

**ARGENTA-OREANA ELEMENTARY SCHOOL  
STUDENT/PARENT HANDBOOK  
K-5**



**ARGENTA-OREANA ELEMENTARY SCHOOL  
400 WEST SOUTH STREET  
OREANA, IL 62554  
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FAX: 217-468-2403  
Web Site: [argenta-oreana.org](http://argenta-oreana.org)  
Faculty and Staff Emails are available on the web site.**

**CUT HERE**

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**PLEASE SIGN BELOW AND RETURN BY: August 27, 2008**

As parents, it is your responsibility to know the contents of this handbook and to make sure your student(s) understand its contents. The statement below is to be signed by at least one parent or guardian. Your signature indicates that you have read the 2008-2009 Argenta-Oreana Student Handbook. Please return the signed form to your child's homeroom teacher. This form will be kept on file for reference. The terms of this handbook are not to be considered as a contract between the school and the student. Rather, the terms show the current status of the rules and procedures as currently practiced and are subject to change.

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

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

**WELCOME TO OUR ARGENTA-OREANA  
ELEMENTARY SCHOOL**

We are confident that you will find our school to have an excellent faculty who are dedicated to providing the best education possible for all students. However, teachers can not do the job alone. In order to help your children develop their potential, teachers and children need the support of all parents. This handbook was written to help parents and students understand the basic rules and procedures for the Argenta-Oreana Elementary School.

<b>Susan E. Fustin</b>	<b>Principal</b>	<b>Phone Extension: 112</b>
<b>Paula Wilson</b>	<b>Asst. Principal</b>	<b>Phone Extension: 160</b>
<b>Sandy Caplinger</b>	<b>Secretary</b>	<b>Phone Extension: 110</b>
<b>Carol Hagemann</b>	<b>Secretary</b>	<b>Phone Extension: 111</b>
<b>Loni Peters</b>	<b>District Nurse</b>	<b>Phone Extension: 158</b>
<b>Jackie Goeppinger</b>	<b>SAP (Counselor)</b>	<b>Phone Extension: 115</b>

**OUR VISION STATEMENT IS:**

*To demonstrate pride, life long learning and academic excellence throughout the community.*

**OUR MISSION STATEMENT IS:**

*Inspire Success While Building Dreams.*

**PHONE NUMBERS: 468-2412 OR 468-2121**

**FAX NUMBERS: 468-2403**

## TABLE OF CONTENTS

<b>ATTENDANCE</b>	<b>PAGES 1-2</b>
<b>ABSENCES</b>	<b>PAGE 2</b>
<b>MAKE UP WORK PLANNED ABSENCES</b>	<b>PAGE 2</b>
<b>TRANSPORTATION</b>	<b>PAGES 2-4</b>
<b>FOOD POLICY</b>	<b>PAGES 4-6</b>
<b>LAW ENFORCEMENT AND OFFICIALS</b>	<b>PAGE 6</b>
<b>BEHAVIOR GUIDELINES</b>	<b>PAGES 6-10</b>
<b>A-O BOMBER CODE OF RESPECT</b>	<b>PAGE 10</b>
<b>DRESS</b>	<b>PAGE 11</b>
<b>RECESS</b>	<b>PAGES 11-12</b>
<b>EMERGENCY INFORMATION</b>	<b>PAGE 12</b>
<b>EQUAL ED. OPPORTUNITIES</b>	<b>PAGES 12-13</b>
<b>PROMOTION/ RETENTION</b>	<b>PAGES 13-14</b>
<b>STUDENT RECORDS</b>	<b>PAGES 14-15</b>
<b>STUDENT HEALTH</b>	<b>PAGES 15-18</b>
<b>COMMUNICATION</b>	<b>PAGE 19</b>
<b>ASBESTOS PLAN</b>	<b>PAGE 20</b>
<b>VIDEO SURVEILLANCE POLICY</b>	<b>PAGES 20-21</b>
<b>PARENT NOTIFICATION (Sex Offender Registry)</b>	<b>PAGE 21</b>
<b>FERPA LETTER/RECORDS</b>	<b>PAGES 22-23</b>
<b>PUPIL RIGHTS ACT</b>	<b>PAGE 23</b>
<b>SCHOOL CHOICE/NCLB ACT</b>	<b>PAGE 24</b>

## ATTENDANCE

### **SCHOOL IS IN SESSION FROM 8:10-2:49 MONDAY-FRIDAY**

- Students are not allowed in the building prior to 7:45 a.m. or the arrival of the first bus.
- Students are expected to leave immediately after dismissal unless they are involved in an after-school program or detention.
- State guidelines require students to be in attendance for 5 hours (not including lunch) for student attendance to be counted a full day.
- If a student is absent on a school improvement day (1/2 day for students 8:10-11:20), we are required to count this as a full day absence on the child's record.
- Due to new state regulations a child can only miss 22 minutes of the day and lunch or he/she is counted absent for half day.

*State law demands attendance.*

*Sec. 26-1 "Whoever has custody or control of any child between the ages of 7 and 17 years shall cause such child to attend some public school district wherein the child resides the entire time it is in session, during the regular school term".*

*Sec. 26-2 "Any person having custody or control of a child who is above the age of 7 years or below the age of 17 years and who is enrolled in any grades one through twelve, in the public school wherein the child resides shall cause him to attend when it is in session during the regular school term".*

Students must attend at least half day of school to attend or participate in after school activities and functions within the school district, unless prior approval is arranged with the principal.

- After 5, 10, and 15 days of unexcused absences the office is required by law to report this information to the Regional Superintendent's Office. After 18 days of unexcused absences students/parents can be reported to the State's Attorneys Office for a truancy hearing.
- 20 days or more absence per year for the elementary level is possible cause for RETENTION.
- For this purpose "absences" include all absences, whether excused or not excused.
- Exception will be made for absences explained as necessary in a doctor's statement or by health conditions determined in a doctor's statement including hospitalization, allergies, asthma, or other health reasons.
- All periods of suspension out of school will count as absences toward retention.

"Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and other situations beyond the control of the student as determined by the principal. Other circumstances which cause reasonable concern for the safety or health of the student may also constitute a valid cause. Excessive absences will be reported to the Truant Officer.

