

Urbana School District #116  
GENERAL POLICIES AND PROCEDURES  
2007-2008

August 2007

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:

- Attendance
- Students Rights and Discipline Policy
- Student Records
- Student Directory Information
- Special Education Programs and Services
- Sex Equity
- Medical Information
- Student Fees Policy
- Transportation Notice
- Facilities Services
- Asbestos Hazard Response
- Publicity & Photo Release Form
- Internet Acceptable Use Policy

We encourage you to review this booklet with your child(ren). Please return the form Student Directory Form 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,

Dr. Preston L. Williams, Jr.  
Superintendent of Schools

# 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 or illness in his/her immediate family, family emergency, observance of religious holidays, death in the immediate family, and such situations beyond the control of the student. If a child is not well, he/she should stay at home for his/her own sake and in consideration of his/her classmates. When it is necessary for a student to be absent, the parents/guardians are required to call the attendance office on the first day of absence. 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/guardian's written request may be accepted by school authorities as a justifiable reason for an absence. At such times, the written request must be submitted prior to the absence.

When a student wishes to be excused from school for reasons other than the above, the parent/guardian 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 numbers two through four following.
2. Requests for classifying an anticipated absence as excused must be filed with the building principal at least five (5) school days prior to the absence.
3. The request must be filed in writing using the approved form designed for the 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, and reasons(s) 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 "O" for the day(s) 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, observance of a religious holiday, death in the immediate family, 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 Office, Urbana Middle School, 384-3688
- Attendance Office, Urbana High School, 384-3522
- King, 384-3675
- Leal, 384-3618
- Prairie, 384-3628
- Thomas Paine, 384-3572
- Wiley, 384-3670
- Yankee Ridge, 384-3608
- Washington, 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**

Truancy is defined as unexcused absence for any school day or portion thereof.

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.

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.

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.

# STUDENTS RIGHTS AND DISCIPLINE POLICY

## **6.210: Student Bill of Rights and Responsibilities**

A Student Bill of Rights and Responsibilities for secondary students has been established in order to achieve a greater cooperative effort in shaping structure and direction of the district. A corresponding responsibility of students is to respect the rights and obligations of others in the community and to engage actively in the establishment of a climate for learning within the schools.

### **BILL OF RIGHTS AND RESPONSIBILITIES FOR STUDENTS**

1. The rights and limits of students respecting freedom of speech, press, and assembly shall be in accord with the first amendment of the United States Constitution.
2. In each secondary school there shall be established an elective and truly representative student-directed government with offices open to all students. All students shall be allowed to vote. This governing body shall be elected on the basis prescribed by the constitution of each individual school.
3. Students shall have the right to counsel and due process procedures in the matters of suspension and expulsion.
4. Students shall not be subjected to unreasonable or excessive punishment.
5. In light of the creation of these orderly procedures for dealing with student concerns, no student shall disrupt the education process within a school.
6. Every member of the school community, including students, parents/guardians, and the school staff, has the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult or injury, and maximum opportunities for learning on the part of each student.

Revised 9-16-86

## **6.220: Conduct and Discipline**

Teachers and other certificated 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/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/guardians.

Discipline for the district 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 that right being unduly infringed upon by others. Students who

infringe upon the rights of other students or violate the rules and regulations of the district or the statutes of the State of Illinois will be subject to appropriate discipline. Any student considered to be a serious discipline problem, or who threatens to do or does bodily harm to other students, teachers or school persons, or any visitor on legitimate school business, or who threatens to do or does physical harm or damage to private or school property, with the intent to do harm or damage to persons or property will be subject to suspension or expulsion and the criminal law of the State of Illinois.

Revised 9-16-86

### **6.221: Corporal Punishment**

Staff members shall not employ corporal punishment (defined as punishment inflicted directly on the body) against any student for misconduct or for violation of school rules. Students must be disciplined by means which do not involve its use. However, a staff member may use physical force or restraint against a student in the following situations:

- 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/her continued presence creates a risk or threat of physical harm to others, or of damage to school property, or of unreasonable interference with the school or classroom instruction or program.

