

Lincoln Trail Elementary Guidelines and Procedures 2023 - 2024



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Disclaimer: This procedures booklet is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct), which may be subject to change based upon administrative or Board of Education action

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Dear Lincoln Trail Families:

Welcome to Lincoln Trail Elementary School! During this year, we will be working together as partners to provide the best possible education for your child in a nurturing environment that is student-centered and positive. Parent involvement is an important part of our educational process and communication is the key to assuring a successful year for your child.

We have created three school-wide expectations: **Be Respectful, Be Responsible, Be Safe.** These expectations will be consistently addressed in all areas of Lincoln Trail to provide a common language for students when discussing appropriate behavior in different areas of the building. Thank you for assisting your child with understanding the importance of these expectations to ensure Lincoln Trail Elementary School is a safe, healthy, and positive environment for all students.

Teachers, support staff, parents, and the community are here to work with students to ensure their success. All staff at Lincoln Trail Elementary are dedicated to providing our students with a high-quality education in a safe and welcoming environment. Our mission at Lincoln Trail is to foster a positive and collaborative environment in which all students, families, and staff are welcome, valued, and supported physically, emotionally, and academically.

If you have any questions or concerns, please contact us at 217-586-2811 or I can be reached by email at mhunter@ms.k12.il.us or dbollman@ms.k12.il.us. Thank you for entrusting us with the opportunity to educate your child. We are looking forward to a great year!

Sincerely,

Megan Hunter
Principal

Dianne Bollman
Assistant Principal

Mission Statement

Our mission at Lincoln Trail is to foster a positive and collaborative environment in which all students, families, and staff are welcome, valued, and supported physically, emotionally, and academically.

Arrival and Dismissal

Reminder: Cell phone use is restricted in school zones as per state law.

Arrival:

Please ensure that your child arrives at school no earlier than 7:45 a.m., as there is no supervision before that time.

For the safety of all students, it is required that ALL students dropped off by AUTOMOBILE use the southeast exit (Dorchester Street) near the fifth-grade hallway. ALL parents must use this drop-off location. To maintain the safety of all children, parking or dropping off children in the bus unloading areas on the west side of the building is strictly prohibited. Furthermore, to maintain smooth traffic flow, please refrain from dropping off your child at the four-way stop at State & Division. It is important that students are present in their classrooms by 8:10 a.m. If a student arrives late for any reason, the parent or guardian must bring them to the office and sign them in.

Dismissal:

Bus students will be dismissed at 2:40 p.m. and will board buses in the parking lot. Walkers and bikers will be dismissed at 2:42 p.m. and should exit through the south main exit. Please use the designated crosswalk when leaving the school premises. Students being picked up by car will be dismissed at 2:45 p.m. and should exit onto Dorchester Street. We understand that there might be a long line of cars, and it may require some waiting until it is your turn, but it is crucial to follow this procedure for safety reasons.

Students will only be dismissed within the designated pick-up sign area on Dorchester Street. If you have parked elsewhere and walk up to pick up your child, please use the designated crosswalks, as we want to ensure that children do not walk between parked cars. Also, to ensure the safety of all children, parking or picking up children in the bus loading areas on the west side of the building is strictly prohibited.



Attendance Policy

When a student is absent from school, a parent or guardian is expected to call and report the absence and reason for the absence within a reasonable amount of time. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, an automated Skyward call will go out notifying the student's parent/guardian of the absence. If the school does not hear from the parents or guardians, the absence will be marked unexcused.

After nine days, the school will send a letter to inform the student and their family of the status of their child's attendance. At that point, the administration will determine if further absences will be excused.

Excused Absences Include

1. Illness and medical appointments with a doctor's note (including up to 5 days per school year for the mental or behavioral health of the student)
2. Observance of a religious holiday or event
3. Death in the immediate family
4. Family emergency
5. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
6. Attending a military honors funeral to sound TAPS

7. Attend a civic event
8. Cases, where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings (up to 5 days).
9. School Events
10. Court Appearances with written documentation from court officials
11. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.
12. Other reasons as approved by the building administration

While it is understood that in unusual circumstances, it may be necessary for students to be absent from school due to family travel, Mahomet-Seymour staff strongly discourages student absences for family vacations or travel. Teacher/student and student/student class interaction, as well as in-class instruction, is a very important part of the educational process that cannot be replicated outside of the classroom.