Regular daily attendance is beneficial to your child. The amount of state money received by our district is based on daily attendance figures. NCLB requires our school to have at least an 89% attendance rate.

When a student arrives late to school please abide by the following directions:

- students must sign into the office
- all students must receive a pass from the office prior to going to class

## ABSENCES

When a student is absent from school please call the school and give the following information:

- call the school and leave a message on the voice mail or with a secretary
- give the student's name and homeroom teacher
- give the reason for absence
- call the school no later than 9:30 A.M.
- the phone number to call is 468-2412 or 468-2121
- if no call is received, your home or place of employment will be contacted to inquire about the absence

## MAKE UP WORK/PLANNED ABSENCES

If a student is absent for one day, it is not necessary to request assignments. However, for longer absences, please call the office before 9:30 A.M. so the teacher can have assignments ready to go home by the end of the school day. If the assignments have not been requested, it is the student's responsibility to request assignments upon his/her return to school. For your convenience, assignments may be sent home with a neighbor child. For chronic absences doctor's excuses may be required.

Generally, for elementary students, two days are given for each day missed in order to make up work. (Examples: if a student is absent one day, the assignments are due in class on the third school day). A maximum of 10 school days will be allowed for lengthy absences with all assignments due in class on the 11<sup>th</sup> school day unless special circumstances warrant an extension. Individual teachers will determine test make-ups.

It is the student's responsibility to make up work that is missed whether pre-arranged or not. A written request for assignments should be submitted one week prior to a planned absence. (Ex: vacation planned) Assignments received in advance for a planned absence must be completed the day the student returns from said vacation. If work is not completed, when requested, credit for that work may be denied. It is the teacher's decision whether or not to send class assignments with the student.

## TRANSPORTATION

If there is a change in your child's regular bus routine, such as you, another family member, or a friend picking up your child you should:

- Write a note to the office regarding the change
- Or call the office prior to 1:00 P.M. explaining the change

Unless we have a note or receive a phone call from home telling us of a change, your child WILL be placed on the assigned bus that is his/her usual routine.

**Please have alternate plans for EMERGENCY DAYS. Your child should know the plan in case of an “emergency” (Snow Day). If there is a change in the student’s regular after-school routine, the office must be notified. If riding a different bus is necessary, a bus pass will be issued to the student provided there is room on the bus taking the student. Students will not be allowed to board a bus if this procedure is not followed.**

**Please abide by the following important parking lot and circle drive policies:**

- **No cars are allowed in the South Circle Drive/Bus Drive behind the school**
- **No cars are allowed in the front circle drive between 2:30-3:00 during student dismissal.**
- **No cars are allowed to pick up or drop off students at the west end of the building.**
- **Students may be picked up at the east parking lot before and after school.**
- **Students may be dropped off in the morning at the east parking lot or the circle drive.**

**PUBLIC ACT 91-260 amends the vehicle code to require that school buses stopped on a roadway on school property for the purposes of loading or discharging students must have in operation the school bus stop arm and red flashing warning lamps. This law was passed to clarify that the stop arm must be used on school property when stopped to load or discharge passengers, and to allow law enforcement to enter school property to issue tickets to stop-arm violators without a written contract with the district.**

**Students are reminded that the driver has complete charge of the bus, and failure to cooperate could mean suspension from the bus. Riding the bus is a privilege and is not guaranteed for the students who choose to violate the bus rules. While individual bus drivers may have additional specific rules for their bus, the following are general bus rules that all students must follow:**

- **Follow all directions given by the driver**
- **Remain seated at all times while the bus is in motion. Do not change seats; face the front at all times. Keep your feet out of the aisle.**
- **When the bus door opens at railroad crossings, all talking must stop until the bus starts moving again.**
- **The use of profane or abusive language, throwing objects, or fighting will not be allowed.**
- **Students must board the bus at the stop designated for their area. They must be at the bus stop on time.**
- **The student must pay for any damage by student(s) on the bus.**
- **Failure to meet the bus is no excuse for absence. If the student is late, the bus drivers have been instructed not to wait.**
- **Students are under jurisdiction of the school from the time they leave home until they arrive at school or vice versa. Misbehavior during this time will warrant disciplinary action by the school administrator.**

**Bus drivers may issue a bus slip to any bus rider for misconduct or disobedience. A bus slip informs you that your child has repeatedly misbehaved on the bus or committed an act of gross disobedience. This distraction of the bus driver puts all riders in possible danger.**

**A student with a bus slip is required to see the principal in his/her building. After a discussion with your child about his/her behavior, a decision regarding an appropriate consequence is made. The decision is based on the age of the child and the seriousness and/or frequency of the misbehavior.**

**You are to sign the bus slip and keep the TOP copy. Your child must return all remaining copies to the bus driver the next time he/she rides the bus. The bus driver will then give your child the blue copy to be given to the principal. If these slips are not returned to the bus driver, your child may not be allowed to ride the bus. Contact the principal with questions regarding bus slips.**

**In accordance to school code 105 ILCS 5/29-1 free transportation is provided for pupils as prescribed in Section 10-22.22.**

**In accordance to school code 105 ILCS 5/29-5.2 section 29-5.2 a custodian of a qualifying pupil shall be entitled to reimbursement in accordance with procedures established by the State Board of Education for qualified transportation expenses paid by such custodian during the school year.**

**IF YOU ARE PICKING CHILDREN UP DURING SCHOOL:**

- **Please send a note to the office and the office will notify the teacher**
- **If someone other than a parent or guardian will pick up your child a note is required**
- **All students must be signed out through the office if leaving before the end of the day**

**IF YOU ARE PICKING CHILDREN UP AFTER SCHOOL:**

- **Cars are not allowed in the circle drive after school**
- **Walkers and bike riders will be dismissed out the front of the building, so their safety is our number one priority**
- **Cars are not allowed to drive in the west end of the school**
- **Cars are not allowed to drive behind the school in the bus drive**
- **Students are allowed to go to the cars parked along the sidewalk close to the school. They are only allowed to enter through the west door of the car.**
- **Students will stay on the sidewalk area until a parent comes to get them if the parent has parked in the east lot.**

