

## **REQUIRED INFORMATION FOR PARENTS**

1. Student School-time and Optional 24-Hour Supplemental Accident Insurance Coverage
2. Board Policy - Administering Medications to Students & Permission Form
3. HIPPA Authorization
4. Math/Science Equipment and Textbook Loan Programs
5. Board Policy – Access to Electronic Networks
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10. Notice Regarding Directory Information
11. Notification of Pupil Rights Under the Protection of Pupil Rights Amendment (PPRA)
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## 1. Student Accident Insurance Coverage Information

Student Accident Coverage will be provided for the 2017-18 school year for each enrolled K-12 student. No enrollment is necessary for the school time Student Accident Coverage. This insurance is accident coverage only and will not replace your current health insurance.

**Additional information regarding the Student Accident Coverage and additional coverage that is available for purchase can be obtained from your building secretary or you can obtain the electronic version of this information on the district website.**

With regard to filing a claim, you must contact the school and complete a Student Accident Claim Form. Please read the Claim Form for complete details on how to submit a claim. You must first file a claim with your own health insurance carrier. The Student Accident plan is designed to pay for expenses which are not reimbursed by your current health insurance. The school district and medical/dental providers are not responsible for filing a student accident claim.

If you have any questions about this program or how to purchase optional coverage, please call the District Office at 824-4951.

Sincerely,

Dr. Gregory Fuerstenau  
Superintendent

## 2. Board Policy - Administering Medications to Students & Permission Form

### Students

#### Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

#### Self-Administration of Medication

A student may possess an epinephrine auto-injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.  
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Food Allergy Management)

ADOPTED: September 12, 2016

**MEDICATION ADMINISTRATION / SELF-ADMINISTRATION CONSENT FORM**

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ Emergency Phone \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_

**Part I – Physician’s Statement** (This statement may be signed by a physician’s assistant or advance practice registered nurse having such authority delegated by a supervising/collaborating physician.)

1. Name/type of medication \_\_\_\_\_  
Dosage/amount to be given \_\_\_\_\_
2. Is the prescribed medication for an asthmatic condition? \_\_\_\_\_
3. Route of administration \_\_\_\_\_
4. Frequency and time of administration \_\_\_\_\_
5. Duration (week, month, indefinite, etc.) \_\_\_\_\_
6. Diagnosis \_\_\_\_\_
7. Intended effect and anticipated reaction to medication (symptoms, side effects, etc.) \_\_\_\_\_
  
8. Must this medication be administered during the school day in order to allow the student to attend school? \_\_\_\_\_
9. **For Asthma Medication Only\***: Is unsupervised self-administration authorized? \_\_\_\_\_  
*\*Pursuant to Illinois law, upon parental consent, a student who is prescribed asthma medication may possess and use his/her asthma medication during school or at school-sponsored activities without the supervision of District personnel.*

\_\_\_\_\_  
Physician’s Signature Date Signed

\_\_\_\_\_  
Address Telephone No.

**Part II – Parent’s Request/Approval**

I hereby request and grant permission for Taylorville Community Unit School District #3 school personnel to (check one) \_\_\_ administer or \_\_\_ permit the self-administration of medication to/by my daughter/son according to the above instructions. I understand that administration by school personnel may be performed by an individual other than a certificated and registered school nurse, and I specifically consent to this. I further waive any claims against the School District, members of the Board of Education, its employees, and agents arising out of the administration or self-administration of said medication, and agree to hold harmless and indemnify the School District, the members of the Board of Education, its employees and agents, either jointly or severally, from and against any and all liability, claims, demands, damages, or causes of action or injuries, costs, and expenses, including attorneys’ fees, resulting from or arising out of the administration or self-administration of medication. With respect to student self-administration of asthma medication, this waiver and indemnification are not applicable to willful and wanton acts to the extent required by law.

\_\_\_\_\_  
Parent/Guardian Signature Phone Date

**For Asthma Medication Only:** I consent to my child’s possession and unsupervised self-administration of asthma medication: \_\_\_ Yes \_\_\_ No.