Revised 9-16-86

### **6.222: Misconduct or Disobedience**

#### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is

needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by:  
(a) being a member; (b) promising to join; (c) pledging to become a member; or  
(d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:  
(a) be a threat or an attempted intimidation of a staff member; or  
(b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or

automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including 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 physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

### Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.

6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study, provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

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

### Weapons

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent’s determination, on a case-by-case basis. A “weapon” means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) “look-alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this

policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

#### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

#### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

SUPERSEDES: 9-16-86; 10-18-94; 11-20-01; 9-17-02  
POLICY ADOPTED ON: June 5, 2007

# 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.

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## 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 2007-2008 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 Assistant Superintendent  
Urbana School District #116  
205 North Race Street, P. O. Box 3039  
Urbana, IL 61803-3039

# **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

# SEX EQUITY

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 (vinyl 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 by Illinois School Code 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 web-site 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 web-site or at the schools. The forms must be completed by May 15<sup>th</sup> 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 will be administered during the school year according to Illinois State Public Health guidelines. The mandate requires hearing screenings for all students in preschool, kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grade, and all students in special education classes. Vision screenings are required for all preschool, kindergarten, 2<sup>nd</sup> grade, 8th 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 12 months. In addition to these students any student entering Urbana School District 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 district nurse's office at 384-3564 if you wish to exempt your child or if you would like to know the date the screenings will be done at your child's school.

# SCHOOL MEDICATION GUIDELINES

## **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.

SUPERSEDES: 12-19-89; 4-21-98; 5-20-03

POLICY REVISION ADOPTED ON: November 21, 2006

# STUDENT FEES POLICY

## **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

## **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

PROCEDURES REVISED: July 13, 2005

## **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?
- 6) Did the pupil not have access to transportation to and from school provided entirely at public expense?
- 7) Did the parent/guardian reside within Illinois during the time period expenses were incurred?

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, 2007. 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:

7/16/07	Monday	PR, TP, YR crack & crevice (kitchen)
7/17/07	Tuesday	KG, WI, LE crack & crevice (kitchen)
7/20/07	Friday (A.M.)	UMS Summer Fogging
7/20/07	Friday (A.M.)	UHS Summer Fogging
8/24/07	Friday	UMS/UHS monthly crack and crevice(kitchen)
9/21/07	Friday (P.M.)	UMS/UHS monthly crack & crevice (kitchen)
10/26/07	Friday (P.M.)	UMS/UHS monhly crack & crevice (kitchen)
11/19/07	Monday(P.M.)	UMS/UHS monthly crack & crevice (kitchen)
12/27/07	Thursday(A.M.)	UMS Christmas Break - Fogging in kitchen
12/27/07	Thursday(P.M.)	UHS Christmas Break - Fogging in kitchen
12/26/07-		
12/28/07	Winter Break	All elemen. schools crack & crevice (kitchen)
1/22/08	Tuesday	UMS/UHS monthly crack & crevice (kitchen)
2/15/08	Friday	UMS/UHS monhly crack & crevice (kitchen)
3/17/08-		
3/21/08	Spring Break	All schools crack & crevice (kitchen)
4/11/08	Thursday(P.M.)	UMS/UHS monthly crack & crevice (kitchen)
5/16/08	Friday(P.M.)	UMS/UHS monthly crack & crevice (kitchen)
6/11/08	Wednesday	PR, TP, YR crack and crevice (kitchen)
6/12/08	Thursday	KG, WI, LE crack and crevice (kitchen)
6/16/08	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, 2007

DATE



URBANA SCHOOL DISTRICT 116  
PUBLICITY AND  
PHOTO RELEASE FORM  
SCHOOL \_\_\_\_\_

Urbana School District 116 is making a concentrated effort to promote the 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, and images, which may appear on the district web site as well as in other 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 identify 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. This photo release form does not apply to photographs taken during extra-curricular activities. Students who attend extra-curricular activities forfeit their rights to retain authority over the publication of photos taken.**

(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 web site 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

**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 \_\_\_\_\_