**FOOD POLICY**

**Breakfast and lunch is provided at A-O Elementary School.**

- **Breakfast is \$1.05**
- **Lunch is \$1.60 (milk is included in the price of the meal)**
- **Milk is .30 cents**
- **Students who are eligible for free or reduced lunches are also eligible for a free or reduced breakfast.**

- If a student eats breakfast, he or she must go straight to the cafeteria after arriving at school in order to finish eating before class starts.
- If your child brings a lunch from home, he/she may purchase milk for .30 cents.
- Elementary students are not allowed to drink soda of any type as part of their lunch.
- If your child forgets to bring lunch money or a sack lunch, he/she may charge a hot lunch. Students are limited to five charges before payment is requested except for the last three weeks of school when no charges are allowed.
- Children may visit with their friends during lunch time in a quiet, friendly manner.
- No playing around or throwing food is allowed.
- Students are to remain in their seats and raise their hand if they need help.
- Children are dismissed for recess by the lunchroom supervisor.
- Before going outside, children are responsible for checking that the table is clear of paper, silverware, and food.
- Appropriate clothing should be worn for the day as children will go outside for recess.
- No homemade treats are allowed for parties.
- Please bring store bought/pre-packaged treats for parties.

All students receive a form to apply for free and/or reduced lunches or breakfasts. If you think you are entitled to this benefit, fill out the information requested and return the form to school with your child. The forms will be sent to the district staff person in charge of this program. The **ONLY** other person who receives this information is the person who regularly takes lunch count in each building.

Families that participate in the free or reduced lunch or breakfast program may also be eligible for a full or partial waiver of textbook fees. Contact the office for details.

Gum, candy, and pop are not to be eaten during the school day. There are consequences for infractions. The only exceptions are as follows:

- when gum, candy and pop are part of an elementary party or class activity
- No private party invitations are to be distributed at school

Money sent to school may be for a variety of reasons such as:

- lunch money
- school store
- book orders
- fund raisers

When sending money to school please use a **SEALED** envelope and do the following:

- Write your child's name on the envelope
- Write the name of your child's teacher on the envelope
- Write the intended use for the money and the amount inside.

**If you are writing a check for more than one child, indicate on the envelope how the money is to be distributed.**

## **LAW ENFORCEMENT AND OFFICIALS**

**The principal shall cooperate with law enforcement officials in the following ways:**

- 1. If the law enforcement official has a warrant for the arrest of a student, the school official shall:**
  - a. Honor the warrant**
  - b. Make an attempt to contact the parents and inform them of the arrest.**
- 2. If the law enforcement official has no warrant, but wishes to interrogate the students, the school official shall:**
  - a. Notify the parents and request their presence and obtain their permission to interrogate the student.**
  - b. If the parents are unable to be present or cannot be contacted, then the school official should be present.**
  - c. If the school official is present, he should be sure the student is aware of his/her rights and that the student understands those rights, which are:**
    - 1. Entitlement to be advised that he need not make any statement and if he does, it may be used against him.**
    - 2. Entitlement to right to counsel. If he cannot afford an attorney, one will be supplied to him.**
    - 3. The law enforcement official will be shown this portion of our policy statement by the building Principal when a request for assistance is made.**

## **BEHAVIOR GUIDELINES**

**Students should respect all school property. Any markings, loose seats, and other things of this nature should be called to the attention of your child's teacher for prompt repair. Students are responsible for damage they cause to school property. The district will seek reimbursements for any costs to repair or replace damaged property.**

**If a student should damage or lose a library book, textbook, workbook, or report card he/she will need to pay the cost of repairs or replacement. Should the student find the lost item after payment, a refund may be issued.**

**Argenta-Oreana Community Unit School District #1 will not tolerate sexual harassment and sexual discrimination. A student who feels that his or her rights have been violated should file a confidential complaint with any school employee. An investigation will take place involving proper authorities with confidentiality maintained within the quality of the statute. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. The Superintendent or designee shall develop and maintain a program that fully implements and enforces board policies.**

**Items that are deemed distracting by teachers or the principal are not to be brought to school. If these items are brought to school, they will be confiscated and placed in the office for parents to pick up.**

**In addition, elementary students are not allowed to bring sports equipment and/or toys to school for use at recess. Students may bring such items for sharing, but the items will stay in the classroom. Toy guns or knives of any kind are not permitted in school for any reason.**

**The ultimate objective of education is to enable students to become successful, self-directed learners. This goal can best be achieved in an atmosphere of safety and order. Cooperation and personal responsibility are a must. School rules are designed to create an atmosphere where teachers can effectively teach, and students have the opportunity to learn. When students choose not to follow school rules, they have chosen to accept the consequences of their actions.**

**The following are behavior guidelines:**

- **DISCIPLINARY AUTHORITY WHILE AT ANOTHER SCHOOL.** If an Argenta-Oreana student is on a field trip or participating in any capacity at another school, our district's disciplinary policies will be enforced should a situation arise.
- **LEAVING SCHOOL.** Students must have permission from the office if they are leaving school during the day. A parent or guardian must sign out students. Students that do not receive this permission from the office will be considered truant and punished accordingly.
- **FIGHTING.** This includes but is not limited to pushing, shoving, fist fighting, play fighting, bullying, kicking, biting, or wrestling. Any of these actions on school property, going to and from school, including any activity under school sponsorship will result in disciplinary action. Any school personnel may use reasonable force as needed to maintain safety for the other students. Appropriate consequences will be assigned for any such behavior.
- **DISRESPECT OR INSUBORDINATION TOWARD ANY AND ALL SCHOOL PERSONNEL.** This could include talking back, disrespectful gestures or any manner of conduct suggesting defiance of any school employee's legal responsibilities or authority. Violations may result in suspension or recommendation for expulsion. Any disrespect or insubordination toward school personnel, regardless of time or place, including outside school grounds, will be dealt with accordingly.
- **VERBAL OR PHYSICAL INTIMIDATIONS.** This may include but is not limited to name calling, slander, harassment, profanity toward another student, or school personnel, or any real or implied physical threat toward the same. This includes verbal, written, implied threats, and/or discussions about using weapons, guns, bombs, etc. that could alarm, disturb, or interfere with the orderly operation of the school. Appropriate consequences will be assigned for any such behavior. Parents and Law enforcement may be contacted.
- **STEALING.** Students found stealing will be subject to disciplinary action. Appropriate consequences will be assigned for any such behavior.