\_\_\_\_\_  
Parent/Guardian Signature Phone Date

### 3. HIPPA Authorization

TAYLORVILLE COMMUNITY UNIT SCHOOL DISTRICT #3  
HIPPA-Compliant Authorization for Release of Health Information

Patient/Student Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

I hereby authorize \_\_\_\_\_  
[insert health care provider name, address and telephone] to release my/my child's health information / records for the purpose listed below to the school nurse indicated below:

Margaret Burgener, RN, BSN Taylorville High School 815 Springfield Rd. Taylorville IL 62568	Lisa Zini, RN, BSN Taylorville Jr. High School 120 E. Bidwell St. Taylorville IL 62568	Jenny Moats, RN, BSN Taylorville Elem. Schools 101 E. Adams St. Taylorville IL 62568
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**Description:**  
The information to be disclosed consists of: Immunization Records and Physicals

**Purpose:**  
This information will be used for the following purpose(s): School health records

**Authorization**

This authorization is valid for one calendar year. It will expire on **9/1/2018**. I understand that I may revoke this authorization at any time by submitting written notice of the withdrawal of my consent. I recognize that these records, once received by the school district, may not be protected by the HIPAA Privacy Rule, but will become education records protected by the Family Educational Rights and Privacy Act. I also understand that if I refuse to sign, such refusal will not interfere with my child's ability to obtain health care.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature\*

\_\_\_\_\_  
Date

\*If a minor student is authorized to consent to health care without parental consent under federal or state law, only the student shall sign this authorization form. In Connecticut, a competent minor, depending on age, can consent to outpatient mental healthcare, alcohol and drug abuse treatment, testing for HIV/AIDS, and reproductive health care services.

**Copies:** Parent or student\*  
Physician or other health care provider releasing the protected health information  
School official requesting/receiving the protected health information

#### **4. Math/Science Equipment and Textbook Loan Programs**

Dear Parents:

This is to inform you that this year the Taylorville School District will be participating in the Mathematics/Science Equipment Loan Program. This program is free of charge to any student enrolled in a school meeting the requirements of the Illinois School Code, § 105 ILCS 5/2-3.54

We will also be participating in the Illinois Textbook Loan Program. This is also free of charge to any student enrolled in a school meeting the requirements of the Illinois School Code, § 105 ILCS 5/18-17

To participate in these programs, we are required by law to have parental consent on file for three years after the student has left the district.

Thank you for your assistance in this worthwhile program.

Sincerely,

Dr. Gregory Fuerstenau  
Superintendent

## 5. Electronic Network Access Policy

### Instruction

#### Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a Director of Computer Maintenance.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

#### Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

#### Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Building Principal and the Tech Coordinators.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and

5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.  
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).  
Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.  
47 C.F.R. Part 54, Subpart F, Universal Service Support for School Libraries.  
720 ILCS 135/0.01.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Publications)

ADOPTED: July 9, 2012



**6. Availability of Asbestos Inspection Report and Management Plan**

TAYLORVILLE COMMUNITY UNIT SCHOOLS

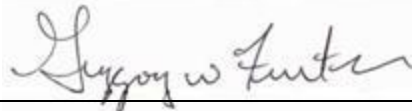
NOTIFICATION

All employees, students, parents, guardians, and general public are hereby notified of the availability of the Inspection Report and Management Plan concerning asbestos-containing building materials. These documents are available for review in the School Administration Office.

All employees, students, parents, guardians, and general public will be notified of inspections, response actions, post response actions, and other matters concerning any activity with asbestos-containing building materials by general newsletter.

I, the undersigned, do hereby attest that the Notification, and Subsequent Notification, will be distributed to all employees, students, parents, guardians, and general public by newsletter.

Signed



School Administrator

Date

July 1, 2017

## **7. Pest Management Procedures**

### TAYLORVILLE COMMUNITY UNIT SCHOOL DISTRICT #3

#### PESTICIDE APPLICATION REGISTRY NOTICE

Dear Parent, Guardian, or Staff Member:

Taylorville Community Unit School District #3 practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. Applications of pesticides are made only when deemed necessary to control a pest problem. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides.

This school district is establishing a registry of people who wish to be notified prior to pesticide applications. To be included in this registry, please check the Pesticide Notification block during the Online Registration process.

Your child’s building principal will notify you two days before the use of pesticides at the school. In the event that there is an immediate threat to health or property that requires treatment before notification can be sent out, notification will be sent as soon as practicable.

