

Lincoln Community High School District #404

...inspiring each student to be a successful lifelong learner

Dwight Stricklin, Superintendent

David Helm, Principal

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Building and Grounds Notices

Pesticide Application Procedures

The Facilities Management Team at Lincoln Community High School District 404 is committed to providing a safe environment for the community, staff and students in our care. We seek to prevent exposure to pests and pesticides and, therefore, have adopted the State of Illinois Integrated Pest Management (IPM) approach to pest control and compliance with the Illinois Lawn Care Products Application and Notice Act. The IPM approach minimizes the exposure of our community, staff and students to pesticides and includes a variety of non-chemical and chemical methods to prevent and eradicate pests.

Lincoln Community High School District 404 assumes the responsibility of notifying our community, staff and students of any upcoming pest and pesticide treatments. The Illinois Structural Pest Control Act, the Illinois Child Care Act, and the Illinois Lawn Care Products Application and Notice Act require prior notification to requestors when pesticide/herbicide application is scheduled for use. To those who wish to receive said notification prior to any application, please complete the opt-in form. All applicable rules and regulations regarding notification will be adhered to.

Availability of Asbestos Management Plan

It has been determined by the Illinois Department of Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos-containing materials.

The Asbestos Hazard Emergency Response Act requires that a visual surveillance of asbestos-containing areas be completed every six months and a re-inspection every three years. Any evidence of disturbance or change in condition is documented in the Management Plans as required.

The Management Plans are available for public review in the district office at Lincoln Community High School, 100 Railer Way, Lincoln, Illinois. If you would like to review the plans, contact the school to make an appointment during business hours; Monday through Friday, 8:00am until 4:00pm.

Directory and Student Records

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires the District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The District designates only the following student information as directory information:

- Name
- Address
- Grade Level
- Birth date
- 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

Disclosure to Military Recruiters and Institutions of Higher Education

From time to time, military recruiters and postsecondary educational institutions request the names, telephone numbers, and addresses of our secondary students. The school must provide this information unless the parent/guardian, or the student (if 18 years old), submits a written request that the student's records not be released without their prior written consent.

General Legal Notices

Parent/Guardian Right to Know

At the beginning of each school year, parents/guardians may request information regarding the professional qualifications of the student's classroom teachers, including at a minimum whether the student's teacher:

Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
Is teaching in the field of discipline of the certification of the teacher; and whether the student is provided services by paraprofessionals and, if so, their qualifications.

School Visitation Rights Act

The School Visitation Rights Act provides employed parents and guardians (who are otherwise unable to meet with educators because of work conflicts) the right to 8 hours of unpaid time off during the school year to attend necessary education or behavioral conferences at their children's schools.

You can access additional information about the [School Visitation Rights Act on the Illinois Department of Labor's website](#).

Sex Offender Notification

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or

2. The offender received permission to be present from the School Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Screening

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. The Board President shall ensure that these checks are completed for the Superintendent. He or she shall take

appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

Student Handbook Amendments

District 404's student handbooks may be amended during the year without notice.

Student Services

Protection of Student Rights (PPRA)

The District will notify parents/guardians and students of the approximate dates during the school year when any of the below-described activities are scheduled or expected to be scheduled.

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

For the above-described surveys, a student's parent(s)/guardian(s) may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child or ward to participate in the survey. The District shall not penalize any student whose parent(s)/guardian(s) exercised this option.

From time to time, students will conduct surveys for class projects (often name-blind). These surveys are not surveys under this provision. Students, or their parent(s)/guardian(s), shall have the right to opt-out.

Selling or Marketing Students' Personal Information

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card. The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) has consented; or (2) to the

collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

- College or other postsecondary education recruitment, or military recruitment.
- Book clubs, magazines, and programs providing access to low-cost literary products.
- Curriculum and instructional materials used by elementary schools and secondary schools.
- Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
- The sale by students of products or services to raise funds for school-related or education-related activities.
- Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing or vision screening. This does not apply to any physical examination or screening that:

- Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification;
- Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.);
- Is administered pursuant to the District's extracurricular drug and alcohol testing program;
- Is otherwise authorized by Board policy.

Dental Examinations

Illinois law (Child Health Examination Code, 77 Ill. Adm. Code 665) states all children entering the ninth grades of any public, private or parochial school shall have a dental examination. The examination must have taken place within 18 months prior to May 15 of the school year. A licensed dentist must complete the examination, sign and date this Proof of School Dental Examination Form. If you are unable to get this required examination for your child, fill out a separate Dental Examination Waiver Form.

Eye Examinations and Vision Screenings

All Illinois students upon first entry into an Illinois school are required to present proof of an eye examination performed by a licensed optometrist or medical doctor who performs eye examinations. The exam must be current or have been completed within the 12 months prior to October 15th of the current school year. The Illinois School Code permits the District to hold a student's report card if this requirement is not met. If you feel that your child is exempt from the vision examination requirements, please complete and return the Eye Examination Waiver form.

Vaccinations

Information regarding influenza and influenza vaccinations, and meningococcal disease and meningococcal vaccinations can be found by visiting the Illinois Department of Public Health's website.

