

Information Packet Contents

2017-2018

District Emergency Operations Plan

Aggressive Behavior Information

Asbestos Management Information

Notification for Specific Pesticide Application

Student School Records Rights

Anticipated Costs for Parents during school year

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

Board of Education

KENNETH P. MILLER, President
SHAWN HAMILTON, Vice-President
MARY GILL, Secretary
ROBERT BIANCHETTA
JEFF EMERSON
QUINT HARMON
CHUCK LANDER

550 S CARBON HILL ROAD
COAL CITY, ILLINOIS 60416-1663

KENT A. BUGG, Ph.D. Superintendent

JASON SMITH, Chief School Business Official
TAMMY ELLEDGE, Director of Curriculum/Instruction
SANDY RAKES, Director of Special Populations

District Phone: 815-634-2287
District Fax: 815-634-8775

www.coalcity.k12.il.us

Building Administration

MITCHELL HAMANN, Principal
High School 815-634-2396
TRAVIS JOHNSON, Principal
Middle School 815-634-5039
TRACY CARLSON, Principal
Intermediate School 815-634-2182
CHRISTOPHER SPENCER, Principal
Elementary School 815-634-2334
CHRISTOPHER SPENCER, Principal
Early Childhood Center 815-634-5042

July/August 2017

To: Parents/Guardians
From: Unit District #1 Administration
Re: District Emergency Operations Plan

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations.

Should we have a major disaster during school hours, school personnel will care for your student(s). Our School District has a detailed emergency operations plan, which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at the designated reunification site until they are picked up by an adult who has been identified as an emergency contact on the school registration form, which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school, if necessary.
 - He/she is known to your child.
 - He/she is both aware and able to assume this responsibility.
3. Emergency announcements will be made via School District Website and local radio station and district emergency phone calling system.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified as emergency contacts on the School District Registration form. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain with school personnel until you or your designee arrives at the designated reunification site.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

Board of Education

KENNETH P. MILLER, President
SHAWN HAMILTON, Vice-President
MARY GILL, Secretary
ROBERT BIANCHETTA
JEFF EMERSON
QUINT HARMON
CHUCK LANDER

District Phone: 815-634-2287
District Fax: 815-634-8775

550 S CARBON HILL ROAD
COAL CITY, ILLINOIS 60416-1663

KENT A. BUGG, Ph.D. Superintendent

JASON SMITH, Chief School Business Official
TAMMY ELLEDGE, Director of Curriculum/Instruction
SANDY RAKES, Director of Special Populations

www.coalcity.k12.il.us

Building Administration

MITCHELL HAMANN, Principal
High School 815-634-2396
TRAVIS JOHNSON, Principal
Middle School 815-634-5039
TRACY CARLSON, Principal
Intermediate School 815-634-2182
CHRISTOPHER SPENCER, Principal
Elementary School 815-634-2334
CHRISTOPHER SPENCER, Principal
Early Childhood Center 815-634-5042

July/August 2017

To: Parents/Guardians
From: Unit District #1 Administration
Re: Aggressive Behavior Reporting

State law requires a school district to notify the parent or guardian of a child who uses aggressive behavior, including bullying at school, 105 ILCS 5/10-20.14. School board policy prohibits student's using aggressive behavior while at school that does physical or psychological harm to someone else and/or urging other students to engage in such behavior while at school. Aggressive behavior includes, without limitation, the use of violence, force, coercion, threats, intimidation, fear, bullying, or other comparable conduct that causes or attempts to cause physical or psychological harm to someone else.

The District has a formal document to utilize when reporting such behavior. Should you witness aggressive behavior, you may acquire a form for completion at the Main office of the appropriate district building. The form must be returned within a reasonable time for action to be taken.

Coal City Unit District #1 appreciates your concern regarding this matter.

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

Board of Education

KENNETH P. MILLER, President
SHAWN HAMILTON, Vice-President
MARY GILL, Secretary
ROBERT BIANCHETTA
JEFF EMERSON
QUINT HARMON
CHUCK LANDER

550 S CARBON HILL ROAD
COAL CITY, ILLINOIS 60416-1663

KENT A. BUGG, Ph.D. Superintendent

JASON SMITH, Chief School Business Official
TAMMY ELLEDGE, Director of Curriculum/Instruction
SANDY RAKES, Director of Special Populations

