

EFFINGHAM COMMUNITY UNIT SCHOOL DISTRICT #40  
EFFINGHAM, ILLINOIS

**RELEASE**

FROM: Andrew D. Johnson, Superintendent of Schools

SUBJECT: Student Records  
Community Eligibility Provision (CEP)  
Required Student Health Exams  
Special Education Programs in Effingham County  
Non-Discrimination Practices

DATE: July 7, 2023

**STUDENT RECORDS**

Effingham CUSD #40 in Effingham County has policies and procedures for dealing with student records for the 2023-24 school year. Effingham CUSD #40 adheres to policies and procedures on student records that are in compliance with the Illinois School Student Records Act.

The records of all students enrolled in the Effingham CUSD #40 will be kept in the building in which the student is attending, which will insure proper use of such records. After graduation from high school, each graduate's records will be kept on file at the high school from which he or she graduated.

Records of students who are enrolled in the school on or after July 1, 1977 will be separated into permanent and temporary records. Permanent records are maintained in each district for sixty years, while temporary records are purged after four years. Parents/guardians and eligible students in attendance prior to July 1, 1977 can request categorization to take place.

A student permanent record shall consist of students' and parents/ guardians' names and addresses, date and place of birth, gender, grades received, class rank, graduation date, grade level achieved, scores of college entrance examinations, attendance record, accident reports, health record and a record of the release of permanent and temporary record information.

Students and parents/guardians are afforded the following rights: To inspect and copy permanent and temporary records (cost of copying is paid by the parents/guardians); to control access and release of student records; to request a copy of the records; and to copy any student record information contained therein proposed to be destroyed or deleted. Also, parents/guardians have the right to inspect and challenge the information contained in a school's student record prior to transfer of the record to another school district.

On occasion, the school will release identifying information such as name, address, gender, birth date, grade level and place, and parents/guardians' names and address; academic awards, degree and honors; information in relation to school-sponsored activities, organizations and athletics; and period of attendance in school. This directory information may be released to the general public, unless a parent requests that any or all information not be released on his or her child.

## **REQUIRED STUDENT HEALTH EXAMS**

### **Physical Exam Requirements:**

Pre-K: school physical exam, immunization record, lead screen

Kindergarten: school physical exam, immunization record, lead screen, eye exam (completed by an optometrist or ophthalmologist) and dental exam

2nd grade: dental exam

6th grade: school physical exam (sports physicals do NOT count), immunization record, dental exam

9th grade: school physical exam (sports physicals do NOT count), dental exam

12th grade: immunization record

**Immunizations:** Immunizations must be up to date.

Pre-K Immunizations: Hep B, Hib, Pneumococcal, DTap, Polio, MMR, Varicella

Kindergarten Immunizations: Hep B, DTap, Polio, MMR, Varicella

6th grade Immunizations: Tdap and Meningococcal (1st dose)

12th grade Immunization: Meningococcal (2nd dose)

Any out-of-state students attending Illinois schools for the first time must have a physical examination and proof of up-to-date immunizations prior to enrolling.

## **EFFINGHAM UNIT #40 OBSERVES NON-DISCRIMINATION PRACTICES**

Effingham CUSD #40 shall not discriminate on the basis of age, sex, race, color, creed, religion, national origin, socio-economic status, mental or physical handicap unrelated to ability, unfavorable discharge from the military, or marital status in its employment practices or in services and activities provided to the students it serves. Allegations of discriminatory practices, including sexual harassment and sex equity issues should be directed in writing to the superintendent of schools in the district where the offense has occurred. The superintendent shall be responsible for investigating allegations and filing a response within a reasonable length of time. Findings of discrimination in the district shall be remedied.

## **COMMUNITY ELIGIBILITY PROVISION (CEP)**

All K-12 buildings in Unit #40 have qualified for the Community Eligibility Provision program for the 23-24 school year. As a result, all enrolled K-12 students are eligible to receive a healthy breakfast and lunch at school at no charge to your household. No further action is required. All students are able to participate in these meal programs without having to pay a fee or submit an application.

In our K-8th buildings, there will continue to be a charge for extra milk or when a milk is purchased with a sack lunch from home.

