

## PROCLAMATION OF UNDERSTANDING

Each student (or parent/guardian of the student) shall receive and sign for receiving a copy of this Student-Parent Handbook within fifteen days of the beginning of the school year or a student's enrollment. ***The student and/or parent(s)/guardian(s) signature indicates responsibility for reviewing the contents and abiding by the rules contained in the handbook.*** Amendments may be added periodically to this handbook by the administration team with Board approval. The administration will take appropriate action for any situation or incident not specifically covered in this handbook.

*This handbook contains only a summary of Board Policies governing the School District. Board Policies are available for public inspection in the Okaw Valley Unit Office, 709 South St. John Street, Bethany, Illinois.*

Board of Education  
Okaw Valley Community Unit School District #302  
Adopted April 21, 2011

***Okaw Valley Schools insure equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion, or handicap.***

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## **OKAW VALLEY C.U.S.D. #302**

### **SCHOOL INFORMATION**

The school calendar, monthly newsletter, upcoming events, e-mail addresses, teacher webpages and other school information can be obtained by accessing the school website ([www.okawvalley.org](http://www.okawvalley.org)) and clicking on the proper link to the school you are wanting.

### **SCHOOL ADMISSIONS**

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children ages 3 to 21 years with exceptional needs who qualify for special education are also eligible for admission.

#### **Admission Procedure:**

All students must register for school each year on the dates and at the place designated by the Superintendent.

Students enrolling in the District for the first time must present:

- A certified birth certificate
- Proof of residence, as required by Board policy
- Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy. Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment.

#### **Withdrawal from School:**

A student who finds it necessary to withdraw from school must notify the Principal's office. Students moving out of district must obtain a Student Transfer Form which is required for admission to another school district.

The Student Transfer Form will verify whether or not the student is "in good standing" and whether or not the medical records are up-to-date and complete.

## **Re-enrollment:**

Re-enrollment shall be denied to any individual above the age of 19 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21<sup>st</sup> birthday. Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, Expulsion Procedures. A person denied re-enrollment will be provided educational counseling and be directed to alternative educational programs, including adult educational programs, that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals With Disabilities Act of accommodation plans under the Americans With Disabilities Act.

## **Residence:**

**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. A student's residence is the same as the person who has legal custody of the student. Proof of residence and legal custody will be required before a student will be enrolled. "Legal custody" means:

- Custody exercised by a natural or adoptive parent with whom a pupil resides;
- Custody granted by order of a court to a person with whom the pupil resides for reasons other than to have access to the District's educational programs;
- Custody exercised under a statutory short-term guardianship, provided that within 60 days of the student's enrollment, a court order is entered establishing a permanent guardianship and granting custody to a person with whom the pupil resides for a reason other than to have access to the District's educational programs;
- Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the pupil who resides with that adult caretaker relative for purposes other than to have access to the educational programs of the district; or
- Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the pupil and provides the pupil with a regular fixed night-time abode for purposes other than to have access to the educational programs of the district.

***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 that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall 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.

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.

**Military Service** 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.

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.

**Non-Resident Students** Non-resident students may attend District schools upon the Superintendent's recommendation, approval of the School Board, and subject to the following:

- The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
- The student will attend the school designated by the School Board.
- The student will be accepted only if there is sufficient room.
- The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
- Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).

The Superintendent is authorized to enter into a written agreement with adjacent school districts to provide for tuition-free attendance by a student of the adjacent district, provided that both the superintendent and the adjacent district determine that the student's health and safety will be served by such attendance. When making a request for tuition-free attendance, the student or parent(s)/guardian(s) should state in writing how the student's health and safety needs will be served by such attendance.

The Superintendent is authorized to enter into written agreements with cultural exchange organizations and charitable institutions to provide for the tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.

**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. See the Miscellaneous Information section of this handbook for additional information regarding homeless children.

**Challenging a Student's Residence Status** If the Superintendent 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 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.

# ATTENDANCE POLICIES AND PROCEDURES

## Student Attendance:

**Punctual and regular school attendance** is extremely important if the student is to make the most of the educational opportunities available. **Any student who accumulates ten instances of absence in a class or combination of classes shall be required to submit a written doctor's note or provide notice of death or serious illness in the immediate family for all subsequent absences for the remainder of the school year. Failure to do so shall result in an un-excused absence.**

Absences excused by a doctor's note or students sent home for illness by school officials will not count toward the 10 instances. Decisions regarding special situations will be determined by the building principal.

## Absence Procedures:

The **parents or legal guardians** should contact the school by **9:00 a.m.** on the day the student will be absent. If parents do not call by 9:30 a.m., the office will call the home phone number first and then the work phone number. It is essential that we have an emergency number **in addition to** parental home and work numbers.

If a student was absent and the parent or guardian did not call on the day of the student's absence, the student must present a note to the office before 8:10 a. m. or upon returning to school, signed and dated by the parent or guardian, explaining the absence. **If a note is required and is not provided by the third day after the return to school from an absence, the un-excused absence will stand and a note will not be accepted. Un-excused absences and tardies may result in detention.**

The fact that a call was received or that the student has a note from a parent does not necessarily excuse the absence or tardiness. The parent advisory committee for discipline has established a list of excused and un-excused absences which may be found in this section.

## Absences:

**Excused Absences** Illness and emergencies will constitute an excused absence. When the student returns to school, he/she must pick up an admit slip from the office. This form may be obtained upon presentation of a note from home signed by a parent or guardian stating the reason for and the length of the absence.

