

Amboy Community Unit School District #272
2023-2024

**DISTRICT-WIDE SERVICES &
ANNUAL NOTIFICATIONS**

SECTION I: ACADEMIC SERVICES

DISTRICT-WIDE TESTING

The Illinois Assessment of Readiness (IAR) will be administered to students in grades 3, 4, 5, 6, 7 & 8, students in grades 8, 9 & 10 will take the PSAT & students in grade 11 will take the SAT test. The Kindergarten Individual Development Survey (KIDS) will be administered to all kindergarteners. District test results will be printed on the District Report Card (not the student grade report card).

PRE-SCHOOL SPECIAL EDUCATION SERVICES

Services are provided to preschoolers with disabilities who are three to five years of age (who are not enrolled in kindergarten). The service is provided at no cost to those children who qualify. Preschool screening will be held every six weeks throughout the school year. This screening is a routine check of preschool-age children's general development in the areas of language, concepts, and motor skills, as well as vision and hearing. Each screening takes about one hour. Appointments are necessary, to find out when and where the next screening is and/or register for the next preschool screening contact the Ogle County Educational Cooperative (815-234-2722).

READING SCREENING SERVICES

Elementary pupils who require assistance in reading and/or mathematics may receive such help through the federally funded Title I program. The District currently employs one full-time Title I teacher who annually administers a reading screening to the following: new students, teacher and/or parent referrals, and children from the previous year's caseload. Additionally, all kindergarten students will be screened in the spring.

SECTION II: HEALTH

VISION/HEARING SCREENING SERVICES

- Hearing - A hearing technician will annually administer hearing screenings of all children in grades Kindergarten, 1, 2, 3, and 8. Additionally, the technician will screen special education students, new to the district students, referrals, and children from the previous year's "watch" list.
- Vision - A vision technician will annually administer vision screenings to all children in grades Kindergarten, 1, 3, 8, special education students, new to the district students, referrals, and children from the previous year's "watch" list.
- Pre-School Hearing and Vision - Annually, each spring, technicians will administer hearing and vision screenings to all 3-5 year old children in the district.

STUDENT INSURANCE SERVICES

Insurance protection against accidental injury while engaged in the normal school routine or activities is described in an Insurance Package that will be provided at registration. However, high school students participating in football shall be required to have appropriate insurance. Any school injury must be reported immediately to the teacher or sponsor in charge who should complete an accident report. If parents have paid for student accident insurance and need to make a claim thereon, the school may be requested to furnish a copy of the accident report.

SECTION III: STUDENT SAFETY

CRISIS PLAN

The Amboy School District #272 has adopted a district wide Crisis Plan in compliance with the ISBE rules and regulations. This Crisis Plan will be implemented in the event of any school crisis. Fire and disaster drills will be held from time to time at different periods of the day to enable students and staff to become better prepared for real disasters. It is very important that students follow the instructions provided by the teachers. Parents should be advised that in the event of severe weather, students may not be released from school, but relocated to designated safety areas inside the building.

TARGETED SCHOOL VIOLENCE PREVENTION & THREAT ASSESSMENT

Student safety is our District's top priority. To maximize safety, the District uses a threat assessment process to identify

threats and prevent *targeted school violence*. This process is part of the Targeted School Violence Prevention Program. For more information, see Board policy 4:190, *Targeted School Violence Prevention Program*. The Program is part of the preparedness and response phases of the School Emergency Operations and Crisis Response Plan, which in turn is part of the District's Comprehensive Safety and Security Plan.

The District wishes to create a climate that encourages sharing *any* information about a safety concern with a trusted adult who can help. **Sharing information about threats and safety concerns is everyone's responsibility: students, parents, staff, and community members.**

What Is a Threat?

A threat is a concerning communication or behavior that indicates that an individual poses a danger to the safety of school staff or students through acts of violence or other behavior that could harm to self or others. It may be expressed/communicated orally, visually, in writing, electronically, or in another way. Threats may be direct ("I'm going to beat you up" or "I'm going to blow this place up!") or indirect ("Come and watch what I am going to do to her."). A threat can be vague ("I'm going to hurt him.") or implied ("You better watch out."). Any possession of a weapon or mention of one is a possible threat.

