

Additions to LJHS Handbook

2015-2016

- 1.) **The following information will be added to a link on our school website and a reference of where to find this information will be placed in our student handbook:**

Student Records

School student records are confidential and information from them will not be released other than as provided by law.

*The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. **Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.***

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. *The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.*
2. *The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.*
3. *The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.*
4. *The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:
Family Policy Compliance Office
U.S. Department of Education*

400 Maryland Avenue. SW
Washington, D.C. 20202-4605

Destruction of Records

The district shall maintain permanent records for at least 60 years after the student's graduation, withdraw or transfer from the district. Records will be destroyed after this time period. Temporary records will be maintained for no less than 5 years after a student's graduation, withdraw or transfer from the district and then they will be destroyed.

Special Note:

Items that are listed with "cross reference" throughout this handbook are procedures that are attorney drafted and fully aligned with PRESS, the Illinois Association of School Board's school district policy service.

2.) Paragraphs will be added about the following information to the student handbook and/or the school's website:

Possession of Asthma Inhalers and Epinephrine Auto-Injectors

Per Illinois law (105 ILCS 5/22-30) the school district and its employees must allow children to carry and self-administer his/her asthma inhaler or epinephrine auto-injectors while in school, at a school-sponsored activity, under the supervision of school personnel or before or after normal school activities. The school shall not incur liability, except for willful or wanton conduct, as a result of any injury arising from a student's self-administration of medicine or epinephrine auto-injector.

Physical/Immunizations

Parents /guardians of students shall present proof that the student received a health examination and the immunizations against, and screenings for preventable communicable diseases (Tdap, MCV, etc.), as required by the Illinois Department of Public Health within one year prior to

1. entering the sixth grade; and
2. enrolling in an Illinois school, regardless of the student's grade, including special education and students transferring into Illinois from out-of-stat or out-of-country schools.

All immunization records and proof of health examination must be presented to the school prior to October 15 of each year or the child will be excluded from school until the time when the forms are presented to the school. Students who transfer into school after October 15 of each year will have 30 days to present the records.

Dental Examination

Students entering into the 6th grade are required to have proof of a dental exam by a licensed dentist before May 15th of the current school year. Please contact your dentist, the school, or the Logan County Health Department (732-2161) if you have any questions.

3.) Change to the cell phone policy (pg. 13)

- **First Offense: The phone will be confiscated and returned to the student instead of to the parent.**
- **Change wording of cell phone policy (pg. 13, lower paragraph) to state the following:**

With the permission of coaches and sponsors, cell phones may be used to call for rides after extra-curricular activities only. The use of cell phones on the way to an event, on the way back from an event, or during an event, will result in confiscation of the phone.

4.) Change to Electronic Devices Section (pg. 14)

- **Violations will be subjected to the same consequences as the cell phone policy for each offense.**

5.) Change to E-Reader Policy (pg. 18)

- **First Offense: The E-Reader will be confiscated and returned to the student instead of the parent.**