Deaf, Hard of Hearing, Blind or Visually Impaired

Students who are deaf, hard of hearing, blind or visually impaired, may be eligible to receive services from the Illinois School for the Deaf or the Illinois School for the Visually Impaired. You can access additional information about these programs by visiting the [Illinois Department of Human Services' website](#).

CPR and AED

Consistent with the School Board's Policy on Automated External Defibrillators (AED) (Board Policy 4-230) and for the health and wellness of the District's staff, students, parents and visitors, the District hereby institutes procedures for a Public Access Defibrillation (PAD) Program. AEDs are for the treatment of sudden cardiac arrest (SCA) in district buildings. The IHSA posts a video on how to perform cardiopulmonary resuscitation (CPR). The District encourages students and parents to view it: <https://www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx>.

Notice of Birth Certificate Requirement

In accordance with Illinois School Code, District 404 requires that the person enrolling a child must provide the school district with a certified copy of the child's birth certificate within 30 days.

Child Find Process

Lincoln Community High School District 404 actively seeks out and attempts to identify all students in the district who have disabilities that significantly impact academic progress. When a concern is expressed either by school staff, student, or a parent, the student's academic and social/emotional status is reviewed through a problem-solving process. Teachers, counselors, and support staff, along with the student and parents, develop and implement interventions and strategies to address needs. When interventions/strategies adequately meet the needs of a student, no further action is indicated.

When strategies and intervention plans are not successful in appropriately supporting a student, an individual assessment to determine eligibility for Special Education services may be initiated.

An individualized assessment/case study evaluation is conducted with written parent/guardian consent and includes a series of diagnostic procedures that provide information about the student and the nature of the difficulties that affect educational success. During an Individualized Education Plan (IEP) domain meeting, the educational team, which includes the students and parents, determines the components of the case study evaluation. The assessment must be completed within a 60 school-day timeline. When the case study evaluation is completed, results are shared and eligibility for Special Education services is determined by the educational team.

Any private evaluations, provided by parents, will be considered through a problem-solving process and are compared to the district's special education criteria and IDEA legislation. Within 14 school days of receiving a private evaluation or other written request from a parent/guardian for assessment, the educational team determines whether additional assessment or other steps are warranted.

Students who are not found eligible for special education may qualify for accommodations under Section 504 if the child (i) has a physical or mental impairment that substantially limits one or more major life

activities, (ii) has a record of physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. If you would like more information about Section 504 in determining if your student qualifies, please contact:

IEP: Chelsie Campbell, Assistant Principal
217-732-4131 x1232
ccampbell@lchsrailers.org

504: Candace Schmidt, Assistant Principal
217-732-4131 x1300
cschmidt@lchsrailers.org

Any parent who is deaf or does not typically communicate using spoken English and who participates in Section 504/IEP meetings with a representative of a local education agency shall be entitled to the service of an interpreter.

To receive special education services, students must be determined to have one of the following exceptionalities as defined by the Illinois State Board of Education (<https://www.isbe.net/Pages/Special-Education-Disability-Areas.aspx>):

- Autism (includes, but is not limited to, any Autism Spectrum Disorder)
- Deaf-blindness,
- Deafness,
- Emotional disability,
- Hearing impairment,
- Intellectual disability,
- Multiple disabilities,
- Orthopedic impairment,
- Other health impairment,
- Specific learning disability,
- Speech or language impairment,
- Traumatic brain injury,
- Visual impairment

If the student is determined to be eligible for special education support, an Individualized Education Plan (IEP) is developed and reviewed annually. An educational program must be available to students eligible for special education services through the age of 21 years, 364 days, when appropriate to meet graduation requirements and address established goals and objectives. Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities must be shared with parents if a case study evaluation is initiated and provided annually to families if their child receives special education services. Complete safeguards are available for review through the following State Board of Education link: https://www.isbe.net/SPEDReqNotConForms/nc_proc_sfgrds_34-57j.pdf

Eligibility for special education services is reevaluated every three years.

Prioritization of Urgency of Need for Services (PUNS)-Trained Employees

LCHS Designated PUNS employee(s):

Chelsie Campbell, Assistant Principal
217-732-4131 x1232
ccampbell@lchsraiders.org

District Counts

Number of Personnel 2025-2026

136 Total Employees

127 Full Time

9 Part-time

Number of Personnel with School Support Personnel Endorsement 2025-2026

13 Employees: Special Education Endorsement

3 Employees: School Counselor Endorsement

1 School Social Worker (Tri County)

1 School Psychologist (Tri County)

1 Speech Language Pathologist (Tri County)

1 Registered Nurse

Number of Students with IEPs and 504 Plans 2025-2026

123 IEPs (Including out-of-district and homeschooled)

35 504 Plans

Anti-Bias Education Policy

Pursuant to 105 ILCS 5/27-23.6, Lincoln Community High School District #404 does not have a specific Board Policy titled "Anti-Bias Education."

However, the following policies may address intergroup conflict and are available in the district's [Board Policy Manual](#).

Policy Title

6:70 Teaching About Religions

6:80 Teaching About Controversial Issues

7:10 Equal Education Opportunities

7:20 Harassment of Students Prohibited

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment