



**August 2017** – This is to inform you of the status of Lincoln Elementary Schools #27's Asbestos Management Plan. It has been determined by the Illinois Department of Public 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. As required, our buildings were initially inspected for asbestos during the winter of 1988. The AHERA law requires that a visual surveillance of asbestos containing areas

be completed every six months, and a reinspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required. The Management Plan is available for public review in the office of each school. Should you wish to review the plans, please call to make an appointment between 8:00 a.m. and 3:30 p.m. Any concerns relative to asbestos containing materials should be directed to Ideal and Associates at 309-828-4259.

**Please be aware of the Public Act 94-004: Sex Offender Registration.** This legislation requires principals and/or teachers of public or private elementary or secondary schools to notify parents that information about sex offenders is available in the school office or online at: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Lincoln Elementary Schools #27 will make accommodations to facilitate **parents or guardians with disabilities** to participate in conferences, meetings, and school programs in the district. The Board of Education meetings are held at the Administration Building. It is handicap accessible. Parents needing accommodations should contact the building principal.

The district shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district, as required by the Individuals With Disabilities Education Act ("IDEA") and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages three and 21 for whom it is determined, through definitions and procedures described in the Illinois Rules and Regulations to Govern the Organization and Administration of Special Education, that special education services are needed. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 and the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even

though they do not require services pursuant to the IDEA. For students eligible for services under IDEA, the district shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the district shall establish and



implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parents/guardians to examine relevant records, an impartial hearing with opportunity for participation by the student's parents/guardian, and representation by counsel, and a review procedure. The district may maintain membership in one or more cooperative associations of school districts which shall assist the school district in fulfilling its obligations to the district's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

Requests for students to attend schools out of their assigned areas are allowed if such requests are justified. In some cases, we cannot allow transfers to take place. If you are considering a transfer request, please read the following district guidelines:

- ↳ Transfers to other schools in our district are approved only for good cause.
- ↳ Such transfers to other schools are only approved if class size permits.
- ↳ A request to transfer from a small class in one school to a larger class in another building is not likely to receive approval.

- ↳ Transfers cannot be considered because of personal problems or conflicts with teachers and/or administrators in original school assignments.
- ↳ Parents assume all responsibility for transporting their child/children to the school site.
- ↳ Parents seeking a transfer for their child should complete a Transfer Request Form stating the reason for the transfer request. Notification of the transfer decision will be sent as soon as possible after Registration Days.

**Non-Emergency Administration of Student Medication-Definitions:** Certified school nurse - as defined in Section 10-22.23 of The School Code, a registered professional nurse. All school nurses must be registered professional nurses. Any school nurse, first employed on or after July 1, 1976, shall hold a Type 73 Certificate with the school nurse endorsement. Medication - as used in this document, will refer to both prescription and non-prescription drugs. Licensed prescriber - as defined in this document: Physician - a physician licensed to practice medicine in all of its branches including medical doctors and doctors of osteopathy. Dentist - a person licensed to practice dentistry in all of its branches. Podiatrist - a person licensed to practice podiatry. Prescription drugs - drugs requiring a written order for dispensing, signed by a licensed prescriber. Non-prescription drugs - medications which may be obtained over the counter without a prescription from a licensed prescriber. Long-term medication - medication utilized for treatment of chronic illnesses, including both daily and PRN (as needed) medication. Type 73 Certified school nurse - a



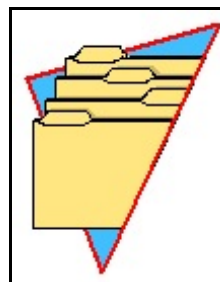
registered nurse who holds an Illinois State Board of Education School Services Personnel Certificate with an endorsement in school nursing. All medications dispensed in the schools shall be prescribed by an Illinois licensed prescriber. Students who require medication during the school day may bring the medication to school following these guidelines: A written order for the medication must be obtained from the student's licensed prescriber. The order shall include possible side effects and other information recommended by the Illinois Department of Public Health and the Illinois State Board of Education. Medication must be brought to the school in the original package or appropriately labeled container. Prescription drugs shall display: student's name, prescription number, medication name/dosage, administration route and/or other direction, date and refill, licensed prescriber's name, pharmacy name, address and phone number, name or initials of pharmacist. Non-prescription drugs shall be brought to school and stored with the manufacturer's original label indicating the ingredients and the student's name affixed to the container. The parents/guardians

will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parents/guardians do not pick up the medication by the end of the school year, the certified school nurse or administrator will discard the medication in the presence of a witness. Student Medical Authorization: No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (written form) is filed. This form shall be completed annually by the student's parents/guardians and physician and shall be on file at the school building which the child attends. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage. Administration by School Personnel: All student medication shall be left in the principal's office during the school day. Medications must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area. The program for administering medications must include the following: Each dose of medication shall be documented in the student's individual health record. Documentation shall include date, time, dosage, route and the signature of the person administering the medication or supervising the student in self-administration. The reasons shall be entered in the record whenever a dosage is not administered as ordered. The principal, in conjunction with a licensed prescriber and parents/guardians, identify circumstances in which a student may self-administer medication. Effectiveness and side effects shall be assessed as required by the licensed prescriber. A procedure shall be established for written feedback to the licensed prescriber and the parents/guardians as requested by the licensed prescriber. Whenever the medication is not administered as ordered, the fact and its reasons shall be documented. Administration by Student: A student may self-administer medication with parental consent and the School Medication Authorization Form on file with the building principal. The medication shall be stored for the student. A record shall be kept of all medication stored, specifying the name of student and name of medication, the time of use, and dosage. Field Trips: The following instructions shall appear on all parental permission forms required for field trips and outdoor education experiences: All medication to be administered during this field trip/outdoor education experience shall be clearly marked with the: student's name, prescription number, medication