### Examples of Excused Absences:

- Death in the immediate family
- Serious illness in the immediate family

- Illness of the student
- Medical or dental appointments for the student which cannot be taken care of after school or on weekends
- Anticipated absence--these absences must be approved by the building principal before the absence takes place. Examples include family trips, church trips, etc.
- Absence for the purpose of observing a religious holiday; written notice must be provided to the principal three days before the anticipated absence.
- Accidents, emergencies, and other situations beyond the control of the student will be handled individually.
- *Other reasons for absences will be handled on an individual basis as they arise.*

Make-Up Work: A student who receives an excused absence admit pass must make arrangements with each teacher to make up any missed work the first day he/she returns to school. Students will have a one day make-up privilege for each day of work missed. It is the student's responsibility to make up the work.

Un-excused Absences A student shall receive an un-excused absence when:

- Student stays home because of a late night activity the day before (field trip, track meet)
- Student is truant
- Student skipped class or skipped school
- Student missed the school bus or overslept
- Anticipated absence trip was not approved in advance
- Shopping
- Hunting, fishing, or attendance of a social activity unless previously approved
- Birthday or other celebration
- Gainful employment
- Hair or barber appointment
- Leaving school early without reporting to the office
- Parent/guardian fails to notify the office of the absence prior to or upon the student's return
- Student has had **more than ten instances** of absence and does not produce a medical excuse from a physician. Any student who is absent for more than **ten** days for medical reasons without written doctor's excuse for those absences will be required to provide a written doctor's excuse for each subsequent absence for illness during the year or receive an un-excused absence/truancy for those absences.
- Student has been suspended out of school; the student is expected to make up the work he or she missed during the absence.

Make-Up Work: Students who are absent and un-excused will be permitted to make up tests and quizzes. Students will receive 50% of the total points earned. Students are encouraged to make up daily assignments missed. Teachers may record a zero for such daily assignments/grades or may award credit for work which is made up.

Consequences: Students who are absent and un-excused will receive discipline consequences as assigned by the building principal or designee.

A record of un-excused absences will be kept for each student by quarter. A program of aid and discipline will be followed for students with un-excused absences. (See Truancy and Supportive Services, this section.)

**Anticipated Absences** If a student knows in advance that he/she will be absent, he/she must give advance notice to the office by filling out an Anticipated Absence form that may be obtained in the office. This form includes the reason for the absence, the length of the absence, and the signature of the parent or guardian. The anticipated absence form must then be signed by all teachers acknowledging that make-up assignments have been given and the form must be turned in to the principal **prior** to the date of the anticipated absence.

### **Eligibility to Attend After-School Activities:**

Students must attend school the half day immediately preceding the activity to attend an after school activity. Any student that attends an after school event that was not in attendance the half day immediately preceding the activity will be assigned an unexcused absence for that day. Anticipated absences will generally not exclude the student from participation in after-school activities.

Non-attendance day activities which begin at noon or later are exempt. Non-attendance day activities begin with the departure of the bus from the school.

### **Leaving School:**

After entering the building students may not leave the school premises nor go to the parking lots without permission from the building administrator (or his/her designee), unless they are participating in a supervised, organized school or class activity. **The campus is closed.**

Parents are urged to make every effort to schedule doctor, dental, or other appointments at a time that will not interfere with the normal school day; however, it is understood that such scheduling may not always be possible.

**Should a student need to leave school for a doctor or dentist appointment, he/she must first sign out in the office.** Students must bring a written note from parents or have parents orally verify their appointment **before** they will be allowed to sign out.

If a student becomes ill or injured during the school day, a parent or other responsible person must be contacted before the student will be allowed to leave. Accident reports will be written by the supervising teacher and turned in to the principal for any injuries to students that occur at school or school related activities.

## **Tardiness:**

Students must report to their classes and study hall on time. There are four minutes between classes. If a student is detained by a teacher after class, that teacher will write a pass for the student. Students reporting to class after the last bell will be counted tardy by the instructor of the class. A third tardy for that class period will result in a detention with each subsequent tardy for that class resulting in an additional detention.

## **Compulsory School Attendance/Truancy:**

**Compulsory School Attendance** This policy applies to individuals who have custody or control of a child between the ages of 7 and 17 years of age (unless the child has graduated from high school) or any child who is enrolled in any grade K-12 in the public school regardless of age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school:

- (1) any child attending a private school (including a home school) or parochial school,
- (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. Students who are absent and unexcused/truant are subject to discipline consequences as assigned by the building principal or designee.

**Truancy** The School Board supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. Further, the Board recognizes the following definitions:

- **Truant** – A “truant” is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.
- **Valid Cause** – A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situation beyond the student's control as determined by the School Board or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.
- **Chronic or Habitual Truant** – A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 percent or more of the previous 180 regular attendance days.
- **Truant Minor** – A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community

resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

**Truancy Procedures and Supportive Services** The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Principal shall develop and implement diagnostic procedures to be used for identifying the cause(s) of un-excused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

Truancy will result in the following consequences:

- 1<sup>st</sup> Offense: In-School suspension - Equal Time (1 period=1/2 day + lunch)
- 2<sup>nd</sup> Offense: In-School Suspension - Twice the Time Missed
- Subsequent Offenses: In School Suspension - Twice the Time Missed

Supportive services and resources will be made available for truants and chronic truants including:

- Parent-Teacher conferences;
- Student and/or family counseling;
- Information about community agency services.
- A student who has received supportive services through the school will be referred to the ROE truancy intervention program after nine absences within a semester.