We may use or request the following interventions to improve attendance after 9 days:

- Student Meeting
- Parent Meeting/Contact home
- Required doctor's note to excuse illnesses
- Staff or Social Work check-ins
- Home visit
- Referral to Attendance Improvement Program through the Regional Office of Education (for chronic absenteeism and for chronic truancy or for patterns that indicate a student is establishing poor attendance)
- Other disciplinary measures
- Referral to Family Engagement Specialist

After the **9th** and **18th** absences, the school will send a letter to inform the student and their family of the status of their child's attendance. At 18 absences, the student will be considered *Chronically Absent* by the definition provided by the state.

Absence Definitions:

Chronic absenteeism: If a student is absent for ANY reason for 10% (18 days) in a school year, he/she is considered to be chronically absent.

Chronic truancy: If a student is absent without valid cause for 5% (9 days) in a school year, he/she is considered to be chronically truant. Chronic truancy is a violation of the state compulsory attendance law. This data is reported to the Illinois State Board of Education for inclusion on the Illinois School Report Card.

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Bicycles

All bicycles must be securely parked in the designated bicycle racks provided. We strongly encourage all riders to adhere to safety rules and comply with the specific State of Illinois Rules of the Road. Additionally, it is important for students to walk their bikes when crossing the crosswalk.

Birthdays

In our efforts to address various health concerns, including food allergies, childhood obesity, and the cost of treats, Lincoln Trail Elementary School has implemented a policy that prohibits students from bringing treats to school for birthday celebrations. We are dedicated to promoting healthier eating habits and increasing physical activity among our students, as these are crucial factors in their current and future health and well-being.

Teachers will determine how birthdays will be acknowledged in their respective classrooms and will communicate this information to parents. Birthday celebrations will still be recognized during our daily announcements. Please note that we cannot accept deliveries of flowers, balloons, or any other items. Additionally, we kindly request that birthday party invitations are not distributed at school.

B.L.A.S.T.

Thanks to the generous support of the Mahomet Area Youth Club and the creative efforts of our district staff and parents, we are able to provide exciting and educational opportunities for our students after school.

B.L.A.S.T. classes will cover a wide range of engaging topics, designed to captivate students' interests. These classes will be held two days a week, either on Mondays and Wednesdays or Tuesdays and Thursdays, from 2:50 to 3:50 p.m. During the program, students will be provided with a light snack. Please note that all classes have a fee, but we offer fee waivers for those who qualify. In September, we will release a list of available classes along with registration information.

We are thrilled to offer B.L.A.S.T. as an opportunity for our students to explore their passions further and enhance their learning beyond the regular school day. Stay tuned for more details!

Breakfast and Lunch Programs

At Mahomet-Seymour, we strive to provide nutritious meals that comply with federal guidelines. Hot breakfasts and lunches are available for students in grades K-12. To facilitate convenience, meal accounts can be replenished through Skyward Family Access.

We strongly encourage all parents to complete the free/reduced lunch application. Depending on the income guidelines established by the Federal government each year, your child(ren) may qualify for free meals or meals at a reduced price. The preferred method for completing the free and reduced lunch application is through Skyward Family Access. Alternatively, applications can be obtained from the school offices or accessed online via the District website (www.mahometseymour.org). It is important to note that families must apply each year and meet the income guidelines established by the federal government.

Bullying at School

In order to address incidents of bullying, the following steps and procedures will be followed. It is important to note that the administrator will exercise discretion in determining the appropriate steps based on the severity, intensity, and frequency of the events.

1. Gather information from all parties involved, which may include students directly or indirectly involved, teachers or other district staff, and parents.
2. Initiate a phone call to the parents or guardians of the students involved.
3. Apply appropriate consequences in accordance with the District's discipline policy.
4. In certain situations, when deemed necessary, notify local law enforcement.

Please note that the specific consequences for individual students cannot be shared with anyone other than the parents or guardians of those students. This is to ensure privacy and confidentiality. Parents may not be informed of the consequences administered to other students involved in the incident.

