

## **REQUIRED INFORMATION FOR PARENTS**

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## **1. Student Accident Insurance Coverage Information**

Student Accident Coverage will be provided for the 2023-24 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 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,

Superintendent

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

### 7:270 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 parents/guardians believe that it is necessary for the student to take 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 (SMA Form)* is submitted by the student's parents/ guardians. 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 and self-administer an epinephrine 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 an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the 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 injector, asthma medication, and/or a medication required under a qualifying plan.

#### School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

#### Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated

caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

- a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
- b. Copies of the registry identification cards are provided to the District;
- c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
- d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.

3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### Void Policy

The **School District Supply of Undesignated Glucagon** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber, or (2) fill the District's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

#### Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

#### Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.:

105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.

105 ILCS 145/, Care of Students with Diabetes Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act, and scheduled to be repealed on July 1, 2020.

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

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

Adopted: January 13, 2020

**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/ty  
pe of medication \_\_\_\_\_  
Dosage/amount to be given \_\_\_\_\_
2. \_\_\_\_\_ Is the  
prescribed medication for an asthmatic condition? \_\_\_\_\_
3. \_\_\_\_\_ Route of  
administration \_\_\_\_\_
4. \_\_\_\_\_ Frequen  
cy and time of administration \_\_\_\_\_
5. \_\_\_\_\_ Duration  
(week, month, indefinite, etc.) \_\_\_\_\_
6. \_\_\_\_\_ Diagnosi  
s \_\_\_\_\_
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. HIPAA Authorization

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

Patient/Student Name: _____ Date of Birth _____			
I hereby authorize _____ [insert healthcare 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:			
Heather Owens BSN, RN, PEL-CSN Taylorville High School 815 Springfield Rd. Taylorville IL 62568	Lindsay Fox BSN, RN, PEL- CSN Taylorville Jr. High School 120 E. Bidwell St. Taylorville IL 62568	Jenny Moats BSN, RN PEL-CSN Memorial School 101 E. Adams St. Taylorville IL 62568	Susan McClure BSN, RN, PEL-CSN North Elementary School 805 N. Cherokee Taylorville, IL 62568

Description: The information to be disclosed consists of: <u>Immunization Records and Physicals</u>
Purpose: This information will be used for the following purpose(s): <u>School health records</u>

<b>Authorization</b>	
<p>This authorization is valid for one calendar year. It will expire on <b>9/1/2024</b>. 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.</p>	
Parent Signature _____	Date _____
Student Signature* _____	Date _____
<p>*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.</p>	

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,

Superintendent

## **5. Electronic Network Access Policy**

Taylorville Community Unit School District #36:235

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### **Instruction**

#### **Access to Electronic Networks**

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

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 resource 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) cyberbullying 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. Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, Acceptable Use of the District's Electronic Networks, 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 Authorization for Access to the District's Electronic Networks 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.

#### Confidentiality

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.

#### Violations

The failure of any user to follow the terms of the District's administrative procedure, Acceptable Use of the District's Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

#### LEGAL REF.:

20 U.S.C. §7131, Elementary and Secondary Education Act. 47 U.S.C. §254(h) and (l), Children's Internet Protection Act. 47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries. 115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act. 720 ILCS 5/26.5.

#### CROSS REF.:

5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: September 13, 2021

## **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 the 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, 2024 \_\_\_\_\_

## **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, BSN, RN, PEL-CSN  
824-5765

Susan McClure, BSN, RN, PEL-CSN  
824-3315

Lindsay Fox, BSN, RN, PEL-CSN  
824-4924

Heather Owens, BSN, RN, PEL-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:

Student Privacy Policy 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)(I) - (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))

04/2020

## 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, 2022. 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.)

### **Footnotes:**

1. 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 7/2021

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

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, 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 student’s parent; 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 collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

· *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
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 from the parents to a student who is 18 years old or an emancipated minor under State law.

[School District will/has develop[ed] and adopt[ed]] 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. [School District] will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. [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. [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 direct notification requirement:

- Collection, disclosure, or use of personal information collected from students 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:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## 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 (217) 824-2268.

## 14. Title I Schools Teacher Qualifications Notice

TAYLORVILLE COMMUNITY UNIT  
SCHOOL DISTRICT #3

August 2023

### 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,

TCUSD#3  
Superintendent

Anita Brown  
Curriculum/Title I Director  
Telephone 824-4951



## 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 Michael Edwards, Special Education Administrator, (217) 824-4951.