**Truancy Consequences** If truancy continues after supportive services have been offered, the Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant officer of the Educational Service Region serving the District. The School Board, Superintendent, Principals, and teachers shall assist and furnish such information as they have to aid truant officers.

When a student is chronically or habitually truant, legal action may be taken. Parents/ guardians who have been given notice of their child's truancy and who knowingly and willfully permit the child to be truant can be convicted of a Class C misdemeanor which means they are subject to not more than thirty days of imprisonment and/or a fine of up to \$500.

## **Breakfast/Lunch:**

**Purchase Procedures** Lunch and breakfasts will be purchased as needed, preferably on the first attendance day of the week, between 7:45 – 8:05 a.m. by staff and students. Payment by check is encouraged for receipt purposes. Any number of lunches or breakfasts may be purchased at one time. A student may purchase from 1 to 30 lunches at a time. Students are encouraged to purchase at least one-week at a time, if possible.

Lunches are \$1.65 for students at OVES and \$1.85 for OVMS & OVHS students.

Breakfasts are \$1.00 at each building. Extra milk will be available at an additional charge (35¢ each). **Lunches may not be charged for more than five days unless PRIOR arrangements are made in the school office and no charges will be allowed for breakfast.**

The first hour teachers will take a lunch count with their attendance report. Students who wish to charge a lunch will be included in that count and will tell the supervisor in the cafeteria who will record the charge. Students who bring lunch to school are to eat in the cafeteria. Students should not trade food or eat food off another student's tray.

**\* Pop and snack machines will not be available during lunch time for grades K-8.**

**Free and Reduced Price Meals** The Federal Government requires that free or reduced lunches be provided for those who qualify; those who qualify are also eligible for free and reduced price breakfasts. A listing of required qualifications based upon need and family income are provided each fall at registration. Those who feel that they are eligible for free or reduced lunches for their children are encouraged to get application forms from their building principal. Free lunch tickets are issued as soon as the forms are filled out, returned to school and the school has processed the forms.

## **HEALTH AND SAFETY**

### **Communicable and Chronic Infectious Disease:**

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies. The determination of whether the student with a communicable and/or chronic disease will be permitted to attend school in a regular classroom setting or participate in school activities with the other students will be made on a case-by-case basis in accordance with the rules of the Illinois Department of Public Health.

If the infected student is not permitted to attend school in the regular classroom or participate in school activities with other students due to a determination that he or she poses a high risk of transmission of the communicable and/or chronic infectious disease to the students and staff, every reasonable effort shall be made to provide the student with an adequate alternative education. State regulations and school policy regarding homebound instruction shall apply.

### **Communicating with Us/Information Lines, Voice Mail, E-Mail:**

The Okaw Valley School District provides Homework and Information lines, website, voice mail, and e-mail to enhance communication between the school and the parents/community. Specific directions for accessing these programs will be provided annually as an insert in the handbook and/or via the district calendar as changes, updates occur.

**Homework/Information Lines** School personnel leave assignments, messages, important dates, bus

information, school closings, etc. on the system. Parents and community members access the system via the telephone.

Voice Mail Although school phones will be answered by office personnel, callers will be directed to voice mail throughout the day to leave non-emergency messages. From 4:00 P. M. - 7:30 A.M. on school days and during weekends/holidays, calls will be answered by the automated attendant.

E-Mail All teachers, administrators, and school office personnel have e-mail addresses and access to a computer to send and receive messages. Please use e-mail for communications of a non-emergency nature only as e-mail will be accessed only as time permits.

[www.okawvalley.org](http://www.okawvalley.org) The district maintains a website which can be checked for information about each school, contacting school personnel, school board meetings, district budgets, athletic events, emergency school closings, and teacher web pages.

### **Electronic Networks:**

Each student and his or her parent(s)/guardian(s) must sign an Authorization for Electronic Network Access each year as a condition for using the District's electronic networks, including the Internet.

Use of the district's electronic networks is a privilege. Any student in violation of the Electronic Network policies of the district will be subject to disciplinary action and the loss of this privilege.

### **Emergency Closings:**

School closings or early dismissals due to inclement weather or other emergency conditions will be announced over the following stations:

WEJT Decatur/Shelbyville. . . . .	105.1 FM
WXFM/WDKR Mt. Zion/Decatur.. . . .	99.3/107.3 FM
WTIM/WMKR/WRAN Shelbyville . . . . .	97.3/94.3/98.3 FM
WCIA Champaign. . . . .	Channel 3
WAND Decatur. . . . .	Channel 17 (no cable)
. . . . .	Channel 7 (cable)

Emergency school closings and early dismissals will also be posted on the District website, [www.okawvalley.org](http://www.okawvalley.org) and on the Unit Office phone system which can be accessed by dialing 665-3232 and entering \*500.

We ask that parents **do not call** the school for information on emergency school closings. Announcements are made on the radio/television/district website as soon as the decision is made.

The school offices are not notified of the decision to close prior to public notification. If no report is heard, it can be assumed that school will remain open.