We also have established procedures for promptly reporting incidents of bullying. This includes providing the school e-mail address (if applicable) and phone number of the designated staff member(s) responsible for receiving such reports. We have a process in place to facilitate anonymous reporting as well. If you have any questions or concerns, please feel free to email Principal Megan Hunter at mhunter@ms.k12.il.us or Assistant Principal Dianne Bollman at dbollman@ms.k12.il.us. You can also contact Lincoln Trail Elementary School directly at 217-586-2811 or make a report on the District's website at <https://ms.k12.il.us>.

Additionally, you can complete the "Bullying, Harassment, or Intimidation Reporting Form" available on the district website to provide detailed information regarding the incident.

Bus Conduct

Bus transportation is provided free of charge for students residing 1.5 miles or more from their designated school. It is imperative that all students adhere to the following rules of conduct while on Unit 3 buses. Failure to do so may result in a suspension of bus privileges. Please be aware that some buses may utilize video surveillance for monitoring purposes.

- The driver of the bus is in complete charge of the students and should be treated with the same respect as a teacher.
- Students must enter and exit the bus in an orderly manner.
- While the bus is in motion, students are required to remain seated at all times.
- Students are expected to be prepared and ready for the bus both at home and at school.
- Loud talking, whistling, shouting, or any form of disruptive behavior will not be tolerated.
- It is essential to note that any student wishing to ride a bus other than their regularly assigned one must possess a bus pass. For obtaining bus passes, please contact the office staff at Lincoln Trail or reach out to the Transportation Director.

We appreciate your cooperation in maintaining a safe and respectful bus environment for all students. As a reminder, riding the bus is a privilege, and it may be taken away from students if they are unable to follow rules to maintain a safe and orderly bus ride.

Cell Phones and Other Personal Devices

In order to maintain a focused learning environment, students are not allowed to carry cell phones with them during the regular school day. It is required that cell phones be powered off and stored in student lockers. Any student found in violation of this policy may face disciplinary action. However, students are permitted to bring cell phones on field trips solely

for emergency use. During the field trip, cell phones must be powered off and stored appropriately. If you need to contact your child during the school day, please reach out to the school office at 586-2811. It is important to note that personal smart devices, such as Apple Watches, should not be utilized for communication purposes by students.

On certain occasions, electronic devices may be permitted at the discretion of the child's teacher. However, it is the responsibility of the student to ensure the proper care and safekeeping of their own cell phones or devices.

Please discourage students from using smart watches or other electronic devices to call or text home and inform their parents of sickness. Instead, follow the appropriate procedure outlined by the school for reporting absences or seeking medical attention.

Child Abuse

The safety and well-being of our students are of utmost importance. According to Illinois law, any staff member who has reasonable cause to suspect that a student may be a victim of abuse or neglect is obligated to report the case to the Department of Children and Family Services (DCFS). Failure to report such cases based on traditional considerations of confidentiality is not acceptable. If you have concerns about a possible case of child abuse or neglect, please contact the DCFS hotline at 1-800-25-ABUSE (1-800-252-2873).

In accordance with Illinois law, abuse and neglect are defined as follows:

1. Abuse: Refers to any physical or mental injury or sexual abuse inflicted on a child by a person responsible for the child's health and welfare, excluding accidental means.
2. Neglect: Involves actions such as abandoning a child, subjecting a child to an environment that is harmful to their well-being, or failing to provide the necessary support, education, medical care, or remedial care required by law for a child's welfare. This responsibility lies with the individuals responsible for the child's well-being.

We take these matters seriously and are committed to ensuring the safety and protection of our students. By promptly reporting any suspected cases of abuse or neglect, we can work together to safeguard the well-being of our students and provide them with the support they need.

Please remember that the well-being and safety of our students are paramount, and your cooperation is greatly appreciated.

Daily Schedule

7:45 - Students may be dropped off at the car drop-off location. They will wait outside until 8:00.

8:00 - Students will be allowed into the school building and proceed to their classroom.