- **MINOR CLASSROOM DISRUPTIONS.** When self-discipline fails, regulations for management of school behavior must be enforced by those directly responsible for the operation of the school. In accordance to State Statute 24-24 teachers have a responsibility to maintain a positive learning environment in their classrooms. Any student who consistently interferes with the right of others to learn may be removed from the classroom. School staff members will make every effort, individually, collectively, and cooperatively with appropriate available community resources to help each student gain acceptable self-discipline standards. Therefore, general disciplinary problems or little academic effort will result in disciplinary action by teachers and/or by the principal.
- **PROFANITY AND INAPPROPRIATE GESTURES.** This is not acceptable and will result in disciplinary action appropriate to the individual situation.
- **OMISSION OF THE TRUTH.** Students found to be misrepresenting the truth may be subject to disciplinary action.
- **GANG SYMBOLS/GANG RELATED ACTIVITIES.** No gang symbols or gang-related activities will be allowed. Appropriate consequences will be assigned for any such behavior.
- **THROWING OBJECTS.** This will not be allowed due to the possibility of injury. When outside, if something belongs on the ground, it should stay on the ground. Examples: snow, rocks, tire chips, etc. Appropriate consequences will be assigned for any such behavior.
- **WEAPONS.** In compliance with the “Gun-Free Schools Act of 1994” possession of a weapon by a student is prohibited on school buses, in school buildings, and on school property at all times. For the purpose of this section, the term “weapon” means a firearm as defined below or other types of devices as defined as weapons now and forthwith within the School Code of Illinois. The term “firearm” means any weapon (including a starting gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame of receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. Inoperative antique firearms are exempt from this definition. The term “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described in the preceding clause. Appropriate consequences will be assigned for any such behavior. Law enforcement will be notified as well as parents.
- **ALCOHOL, DRUGS, AND TOBACCO.** Being under the influence of or in possession of drugs, drug paraphernalia, alcohol, tobacco products (including lighters or matches) is strictly prohibited both during the school day and at extra-curricular activities. Parents and law enforcement will be notified. Appropriate consequences will be assigned for any such behavior.
- **HALLWAY BEHAVIOR.** Students are to always walk in the hallways. Students must keep their hands, feet and objects to themselves at all times. Quiet passage between classes is expected at all times by all grades K-5.

**Consequences are developed to accomplish the following:**

- To stop misbehavior
- To help a student recognize that he/she can do things differently
- To help a student understand what is beyond his or her control
- To help a student learn to deal with things he/she cannot change in a more cooperative manner

The following lists of consequences are in use in the Argenta-Oreana Elementary School. These consequences will be applied on an individual basis as appropriate for the severity and/or frequency of the infraction in question.

- **SCHOOL DETENTION:** Students will be provided 24 hour notice. Transportation will not be provided following detention. Detentions will be served after school until 3:30 p.m. After serving a detention, students are expected to leave school grounds, as transportation should be arranged ahead of time. Detentions will not be arranged for the convenience of the student or parent/guardian. If a student finds it difficult to make an appointed detention time, he or she should refrain from inappropriate behavior. Failure to serve a detention because of a family hardship will result in an appropriate consequence being substituted.
- **CLEAN UP DETENTIONS:** Students may be assigned a clean up detention to be served after eating lunch or after school. Students will be required to complete cleaning tasks around the school as part of the detention.
- **LUNCH DETENTIONS:** Students may be assigned a lunch detention to be served during their lunch period. Students will be required to sit quietly and eat their lunch.
- **PARENT CONFERENCE:** Parents may be required to accompany their child through a school day to monitor and observe his or her behavior. Parents may be required to confer with school staff to concentrate efforts to assist a chronically misbehaving student.
- **IN-SCHOOL SUSPENSION:** Students may be assigned an in-school suspension as a penalty for misbehavior. When assigned an in-school suspension, a student will not be allowed to attend regular classes. Students will receive assignments from their teachers. Students on in-school suspension are not allowed to attend any after school activities on that day.
- **OUT-OF-SCHOOL-SUSPENSION:** Students may be assigned an out-of-school-suspension as a penalty in discipline situations that occurred while attending school or participating in an activity sponsored by the school. Students assigned out-of-school-suspension are not allowed to attend any school functions during the assigned period of suspension. All incidents of out-of-school-suspensions will be reported in writing to the Superintendent.
- **EXPULSION:** Students who continue to abuse school policies or commit serious offenses will be brought before the A-O Board of Education for a hearing for possible expulsion from school.

- **DUE PROCESS:** If parents or students so elect, you may request the Board of Education to review your child's suspension. At such suspension review hearing your child may be represented by an attorney or other representative at his/her expense and may present evidence and or call witnesses in his/her defense. Parents would need to notify the superintendent if you intend to exercise such right to a suspension review.
- **SEARCH AND SEIZURE:** In accordance to 105 ILCS 5/10-22.6e, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice or warrant. Students shall have no reasonable expectations of privacy in these places and areas or in their personal effects left in these places and areas. At the discretion of the Board of Education or School Administration school authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

The school has professional staff that is available to help parents and teachers positively motivate chronically misbehaving students. These personnel may be asked to confer with parents and staff to help build a positive and cooperative behavior plan to improve the student's school performance.

The staff at Argenta-Oreana is determined to provide a safe and orderly classroom environment where all students have an equal opportunity to fulfill their potential to become responsible and productive citizens. It is becoming increasingly clear that a comprehensive education for all students will be critically important for our nation's future. It is equally clear that parents and teachers must cooperate in their efforts to accomplish this goal.

We must start by making sure as much of the school day as possible is used for learning. Time taken away from teaching to correct misbehavior must be effective so that more time is available for education and the recurrence of misbehavior is reduced. We ask that parents talk with their child about the A-O Bomber Code of Respect which follows.