## 8. Head Lice Information

TAYLORVILLE COMMUNITY UNIT SCHOOLS  
Taylorville, Illinois

Dear Parents, Faculty, and Students:

Many millions of American school children may have head louse infestation this year since this condition is on the increase. Precise data regarding its prevalence is lacking.

The school nurses do examine the scalps and hair of students that are known to be infested as well as their contacts, but time and manpower prohibit examining every student on a daily, weekly, or monthly basis. Therefore, we are asking parents to examine each of their children daily. This is what you should look for:

- Does your child scratch his scalp often?
- Do you see small bite wounds anywhere on the scalp, back of the head, nape of the neck, or behind the ears?
- Do you see very small (1-2 mm.), whitish eggs firmly attached to the hair shaft? Although these eggs may look like dandruff, dandruff can easily be removed from the hair, while the eggs are not easily removed, even by pulling. Are these within 1/4" - 1/2" of the scalp? If so, they may hatch into a living louse. These must be treated and preferably removed. You may find identification easier by using a magnifying glass.
- Are the neck glands swollen?

If any of these conditions exist, please do the following:

- A. Have the condition confirmed by a medical person.
- B. Notify school personnel.
- C. Once the student has been treated and proof of purchase of the product is submitted to the school principal or nurse, the student may return to school. After the first treatment, the student is no longer considered communicable, but a second treatment is necessary and should occur one week after the first.

The school nurses are very willing to assist you and answer any questions on this matter. It is so important we all work together.

Jennifer Moats, R.N., BSN, CSN  
824-5765

Lisa Zini, R.N., BSN, CSN  
824-4924

Margaret Burgener, R.N., BSN, CSN  
824-2268

## 9. Notification of Rights for Elementary & Secondary Schools

### Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.  
Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
[Optional] Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

## 10. Notice Regarding Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Taylorville Community Unit School District #3, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Taylorville Community Unit School District #3 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Taylorville Community Unit School District #3 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>(1)</sup>

If you do not want Taylorville Community Unit School District #3 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1, 2017. Taylorville Community Unit School District #3 has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

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### **Footnotes:**

<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Last Modified 7/2017

## 11. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use -
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Taylorville Community Unit School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Taylorville Community Unit School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Taylorville Community Unit School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Taylorville Community Unit School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office, U.S. Department of Education,  
400 Maryland Avenue, S.W. Washington, D.C. 20202-5901.

Last Modified: 10/2012

## 12. NOTICE TO PARENTS - "ILLINOIS SCHOOL STUDENT RECORDS ACT"

The following summarized regulations on student records were first adopted by the State Board of Education on March 11, 1976, ([105 ILCS 10] and Section 2-3.13a of the School Code [105 ILCS 5/2-3.13a]) and were first approved by the Taylorville Board of Education on June 14, 1976. A copy of the complete regulation is on file in each of the school offices and is available for public inspection.

A. Student records are divided into two categories, "Permanent" and "Temporary".

Permanent records consist of the following information which must be maintained by the school district for at least 60 years.

- Basic identifying information (student and parents' names and addresses; birth date and place; and gender.
- Academic transcript (includes grades, class rank, graduation date, grade level achieved, scores on college entrance examination tests, and the unique student identifier assigned and used by the Illinois State Board of Education Student Information System.
- Attendance record.
- Health records required for enrollment.
- Record of release of permanent record information.
- Scores received on all State assessment tests administered at the high school level.

Temporary records consist of all other information not required to be in the student's permanent record. (These records will be destroyed after five years. Parents wishing to copy any information proposed to be destroyed must notify the school in writing before that time.) These may include:

- Record of release of temporary records in accordance with the Act.
- Scores received on State assessment tests administered in kindergarten through grade 8, intelligence tests, aptitude tests, and achievement tests.
- Completed home language survey
- Information regarding serious disciplinary infractions that resulted in expulsion, suspension or imposition of punishment or sanction.
- Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act [325 ILCS 5/8.6], as required by Section 2(f) of the Act.
- Any biometric information that is collected in accordance with Section 10-20.40 or 34.18.34 of the School Code [105 ILCS 5/10-20.40 or 34-18.34]
- Health-related information not required for the permanent record.
- Student accident reports.
- Family background information.
- Honors and awards received.
- Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.
- Teacher anecdotal records.
- Special education records
- Records associated with plans developed under section 504 of the Rehabilitation Act of 1973.
- Any verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the education of the student.