What Is Targeted School Violence?

Targeted School Violence includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not simply a random site of opportunity. Individuals who have committed targeted violence did not "just snap," but engaged in a process of thought and escalation of action over days, weeks, months, and even years.

SECTION IV: DISCRIMINATION

HOMELESS

The Illinois State Board of Education (ISBE) considers the school enrollment, attendance and success of homeless children and youth throughout Illinois as a high priority. It is the policy of the ISBE that every homeless child and youth be sensitively identified as required by the federal McKinney-Vento Homeless Assistance Act ("McKinney-Vento"), 42 U.S.C. § 11431 *et seq.*, that every such child or youth be enrolled in and attend the appropriate school on every school day, and that school admission for such children and youth be immediate and be handled sensitively and in a child and family-centered manner in accordance with McKinney-Vento and the Illinois Education for Homeless Children Act (IEHCA), 105 ILCS 45/1-1 *et seq.* This policy is promulgated with the intention of minimizing educational disruption for homeless children and youth and promoting stability and continuity in education as well as providing social supports during a period of housing in stability.

DEFINITION OF "HOMELESS"

Both Illinois and federal law define "homeless." Homeless students include, but are not limited to, children or youth who are: sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (commonly referred to as being "doubled up"); are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are staying in public or private places not ordinarily used as sleeping accommodations; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; or are otherwise not residing in a fixed, regular and adequate nighttime residence. There is no specific time limit on how long a child or youth can be considered homeless. Whether a child or youth meets the definition of homeless depends on the living situation and the individual circumstances.

CHOICE OF SCHOOLS

A homeless child or youth is entitled to attend any of the following:

- (1) The school in which he or she was enrolled when permanently housed;
- (2) The school in which he or she was last enrolled; or
- (3) Any public school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. The first two choices are referred to as the "school of origin." Children and youth who have experienced homelessness are permitted to attend their school of origin for as long as they remain homeless, or if the child becomes permanently housed, for the remainder of the academic year in which housing is acquired. Where a homeless child or youth may be staying day-to-day in different attendance areas, each such area shall be considered an available choice for school enrollment. If a homeless child or youth presents for enrollment and the school to which they present is neither a school of origin nor a school in which other children or youth in the same living area as the homeless child are entitled to attend, it is appropriate to attempt to explain this to the parent, guardian or youth. However, no school district should deny enrollment of a child for that reason without also taking reasonable steps to help ensure that the child or family is promptly enrolled in an appropriate school district (and advising the parent, guardian or youth of the dispute resolution process and referring them to low-cost or free legal

assistance).

TRANSPORTATION

Where a homeless child or youth chooses to continue enrollment in his or her school of origin, the parents or guardians shall make a good faith effort to provide or arrange for transportation to and from the school of origin, including authorizing relatives, friends, or a program for homeless persons to provide the child with transportation to and from school of origin. If transportation to and from the school of origin is not provided in that matter, it shall be provided in the following manner:

- (1) if the homeless child continues to live in the school district in which the school of origin is located, the child's transportation to and from the school of origin shall be provided or arranged by the school district in which the school of origin is located consistent with the requirements of Article 29 of the School Code; and
- (2) if the homeless child's living arrangements in the school district of origin terminate and the child, though continuing his or her education in the school of origin, begins living in another school district, the school district of origin and the school district in which the homeless child is living shall meet to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the school districts are unable to agree, the responsibility and costs for transportation shall be shared equally.