At EHS, Lines 1 and 2 will be designated for these free meals. Lines 3-5 will be considered ala carte and will be priced individually. No charging of meals will be allowed at the high school. If a student has a negative balance, they will only be served on Line 1 or 2.

If you have any questions concerning this information, please contact Ryan Elsasser @ 217-540-1527 or email: [elsasserr@unit40.org](mailto:elsasserr@unit40.org).

For more information, please visit: <https://www.fns.usda.gov/cn/community-eligibility-provision-resource-center>.

## **EFFINGHAM CUSD #40 SCHOOLS OFFER SPECIAL EDUCATION PROGRAMS**

The education of exceptional children is an integral part of the total educational program offered in each of the Effingham CUSD #40 school. Effingham CUSD #40 offers the following special education programs and services to exceptional children enrolled in their school districts: speech therapy, learning disabilities, programs for the educable mentally handicapped, trainable mentally handicapped, early childhood education (ages 3-5), and homebound services. In addition to these programs, the Effingham CUSD #40 Schools also offer cross-categorical special education services. Because of the uniqueness of exceptional children's needs, it is sometimes necessary to have help from outside the district. This help is available through the Eastern Illinois Area of Special Education. Therefore, some students attend special education classes in their district, and others attend classes at E.I.A.S.E. programs in Effingham, Mattoon, Kansas, or Charleston.

Some special education pupils will attend classes located in their local school buildings, while others will be attending classes located in Mattoon or Charleston, Illinois.

As members of the Eastern Illinois Area of Special Education, additional services are available to our students. These are psychological and social work services; audiological services; curriculum aid; physical therapy; occupational therapy; teachers for the visually impaired, hard of hearing, and vocational education; braillists; early childhood programs as well as programs for the severely/multiply handicapped and behaviorally disordered; and program administration.

A few exceptional children require placement in special residential schools operated by private facilities. The districts arrange these placements in conjunction with special education specialists and parents, and pay tuition prescribed by the state.

The school districts provide an intensive screening program in the spring for all children ages 3-5 as a method of identifying children who may have difficulty in school. We test for possible hearing, vision, speech, motor, and learning problems. This is an excellent program, and one of which the districts hope you will take advantage.

Before any child can become eligible for a special education program, a case study evaluation must be completed. Parents, teachers, administrators, and community service agencies may refer any child for such an evaluation.

Persons having primary care and custody of the child and the Illinois State Board of Education may do the same. Prior to the case study evaluation, except for home/hospital instruction, the parent or guardian must be notified in writing of the procedures which will be conducted and that they will be asked for signed consent. Referrals may be made through the office of the building principal. Please call or write his/her office and this process will be explained to you.

All information obtained for a case study evaluation is highly confidential, and will be treated in a like manner. The district maintains a policy detailing the method for obtaining student information, the confidential nature of the information, and use of the information, how the information is recorded and maintained, how long it is maintained, and to whom it is made available.

Parents or guardians of a child with a disability or impairment, who disagree with the school regarding their child's special education program, lack of a program, his or her individual educational prescription, possible suspension from school, dismissal from a program, or even the recommendation of graduation from a program should contact the school principal or district superintendent to express their concerns and try to work out a solution. However, if these concerns cannot be resolved in this manner, a parent or guardian may seek relief by requesting an impartial due process hearing or special mediation. An impartial due process hearing is set by the Illinois State Board of Education, who will appoint an impartial hearing officer to hear both sides of the dispute, and render a recommendation to the local school district. Request for due process hearings should be made in writing to the district superintendent. Upon such a request, parents or guardians will be informed about due process procedures and their rights to representation.

Additional information regarding the rights of children with disabilities may be found in *A Parents Guide: The Educational Rights of Students with Disabilities* and the *Rules and Regulations to Govern the Administration and Operation of Special Education (23 Illinois Administrative Code 226 - Special Education)*. These documents are available through the district superintendent, the regional superintendent of schools, most building principals, and the director of special education. Please feel free to contact any of these offices for this detailed information.

All exceptional children in Illinois ages 3-21 have a right to a free appropriate public education in the least restrictive environment. We are striving to provide these appropriate services. If at any time you wish to take advantage of a special program or have questions concerning the program, please feel free to call the unit office.