District Phone: 815-634-2287
District Fax: 815-634-8775

www.coalcity.k12.il.us

Building Administration

MITCHELL HAMANN, Principal
High School 815-634-2396
TRAVIS JOHNSON, Principal
Middle School 815-634-5039
TRACY CARLSON, Principal
Intermediate School 815-634-2182
CHRISTOPHER SPENCER, Principal
Elementary School 815-634-2334
CHRISTOPHER SPENCER, Principal
Early Childhood Center 815-634-5042

To: Parents of Coal City Community Unit School District #1 Students
From: Superintendent Kent Bugg
Re: Asbestos Containing Materials Management Plan
Date: July/August 2017

The Coal City Community Unit School District #1 Asbestos Management Plans have been prepared pursuant to the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the respective school your child is attending. Copies of the Management Plans are available at the Unit Administration Building and in the office of your School. These plans are available for your inspection during normal business hours of the office (Monday through Friday, 8:00 a.m. to 4:00 p.m.) To make arrangements to review such plans, please contact Jason Smith, CSBO at 815-634-2287 ext 2107.

COMMUNITY UNIT SCHOOL DISTRICT NO. 1

Board of Education

KENNETH P. MILLER, President
SHAWN HAMILTON, Vice-President
MARY GILL, Secretary
ROBERT BIANCHETTA
JEFF EMERSON
QUINT HARMON
CHUCK LANDER

District Phone: 815-634-2287
District Fax: 815-634-8775

550 S CARBON HILL ROAD
COAL CITY, ILLINOIS 60416-1663

KENT A. BUGG, Ph.D. Superintendent

JASON SMITH, Chief School Business Official
TAMMY ELLEDGE, Director of Curriculum/Instruction
SANDY RAKES, Director of Special Populations

www.coalcity.k12.il.us

Building Administration

MITCHELL HAMANN, Principal
High School 815-634-2396
TRAVIS JOHNSON, Principal
Middle School 815-634-5039
TRACY CARLSON, Principal
Intermediate School 815-634-2182
CHRISTOPHER SPENCER, Principal
Elementary School 815-634-2334
CHRISTOPHER SPENCER, Principal
Early Childhood Center 815-634-5042

July/August 2017

Notification for Specific Pesticide Application 2017 - 2018

_____ School

I would like to be notified before any specific pesticide application is made at this school. I understand that I will be notified after the application, if the pest problem requires an emergency application. I also understand that there will be no notification for EPA exempt pesticides, cleaners, or bait and gel products. I would prefer to be contacted by (circle one):

E-mail

Text

Phone

Name of Parent/Guardian:	
Date:	
Address: (street, city, zip)	
Daytime Phone:	Evening Phone:
E-mail:	
Cell Phone Number:	

Return this form by August 31, 2017 to:

Jason Smith, CSBO
District Administrative Office
550 S Carbon Hill Road
Coal City, IL 60416

Students

Exhibit - Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records ¹

Upon the initial enrollment or transfer of a student to the school, the school must notify the student and the student's parent(s)/guardian(s) of their rights concerning school student records. This notification may be distributed by any means likely to reach parents/guardians.

The contact information for each School's Official Records Custodian follows:

This notice contains a description of your and your child's rights concerning school student records.

A *school student record* is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The District maintains two types of school records for each student: *permanent* record and *temporary* record.

The *permanent record* includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s).
2. Evidence required under the Missing Children's Records Act (325 ILCS 50/5(b)(1)).
3. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from the academic transcript of any score received on college entrance examinations), the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with the School Code Section 5/2-3.157 and as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy.
4. Attendance record.
5. Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code."
6. Record of release of permanent record information that includes each of the following:

The footnotes should be removed before the material is used.

¹ This notification is based on the *Model Notification* published by the U.S. Department of Education. Changes were made to comply with the Ill. School Student Records Act, 105 ILCS 10/ and the ISBE rule mandating this notification (23 Ill.Admin.Code §375.30(d)). To obtain the legal citations for this exhibit's provisions, see 7:340-AP1, *Administrative Procedure - School Student Records*, which is annotated with citations to controlling rules and statutes.

Customize this notice to reflect the district's practice, particularly to specify the district's treatment of records that the law: (1) permits to be kept as either permanent records or temporary records, and (2) allows to be kept as directory information.

- a. The nature and substance of the information released
 - b. The name and signature of the official records custodian releasing such information
 - c. The name and capacity of the requesting person and the purpose for the request
 - d. The date of release
 - e. A copy of any consent to a release
7. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12) (105 ILCS 5/2-3.64a-5).²

The *permanent record* may include:

1. Honors and awards received.
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records.
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8).
3. Completed home language survey.
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record.
6. Health-related information, defined by the Illinois State Board of Education as “current documentation of a student's health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports.”
7. Accident report, defined by the Illinois State Board of Education as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request.”

