines are met.

8) All prescription and non-prescription medication must be taken to the school office by the parent/guardian where it will be kept in a locked space. Exceptions will be made for epipens and asthma medications. (See number 3 above.)

9) Please talk to your physician about scheduling medication to avoid school hours whenever possible. Prescription medications which are to be taken 3 times per day normally do not need to be given at school.

10) It is the parent's responsibility to pick up all unused medication before the last day of school. Any medication left at school will be disposed of by the nurse. We cannot send medication home with students.

Please contact the District Nurse if you have any questions (384-3564).

CHAPTER 6 - STUDENTS

6.400 STUDENT WELFARE

6.480 ADMINISTERING MEDICATION TO STUDENTS

The Board of Education desires to provide a positive learning environment for all students including students who must receive medication during the school day. The Board of Education, therefore, authorizes school personnel to administer, or supervise the self-administration of, medication under controlled conditions as specified in this policy and accompanying procedures. The Board of Education will insure and indemnify personnel designated to administer or supervise the self-administration of medication when such personnel follow the policy and procedures put forth in this document. School personnel will not diagnose or treat illnesses.

The Board of Education authorizes the superintendent to establish and maintain a parent-teacher advisory committee to develop, in conjunction with the school board guidelines for administering medication in school.

The district will limit its dispensation of medication where failure to take prescribed medication could jeopardize the student's health and/or education and where it is not possible for a parent to administer the medication and the medication cannot be prescribed in doses scheduled for before and after school hours.

The Board of Education recognizes that there are certain state and federal laws that govern the administration of medication to students in certain circumstances. The school administration is directed to develop guidelines as are necessary to comply with such laws and regulations.

(page 1 of 1)

SUPERSEDES: Policy adopted April 21, 1998
POLICY REVISION ADOPTED ON: May 20, 2003
LEGAL REFERENCES:
CROSS REFERENCES:

BP 6.480

STUDENT FEES POLICY

5.200 REVENUE

5.240 Student Fees

The Board of Education of Urbana School District #116 recognizes that some students, parents, and/or families of the community may, from time to time, be unable to pay fees for instructional materials, field trips during the school day, lock rental, athletic and other extracurricular activities, participation, graduation garments, school health services, driver education, deposits for uniforms or equipment related to varsity and intramural sports or to fine arts programs, and/or student record transfer.

Therefore, fees assessed for required programs will be waived for students who meet any one of the following criteria:

1. Qualification to receive free lunch based on National School Lunch Guidelines.
2. Qualification due to sudden income loss due to an emergency existing within the student's family including illness, death, severe injury, fire loss, weather related disaster, and other similar condition.

Students receiving reduced lunches as a result of meeting the state income guidelines are eligible to receive a 50% reduction in fees.

Notification of any fee waiver denied will be mailed to the parents/family within 30 calendar days stating the reasons and informing the applicant of the appeal procedure.

The Board of Education shall periodically review and establish fee amounts.

In the implementation of this policy, the Board of Education directs the superintendent or his designee to develop appropriate administrative guidelines.

SUPERSEDES: BP 5.240 adopted 12-19-89, June 15, 2004

POLICY ADOPTED ON: JUNE 18, 1991

REVISED: JULY 13, 2005

LEGAL REFERENCES: The School Code , 122, 2-3.96; 122, 10-20.23; 122, 34-21.6; 122, 27-23; 122, 28-19.2; 122, 50-1 through 50-10; 122, 712.1; 23 Illinois Administrative Code CH. I,S. 1.245, Subtitle A, Subchapter a, Section 1.245.

CROSS REFERENCES:

BP 5.240

STUDENT FEES POLICY

5.200 REVENUE

5.240 Student Fees - ADMINISTRATIVE PROCEDURES

To implement Board Policy 5.240, Student Fees, the following procedures will be followed:

1. Students and/or parents/families applying for a waiver of fees shall submit an Application for Fee Waiver form, with supporting qualification evidence to the principal of the school/building which where the students attends.
2. The principal shall evaluate the application and determine eligibility as well as validity of the application.
3. The principal shall notify the applicant in writing of the results of the application evaluation.
4. If the applicant and/or parent/family is not satisfied with the results of the principal's evaluation and decision, he/she may appeal to the superintendent or his/her designee within 30 calendar days. Any appeal will be decided and the parents/family notified within 30 calendar days of the filing of the appeal. Parents/family will be provided the opportunity to meet with the superintendent of schools and/or designee prior to any final decision. If the appeal is denied, the district will mail the applicant the decision stating the reason for the denial.