### **A-O BOMBER CODE OF RESPECT**

**RESPONSIBILITY...** We are accountable for our own actions.

**ETIQUETTE....**We have positive attitudes and we display consideration for others through our manners.

**SAFETY....**Our school is a place free of danger, harm and bullies.

**PRIDE.....**We have a sense of self-esteem and a feeling of accomplishment.

**ENCOURAGEMENT...**We help others to become their best every day.

**CHARACTER....**We strive to display truthfulness, compassion, peace, sincerity, perseverance, and tolerance.

**TEAM EFFORT...**We work together to be successful as partners, friends and family.

## **DRESS**

Students are to dress neatly, cleanly, and appropriately for school. Apparel and appearance which is dangerous, disruptive, or distracting will not be permitted. Parents will be notified so appropriate clothing can be brought to school. Our dress policy includes but is not limited to the following guidelines:

- no clothing displaying drug, alcohol or gang related pictures or slogans
- no bagging, sagging, or dragging pants
- pants are to be kept at the hipbone level and no lower
- all students must wear appropriate shoes (no shoes with skates)
- no hats are to be worn in the building
- shorts to be worn should be age appropriate, a guideline to use is mid-thigh to knee or longer
- no colored hair spray, Jell-O colored hair, body glitter, fake fingernails, or rub on tattoos will be allowed at school
- no oversized tank tops
- no short shorts, short dresses, or short skirts
- no offensive clothing
- no bare midriffs, such as see-through shirts
- no cut off shirts
- the stomach, top of the shoulders, and backs must be covered

If in the opinion of our staff, a student is not dressed properly or is wearing offensive clothing parents will be informed. Students dressed inappropriately will be referred to the office.

Elementary students are very active during recess and physical education classes. Long necklaces and dangling earrings are not safe for school wear. If earrings are worn to school, they should be no larger than the ear lobe. No jewelry/chains should be worn which can be used as weapons: this includes pierced jewelry or spiked apparel. Chains include the type attached to a pocket billfold.

Often students need warmer clothes during cold weather. Please give special attention to your child's attire before sending him/her to school. Weather permitting, students go outside for recess. Dress your child for the weather

**Please put identification in all outerwear garments such as coats, hats, and school supplies, calculators, notebooks, etc. and other personal belongings so that these items can be returned to their owners.** If your child has misplaced an article, please check the lost and found if he/she is unable to find it elsewhere.

## **RECESS**

If your child is not feeling well enough for recess, perhaps you should keep him/her home. When returning to school after a few days absence due to illness, your child may stay in for one day with a note from you. If you think your child should stay in longer than one day, a note from your doctor is required. If your child has a note excusing him/her from physical education he/she will not be allowed to go out for recess.

If your child has a condition such as asthma that is aggravated by certain types of weather, a note from your doctor is required. If your doctor could give us some general guidelines as to suitable weather conditions for your child, we could then decide if it is safe for him/her to participate in an outdoor recess.

### **EMERGENCY INFORMATION**

In the event that any building would need to be evacuated for longer than what a fire drill would require, the students will be taken to other safe facilities. Students will not be released to parents and or family friends until the authorities in charge have issued an all clear. Crisis plans are available for inspection in each building's office. In case of early dismissal, evacuation procedures, or emergency situation our *School Reach Phone System* will be used to generate important messages.

In case of extreme weather conditions or other emergencies before or during school hours, turn to radio stations:

- WSOY 1340 AM
- MIX 94 FM
- WHOW 1520 AM
- WXFM or WDKR 107.3 FM
- WEJT 105.1 FM
- WYDS 93.1 FM
- WDZ 105 AM
- WDZQ 95.1 FM

In case of extreme weather conditions or other emergencies before or during school hours, turn to the following TV stations:

- WAND
- WCIA
- WICS

We **MUST** have a telephone number so that someone may be notified in case of an emergency. If you do not have a telephone, please give us the telephone number of a local relative or family friend. It is very important that the school be kept informed of phone number changes. This is vital for updating our School Reach Phone System. (Employer, residence, and emergency)

Fire drills, storm drills and crisis management drills will be conducted throughout the year as weather permits. Students are expected to file out according to the instructions posted in each room. Our school district participates in the Illinois Tornado Preparedness Drill held each spring.

### **EQUAL EDUCATIONAL OPPORTUNITY/GENDER EQUITY**

No student shall, on the basis of his or her gender, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

The superintendent shall appoint a coordinator for nondiscrimination for the school district. Students and parents shall be notified annually of their right to initiate a grievance or complaint of illegal discrimination and of the coordinator to whom such complaints shall be directed.

Within seven calendar days of receiving a grievance or complaint of illegal discrimination, the coordinator shall send a copy of the district's written grievance procedure to the complainant. The coordinator shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The coordinator may seek advice from related state agencies or legal counsel. Within sixty days of receiving the grievance, the coordinator shall render a written decision, including the steps to be taken for further appeal of that decision.

The written decision may be appealed to the school board by submitting a written request for a hearing before the board, addressed to the office of the superintendent.

The decision of the school board may be further appealed to the regional superintendent of schools, pursuant to Statue 3-10 of the School Code of Illinois, and thereafter, to the state superintendent of education pursuant to Statue 200.90b of the Sex Equity Rules of the School Code of Illinois.

### **PROMOTION, PLACEMENT, RETENTION, REMEDIATION**

The number grading scale is a district policy and is the same at the junior high and high school.

100-93	A	E = Exceeded Quarterly Goals
92-85	B	M = Met Quarterly Goals
84-77	C	P = Progressing towards Quarterly Goals
76-70	D	N = Needs Improvement with Quarterly Goals
69-0	F	

Report cards are issued at the end of each nine weeks. Parents should discuss the report card with the child. Report cards are to be signed by the parent and returned to school after each quarter. If a student should damage or lose a report card he/she will need to pay the cost of the repairs or replacement. Mid-term reports are sent home with all students.

*Non-custodial parents may request a copy of student report cards or student information by contacting the office in writing and enclosing a self-addressed, stamped envelope for each quarter of grades requested or each piece of information needed.*

Enrichment programs are provided in grades K-12. Some students are provided remediation with reading skills. These modifications allow students more individualized instruction.