At registration you will be asked to complete a form indicating where your child is to go in case of emergency dismissal during the school day. Please make certain that your child completely understands what he/she is to do in this situation. Update the information given to the school when any change occurs.

## **Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students:**

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to: entering kindergarten or the first grade; entering the sixth and ninth grades; and enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, headstart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by State law:

- The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
- A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
- Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
- The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health

department responsible for administering the immunizations.

### Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are given. **Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof that the student received an eye examination within one year prior to entry of kindergarten or the school.** A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. If a student fails to present proof by October 15<sup>th</sup> of the current year, the school may hold the student's report card until the student presents proof of a completed eye examination, or that an eye examination will take place within 60 days after October 15<sup>th</sup>. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### Dental Examination

All children in kindergarten, and the second and sixth grades will be required to have a dental examination by a licensed dentist. Proof of the dental examination will be required before May 15<sup>th</sup> of the school year. If a student fails to present proof by May 15, the school may hold the student's report card until the student presents proof of a completed dental examination or that a dental examination will take place within 60 days after May 15<sup>th</sup>. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15<sup>th</sup> of each school year.

### Exemptions

A student will be exempted from this policy's requirements for: religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection; health examination or immunization requirements on medical grounds if a physician provides written verification; or eye examination requirements if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

### **Insurance:**

The school district does not carry medical insurance coverage for students injured during school. If your child has an accident at school, you must access your own medical insurance. The district makes available an optional student insurance plan, either school day or 24-hour coverage, which is designed as a supplement to the family's health coverage. Information and application forms are available at registration or in the school offices throughout the year.

All students who participate in the interscholastic athletic program and/or cheerleading are required to carry school insurance or provide a written statement of other insurance coverage.

Accidents should be reported immediately to the school office so that an accident report can be completed.

## **Medication:**

Teachers and other non-administrative school employees, except certified school nurses, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication.

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

**When a student must take medication at school**, the following requirements must be met:

- All medication must be kept and administered by school personnel except as noted. A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form". The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.
- ALL MEDICATION must be accompanied by a completed and properly signed Authorization for the Administration of Medication Form. Medication forms will be available in the school office. Please note that a PHYSICIAN'S SIGNATURE is required for both the prescription and non-prescription medication. It is suggested that you pick up a medication form before you go to the doctor.
- NON-PRESCRIPTION medication must be in the ORIGINAL container and must be clearly labeled with the students's name in permanent marker.
- PRESCRIPTION medication must carry the appropriate prescription label, with the STUDENT'S NAME, drug identity, dosage instructions, and DOCTOR'S name. This includes inhalers, which students are allowed to keep on their person. It is to be noted that *inhalers are not to be given to other students to use or play with*. Disciplinary action will

- be taken against any student who permits the use of their inhaler by another student.
- Medication will be kept in the school office and must be picked up by a parent. No medication will be sent home with the student. Any medication that is not claimed by parents will be destroyed.

## **Vision and Hearing Screening:**

The Okaw Valley Community Unit School District contracts with the Moultrie County Health Department and the Shelby County Health Department to provide vision and hearing screening services. Vision and hearing screening is required for all children of the age/grade level/group listed below except as noted. Screening will be scheduled and administered during the school year for the following children:

**Hearing Screening** Hearing screening shall be provided annually for all preschool children three years of age or older in an educational program; all school age children who are in grades Kindergarten, 1, 2, and 3; are in any special education class; have been referred by a teacher; or are transfer students.

A completed and signed report form, indicating that the child has had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months is acceptable in lieu of the screening services.

**Vision Screening** Vision screening shall be provided annually for all preschool children 3 years of age or older in an educational program; all school age children who are in kindergarten, second and eighth grades; in all special education classes; referred by teachers; and transfer students.

Vision screening is not a substitute for a complete eye exam and vision 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 examination has been administered within the previous 12 months.

**Objection to Screening** Parents or legal guardians of a student may object to vision and hearing screening tests on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority. General philosophical or moral reluctance to allow vision and hearing screening will not provide a sufficient basis for an exception to statutory requirements.

## **MISCELLANEOUS INFORMATION AND NOTICES**

### **Abused and Neglected Child Reporting:**

District employees who have reasonable cause to suspect that a student may be an abused or neglected child are required to report such a case to the Illinois Department of Children and Family Services.

### **Accommodating Individuals with Disabilities:**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure (Page ).

### **AED Program:**

AEDs (Automated External Defibrillators) are required in indoor physical fitness facilities as well as any outdoor sports complexes. The Okaw Valley School District has placed AEDs in an easily accessible location in or near the gymnasiums at OVES, OVMS, and OVHS. As well as in the outdoor storage facilities at OVHS and OVMS.

### **Agency and Police Interview:**

All requests by agency or police officials to interview a student will be handled according to the following procedures.

#### **Interview by Police**

- A law enforcement officer seeking to interview a student will be required to present his/her credentials and any legal papers, such as warrants for arrest, search warrants, or subpoenas to be served.
- Interviews of minor students without permission of the parent/guardian are not permitted unless a legal process is presented or in emergency situations. In extreme emergency

situations, DCFS employees, law enforcement personnel, or treating physicians may, in effecting temporary protective custody, request the District not to notify parents until the child's safety is ensured. Such request will be obtained in writing if possible. If possible, the parent(s)/guardian(s) will be given the opportunity to be present and to be represented by legal counsel at their own expense.