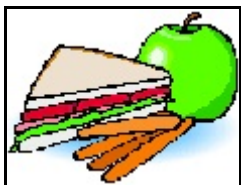
name/dosage, administration route and/or other directions, date and refill, licensed prescriber's name, pharmacy name, address and phone number, name or initials of pharmacist, or if sending over-the-counter medications, the container is to be affixed with the manufacturer's original label indicating the ingredients and the student's name.

- assist pupils in applying earrings. No pupil may wear jewelry in PE class)
- Pants, skirts, or dresses that drag on the floor
- Clothing that exposes underwear
- Shoe Skates

District #27 school lunches are made to comply with the State and Federal Type A guidelines which include a meat dish, fruit, vegetable, bread and milk. The guidelines also require the menus to contain less sodium, more grains, and have 30% or less fat content. The lunches are planned and prepared with the students' tastes in mind. The cost is \$1.75 for students. Applications for free and reduced priced meals are available at registration. Lunches should be paid for daily or in advance. The district office asks that no more than ten meals be charged at the K-5 buildings, and only one charge is allowed at the Jr. High School. Please contact the building secretary or lunchroom clerk to make arrangements if this is a problem. If arrangements are not made to pay the outstanding amount, the student may be asked to bring a sack lunch or go home for lunch. Parents who wish to eat a lunch with their child may make arrangements, in advance, through the building secretary. Other questions about the lunch program may be directed either to the secretary or Connie Crawley, Lunchroom Director, at 735-4251. School lunch menus are published regularly in The Courier.



Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are: 1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. A parent/guardian or eligible student should submit to the records custodian, principal, or other appropriate official, written requests that identify the records they wish to inspect. The district official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the district official to whom the request was submitted, that official shall advise the parent or guardian or eligible student of the correct official to whom the request should be addressed. 2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may



The following requirements are intended to assist school officials in supervising the noon lunch program and are also adopted to help assure the safety and promote good eating habits of all children sharing in the use of the school lunchrooms: 1) Refrigeration for sack lunches is not available; therefore, please use caution in the type of meals or other foods used. 2) Soda pop is not allowed in the school lunchroom during regular lunch periods. 3) Please do not send any type of drink in a glass jar or other type of glass container. This does not exclude use of thermos bottles. 4) Students bringing a sack lunch will be required to eat in the school lunchroom. Food

items and drinks may not be taken from the lunchroom to the playground or classroom. Please pack approximately what your child will eat during his/her lunch period. 5) Students with sack lunches may purchase a half-pint of chocolate or white milk from the school lunchroom program. The cost is currently \$.25 per carton but may increase during the year if our supplier costs increase. 6) For the protection and safety of everyone, please do not put any kind of medication in your child's sack lunch. 7) We will make every reasonable attempt to assure the protection of your child's sack lunch. Please remember it is possible at times that your child's sack lunch may be damaged or stolen. Please write your child's name on his/her sack lunch each day to help alleviate this potential problem. 8) Students may not share or give away sack lunch food to other students. 9) Students eating sack lunches will be asked to follow the same lunchroom rules as those eating a school lunch. 10) Sack lunches brought in from fast food restaurants (Hardee's, McDonald's, etc.) must be for your child only.

Each student should make every effort to be clean and neat in appearance and use good judgement in the selection of proper clothing for school. Student dress should not jeopardize the student's health and safety or the health and safety of others. A student's dress may not provide a distraction from the educational activities of the school. Any student whose appearance or dress is deemed to be distracting or hazardous will be required to change the

affected clothing. The entire teaching staff of each school is responsible for enforcing acceptable standards of dress for students. Final responsibility shall rest with the building principal. The following are unacceptable:

- Shoes which do not have a heel strap
- Sandals which are not securely attached to the foot
- The wearing of hats or caps inside of the building during the school day
- Short shorts which do not extend to the wearer's fingertips when arms are extended, halter tops, tank tops, basketball style tops and shirts with large arm and neck holes unless worn over a T-shirt, spaghetti strap tops, see-through tops, bare midriff shirts or blouses, tube tops, biker pants, or clothing with holes
- Clothing with marking or writing denoting a sexual, vulgar, drug, alcohol, tobacco, or gang affiliation message



- Earrings extending beyond the lobe of the ear. (Only post type earrings may be worn. School personnel may not

ask the district to amend a record that they believe is inaccurate or misleading. They should write the district official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent/guardian or eligible student, the district will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to hearing. 3) The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the district has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review education records in order to fulfill his or her professional responsibilities. Upon request, the district discloses education records without consent to officials of another school in which a student seeks or intends to enroll. 4) 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 Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-4605. Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the records custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

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