

August 2009

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. For a more complete copy of all district policies and procedures, please refer to our Board Policy Manual located on our web-site at [www.usd116.org](http://www.usd116.org). Please be aware that information contained in this manual may be changed during the school year. The most current rules and policies can be found on the district web-site.

We encourage you to review this booklet with your child(ren). Please sign the form that states you have received the "General District Policies and Procedures 2009-2010" booklet and return to your child's school. Also, please return the Student Directory Form on page 27 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.

We hope you have a wonderful school year.

Sincerely,

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

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# 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.

## **WEATHER-RELATED SCHOOL CLOSINGS**

If weather conditions become severe, due to snow, ice, heat, etc., parents are advised to check any of the following locations for busing information, early dismissals and school closings. Decisions are based on the safety of the students.

Our website [www.usd116.org](http://www.usd116.org)

Online at [www.news-gazette.com](http://www.news-gazette.com)

Listen to radio stations:

WDWS-AM 1400

WHMS Lite Rock 97.5 FM

WBCP 1580 AM

WILL-AM 530

WKIO 92.5 FM

WIXY 94.5 FM

WPCD 88.7 FM

WBGL 91.7 FM

Watch on TV:

WICD Channel 15

WCIA Channel 3

WAND Channel 17

# **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

## **INTERNET ACCEPTABLE USE POLICY (IAUP)**

We are pleased to offer students of the Urbana School District #116 access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form each year to the school office. Students 18 and over may sign their own forms.

Access to e-mail and the internet will enable students to explore thousands of libraries and databases while exchanging messages with internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Urbana School District #116 supports and respects each family's right to decide whether or not to apply for access.

### District Internet and E-mail Rules

Students are responsible for good behavior on school computer networks as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - NOT A RIGHT. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over our network. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in board policy and procedures on students' rights and responsibilities, copies of which are available in school offices, the following are NOT permitted:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- damaging computers, computer systems or computer networks
- violating copyright laws
- using another's password
- trespassing in another's folders, work or files
- intentionally wasting limited resources
- employing the network for commercial purposes
- accessing games, IRC (chats), MUD's, MOO's, MUVE's or other similar sites without permission from a teacher

*Violations may result in a loss of access as well as other disciplinary or legal actions.*

#### Top Six Things to Know Prior to Using the Internet

1. The Internet is a network of computers and computer networks that provides access to information contained on millions of computers around the world.
2. Because the information on the Internet comes from all over the world, we need to understand that neither Urbana School District #116 nor any staff member controls the content of this information. Some information may be controversial, offensive, or inaccurate.
3. The Internet is a powerful resource tool. When at school, students should use it under the direction and guidance of professional staff for educational purposes only.
4. Any information that is available on the internet is the product of another individual's work, and must be cited if used. This information is referred to as intellectual property and includes pictures, logos, trademarks, printed materials, computer software, video and sounds.
5. The internet allows students not only to receive information, but to send it to others. In light of that, students should behave in a responsible manner when communicating electronically.
6. Urbana School District #116 uses a filtering/blocking software, it is important to note that no filtering/blocking software is 100% guaranteed and must be paired with supervision and good parental involvement.

## Online Rules Personal Safety and Respecting Privacy

- I will not share my or any other person's address, passwords, ID's, telephone number, parent's work address/telephone number, the name and location of my school or other personal information. If participating in an approved classroom project, name and location of school may be used.
- I will tell my teachers right away if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online.
- I will never send a person my picture or anything else without first checking with my teachers and parents.
- I will not respond to any messages that are mean, use bad language or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my teachers right away.
- I will not give out a credit card number online, subscribe to any services or order any materials or services on the Internet.
- I will respect individual's rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.
- I recognize the limitations to privacy afforded by electronic services.

## Illegal Activities

- I will not use the network for illegal purposes such as: arranging for a drug sale or purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- I will not participate in any activity that violates school rules or local, state or federal laws.

## Respecting Resource

- I will abide by security restrictions on all systems and information to which access is permitted. I will not attempt to evade, disable, or "crack" passwords or other security provisions. I understand that these activities threaten the work of others and are grounds for immediate termination or suspension of privileges and possible further sanctions.
- I understand that the following is not permitted:
  - √ sending or displaying offensive messages or pictures using obscene language
  - √ trespassing in another's folders, work or files
  - √ using another's password
  - √ using the network for commercial purposes

### Acceptable Access

- I understand I may not play non-educational games or use other interactive sites such as IRC (chats), social networks (Facebook, Myspace, etc., MUD's (Multiple User Domains), MOO's (MUD Object Oriented), or MUVE (Multiple User Virtual Environments) unless specifically assigned to do so by a teacher.
- I will not make deliberate attempts to disrupt the computer system, damage or interfere in any way with an individual, a business, or an organization's data by spreading a virus or by any other means. These actions are illegal.
- I am responsible for my individual account and will not share my password with others, nor will I access the network or other information source without proper authorization.
- I will not use another person's account to send or receive email.