If a student appears to have special needs, the parent, TAT (teachers assistance team), or classroom teacher may recommend he/she be referred for additional evaluation. The Macon/Piatt county special education office will assist in providing assessment services when deemed necessary.

The Americans with Disabilities Act of 1973, Section 504 ensures eligible disabled students are provided with educational benefits and opportunities equal to those provided to non-disabled students. To be eligible for Section 504 accommodations a student must have a physical or mental impairment that substantially limits one or more major life functions.

Major life functions are defined as learning, walking, seeing, hearing, breathing, working or performing manual tasks. Anyone with knowledge of a student who may be eligible for Section 504 Accommodations may make a referral. Referrals should be made to the Superintendent of Argenta-Oreana Schools at the District Office.

Students who enroll at our elementary school who previously had received their education at home or in a nonpublic school shall be assessed to determine academic levels of achievement for purpose of grade placement. We also ask parents to submit to the office documentation of the student's work via portfolio. The portfolio should include the following:

- Name and information of all textbooks and materials used for math, social studies, science, language arts, fine arts, physical education and health
- Copies of daily homework and grades marked on them for each of the academic areas listed above
- Copies of weekly tests with the grade marked on them for each of the academic areas listed above
- A daily log of the time spent on each of the academic areas listed above

The Argenta-Oreana Elementary School follows guidelines for possible retention of students. Retention of students is an option for students at any grade level who, after intensive interventions, are performing below established grade level checklists.

## **STUDENT RECORDS**

The District may release certain directory information regarding students, except that parent(s)/guardian(s) may prohibit such release. Parents have the right to notify the school in writing that they do not want any or all information designated as directory information released by the second week of September. Directory information shall be limited to:

- Name
- Address
- Gender
- Grade level
- Birth date/place
- Parent(s)/guardian(s) names and addresses
- Academic awards, degrees and honors
- Information in relation to school-sponsored activities, organizations, and athletes
- Major field of study
- Period of attendance in school

The type of information contained in a student's permanent record will be basically identifying information including:

- Student and parent names and address
- Date of birth, place, and gender. (Legal copy of birth certificate)
- Academic record
- Attendance record

- Health record
- A record of transfer of records
- Emergency card information such as: emergency address, telephone number, and doctor.

The type of information contained in a student's temporary record will include:

- Family background information
- Intelligence test scores, both group and individual
- Aptitude test scores
- Achievement test results
- Teacher anecdotal records
- Disciplinary information

School personnel within the district, that are involved with the student and need student record information will have access to the records without parental consent. The contents of the student's record will follow him/her to the middle school.

All students need to have a copy of their legal birth certificate on file. Law enforcement agencies will be notified if birth certificates are not received for new students within 30 days.

To attend school in the Argenta-Oreana Community Unit School District #1 students must reside within legal boundaries. This means a student must live (eat, sleep) with their parents, custodial parent, or legal guardian within the A-O C.U.S.D. #1 boundaries. Addresses of babysitters, other relatives, or friends are not acceptable or legal.

Parents or guardians who willingly enroll their children in Argenta-Oreana Community Unit School District #1 without proper residency are responsible to pay tuition for the time attended, and the students will be dropped from the school attendance list immediately.

## **STUDENT HEALTH**

School insurance may be purchased at the beginning of the school year. If your child is sufficiently covered by other insurance, you need not buy school insurance.

There are a number of childhood diseases/illnesses for which a child will need to be excluded from school. Certain communicable diseases are required to be reported to the school. (By incidence, not name of the child.) Included are chicken pox, strep throat, scarlet fever, encephalitis, measles, mumps, rubella, pertussis (whooping cough), salmonellosis, and shigellosis.

For any unexplained rashes or sores, suspected conjunctivitis, impetigo, or ringworm, you will be required to furnish a doctor's note indicating that your child is not contagious and may come to school.

**If your child has chickenpox, he/she is excluded from school until all of the following conditions are met:**

- **Your child is fever free without medication for twenty four hours (24 hours)**
- **Your child has had no new eruptions for one week; all blisters are dry and scabbed over**

**Upon return to school, your child is to report to the office. The nurse may check your child to be sure all blisters are dry. All other diseases require a doctor's permission to be readmitted to school.**

**Our district employs a school nurse. If you wish to speak to her, call your school's office and someone will assist you in locating her. If a minor injury occurs at school, first aid is provided. Every attempt is made to notify a parent or guardian if the injury appears to be more serious.**

**Students having lice or nits (eggs) in their hair are excluded from school until the hair is cleared of all lice and nits. Parents must provide prompt transportation home; children infested with head lice are not allowed to ride the school bus.**

**Families of infested students are provided with information about head lice infestation and direction for clearing the hair and cleaning the home. With prompt care children can return to school in 1-2 days. The District's policy is that children must be totally nit free to return to school. Absences beyond 2 days for head lice will be considered unexcused. Suspected truancy related to infestation is investigated promptly and managed by the school discipline policy. Prior to readmission to school, students must be re-screened by the nurse. Students must be brought to school by a parent; if nits or lice are detected during the re-screening, parents must transport students home and continue to clean the hair and the home. Families are strongly encouraged to routinely screen their children to aid in early detection and treatment.**

**Medication will only be allowed at school when failure to take medication could jeopardize the student's health and /or educational abilities. Medication should be limited to students with long term chronic illnesses or disabilities including, but not limited to, diabetes, attention disorders, asthma, seizure activity, epilepsy, cystic fibrosis, cardiac neurological and endocrine disorders.**

**It is preferred that any other medication should be scheduled to be given by parents/guardians before and/or after school hours.**

**No medicines may be administered at school unless directed by a doctor.**

- **The student must have a medical form completed by the attending physician and his/her parents or guardian on file with the school office.**
- **All medicine must be in labeled prescription/non prescription container and must be kept in the office. Instructions for dispensing, as well as a date, must be on the container. We expect students to take their medication during designated times.**
- **Students are to remember the condition under which they are to request their medicine.**

- Teachers or other personnel are not required to administer the medicine. They may, however, supervise the child taking the medicine.
- Students must have a written note from parents to use cough drops at school. Students may not bring nonprescription cough or cold remedies.
- Additional blank medical forms may be obtained in any school office.