Notification procedures

1. The superintendent of schools shall notify parents and families prior to the beginning of the 1991-92 school year and in the annual information packet mailing in subsequent years.
2. Principals shall inform new enrollees, parents or families including those enrolling students for kindergarten on a continual basis.
3. All fee waiver procedures distributed to parents/families shall include the Application for Fee Waiver, Board Policy 5.240, Administrative Procedures 5.240 which includes the appeal process.
4. If the fee waiver policy and/or administrative guidelines are substantially amended, the parents and students enrolled in the district will be notified in writing within thirty (30) calendar days following the adoption of the amendments.

SUPERSEDES: All written and unwritten procedures implemented and in operation prior to the implementation date below.

PROCEDURES IMPLEMENTED ON: July 1, 1991

LEGAL REFERENCES: The School Code, 122. 2-3.96; 122, 1-2-/23; 122,34-21.6; 122,27-23; 122,28-19.2; 122,50-1 thru 50-10; 122,712.1; 23 Illinois Administrative Code CH. I,§. 1.245, Subtitle A, Subchapter a, Section 1.245

PARENT NOTIFICATION CONCERNING PARENT/GUARDIAN STATE PUPIL TRANSPORTATION REIMBURSEMENT

Parent(s) or legal guardian(s) who must provide transportation to and from school, **because free transportation is not available for their children**, may be eligible to receive money from the state to help offset some of the cost; for example bus fares, or mileage reimbursement for private automobiles at .405 cents per mile.

If you can answer yes to the following questions for the 2006-2007 school year, you may be eligible to receive reimbursement for providing such transportation.

- 1) Was the pupil under the age of 21 at the close of the school year?
- 2) Was the pupil a full-time student in grades kindergarten through 12?
- 3) Did the pupil either live 1 1/2 miles or more from school or live less than 1 1/2 miles from school but **must be transported** due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs.)
- 4) Did the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
- 5) Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?

If you answered yes to the above questions, lived in Illinois and wish to file a claim, **parents must still go to the school** the child attends to participate. School personnel must enter this data for the parent OR verify this information before submission to our office from the school.

In addition, parent(s)/guardian(s) who had pupils living **less than 1 1/2 miles** from the school attended must have **already verified** that a safety hazard due to vehicular traffic existed by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools office for the county in which they live except Chicago. Chicago residents must receive and submit applications from Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001 **by February 1, 2006**. The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the Application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed Application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. **If the safety hazard is approved, the parent/guardian must go to the school the pupil attended and complete the claim form.** Parents who received verification of a safety hazard during and after the 2002-2003 school year, whose children attend the same school and live at the same address, do not have to reapply for safety hazard verification.

Once all claims are completed at the school, the claim forms will be sent to the Illinois State Board of Education. If your claim is approved, you should receive a check directly from the State for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly all claims will be prorated.

Facilities Services

In 1999, the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees, at least 48 hours prior, to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

An annual Urbana School District # 116 schedule of pesticide applications is as follows:

7/17/06	Monday	PR, TP, YR crack & crevice (kitchen)
7/18/06	Tuesday	KG, WI, LE crack & crevice (kitchen)
7/19/06	Wednesday	UMS/UHS monthly crack & crevice (kitchen)
7/28/06	Friday (A.M.)	UMS Summer Fogging
7/29/06	Saturday(A.M.)	UHS Summer Fogging
9/15/06	Friday (P.M.)	UMS/UHS monthly crack & crevice (kitchen)
10/27/06	Friday (P.M.)	UMS/UHS monthly crack & crevice (kitchen)
11/20/06	Monday(P.M.)	UMS/UHS monthly crack & crevice (kitchen)
12/28/06	Thursday(A.M.)	UMS Winter Break - Fogging in kitchen
12/28/06	Thursday(P.M.)	UHS Winter Break - Fogging in kitchen
12/26/06- 12/29/06	Winter Break	All elemen. schools crack & crevice (kitchen)
1/12/07	Friday	UMS/UHS monthly crack & crevice (kitchen)
2/09/07	Friday	UMS/UHS monthly crack & crevice (kitchen)
3/19/07- 3/23/07	Spring Break	All schools crack & crevice (kitchen)
4/12/07	Thursday(P.M.)	UMS/UHS monthly crack & crevice (kitchen)
5/4/07	Friday(P.M.)	UMS/UHS monthly crack & crevice (kitchen)
6/13/07	Wednesday	PR, TP, YR crack and crevice (kitchen)
6/14/07	Thursday	KG, WI, LE crack and crevice (kitchen)
6/19/07	Friday	UMS/UHS monthly crack and crevice(kitchen)

If you desire to be notified, in addition to this published schedule, we have established a registry of people who wish to be notified. To be included on this registry, please inform Shannon J. Wright, Administrative Assistant, Facilities Services, Urbana School District #116, at 384-3662.