- Interviews will be conducted in a private setting. If the parent(s)/guardian(s) are absent, the Principal or designee and one other adult witness, selected by the Principal or designee, will be present during the interview.
- Interview proceedings will be documented in writing for inclusion in the student's temporary records.
- No minor student shall be removed from the school by the police officer without consent of a parent(s)/guardian(s), except upon service of a valid warrant of arrest or in cases of warrantless temporary protective custody.

### **Interview by the Illinois Department of Children and Family Services (DCFS)**

- An agent seeking to interview a student will be required to present his/her credentials and any papers pertaining to a legal process.
- The building principal will attempt to contact the student's parent(s)/guardian(s) and inform them that the student is subject to an interview, if appropriate.
- The DCFS agent may request that a parent(s)/guardian(s) not be present or notified during the interview; such stipulation should be in writing and signed by the DCFS agent.
- Interviews will be conducted in a private setting. If the parent(s)/guardian(s) are absent, the Principal or designee and one other adult witness, a member of the District staff, will be present during the interview.
- The student may be removed from school by the DCFS agent if case circumstances warrant. A local law enforcement agency officer, designated DCFS employee, or a physician treating a child may take or retain temporary protective custody of the child without consent of the person responsible for the child's welfare, if: he or she has reason to believe that the child's circumstances or conditions are such that continuing in his or her place of residence or in the care and custody of the person responsible for the child's welfare presents an imminent danger to that child's life or health; the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his or her custody; or there is not time to apply for a court order under the Juvenile Court Act for temporary custody of the child.
- No District employee may act as a DCFS agent.

### **Aggressive Behavior/Harassment:**

**Aggressive Behavior Prohibited** The School Board has determined that aggressive behavior among students, including bullying (as defined below), places an educational environment at increased risk for violence. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct is prohibited.

The School Board has also determined that students who are at risk for engaging in aggressive behavior often exhibit early warning signs that can be addressed as part of a violence prevention plan, thereby increasing the overall safety of a school. Accordingly, it is the policy of the School Board to identify students who are at risk for aggressive behavior, including (but not limited to) bullying.

**Aggressive behavior includes**, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. **Bullying is defined as** persistent, negative, psychological or physical acts directed by a stronger student or group against a weaker one. Examples of bullying include:

- Physical hitting, kicking, grabbing, spitting, etc.
- Verbal name calling, racist remarks, put-downs, taunts, extortion, etc.
- Indirect spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's papers, and/or possessions, etc.
- Written threatening e-mail, notes, graffiti, etc.

Efforts, including the identification of students who are at risk for aggressive behavior, the use of early intervention, and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The parents of a student who is identified as being at risk of aggressive behavior or who engages in aggressive behavior shall be notified by the building principal or designee. A plan for intervention for students at risk of engaging in aggressive behavior based on available community-based and district resources will be implemented.

Reporting Aggressive Behavior Any student, faculty, or staff member of Okaw Valley Schools who has witnessed or has reliable information that a pupil or staff member has been subjected to aggressive behavior or bullying as described above, or a person in the above categories who has experienced the aggressive behavior/bullying, shall report such incident to a district complaint manager, the building principal, or the district non-discrimination coordinator. An allegation of aggressive behavior/bullying shall be referred to the Building Principal for appropriate action.

**Harassment of Students Prohibited** No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

The District will not tolerate harassing, intimidating conduct or bullying whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation, or bullying are handled according to the provisions on harassment below.

**Sexual Harassment Prohibited** Sexual harassment of students and staff is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that: denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or has the purpose or effect of: substantially interfering with a student's educational environment; creating an intimidating, hostile, or offensive educational environment; depriving a student of educational aid, benefits, services, or treatment; or making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Complaints of Harassment: Students or staff who believe they are victims of harassment, intimidation, bullying, or sexual harassment or have witnessed such behavior are encouraged to discuss the matter with the Building Principal, Nondiscrimination Coordinator or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action.

***Nondiscrimination Coordinator:***

Joel Hackney, Superintendent, Okaw Valley C. U. S. D. #302, 217/665-3232

***Complaint Managers:***

Doug McCausland, Principal, Okaw Valley Elementary School, 217/665-3541

Mike Cummins, Principal, Okaw Valley Middle School, 217/756-8521

Eric Bruder, Principal, Okaw Valley High School, 217/665-3631

**Asbestos:**

The Okaw Valley Community Unit School District #302 has implemented a plan for the management of asbestos in its school buildings as required by the Asbestos Hazard Emergency Response Act of 1986. The management plan is updated every three years and is available for inspection in the school district office.

## **Behavioral Interventions, Guidelines, and Procedures:**

Behavioral interventions are used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The district has adopted and implements the Behavior Intervention Policy and Procedures of Eastern Illinois Area of Special Education (EIASE). District policy and behavioral intervention procedures are furnished to parents/guardians of all students with individual education plans within 15 days after their adoption or amendment or at the time an individual education plan is first implemented for a student. A copy of this policy and procedures can be obtained in the unit office.

## **Conduct on School Property:**

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. "School property" means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and or other school-sponsored event, and school grounds.

### **No person on school property or at a school event shall:**

- Injure, threaten, harass, or intimidate a staff member, a School Board member, or any other person;
- Damage or threaten to damage another's property;
- Damage or deface School District property;
- Violate any Illinois law or town or county ordinance;
- Smoke or otherwise use tobacco products;
- Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
- Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the School Board;
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of posted speed limits, or (c) or in violation of an authorized District employee's directive;
- Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding, or
- Violate other District policies or regulations, or an authorized District employee's directive.