PRIMARY DUTIES OF SCHOOL DISTRICTS

All Illinois school districts are LEA's within the meaning of McKinney-Vento and must comply with its provisions. Among the most important responsibilities for LEA's are the following:

- to allow and promote access of homeless children, youth and families in all programs and activities offered by the school (including preschool, kindergarten, after school programs, etc.) and to refrain from any segregation, discrimination or stigmatization of such students;
- wherever possible, and consistent with the wishes of the parent or guardian, to keep a homeless child or youth at his or her "school of origin" as defined in state and federal law;
- to adopt a policy and practice for providing appropriate transportation services to enable homeless children and youth to attend the school of origin;
- to provide notice throughout the community and at all school locations of the rights of, and services for, homeless children and youth, including school choices and transportation availability as well as the name and phone number of the liaison (Posters and brochures have been developed by Opening Doors (www.homelessed.net), a technical assistance grantee of the Illinois State Board of Education and are available for use by school districts);
- to review and revise any policies, websites, forms and other similar items that may act as barriers to the enrollment, attendance and success of homeless children and youth (and in reviewing and revising any such items, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship);
- to provide outreach to homeless families and youth to ensure that all school-age and pre-school age children not enrolled in school are promptly enrolled in the proper school or pre-school;
- to provide a fair process for resolving disputes between the LEA and any homeless child, parent or youth in accordance with applicable law and as set forth in the Homeless Student Dispute Procedures herein;
- to immediately enroll all homeless students in free breakfast and lunch programs and to waive any of the fees or charges that are subject to waiver under the Illinois fee-waiver rules; and
- to capture data regarding homeless children and youth as required by the Illinois State Board of Education and federal law.

COORDINATION WITH OTHER AGENCIES AND RESOURCES

School districts should develop relationships, and coordinate, with agencies providing supportive services to the families of homeless children and youth. Such agencies include domestic violence agencies, shelter operators, transitional housing facilities, runaway and homeless youth centers, transitional living programs for homeless youth, and other public and private social services (e.g., the Illinois Department of Healthcare and Family Services and the Illinois Department of Human Services). All local school districts should undertake this coordination activity, which can help facilitate access of homeless families to food stamps, Medicaid, employment services and emergency assistance. To provide comprehensive services to homeless children and youth and their families, school districts should endeavor to integrate child development programs, preschool programs, and programs for runaways.

ENSURING PRIVACY

It is prohibited, under the Illinois School Student Records Act, for any school staff to provide school student records or information therein to any landlord, zoning office, contractor, municipal official or housing authority.

DUTIES OF THE LIAISON FOR HOMELESS STUDENTS

Pursuant to McKinney-Vento, all school districts must have in place a liaison for homeless children and youth who is

properly trained on the liaison's duties as set forth below and who is reasonably available to families throughout the school day to implement the requirements of the Act. The school liaison for homeless children and youth must ensure that:

- Homeless children and youth are sensitively identified by school personnel, whether currently enrolled or not yet attending school and, if appropriate, aid such children or youth in accessing the appropriate school;
- Homeless children and youth have a full opportunity to succeed in the district's schools and that homeless families' children and youth receive all educational services for which they are eligible, including Head Start, Even Start, preschool and referrals for healthcare, dental care, mental health and other appropriate services;
- Parents and guardians of homeless children and youth are informed about the district's educational services and opportunities and are given meaningful chances to participate in their child's education;
- Public notice of the educational rights of homeless children and youth is disseminated at locations where homeless families and children are served such as schools, shelters, soup kitchens, public aid offices, city hall, food pantries, public libraries, court houses, and police stations;
- Disputes between the school district and homeless parents are handled in accordance with applicable law and the procedures set forth herein;
- Parents or guardians of a homeless child or youth (and any unaccompanied youth) are fully informed of all transportation services, including transportation to the school of origin and are assisted in accessing transportation to the school that is appropriately selected;
- Staff coordinate and collaborate with, among others, school personnel responsible for the provision of related services to homeless children and youth (such coordination and collaboration may include, for example, the development of training programs on rights of homeless children and youth and their families under applicable law); and,
- Ensure that special attention is given to locating and enrolling homeless children and youth not currently in school.

The Amboy School District #272 Homeless Liaison is Jessica Meusel – 815-857-3619.