Date Notification provided to parent: 8/01/2023

Method of Delivery: (check one)

☐ IEP Meeting

☐ Sent via student

☐ Mailed to parent(s)

☐ Emailed to parent(s)

☐ In person

☒ Provided in Registration Packet

## 16. Meal Charge Notification Letter

### Taylorville Community Unit School District #3

Dr. Chris Dougherty  
Superintendent  
[cdougherty@tcusd3.org](mailto:cdougherty@tcusd3.org)

Mrs. Wendy Dulakis  
Director of Finance  
[wdulakis@tcusd3.org](mailto:wdulakis@tcusd3.org)

1100 N. Sportsman Dr.  
Taylorville, IL 62568  
Phone: (217) 824-4951 Fax: (217) 824-5157  
[www.tcusd3.org](http://www.tcusd3.org)

Board of Education  
Mrs. Brenda Patrick, President  
Mrs. Ann Chandler, Vice President  
Mrs. Carla Mickey, Secretary  
Mrs. Trisha Marburger  
Dr. Ron Mizer  
Mrs. Jennifer Norris  
Mrs. Lori Wemple

July 2024

To: Students, Parents/Guardians, and Staff  
Re: Eligibility and Meal Charge Notifications

The following notification is provided at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services* and 4:140, *Waiver of Student Fees*. For more information, see [www.fns.usda.gov/school-meals/unpaid-meal-charges](http://www.fns.usda.gov/school-meals/unpaid-meal-charges), and/or contact the Building Principal or designee.

#### Free and Reduced-Price Food Services Eligibility

When students are unable to pay for their meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture, and distributed by the Illinois State Board of Education.

#### Meal Charges for Meals Provided by the District

Anything purchased separately or in addition to a meal will be charged to the student's account no matter if they are free, reduced or paid.

If you do not wish for your student to be able to purchase anything outside of the one meal, please put it in writing and submit it to your student's school. We can then place a restriction on their account. **There will be no exceptions to the rule.**

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your charges may be carried over at the end of the school year, i.e., beyond June 30<sup>th</sup>.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery*. The District will make reasonable efforts to collect charges classified as delinquent debt.

1. Each student that is over \$-5.00 on the school lunch account will be receiving a negative balance statement in addition to the weekly calls that go out.

LEGAL REF.: Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296).  
7 C.F.R. §245.5.  
23 Ill.Admin.Code Part 305, School Food Service.

DATED: July 1, 2024

### **TAYLORVILLE SCHOOLS ARE A+**

The MISSION of Taylorville Community Unit School District #3 is to have each student acquire knowledge, skills, and values for life-long learning in a changing world through the cooperative efforts of caring staff, an involved family, and a supportive community.

## 17. Food Service Refund Procedure Letter

### Taylorville Community Unit School District #3

Dr. Chris Dougherty  
Superintendent  
[cdougherty@tcusd3.org](mailto:cdougherty@tcusd3.org)

Mrs. Wendy Dulakis  
Director of Finance  
[wdulakis@tcusd3.org](mailto:wdulakis@tcusd3.org)

1100 N. Sportsman Dr.  
Taylorville, IL 62568  
Phone: (217) 824-4951 Fax: (217) 824-5157  
[www.tcusd3.org](http://www.tcusd3.org)

Board of Education  
Mrs. Brenda Patrick, President  
Mrs. Ann Chandler, Vice President  
Mrs. Carla Mickey, Secretary  
Mrs. Trisha Marburger  
Dr. Ron Mizer  
Mrs. Jennifer Norris  
Mrs. Lori Wemple

Parent/Guardian:

Any student leaving the district during the year or seniors graduating at the end of the school year, who have a credit balance on their food service account, will be able to choose from one of the three options below for distribution of this credit.

Receive a refund for the remaining credit balance

Transfer the remaining credit balance to another sibling or student

Donate the remaining credit balance to the school district

You will receive a notice stating your remaining balance where you can choose one of the three options. Please note that if we do not receive instruction from you as to how you want the balance distributed within 30 days of the district sending you the notification, we will consider the remaining balance as a donation to the school district.

Sincerely,

|

TCUSD#3

Superintendent

## 19. Student Online Personal Protection Act (SOPPA)

Effective July 1, 2021, school districts will be required by the Student Online Personal Protection Act (SOPPA) to provide additional guarantees that student data is protected when collected by educational technology companies, and that data is used for beneficial purposes only.

I understand that it is my responsibility to read and review the following guidelines: Student Data Privacy, SOPPA, Acceptable Use Policy, and Device Agreement. The

device agreement includes any technology device, e.g., Chromebooks, iPads, desktops, laptops.

Please click on the link below to read and review all technology guidelines.

<https://sites.google.com/tcusd3.org/student-data-privacy/student-data-privacy>