**State law prohibits a child sex offender from** being present on school property or loitering within 500 feet of school property, when persons under the age of 18 are present, unless the offender is: 1) a parent/guardian of a student attending the school and the parent/guardian is : a) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, b) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or c) attending conferences to discuss other student issues concerning his or her child such as retention and

promotion and notifies the Building Principal of his or her presence at the school, or 2) has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal. In all cases, the Superintendent, or designee who is certified employee, shall supervise a child sex offender whenever the offender is in the child's vicinity.

**Enforcement of Policy** As circumstances warrant, the District's administrators shall take appropriate action in enforcement of this policy. Violations will be handled as follows:

- Anyone observing a student violating this policy shall notify the Building Principal where the student is enrolled and the Principal shall take whatever action is appropriate under the student conduct code.
- Anyone observing a parent/guardian or other person violating this policy shall immediately notify the Building Principal or designee. The Principal or designee will request that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the Building Principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.
- If a child sex offender violates this policy, school officials shall immediately contact law enforcement.

### **Criminal Offender Notification:**

Illinois law requires that the Illinois State Police establish and maintain: a statewide Sex Offender Database identifying persons who have been convicted of certain sex offenses and/or crimes against children and must register as a Sex Offender; and a state wide Child Murderer and Violent Offender Against Youth Database identifying violent offenders against youth who have been convicted of certain offenses and/or crimes against children and must register as a Violent Offender Against Youth.

Information concerning sex offenders and/or violent offenders against youth residing in the community/county who must register may be obtained by accessing the following websites: Illinois Sex Offender Registry, [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor); Child Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo](http://www.isp.state.il.us/cmvo).

### **Equal Educational Opportunities/Sex Equity:**

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

**Sex Equity** No student shall, on the basis of sex, 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 School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

### **Family Privacy Rights:**

The School Board has a policy concerning privacy and parental access to information regarding the following: surveys (including surveys completed by a third party and surveys requesting personal information in one or more of eight protected areas); instructional material; physical exams or screenings; and collection of personal information from students for marketing purposes. A complete copy of Policy 7:15, Student and Family Privacy Rights, is available upon your request from the school district office and contains a more thorough explanation of these rights.

Please note that a student's parent(s)/guardian(s) may inspect certain documents and/or refuse to allow their child or ward to participate in activities described in this policy. Parent(s)/ guardian(s) will receive notification of specific activities prior to implementation; such notification will contain information on how to access/inspect surveys or other materials described in the notice and how to refuse consent/opt their child or ward out of participation in activities. The school will not penalize any student whose parent(s)/guardian(s) exercises this option.

### **Fees, Fines, and Charges - Waiver of Student Fees:**

The School Board may establish fees and charges to fund certain school activities. School fees may include, but are not limited to: required textbooks and instructional materials; charges and deposits for use of school property; charges for field trips; charges for uniforms or equipment; charges to participate in extracurricular activities; charges for supplies of particular classes; graduation fees; school record fees; and driver's education fees.

#### **Waiver/Nonpayment of Fees**

The Board recognizes that some students will be unable to pay these fees. Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges. Students whose parents are unable to afford student fees may receive a waiver of fees. However, these students are not exempt from charges for extracurricular participation, lost and damaged books, locks, materials, supplies, and equipment.

Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) on an application form available at registration or from the Principal. The parent(s)/guardian(s) shall submit written

evidence of eligibility for waiver of the student's fee.

A student shall be eligible for a fee waiver when:

- The student is currently eligible for free lunches.
- The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).

Additional consideration will be given when other factors affect the family's ability to pay student fees.

The Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A denial of a fee waiver request may be appealed to the Superintendent. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

## **Homeless Children:**

The term homeless children and youth means individuals who lack a fixed, regular and adequate nighttime residence and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, or other similar settings.

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law.

If you are homeless or know of a child of youth that is homeless and not attending school, please contact the following person who will provide information and assistance during the enrollment process.

### **District Liaison for Homeless Children**

Joel Hackney, Superintendent

Okaw Valley C. U. S. D. #302, 217/665-3232

## **Non-Custodial Parents:**

According to Illinois State law, a non-custodial parent has the same rights to student records as custodial parents and has the right to copies of notices, calendars, conferences, report cards, and other communications unless a court issues an order limiting those rights. A non-custodial parent must annually request such communications in writing and include a correct address and telephone number.

## **Pesticide Application:**

Okaw Valley C. U. S. D. #302 practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides.

School districts are required to maintain a registry of parents and guardians of students and of employees who wish to receive written notification prior to pesticide applications. To be included in this registry or to receive additional information about the integrated pest management plan, please contact Joel Hackney, Superintendent, by letter at 709 South St. John Street, P.O. Box 97, Bethany, Illinois 61914, or by telephone at 217/665-3232.

## **Photographs or Videotapes of Students:**

**Pictures of Unnamed Students:** Students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

**Pictures of Named Students:** The school may, however, want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student’s parents or guardians must sign a consent form. The required consent form will be made available at registration and once signed is valid for the entire time the student is enrolled in the school district. The consent may be revoked at any time by notifying the building principal.