HOMELESS STUDENT DISPUTE PROCEDURES

Disagreements may occur between a school district and a homeless student or homeless parent regarding, among other things, enrollment or transportation. As soon as such a disagreement arises, the school district liaison should become involved. If the district has legitimate reason to disagree with a parent, guardian or homeless youth regarding an issue related to the rights of homeless students, the district must follow a dispute procedure that includes these steps:

- Immediately enroll the student(s) and arrange for transportation and other services as appropriate.
- With the involvement of the district's liaison, attempt to discuss the issues with the parent/youth to determine if more information can clear up the issues. Failing to accomplish that:
- Issue a letter to the parent/guardian or youth explaining, with a degree of specificity, the district's position as to the homelessness-related dispute. In this letter, the district must also include referrals to free/reduced cost legal help and an outline of the dispute resolution procedure. The district must copy on such letter the applicable regional superintendent of schools and Illinois' Coordinator for the Education of Homeless Children and Youth ("State Coordinator").
- Refer the child or his or her parent or guardian to the fair and impartial ombudsperson appointed by the district's regional superintendent of schools (the "Ombudsperson"). The district's liaison should exercise responsibility for facilitating access to legal help and advocacy and other information and, upon knowledge that legal representation is obtained by a family or youth, the district (through its liaison or otherwise) shall appropriately work with such legal representative throughout the dispute resolution process.
- The Ombudsperson shall: be familiar with the educational rights and needs of homeless children; work with all parties to schedule a meeting, notifying such parties of the meeting's date, time and location; and, to the extent available, provide the parties with any requested resource information in advance of the meeting so as to enable a full and fair presentation of their respective positions in the dispute resolution process. If at all possible, such meeting should occur within 5 school days of the district's letter.
- The Ombudsperson shall, as part of the meeting, allow for a complete presentation of relevant facts by all parties. The child and/or his or her parent or guardian should be allowed to have assistance from a legal representative knowledgeable of federal and state laws pertaining to homeless students' educational rights.
- At the conclusion of the meeting or promptly thereafter, the Ombudsperson shall, in writing, communicate his or her decision to the parties and inform the parties of the ability to have the State Coordinator review compliance with applicable law.

Either party may, within 5 school days of the Ombudsperson's decision, send a written request to the State Coordinator asking the State Coordinator to review such decision for compliance with applicable law. Such request must include any documentation related to the dispute resolution proceeding.

- Upon receiving a request for review, the State Coordinator may request from either party any additional information that he or she deems relevant to determining compliance with applicable law. No later than 10 school days after

receiving the request for review, the State Coordinator shall make a recommendation to the State Superintendent of Education regarding the Ombudsperson's decision and the appropriate placement of the student (deferring, in this review, to any and all findings of fact by the Ombudsperson).

- Within 10 days of receiving the State Coordinator's recommendation, the State Superintendent of Education or designee will inform all parties of the final determination.
- If the State Superintendent of Education or designee determines that the district's action giving rise to the dispute is inconsistent with applicable law, he/she may order the district to take any action necessary for such district to be in compliance with applicable law. Should the district not comply with such order, the State Superintendent shall place the district's recognition status on probation in accordance with 23 Ill. Admin. Code 1.20(b).
- Regardless of the decision of the State Superintendent of Education or designee, the State Coordinator will follow-up with the school district within 5 school days after such determination to review the status of the dispute.

TITLE VI, TITLE IX, SECTION 504, AGE DISCRIMINATION ACT, TITLE II OF THE AMERICANS WITH DISABILITIES ACT

A number of federal statutes protect the rights of beneficiaries in programs or activities that receive financial assistance from being discriminated against. Specifically, the following statutes prohibit discrimination: Title VI on the basis of race, color, and national origin; Title IX on the basis of sex; Section 504 on the basis of disability; the Age Discrimination Act on the basis of age; and Title II prohibits state and local governments from discriminating on the basis of disability. The regulations implementing the above statutes require school districts to notify students, parents, and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age. Title VI, 34 C.F.R. § 100.6(d); Title IX, 34 C.F.R. § 106.9; Section 504, 34 C.F.R. § 104.8; Age Discrimination Act, 34 C.F.R. § 110.25; Title II, 28 C.F.R. § 35.106. The following notice of non-discrimination meets the minimum requirements of the regulations enforced by the Office of Civil Rights (OCR):

Amboy Community Unit School District #272 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The district superintendent is designated to handle inquiries regarding the non-discrimination policies. For further information on notice of non-discrimination, from the OCR enforcement office that serves your area call 1-(800)-421-3481.

