

USD 218 Yearly Required Information

ACCIDENTS AND ILLNESS - All accidents should be reported immediately to the instructor, who in turn will report to the building principal. The school will make every effort to inform parents of any accident or illness occurring at school that may need care or observation at home.

EXAMINATION FOR RECORDS

By federal law, parents have control of the records of a student until the student reaches age eighteen. At that time, control is transferred to the student.

Original records will not leave the control of the office under any circumstances. Access to student records will be strictly controlled by the office and administration.

Requests for transcripts should be made to the guidance counselor or principal. Requests to examine records or have records transferred to other schools or to have copies of transcripts must be made by the person who has control of the records.

FIELD TRIPS

A Field trip is an activity involving a group of students departing from the school in a non-competitive trip. Teachers must demonstrate relevance to course content and state goals and objectives in their request. The district form to notify parents of a forthcoming field trip includes the nature of the trip, departure time, expected return time, name of sponsor(s), and mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

FUND RAISING All classes and school-sponsored student organizations desiring to engage in fund raising activities shall be required to write a fund raising project for submission to the principal as described below.

These fund-raising projects must be approved by the class or organization sponsor and the building principal and be scheduled on the school building calendar no later than October 1 for the first semester, February 15 for the second semester, June 1 for the summer; priority for consideration shall be date of submission and class status (senior, junior, etc.). Groups not submitting requests on time may request directly to the Board. The fund raising projects may be limited to one activity per semester by the building principal. All money for field trips must be received 30 days prior to the trip or the trip will be canceled.

SR. CLASS FUNDS

In the event funds raised exceed the limit of class need, excess funds will be deposited in the Sr. Gift fund account at the High School and will be used for the purchase of a gift to the school or other school-related projects approved by the Principal.

PHYSICAL EDUCATION

Physical Education is a participation class. Students enrolled in PE are encouraged to take part every day.

Students are expected to wear appropriate clothing for PE classes. This would include shorts, t-shirts, tennis shoes, and any other school approved attire preferably the kind that don't leave black marks.

Students are expected to participate unless they present a note signed by a parent (for one or two days), or a note by a doctor. (long-term-4 days or more) Students with a short-term note will be required to complete an alternative fitness or written assignments. If necessary, the PE teacher will work with the principal to make alternate arrangements for students with long-term excuses.

Students are expected to shower at the end of class. The school provides soap and towels. Each student is to provide deodorant and a comb or brush.

Students will be assigned a gym locker. Students can use a school lock or provide their own. It is recommended that students lock their gym lockers to protect their possessions. A fee will be assessed for missing or damaged school locks.

Grades will be determined by averaging daily participation with the written assignments and tests. Daily participation includes dressing out, taking a shower, and completing assignments and tests

Repeated failure to dress out may result in disciplinary action.

STUDENT IMPROVEMENT TEAM

The Student Intervention Team process is possible through the collaborative efforts of Students, parents, school administrators, teacher, counselors, school psychologists, nurses, Special Education teachers, and special support staff such as migrant and ESL teachers. The goal of these teams is to expand the use of various resources and expertise in the schools and communities to address student needs. The process follows the indicated steps below:

1. The problem solving approach:
 - *teacher identifies a student concern
 - *teacher notifies parents, makes basic accommodations, and records interventions
 - *if student makes adequate progress--- continue program
 - *if concerns persist--- teacher completes request for assistance and an I-Team meeting is held including the teacher, administrator, special ed. teacher, counselor, and other involved staff members and parents. A plan is developed and implemented and data is recorded to monitor the effectiveness of the plan
 - *if the plan is successful in supporting the student, it stays in effect
 - *if concerns persist, the team either meets again to adjust the plan or the student is referred for a comprehensive evaluation.
2. The Evaluation Process:
 - *parent permission is obtained and due process rights are discussed
 - *student, parent, and teacher interviews are conducted
 - *previous records are examined
 - *classroom observations are conducted
 - *individual assessments are given to the student
 - *rating scales and checklists may be used
 - *student work samples are analyzed for errors
 - *all data collected is discussed
 - *focus on what the student can currently do, what the next steps are and what accommodations are needed to support further growth
3. Placement in Special Education:
 - *there are two criteria: student must exhibit a significant difference in ability than age level, and exhibit a curriculum need for something different than what the general education teacher can provide