**Pictures of Students Taken by Non-School Agencies:** While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

## **Required Instruction:**

**Avoidance of abduction, sexual abuse, and drug/substance abuse** The school district is required to provide instruction, study, and discussion in grades K-8 of effective methods by which pupils may recognize the danger and avoidance of abduction and of effective methods for the avoidance of drug and substance abuse.

Health Education is taught in Grade 7 and will address the following topics: Personal Health;

Personal Hygiene; First Aid; Social and Emotional Health; Nutrition and Fitness; Your Body - Growing, Changing, and Sexuality; Communicable and Non-Communicable Diseases; Drugs, Tobacco and Alcohol; and Personal Safety (including safe habits, lifestyles, violence, physical/mental/sexual abuse, and harassment in our society).

A parent/guardian may request that their child be exempt from instruction in recognizing and avoiding sexual abuse by submitting such objections in writing to the Principal. Refusal to take or participate in such class or course after such written objection is made shall not be reason for failing, suspending, or expelling such pupil.

## **School Report Card:**

Each school district must provide a school report card which describes the performance of students by school attendance center, the district's use of financial resources, and other information on or before October 31<sup>st</sup> annually . The Okaw Valley School and District Report Cards will be made available on the district web site ([www.okawvalley.org](http://www.okawvalley.org)). A printed copy of the report card(s) will be sent to parents upon request. You may request a printed copy of the school report card(s) by calling the School District Office at 665-3232 .

## **School Visitation Rights Act:**

The School Visitation Rights Act permits employed parents(s)/guardian(s), who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at their child's school.

A copy of the School Visitation Rights Act (820ILCSI47) will be provided to parents at school registration; a copy of the Act may also be obtained in the school office. Parents are asked to review the information to determine if they are entitled to a school visitation leave.

## **Special Education Programs/Free Appropriate Public Education:**

All exceptional children in Illinois ages 3-21 have a right to a free appropriate public education. The Okaw Valley School District strives to educate all students in the Least Restrictive Environment (LRE) possible. Least restrictive environment means that placement of students with disabilities in

special classes, separate schools and other removal from the regular educational environment occurs only when the nature or severity of the disability is such that, even with the use of supplementary aids and services, education cannot be satisfactorily achieved.

The education of children with disabilities is an integral part of our total school program, and several special education programs are available. The Okaw Valley School District offers the following special education programs and services to exceptional children: Speech Pathology, psychological services, Learning Disability Resource and Cross Categorical Services. Because of the uniqueness of children's needs, it is sometimes necessary for us to have help from outside our district. This help is available through programs offered by neighboring districts or through programs provided by the Eastern Illinois Area

of Special Education. Therefore, some of our students attend special education classes in our district, and others attend classes in neighboring districts or in E.I.A.S.E. programs in Mattoon, Humboldt, and Charleston.

As a member of the Eastern Illinois Area of Special Education, additional services are available to our students. These are social work services; audiological services; curriculum aid; physical therapy; occupational therapy; teachers for the visually impaired, hard of hearing, and vocational education; brailist; early childhood programs as well as programs for the severely/multiply disabled and behaviorally/emotionally disordered; and program administration.

A few children with disabilities require placement in special residential schools operated by private facilities. The district arranges these placements in conjunction with special education specialists and parent, and pays tuition prescribed by the state.

The school district provides an intensive screening program in the spring for all children ages 3-5 as a method of identifying children who may have difficulty in school. We test for possible hearing, vision, speech, motor, and learning problems. We encourage you to take advantage of this program.

Before any child can become eligible for a special education program, a case study evaluation must be completed. Parents, teachers, administrators, community service agency representatives, or others may refer any child for such an evaluation. Persons having primary care and custody of the child and the Illinois State Board of Education may also request a special education evaluation. Information on referral procedures is available in the school office.

Prior to the case study evaluation, except for home/hospital instruction, the parent or guardian must be notified in writing of the procedures which will be conducted and that they will be asked for signed consent. Referrals may be made through the office of the building Principal. Please call or write his/her office and this process will be explained to you.

All information obtained for a case study evaluation is highly confidential, and will be treated in a like manner. The district maintains a policy detailing the method for obtaining student information, the confidential nature of the information, the use of the information, how the information is recorded

and maintained, how long it is maintained, and to whom it is made available. You may read this policy in the office of the Superintendent, and it is published each year in the Student-Parent Handbooks.

Parents or guardians of a child with disabilities who disagree with the school regarding their child's special education program, lack of a program, his or her individual educational prescription, possible suspension from school, dismissal from a program, or even the recommendation of graduation from a program should contact the school Principal or district Superintendent to express their concerns and try to work out a solution. However, if these concerns cannot be resolved in this manner, a parent or guardian may seek relief by requesting an impartial due process hearing or special mediation. An impartial due process hearing is set by the Illinois State Board of Education, who will appoint an impartial hearing officer to hear both sides of the dispute, and render an recommendation to the local school district. Requests for due process hearings should be made in writing to the district Superintendent. Upon such a request, parents or guardians will be informed about due process procedures and their rights to representation.

Additional information regarding the rights of children with disabilities may be found in [A Parents Guide: the Educational Rights of Students with Disabilities](#) and the [Rules and Regulations to Govern the Administration and Operation of Special Education \(23 Illinois Administrative Code 226 - Special Education\)](#). These documents are available through the district Superintendent, the Regional Superintendent of Schools, most building principals, and the Director of Special Education. Please feel free to contact any of these offices for this detailed information.