**SICKNESS:** Parents are often faced with children complaining of not feeling well on school days. The right decision must be made as to whether the child is really sick and should be kept home or if the complaint is minor and the child should go to school. The following information is not intended as medical advice, but is designed to provide guidelines to follow until your doctor can be contacted. Be sure to contact your doctor without delay when your child is sick.

- **FEVER:** Fever is a warning that all is not right with the body. Check for fever with a thermometer. It is district policy that a child should NOT be sent to school with a temperature of 100 degrees or higher. Do not allow the child to return to school until he/she has been free of fever for 24 hours without the use of medication to reduce the fever.
- **COLD/COUGH/SORE THROAT:** A child with a heavy cold and hacking cough belongs home in bed even if he/she has no fever. Students must have a written note from parents and initialed in the office to use cough drops at school. Students may not bring other cough or cold remedies to school. If your child complains of a sore throat and has no other symptoms, he/she may go to school. If white spots can be seen in the back of the throat, or if a fever is present, keep your child home and call your doctor.
- **A RASH:** A child with a rash may be one of the first signs of a childhood illness. A rash or “spots” may cover the entire body or may appear in only one area. Do not send a child with a rash to school until your doctor has said it is not contagious.
- **STOMACHACHE/VOMITING/DIARRHEA:** Consult your doctor if your child has a stomachache that is persistent or severe enough to limit his activity. If vomiting occurs, keep your child home until he/she can keep food down. A child with diarrhea should be kept home. Call your doctor if symptoms persist.
- **HEADACHE:** A child whose only complaint is a headache usually need not be kept home. However, it may be a symptom of another problem. Should you want your child to have medication, please give it at home.

A physical examination form must be completed prior to entrance into pre-school, kindergarten, 6<sup>th</sup> grade and 9<sup>th</sup> grade, and annually for any school sports activity. A dental examination is required for kindergarten, second grade and sixth grade. The parent/guardian is to complete the medical history section on the form.

Documentation of protection from communicable disease must be provided as required by the Illinois Department of Public Health. A doctor, nurse, or the health department must verify all immunizations. In the case of medical exemption or religious objection, documentation must be provided to the school in accordance with the state guidelines.

**A child who is not in compliance with physical examination and/or immunization requirements will be excluded from school as of October 15<sup>th</sup>. The school will monitor immunization schedules to assure completion of the required immunizations. If a child is delinquent for a scheduled immunization during the school year he/she is no longer considered to be in compliance and subject to exclusion from school.**

**Hearing screening will be done, as mandated for the following children in the school year:**

- **Pre-School**
- **Kindergarten**
- **First**
- **Second**
- **Third**
- **All special education students**
- **All new and transferring students**
- **Teacher referrals**

**Hearing screening is not a substitute for a complete ear and hearing evaluation by a doctor. Your child is not required to undergo this hearing screening if a doctor or ear specialist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at school. This notice is not permission to test. Hearing screening is not an option. If a hearing examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.**

**Vision screening will be done as mandated for the following children in the school year:**

- **Pre-School**
- **Kindergarten**
- **Second**
- **Eighth**
- **All special education students**
- **All new and transferring students**
- **Teacher referrals**

**Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report within the previous 12 months and that evaluation is on file at school.**

**This notice is not a permission to test. Vision screening is not an option. If a vision examination report is not on file at school for your child, your child in the mandated age/group/grade will be screened.**

## COMMUNICATION

You can reach the school in a variety of methods

- Phone number: 468-2412, 468-2121, 468-2024
- Fax number: 468-2403
- Web site: argenta-oreana.org
  - Curriculum Mapping
  - Bomber Bits
  - Early Dismissals Announced via School Reach Phone System
  - Faculty/Staff Email
  - Lunch/Breakfast Menus

Communication between school and home is vital. We appreciate keeping this line of communication open. A variety of methods are used to communicate with parents. In the following paragraphs, parents will learn specifics about what the school needs from parents and what the school provides parents.

- Parents wishing a conference with a teacher should pre-arrange the conference by calling for an appointment.
- If there is a change in your child's regular bus routine such as you, another family member, or a friend picking up your child, you are to notify the office with a written note.

School improvement days are added to the calendar so teachers have an opportunity to develop curriculum, align state standards, and continue professional development. On days when an in-service staff meeting is scheduled, NO LUNCHES will be served and dismissal will be as follows:

- Student dismissal at 11:20
- Breakfast will be served
- Lunch will not be served

The TELEPHONE is to be used for business only. If a student needs to place a call, he/she may do so with the permission of a teacher or other adult in the office. If it is necessary for a parent/guardian to call, the message will be relayed to the student as soon as possible.

No student will be called out of class to talk on the phone, except in an emergency. CELL PHONES ARE NOT recommended at school due to possible theft or getting lost. If a student brings a cell phone, he/she must keep it turned off at all times and must keep it in his/her locker, book bag or purse.

VISITORS, including parents and relatives, are always welcome at the Argenta-Oreana Elementary School. All visitors must enter through the front door only and report to the office. Visitors will receive a pass to wear in the hallway/classroom.

NEWSLETTERS are frequently sent home. Teachers typically send a newsletter home weekly in your child's book bag. The principal typically sends a newsletter home monthly in your child's book bag. Please look for these important modes of communication. Check out our website and look for EdLine. Teachers also place valuable information regarding school on this site.

**To: Parents and Staff**  
**From: Argenta-Oreana Community Unit School District #1**  
**Date: August 2008**  
**Re: Annual Asbestos Management Plan Notice**

This is to inform you of the status of Argenta-Oreana Community Unit School District #1 school's asbestos management plan(s).

As required all buildings in our school district were initially inspected for asbestos in August, 1999.

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.