### Plagiarism and Copyright Infringement

- I will not plagiarize any materials (documents, web pages, software, graphics, etc.) that I find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- I will respect copyright and other intellectual-property rights. Unauthorized copying of files or passwords belonging to others may constitute plagiarism or theft. Modifying files without authorization (including altering information, introducing viruses, or damaging files) is unethical, may be illegal, and may lead to sanctions.
- The Urbana School District #116 does not condone and specifically forbids the unauthorized duplication of software.

### Sanctions

- Violating these rules may result in a loss of access.
- Additional disciplinary action may be taken at the building level in line with existing practice regarding inappropriate language or behavior.
- Legal action will be taken when applicable.

## **PARENTS' RIGHTS TO KNOW – TITLE I**

In accordance with the Elementary and Secondary Education Act Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, the Urbana School District #116 is notifying every parent of a student in a Title I funded school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please contact the Director of Human Resources, Gayle Jeffries at 384-3641.

# **VIDEO SURVEILLANCE**

## **Use of Video Camera Surveillance on School Property**

Video cameras may be used in schools and on school property as necessary in order to monitor conduct and to promote and maintain a safe environment for students and employees.

Students are prohibited from tampering with the video cameras. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the video recordings are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the video recordings. If the content of a video recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

# SCHOOL BUS INFORMATION

## Bus Services

Contact First Student at 217-344-4586 for information on busing if your student rides a yellow school bus. All elementary students ride yellow buses.

Contact Champaign-Urbana Mass Transit District (MTD) at 217-384-8188 if your middle school or high student rides MTD, Urbana's public transit system

## Bus Rules and Expectations

**A safe, orderly, and respectful environment for everyone is the expectation on the school bus. Whenever students are riding a school bus, whether on a regular route each day or on a field trip, they are responsible to follow these rules. Parents are urged to encourage good bus riding habits so that the driver may direct his or her attention to the surrounding traffic and to safe loading and unloading procedures.**

1. To ensure safety, the driver must be totally in charge. Students must respond promptly to instructions given.
2. Students must get completely quiet when the bus stops at railroad tracks.
3. Animals, oversized objects, glass containers, or any inappropriate materials (i.e. tobacco and related material, alcohol, and other prohibited items) are not allowed on the bus, as designated by School Board Policy.
4. Eating and drinking while on the bus is not allowed, as a step to prevent choking. All food and drinks should be stored away in closed containers or packages during the bus ride.
5. Students must observe classroom and school-wide expectations as covered by the Student Handbook. Ordinary conversation is permitted. Horseplay, unruly behavior, fighting, abusive and obscene language or gestures are unacceptable. Kicking, hitting, pushing, spitting, yelling or screaming, littering or other inappropriate behaviors are forbidden on the bus, just as they are at school or on the school grounds.
6. Students must keep feet, backpacks, book bags and other items within the seating areas at all times. The aisles and stairwell must be clear of items and objects at all times.
7. All body parts must be kept inside the bus window at all times.
8. Students must remain seated in the same seat facing forward until they are dropped off at their bus stops. Moving about the bus while it is in motion is unsafe and unacceptable. A student must move out of a seat promptly if requested to do so by the driver or monitor.

9. If a student causes damage to the bus, parents will be expected to pay for that damage.
10. Regular schedules must be observed. The bus will not wait for tardy students. Students must be at the bus stop 5 minutes before the scheduled pick up time.
11. Students should get on and off the bus only at their designated stops.

Failure to follow these rules may result in a range of consequences up to and including suspension from transportation.

### **Use of Video Cameras on School Buses**

Video cameras may be used on school buses as necessary in order to monitor conduct and to promote and maintain a safe environment for students and employees.

Students are prohibited from tampering with the video cameras. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the video recordings are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the video recordings. If the content of a video recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

#### LEGAL REF.:

Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.  
105 ILCS 5/10-20.14, 5/10-22.6, and 10/1 et seq.

# STUDENT RESIDENCY

## 6.123: Student Residency

### Resident Students

Only students who are residents of the District may attend a District school without 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.

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

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.

### Requests for Non-Resident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

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

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

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

## **Challenging a Student's Residence Status**

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the 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.