The Okaw Valley School District strives to provide appropriate educational services for each student. If at any time you wish to take advantage of a special program or have questions concerning the program, please feel free to call the District Special Education Coordinator, Paula Duis, or call the unit office.

## **Section 504 Services**

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 to the Individuals With Disabilities Education Act (IDEA).

For those students who are not eligible for services under IDEA, but, because of disability as defined in Section 504, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards covering identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parents/guardians to examine relevant records, an impartial hearing with opportunity for participation by the student's parents/guardians and representation by counsel, and a review procedure.

An eligible student under Section 504 is a student who: has, has a record of having, or is regarded as

having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

## **Student Rights and Responsibilities:**

All students are entitled to enjoy the rights protected by the U. S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U. S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

## **Transportation Reimbursement Eligibility:**

Parents who must provide transportation to and from school because free transportation is not available for their children may be eligible for reimbursement from the state to help offset some of the cost. In order to be eligible, the student must: be under the age of 21 at the close of the school year; be a full-time student in grades K-12; live either 1 ½ miles or more from school, or live less than 1 ½ miles from school, but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation. Additional requirements apply. Claims must be filed at the school where each student is enrolled by June 30 of the current school year. Additional information is available by contacting the District Office at (217) 665-3232.

## **Uniform Grievance Procedure:**

Students or their parent(s)/guardian(s), employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State of Federal Statute, or Board policy or have a complaint regarding:

- Title II of the Americans with Disabilities Act;
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Individuals With Disabilities Education Act, 20 U. S. C. § 1400 et. seq.;
- Title VI of the Civil Rights Act, 42 U. S. C. § 2000d et seq.;
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act, 42 U. S. C. § 2000e et seq.;
- Sexual harassment (Illinois Human rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
- The misuse of funds received for services to improve educational opportunities for

- educationally disadvantaged or deprived children;
- Curriculum, instructional materials, programs;
- Victims' Economic Security and Safety Act, 820 ILCS 180;
- Illinois Equal Pay Act of 2003, 820 ILCS 112; or
- Provision of services to homeless students.
- Illinois Whistleblower Act, 740 ILCS 174/1 et seq.

The Complaint Manager will endeavor to respond to and resolve complaints without resorting to this grievance procedure, and if a complaint is filed, to address the complaint promptly and equitably. All deadlines 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 himself 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 sex.

**Investigation** The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent.

**Decision and Appeal** Within five school days after receiving the Complaint Manager's report, the Superintendent shall mail his/her written decision to the Complainant by U. S. mail, first class, as well as to the Complaint Manager. Within five days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. Within 10 school days the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision the Superintendent shall inform the Complainant of the Board's Action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and thereafter to the State Superintendent pursuant to Section 2-3.8 of The School Code.

**District Non-Discrimination Coordinator**

Joel Hackney, Superintendent, Okaw Valley C. U. S. D. #302, 217/665-3232

**District Complaint Managers**

Eric Bruder, Principal, Okaw Valley High School, 217/665-3631

Mike Cummins, Principal, Okaw Valley Middle School, 217/756-8521

Doug McCausland, Principal, Okaw Valley Elementary School, 217/665-3541

## STUDENT RECORDS

THE PRINCIPAL is the official records custodian of their each respective building.. The following information pertains to the rights and obligations of parents, students and the school concerning a student's school records.

The District will maintain two sets of school records for each student: a *permanent* record and a *temporary* record. These records may be integrated.

The *permanent record* includes:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s);
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations;
- Attendance record;
- Accident and health reports;
- Record of release of permanent record information in accordance with 105 ILCS 10/6 ( c );
- Scores received on State assessment tests administered at the high school level (that is, grades 9-12).

The *permanent record* may include:

- honors and awards;
- school-sponsored activities and athletics.

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

Then *temporary record* contains all information not required to be kept in the student permanent record and must include:

- A record of release of temporary record information in accordance with 105 ILCS 10/6 ( c );
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8);
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment of sanction;
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit;
- Completed home language survey.

The *temporary record* may include:

Family background information

- Intelligence test scores, group and individual
- Aptitude test scores
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;
- Elementary and secondary achievement level test results;
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations;
- Honors and awards received;
- Teacher anecdotal records;
- Other disciplinary information;
- Special education files, including the report of the multi disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;
- Verified reports or information from non-educational persons, agencies, or organizations;
- Verified information of clear relevance to the student's education.

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

**1. The right to inspect and copy the student's education records with 15 school days of the day the District receives a request for access.**

Students less than 18 years of age have the right to inspect and copy their permanent record. Parent(s)/guardian(s) or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected. The District charges \$.10 per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b)(15)).

**2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building

Principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/ guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parents/guardians or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by State for federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature of the information, and an opportunity to inspect, copy, and challenge such records.

The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the students.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

- name
- address
- gender
- grade level
- birth date and place
- parents'/guardians' names and addresses
- academic awards, degrees, and honors
- information in relation to school-sponsored activities, organizations, and athletics
- major field of study
- period of attendance in school

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Any parents/guardians of eligible students may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this period, unless the parents/guardians or eligible student are specifically informed otherwise.

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A photograph of an unnamed student is **not** a school record because the student is not The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

individually identified . The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

**6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

7. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which individual may obtain through the exercise of any right secured under State law.**
  
8. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605