The inspection/management plan is available for public review in the following offices:

Argent-Oreana Elementary School  
400 West South Street  
Oreana, Illinois 62554

Argenta-Oreana Middle School  
500 North Main Street  
Argenta, Illinois, 62501

Argenta-Oreana High School  
500 North Main Street  
Argenta, Illinois 62501

Argenta-Oreana C.U.S.D. #1  
500 North Main Street  
Argenta, Illinois 62501

### **VIDEO SURVEILLANCE POLICY**

Argenta-Oreana Community Unit School District #1 may employ the use of video surveillance cameras in school district buildings or on school district property (including buses) as deemed necessary by district personnel. These cameras shall be used for the following purposes:

1. To better provide for safety, health, and welfare of students, staff and visitors; and
2. For the detection, reduction and/or prevention of instances of misconduct, including but not limited to vandalism, theft, or other unacceptable misconduct.

#### **Placement**

1. Video surveillance cameras will be placed in such a way as to observe public areas deemed necessary by district personnel.
2. Video surveillance cameras shall not be directed toward neighboring private property.

#### **Operation**

1. Video surveillance cameras shall monitor and/or record only video images. In accordance with federal and/or state eavesdropping laws, audio shall not be monitored and/or recorded by video surveillance cameras.
2. Video surveillance cameras may or may not be in continuous operation.
3. Video surveillance cameras may or may not be monitored in real-time by school personnel.

4. Mechanical failure notwithstanding, images from video surveillance cameras shall be recorded. These recordings shall be secured by authorized school personnel and maintained for a minimum of one (1) week.

#### **Protection of Information**

1. The content of video surveillance recordings shall be reviewed by authorized school personnel on a random basis and/or when violations of state/federal law, district policy or school rules have been brought to the attention of the administration.
2. Video surveillance recordings displaying violations of state/federal law, district policy, or school rules may be used in disciplinary proceedings.
3. If the content of a video surveillance recording is used in a disciplinary proceeding, it shall be treated the same as other evidence.
4. The content of video surveillance recordings are subject to district policies and procedures concerning records. Such recordings shall at all times comply with the Freedom of Information Act, Illinois School Student Records Act, Family Educational Rights and Privacy Act, and District guidelines for the collection and use of student identifying information.
5. Individuals identified on video recordings, who are subject to disciplinary action by the school district, may request to view said recordings by submitting a written request to the administration. The viewing of the recordings shall be limited to those individuals (and parents or legal guardians in the case of juveniles) and shall be subject to all privacy restrictions which may be applicable. Additionally, only the portions of the recordings where the individuals in question are observed may be viewed.

#### **Public Awareness**

1. All Argenta-Oreana Community Unit School District #1 buildings and grounds employing the use of video surveillance cameras shall post notification of their use of at points of public access. Additional notification may be posted at other points deemed reasonable and necessary by school district personnel.
2. The school district shall include information regarding the use of video surveillance cameras in the Student-Parent Handbook.
3. Copies of this policy shall be posted in all district buildings for the benefit of district employees.

#### **PARENT NOTIFICATION**

Per P.A. 94-994, school districts are required to notify district parents that you may access information regarding registered sex offenders that is available to the public. This law is intended to increase awareness of the Illinois Sex Offender Registry (I-SOR).

The Illinois Sex Offender Registry is available through a link on the Illinois State Police website, at <http://www.isp.state.il.us>

You may search the database by name, zip code, or county. Access is free.

**ARGENTA-OREANA ELEMENTARY SCHOOL  
(FERPA) INFORMATION**

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's educational records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1) To inspect and review the student's educational records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

Name: Susan E. Fustin      Phone: 468-2412

You will be notified of the place and time the record(s) may be available for review.

2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) The part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the educational record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record.

Name: Susan E. Fustin      Phone: 468-2412

3) To control the disclosure of their child's personally identifiable information from their educational record-Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill a professional responsibility.

4) To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office  
U.S. Department of Education

**PUPIL RIGHTS ACT (20 U.S.C. 1232h)**

Parents have the right to inspect all instructional materials, including teachers' instructional manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation of their child. Parents have:

1. The right to inspect a survey created by a third party before it is administered and distributed to their student;
2. The right to contact the principal and request the viewing of that survey;
3. The right to know that Argenta-Oreana CUSD #1 will make arrangements to protect the privacy of their student with regard to surveys that request personal information;
4. The right to inspect any instructional material used as part of their child's educational curriculum;
5. The right to be informed of any physical examinations or screenings that the district may administer to their student (screenings for head lice will occur periodically—as needed);
6. The right to contact the Principal to have their student opt-out of the survey.

**STUDENT RECORDS**

Student records are subject to the guidelines and regulations set forth in the Federal Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act (Chapter 122, Article 50, Illinois Revised Statutes 1975).

All parents, guardians, or an individual acting as a parent of a student in the absence of a parent, have the right to inspect and review educational records maintained by the school district within seven days after the request has been made. Student records are kept in the school that the pupil attends. The right to inspect and review includes the right to response from the school to reasonable requests for explanations and interpretations of the records, and the right to obtain copies of the records at a reasonable charge. We will make every effort to comply with parental requests as quickly as possible.

No person may condition the granting or withholding of any right, privilege, or benefit, or make as a condition of employment, credit, or insurance, the securing by any individual of any information from a student's temporary record which such individual may obtain by the exercise of any right secured by Illinois law. Individuals have the right to contact the U.S. Department of Education to report alleged failures by any school district to comply with student records laws.

**Argenta-Oreana CUSD #1**  
**School Choice Provision**  
**NCLB**

*THIS IS A FEDERAL REQUIREMENT AND DOES NOT APPLY ARGENTA-OREANA CUSD #1 FOR SCHOOL YEAR 2007-2008.*

School Choice For Students Enrolled in a School Identified for Improvement, Corrective Action or Restructuring:

**Students enrolled in a school identified by the State Board of Education for school improvement, corrective action, or restructuring according to federal law. The students in that school may transfer to another public school within the district, or attend another school district within the area, which has an established cooperative agreement with Argenta-Oreana CUSD #1.**

- 1. A student may remain until that student completes the highest grade at that school.**
- 2. Transportation shall be provided until the end of the school year that the school is removed from the list as needing school improvement, corrective action or restructuring.**
- 3. Lowest achieving students from low income families receive first priority**