SUPERSEDES: 11-19-1996

POLICY ADOPTED ON: June 19, 2007

LEGAL REF: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq. 30 ILCS 220/11. 105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5. 105 ILCS 45/1-5. 23

Ill.Admin.Code §1.240(e). Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992). Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650 (Ill.App.1, 1997). Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977)

CROSS REF: 6:15 (School Accountability containing "School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring"), 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

# 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, name, address and phone number of parents or guardian/custodian, designation of guardian, special health information, attendance record, standards-based progress reports, middle school course and grade record 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.)

## **HEALTH INFORMATION**

- **WHERE STORED:** In student record office at central office for students in Early Childhood through grade 8; in administration office at the high 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.

# **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

# 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.

Student ID #, School, Grade Level, Date of Birth, 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 2009-2010 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  
Assistant Superintendent 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, teachers, administrators, 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

**EDUCATION OF CHILDREN WITH DISABILITIES  
– PROVISION OF FREE APPROPRIATE PUBLIC  
EDUCATION**

The Urbana School District #116 provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA), The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. This policy applies to children between the ages of 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District follows procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by section 504 of the Rehabilitation Act of 1973, the District implements a system of procedural safeguards. The safeguards cover students’ identification, evaluation, an educational placement. This system includes notice, an opportunity for the student’s parent(s)/guardian to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian, representation by counsel, and a review procedure.

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

**IDENTIFICATION, ASSESSMENT, AND  
PROVISION OF SPECIAL EDUCATION  
SERVICES TO ELIGIBLE CHILDREN NOT  
ENROLLED IN THE DISTRICT**

The District is responsible for the identification, assessment, and provision of special education services to students attending non-public schools located within the city of Urbana.

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

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

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 16, 1992, will be accessible when viewed in their entirety.

Individuals with disabilities should notify the Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of 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 or by filing a grievance under the Uniform Grievance Procedure.

## **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school for an extended period of time or ongoing intermittent absences, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility will be determined by the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services shall begin as soon as eligibility is established. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction before the birth of the child if the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well for up to 3 months after the child's birth or a miscarriage.

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

# 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

# SEXUAL HARASSMENT

The Board of Education will neither condone nor tolerate sexual harassment of students or employees by district employees, non-employees, or students. The Board believes that a student/employee has the right to be free from the harm perpetuated by antisocial or illegal acts while the student/employee is at school. Accordingly, it is the policy of this Board of Education that sexual harassment of students/employees of the district shall not be permitted.

For the purposes of this policy, the term sexual harassment is defined as follows:

Although sexual harassment may take different forms depending on the circumstances, generally it consists of any unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a condition, explicit or implicit, of obtaining equal education benefits; or
2. Submission to or rejection of that conduct or communication is used as a factor in decisions affecting the student's education; or
3. The purpose or effect of the conduct or communication is to unreasonably interfere with the student's education or to create an intimidating, hostile education environment or social setting while on school property or while engaged in a school related activity.

It shall be a violation of this policy for an employee or student to sexually harass a student/employee or to retaliate against any student/employee who reports or cooperates in the investigation of alleged sexual harassment.

The superintendent or designee will interview the employee/student or agent of the district as soon as possible after an allegation of sexual harassment has been made against the employee/student or agent. The superintendent or his/her designee is responsible for investigating allegations of sexual harassment.

The employee may be suspended pending an investigation, and if the allegations are substantiated, the employee may be subjected to disciplinary measures, including suspension and dismissal. District action will be in accordance with federal and Illinois laws and the applicable collective bargaining agreement. The student may be given informal mediation, suspension or expulsion, depending upon the severity of the action.

An allegation of sexual harassment by one student against another student should be reported to a member of the school's administrative staff or designee. The building principal will notify the superintendent or his/her designee of the allegation and begin an immediate investigation. Each complaint will be handled with appropriate confidentiality. Confidentiality does not preclude identifying the complainant to the accused.

The district considers sexual harassment to be a major offense, which may result in a reprimand, suspension, or expulsion of the offender. Employees who fail to aid a student subjected to sexual harassment may also be disciplined.

The superintendent or designee will direct the administrators in writing and distributing procedures to process complaints of sexual harassment; investigate allegations of sexual harassment; inform employees, students, and the community of the district's policy; educate students about sexual harassment and any other matters that relate to the prevention of sexual harassment of students.

The superintendent will call upon the counseling resources of the district to attend to the needs of school and community persons.

# **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 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, sixth 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 EXAMINATION

A vision examination is required for all incoming kindergartners or children enrolling for the first time in an Illinois public or private school. This examination must be performed by a licensed ophthalmologist, optometrist or a physician who provides complete eye examinations. These forms are available on our web-site or at the schools. These forms must be completed by October 15<sup>th</sup> of the current school year.