SECTION V: STUDENT RECORDS

TRANSFER STUDENTS

No school may refuse to admit or enroll a student because of that student's failure to present his student permanent or temporary record from a school previously attended.

When a new student applies for admission to a school and does not present his school student record, such school may notify the school or school district last attended by such student, requesting that the student's school student record be copied and sent to it; such request shall be honored within 10 days after it is received. Within 10 days after receiving a request from the Department of Children and Family Services, the school district last attended by the student shall send the student's school student record to the receiving school district.

In the case of a transfer between school districts of a student who is eligible for special education and related services, when the parent or guardian of the student presents a copy of the student's then current individualized education program (IEP) to the new school, the student shall be placed in a special education program in accordance with that described in the student's IEP.

Until June 30, 2015, out-of-state transfer students, including children of military personnel that transfer into this State, may use unofficial transcripts for admission to a school until official transcripts are obtained from his or her last school district.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The Health Insurance Affordability and Accountability Act of 1996 protects protected health information (PHI) from disclosure. When HIPAA was first adopted, questions arose as to whether or not HIPAA applied to school districts. The Family Policy Compliance Office has determined that health records are "education records" subject to FERPA, and not HIPAA.

The HIPAA Privacy Rule (45 CFR Parts 160 and 164) provides the "federal floor" of privacy protection for health information in the United States, while allowing more protective ("stringent") state laws to continue in force. Under the Privacy Rule, protected health information (PHI) is defined very broadly. PHI includes individually identifiable health information related to the past, present or future physical or mental health or condition. Even the fact that an individual received medical care is protected information under the regulation. The Privacy Rule establishes a federal mandate for individual rights in health information, imposes restrictions on uses and disclosures of individually identifiable health information, and provides for civil and criminal penalties for violations.

SECTION VI: STATE-REQUIRED NOTIFICATIONS

ANNUAL ASBESTOS MANAGEMENT PLAN NOTICE

This is to inform you of the status of Amboy Community Unit School District #272 asbestos management plan(s). It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings were initially inspected for asbestos. Our inspection was conducted in October 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the Administration Office Amboy Community Unit School District #272. Should you wish to review the plans, please call to make an appointment between 8:00 A.M. and 4:30 P.M. Any concerns relative to asbestos containing materials should be directed to Brian Lampe, Maintenance Director, at 11 East Hawley, Amboy, Illinois 61310. (815) 973-2290.

INTEGRATED PEST MANAGEMENT NOTICE

This is to inform you of the status of Amboy Community Unit School District #272's Integrated Pest Management System. According to Public Act 91-0525:

School districts must maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school property or provide written notification to all parents and guardians of students before such pesticide application. Written notification may be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least two business days before application of the pesticide application and should identify the intended date of the application of the pesticide and the name and telephone contact number for the school personnel responsible for the pesticide application program. Prior written notice shall not be required if there is an imminent threat to health or property. If such a situation arises, the appropriate school personnel must sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided as soon as practicable. For purposes of this Section, pesticides subject to notification requirements shall not include (i) an antimicrobial agent, such as disinfectant, sanitizer, or deodorizer, or (ii) insecticide baits and rodenticide baits. Amboy C.U.S.D. #272 currently does not use the methods that require notification. Our priority has always been to use the safest methods possible. We will continue to put forth extra effort to protect our students and staff.

Any concerns relative to I.P.M. should be directed to Brian Lampe, Director of Maintenance at 11 E. Hawley Street, Amboy, IL 61310 (815) 973-2290.