B. Parents or legal guardians have the right to inspect and copy permanent and temporary records along with the right to challenge the contents of the record. Any entry contained in the folders of students, with the exception of grades, may be challenged on the basis of accuracy, relevance, and/or propriety. The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. An initial informal conference with the parents or legal guardian will be held within 15 days of the receipt of the request for a hearing. If the challenge is not resolved, formal proceedings involving a school-appointed hearing officer will be initiated. A request to view student records must be made to the building principal who will notify the parent or legal guardian of an appointment time to view the records. Records must be viewed in the presence of the principal.



- C. Parents or legal guardians have the right to control access and release of school student records along with the right to request a copy of the information released. (Authorized state and local school personnel are the only persons with access to student records without parental consent.)
- D. Parents should be aware that no person may condition the granting or withholding of any right, privilege or benefits to make as a condition of employment, credit, or insurance the securing by an individual of any information from a student's temporary record which such individuals may obtain through the exercise of any right secured under the act or these regulations.
- E. Parents have the right to inspect and challenge the information contained in a school student record prior to transfer of the record to another school district.

NOTE: Publicity releases are from time to time made concerning students who have won scholarships, science fair honors, recognition in plays, scholarship recognition, etc. These publicity-type news items will continue to be released unless parents notify the schools that they do not wish such information to be released.

### **13. Life Track Services (Seniors only)**

The purpose of Life Track is to allow us to contact you after graduation. After graduation, we will contact you regarding your experiences at THS. and your post high school experiences. Several changes at THS. have been instituted as a direct result of input from former students.

**This service also allows your reunion committee to stay in contact with you regarding future reunions. This information will allow you to have a lifetime connection to your classmates!**

Checking the Life Track box during Online Registration – Parental Permissions indicates that you agree to participate in this program. A small fee is included in the overall registration fee for seniors to cover this cost.

For further information, please contact the high school office.

## 14. Title I Schools Teacher Qualifications Notice

TAYLORVILLE COMMUNITY UNIT  
SCHOOL DISTRICT #3

August, 2017

ANNUAL NOTICE OF THE RIGHT TO REQUEST  
TEACHER QUALIFICATIONS

TO: Parents of Students Who Attend Title I-Served Schools  
(Memorial, North, and Stonington Elementary Schools)

Our school receives federal funds for Title I programs that are part of the *No Child Left Behind Act of 2001*. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will as soon as possible provide you with the following:

- a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. if the teacher is teaching under an emergency status for which licensing requirements have been waived;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact your child's building principal.

Thank you for your interest and involvement in your child's education.

Sincerely,

Dr. Gregory Fuerstenau  
Superintendent

Anta Brown  
Curriculum/Title I Director  
Telephone 325-3216

## 15. Illinois Medicaid Program Annual Notification

### Annual Written Notification Accessing Public Benefits and Releasing Personally Identifiable Information to the Illinois Medicaid Program

The federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school.

Under the Family Education Rights and Privacy Act (FERPA), your consent is required for the school system to release information about your child to the Illinois Department of Community of Health program in order to access your or your child's public benefits. You are entitled to have a copy of any information the school system releases to the state Medicaid program.

If you have previously given consent for Taylorville Community Unit School District #3 (the "District") to access your or your child's public benefits and to release information needed to access Illinois Medicaid funding for services provided through your child's individualized education program (IEP), the school district may release:

- Your child's name and Social Security Number;
- Your child's date of birth;
- Your child's IEP documentation including evaluations;
- The dates and times services are provided to your child at school;
- Reports of your child's progress, including therapist notes, progress notes and report cards.

Your child will continue to receive all required IEP services or health screenings at no cost to you. Reimbursed services provided by the District's Exceptional Children Program do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which your child is enrolled.

You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to provide all required IEP services at no cost.

You may ask questions about this program or revoke your consent at any time by contacting MidState Special Education Coop at 526-8121.

Date Notification provided to parent: 8/01/2017

Method of Delivery: (check one)

- |  |   |
|--|---|
| <input type="checkbox"/> IEP Meeting         | <input type="checkbox"/> Emailed to parent(s)                       |
| <input type="checkbox"/> Sent via student    | <input type="checkbox"/> In person                                  |
| <input type="checkbox"/> Mailed to parent(s) | <input checked="" type="checkbox"/> Provided in Registration Packet |