## VISION AND HEARING SCREENINGS

Vision and hearing screening will be administered during the 2009-2010 school year according to the Illinois Department of Public Health guidelines. The mandate requires that students are routinely screened for vision in Early Childhood, Kindergarten, second and eighth grade and screened for hearing in Early Childhood, Kindergarten, first, second and third grade. In addition all students in special education are screened for vision and hearing annually. Students can also be screened by teacher or parent request if the child exhibits symptoms. Any transfer student who has not previously had a vision and hearing screening will also be screened. This is only a screening and does not take the place of an examination by a doctor. A more comprehensive vision exam can be obtained through an optometrist or ophthalmologist.

Your child is not required to participate in the vision screening if you have submitted a report signed by an optometrist or ophthalmologist indicating that your child has had an exam within the previous 12 months. If you wish to exempt your child from the vision screening or would like to know the date the vision screenings will be done at your child's school please contact the District Nurse's office at Ph # 384-3564.

# 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

# SCHOOL FEES

## Registration Fees

Registration Fees for the 2009-2010 school year are \$100.00 for all students. Students can receive a fee waiver if they qualify for free or reduced lunch. Students qualifying for reduced lunch receive a 50% reduction in registration fees. These fees are prorated depending on when a student starts their school year. If a student leaves the district during the school year a refund can be granted for the unused portion of the year. Refunds are only available upon request. Please see the Student Fees Policy on page 32 for more information.

Additional fees may apply for extra-curricular activities, driver's education, p.e. uniforms, etc.

## Food Service Fees

The following are the prices for food for students for the 2008-2009 school year.

Full Breakfast	\$1.00
Reduced Breakfast	\$. 30
2 <sup>nd</sup> Breakfast	\$1.25
Extra Drink	\$.30
Full Lunch Elementary	\$1.50
Full Lunch Secondary	\$1.60
Reduced Lunch	\$.40
2 <sup>nd</sup> Lunch	\$2.00
Extra Entrée	\$1.30
Extra Drink	\$.30

## Illinois Textbook Loan Program

The Illinois Textbook Loan Program is in effect. The legislation permits school districts to adopt some textbooks locally, which will be paid for by the State Board of Education out of funds appropriated by General Assembly. All textbooks will stay in the district and will be loaned to the students annually. There will be no additional cost to you for your child's participation in this program. Not all textbooks in use are part of the Illinois Textbook Loan Program; the majority of textbooks are still purchased by district funds.

## Student Accident Insurance

Urbana School District #116 does not provide student accident insurance but does offer information regarding such insurance to interested parents if needed. Insurance forms are available at registration and at the school buildings.

# 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

# HOMELESS STUDENTS

## Rights of Homeless Students

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available.

A student is considered “homeless” if he or she is presently living:

- In a shelter
- Sharing housing with relatives or others due to lack of housing
- In a motel/hotel, camping ground, or similar situation due to lack of alternative, adequate housing.
- At a train or bus station, park, or in a car
- In an abandoned building
- Temporarily housed while awaiting DCFS foster care placement

All Homeless Students Have Rights To:

- Immediate school enrollment. A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.
- Enroll in:
  - ❖ The school he/she attended when permanently housed (school of origin)
  - ❖ The school in which he/she was last enrolled (school of origin)
  - ❖ Any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.
- Remain enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.
- Priority in certain preschool programs.
- Participate in a tutorial-instructional support program, school-related activities, and/or receive other support services.
- Obtain information regarding how to get fee waivers, free uniforms, and low cost or free medical referrals.

Transportation services: A homeless student attending his/her school of origin has a right to transportation to and from the school of origin as long as (s)he is homeless or, if the student becomes permanently housed , until the end of the academic year.