The footnotes should be removed before the material is used.

² During years in which the Ill. State Board of Education designates a college entrance exam (e.g., the SAT) as the State assessment test administered at the high school level, this requirement conflicts with the right of a parent/guardian or eligible student to request the removal from the academic transcript of any score received on college entrance exams. **If a parent/guardian or eligible student requests to remove a college entrance exam score that is also the State assessment test score from the student's permanent record, consult with the board attorney.**

8. Any documentation of a student's transfer, including records indicating the school or school district to which the student transferred.
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement.

The temporary record may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

2. The right to have one or more scores received on college entrance examinations removed from the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance exams deleted from their student's academic transcript. Students often take college entrance examinations multiple times to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in the academic transcript having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. The District will remove scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); 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, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) 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; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least five years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding its students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent(s)/guardian(s)' names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits 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 through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Approved: September 7, 2016

In an effort to help parents efficiently plan for additional costs throughout the 2017 - 2018 school year, the following information has been compiled for your convenience. Please remember that the activities and costs are only estimated.

Early Childhood Center
Grades Pre-K, Kindergarten, First

Grade	Event	Month	Cost
K	Field Trip	1 per year	\$10.00
1	Field Trip	1 per year	\$15.00
PreK, K, 1	School Pictures (optional)	September	\$16.00 - \$45.00
PreK, K, 1	Yearbooks (optional)	January	\$15.00

Elementary School
Grades 2 & 3

Grade	Event	Month	Cost
2/New Students	Recorder/Music	September	\$3.50
2	Field Trip	Fall/Spring	\$10 each
3	Field Trip	Fall	\$10
2, 3	School Pictures (optional)	September	\$16 - \$45
2, 3	Yearbooks (optional)	January	\$15

Intermediate School
Grades 4 & 5

Grade	Event	Month	Cost
4	Field Trip	1 per year	\$10
4	Beginning Band Recruitment (optional)	May	Varies
5	5 th Grade Band Book	Aug/Sept	\$10
5	Field Trip	1 per year	\$10
5	Athletic Participation Fee (Wrestling)	1 time/year	\$25
4,5	Pictures (optional)	September	\$16 - \$45
4,5	Yearbook (optional)	January	\$15
4,5	Roller Skating	March	\$5

Middle School
Grades 6, 7, 8

Grade	Event	Month	Cost
6	Field Trip	December	\$10
7	Field Trip	December	\$15
8	Science Goggles	Aug/Sept	\$4
8	Promotion Gown	April	\$17
8	Class sweatshirt (optional)	January	\$25 - \$30
8	Class Trip (optional)	May	\$50
7, 8	Band T-shirt	August	\$15
7, 8	Marching Band Shoes	August	\$25
7, 8	Teen Conference (optional)	April	\$10 - \$25
6, 7, 8	Athletic Participation Fee	1 time/year	\$25
6, 7, 8	School Pictures (optional)	September	\$16 - \$45
6, 7, 8	Operation Snowflake (optional)	November	\$15 - \$25
6, 7, 8	Yearbook (optional)	January	\$17

High School
Grades 9, 10, 11, 12

Grade/Course	Event	Month	Cost
10	Driver Ed Fees	Per class schedule	\$120
12	Cap & Gown	April	\$45
9, 10, 11, 12	Athletic Participation Fee	1 time/year	\$25
9, 10, 11, 12	Field Trip	Varies/class	Price Varies
9, 10, 11, 12	Class Ring (optional)	September	Price Varies
9, 10, 11, 12	School Pictures (optional)	September	\$16 - \$45
9, 10, 11, 12	Yearbook (optional)	Oct./Feb.	\$55
11, 12	Prom Tickets (optional)	April	\$95
Accounting 1	Workbook/Simulation	Aug./Jan.	\$30
Accounting 2	Workbook/Simulation	Aug./Jan.	\$70
Art	Drawing/Craft supplies	Aug./Jan.	\$20
Spanish	Workbook (2 books)	Aug./Jan.	\$25
Correspondence	Fee/Tuition	Aug./Jan.	\$130 - \$270
Woods 1	Lab Fee	Aug./Jan.	\$30
Woods 2	Lab Fee	Aug./Jan.	\$50
GAVC	Course Charge	Aug.	\$20
GAVC	Course Supplies	Aug./Sept.	\$5 - \$1250