Any other questions you may have regarding the District's pest management practices may also be directed to Shannon J. Wright.

KG: King Elementary
LE: Leal Elementary
PR: Prairie Elementary
TP: Thomas Paine Elementary
WI: Wiley Elementary
YR: Yankee Ridge Elementary
UMS: Urbana Middle School
UHS: Urbana High School

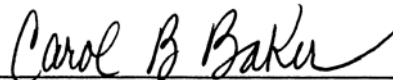
NOTIFICATION TO PARENTS AND EMPLOYEES

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) the Board of Education of District #116 has notified workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the schools. District #116 previously submitted inspection reports and management plans to the Illinois Department of Public Health as required by the Federal and State Regulations. Copies of these approved reports and the management plans are available for inspection during normal office hours in the office of each school in the district. These reports include response actions, post response action activities, reinspections and periodic surveillance.

Periodic surveillance activities are conducted to examine materials identified as asbestos containing and to record any change in condition, which might necessitate a change to a specific response action. Periodic surveillances are conducted at least every 6 months as long as asbestos materials remain in each building.

All School District #116 maintenance personnel have received the required asbestos awareness training. Five district employees are licensed by the State of Illinois as asbestos workers for routine repair and maintenance of asbestos material.

District #116 will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition and will voluntarily remove asbestos materials in compliance with Federal and State regulations in conjunction with planned renovation work as funds become available.



AUTHORIZED SIGNATURE

Director of Business
TITLE

July 1, 2006
DATE

Asbestos Hazard Response



URBANA SCHOOL DISTRICT 116

PUBLICITY AND PHOTO RELEASE FORM

School Name _____

Urbana School District 116 is making a concentrated effort to promote positive activities, honors, and work of our staff and students. This includes working with the local newspapers, radio, and television stations and also developing our own publications. These publications include information, likenesses, images, etc. which may appear on the district website as well as in other technological publications.

As we go about this project, there will be opportunities for various students to be interviewed and/or photographed and **identified by name and classroom or school**. However, we understand that some parents may request that we do not highlight their child(ren). Please fill out the form below to inform us of your wishes regarding publicity. **Please note, however, that your child's image or likeness may appear in occasional candid photos without any type of name identification and the use of these candid photos of your child is permissible.**

(Please print. Use a separate form for each child.)

Student Name _____ Grade _____

Parent/Guardian Name _____

I give permission for my child to be interviewed, identified, and/or photographed/filmed for use in district publications, including, but not limited to, publication via website or other technological publications, videos, newspapers, radio, or television.

I request that you do not interview or photograph my child.

Parent/Guardian Signature _____

Date _____

***** Please return this form to the school as soon as possible.*****

If we do not receive this form back, we will assume that you do not wish for your child to be interviewed or photographed. This form will be kept on file at your child's school. If a situation arises that may change your child's status regarding publicity, please notify the Public Relations Office in writing as soon as possible. New photo release forms will not be required each school year.

**Urbana School District, Public Relations Coordinator, 205 North Race Street,
P.O. Box 3039, Urbana, IL 61803-3039 (217) 384-3650**

revised 8/01

Publicity and Photo Release Form

Urbana School District #116
Acceptable Use Policy (AUP)

**Users Agreement and Parent Permission Form for
Internet and E-mail Access**

As a user of the Urbana School District #116 computer network, I hereby agree to comply with the rules stated in the Internet Acceptable Use (AUP) booklet - utilizing and communicating over the network in a responsible fashion while honoring all relevant laws and restrictions.

Name (Please Print) _____

Student Signature _____

Date _____

- As a parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet.

I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information. I understand that this permission continues as long as my student attends Urbana #116 schools. If I want to revoke this permission I need to send a written request to the principal of my student's school.

- As a parent or legal guardian of the minor student signing above, I do **NOT** grant **permission** for my son or daughter to access networked computer services such as electronic mail and the Internet.

(PLEASE PRINT)

Name of Student _____

School _____ **Grade** _____

Social Security # _____ **Date of Birth** _____

Street Address _____

Home Telephone _____

Parent Signature _____

Date _____

Student's Name