# 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:

July 13, 2009	Monday	PR,TP,YR crack and crevice (kitchen)
July 14, 2009	Tuesday	KG,WI, LE,WA crack and crevice (kitchen)
August 8, 2009	Sat.( 8:00 a.m.)	UMS Summer Fogging
August 8, 2009	Sat (11:15 a.m.)	UHS Summer Fogging
August 28, 2009	Friday	UMS/UHS Monthly crack and crevice kitchen)
September 25, 2009	Friday(after 1:30)	UMS/UHS Monthly crack and crevice (kitchen)
October 23, 2009	Friday(after 1:30)	UMS/UHS Monthly crack and crevice (kitchen)
November 16, 2009	Mon. (after 1:30)	UMS/UHS Monthly crack and crevice (kitchen)
December 19, 2009	Saturday A.M.	Central Office Fogging
December 19, 2009	Saturday P.M.	Washington Fogging
December 28, 2009	Monday A.M.	UMS X-Mas Break Fogging (kitchen)
December 28, 2009	Monday P.M.	UHS X-Mas Break Fogging (kitchen)
Dec. 21,22,23,2009	(Winter Break) M,T,W	All Elementary Schools crack and crevice (kitchen)
January 15, 2010	Friday	UMS/UHS Monthly crack and crevice (kitchen)
February 12, 2010	Friday(after 1:30)	UMS/UHS Monthly crack and crevice (kitchen)
March 22-26, 2010	Mon-Fri	All Schools crack and crevice (kitchen)
April 22, 2010	Thurs.(after 1:30)	UMS/UHS Monthly crack and crevice (kitchen)
May 14, 2010	Friday(after 1:30)	UMS/UHS Monthly crack and crevice (kitchen)
June 10, 2010	Thursday	PR,TP,YR crack and crevice (kitchen)
June 11, 2010	Friday	KG, WI, LE, WA crack and crevice (kitchen)
June 14, 2010	Monday	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, 2009  
DATE

# VOLUNTEER INFORMATION

## 2.800: Volunteering in Urbana School District 116 Schools

### 2.810: Screening Volunteers

Any individual who volunteers in any of the District's schools throughout the school year is required to submit to a finger-print based criminal history records check. For purposes of this policy, "volunteer" includes, but is not limited to, mentor, parents, grandparents, college students, student teachers, retired teachers and any other individual who provides services in the District's schools voluntarily three or more times in a school year. If the volunteer is assigned to more than one school, the number of times worked by the individual shall be calculated cumulatively.

The fingerprint-based criminal history records check shall be performed on each volunteer covered by this policy prior to the individual being allowed to serve as a volunteer in any of the District's schools. Authorization for the check shall be furnished by the volunteer. These individuals shall provide a written authorization, which includes name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, which shall be submitted to the Illinois State Police and the Federal Bureau of Investigation. The Board President or designee will keep any conviction record confidential and share it only with the Superintendent or designee. A copy of the record of convictions obtained from the Illinois State Police and the Federal Bureau of Investigation shall be provided to the volunteer.

The District retains the right to refuse the services of any individual who wishes to volunteer with the District whose criminal background investigation reveals a criminal history.

The Superintendent shall further perform a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database (when available) on each volunteer who works in the District's schools throughout the year. The Superintendent or designee shall notify a volunteer if the volunteer is identified in either database.

No individual who is a "sex offender", as defined by the Sex Offender Registration Act, or a "violent offender against youth", as defined in the Child Murderer and Violent Offender Against Youth Registration Act, may serve as a volunteer in the District.

Policy Adopted on: October 16, 2007

## **CHILD ABUSE – MANDATED REPORTERS**

Under Illinois law, Urbana School District #116 employees are mandated reporters of suspected child abuse or neglect. If an employee has reasonable cause to suspect that a child has been abused or neglected they are advised to call the DCFS child abuse hotline. The hotline worker will determine if the information given by the reported meets the legal requirements to initiate an investigation.

## **SEX OFFENDER REGISTRATION ACT**

Public Act 94-0994 – Passed by the State of Illinois General Assembly – 94<sup>th</sup> Session This public law amends the Sex Offender Registration Act and requires school districts to notify the parents of children attending the school during school registration or during parent-teacher conferences that information about sex offenders is available to the public. The website for the Illinois Sex Offender Registry is: <http://www.isp.state.il.us/sor/> . Click on “I Agree” at the bottom of the page and then you are provided with the search page. To view a map of registered sex offenders, please go to: <http://www.familywatchdog.us/> .

## **HIGHLY QUALIFIED CERTIFIED AND NON-CERTIFIED STAFF**

The “No Child Left behind Act” of 2000 and the Illinois State Board of Education require that all certified and non-certified staff employees of public school districts require a “Highly Qualified” status. Any parent and/or guardian may request a teacher(s) highly qualified status by contacting the following department in writing:

Gayle M. Jeffries, Assistant Superintendent/Human Resources  
Human Resource Department  
205 N. Race Street  
Urbana, Illinois 61801

## **FORM TO REVIEW ANNUALLY**

The Publicity & Photo Release Form should be reviewed annually by parents. This form is given to parents once when the child registers in the district or if they change buildings. See page 50 of this handbook for a sample. If for any reason you would like to change your original response to these forms, please contact your child’s school for a new form.



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**