8:10 - Start of the school day

11:00 - 11:40 - Grade 4 Lunch / Recess Period

11:45 - 12:25 - Grade 3 Lunch / Recess Period

12:30- 1:10 - Grade 5 Lunch / Recess Period

2:40 - Bus Dismissal

2:45 - Parent Pick Up and Kids Club Dismissal

4:00 - School Office Closes

*** On school improvement days lunch will be served 30 minutes earlier.*

Dress Code/Student Appearance

Students are expected to wear appropriate clothing while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that

causes a substantial disruption to the school environment:

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. Tennis shoes or other closed toed shoes are

needed for PE.

- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. The principal may allow exceptions in special circumstances: holidays, performances. Unusual dress or appearance will be screened by the administration. Parents will be contacted and students will be asked to change.

Early Dismissal Days

On these designated days, students will be dismissed two hours earlier than their regular dismissal time. It is important to note that students are required to leave the school building at the time of early dismissal.

To stay informed about the specific dates of Early Dismissal days, we encourage you to refer to the school calendar available on the District website at www.mahometseymour.org.

We appreciate your cooperation and understanding regarding these schedule adjustments, which allow us to dedicate time to ongoing school improvement efforts.

Erin's Law

In accordance with the state of Illinois' requirement known as "Erin's Law" (Public Act 96-1524), our school is committed to providing sexual abuse education to students in grades Pre-K-5. Erin's Law is a prevention-based initiative aimed at equipping students with age-appropriate information to help them stay safe. The lessons will be conducted by our building social worker, with the classroom teacher present.

Furthermore, this law mandates that all district staff receive training regarding sexual abuse, and for secondary teachers, teen dating violence as well. The training covers various aspects, including recognizing and reporting suspected cases of child sexual abuse, how to respond to and support students who have experienced abuse, and strategies to foster a safe and supportive school environment. It is important to note that all district employees are mandated reporters of suspected child abuse, as required by state law, and undergo annual training in this regard.

By implementing Erin's Law and providing comprehensive training to our staff, we are dedicated to creating a safe and nurturing environment for all students. We value the well-being of our students and are committed to equipping them with the knowledge and support necessary to stay safe and protected.

Should you have any questions or concerns regarding Erin's Law or the related training, please do not hesitate to reach out to the school administration.

Faith's Law

Faith's Law Prevention of Child Abuse

Definition of "Sexual Misconduct"

Any act including but not limited to any verbal, nonverbal and written or electronic communication or physical activity by an employee or agent of the school district, charter school, or non-public school with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student.

Such an act includes but is not limited to any of the following:

1. A sexual or romantic invitations
2. Dating or soliciting a date
3. Engaging in sexualized or romantic dialogue
4. Making sexual suggestive comments that are directed toward or with a student
5. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
6. A sexual, indecent, romantic, or erotic contact with a student.

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Faith's Law Part II

New reporting requirements for sexual misconduct committed by school personnel. New notification requirements when a child is alleged to have been the victim of sexual misconduct. New requirements when hiring someone who works directly with children.

Superintendent Reporting Requirement

“A superintendent shall notify in writing the state superintendent and the regional superintendent of schools of any license holder whom he or she has reasonable cause to believe has committed (i) an intentional act of abuse or neglect with the result of making a child either an abused child or neglected child, (ii) an act of sexual misconduct that result in dismissal or resignation from the school district.

Required Notifications to Students and Parents

Requires verbal and written notification to parents if their child is the victim of alleged sexual misconduct by a school employee or school contractor.

Prior to parental notification, requires notification to the child that their parent will be contacted and the nature of the parental contact.

Notification to student must include:

- That the student’s parents will be contacted
- The information that will be provided to parents
- Available resources in the school and community and available counseling resources
- Beginning July 1, 2025, the name and contact information for the domestic and sexual violence and parenting resource coordinator.

Notification to parents must include

- Information on the alleged misconduct
 - Available resources in the school and community and available counseling resources.
 - Beginning July 1, 2025, the name and contact information for the domestic and sexual violence and parenting resource coordinator.
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Field Trips

Throughout the school year, our students will have the opportunity to participate in field trips that complement their learning experiences. These trips are carefully selected to enhance their educational journey. While some of these trips are free of charge, there are others that require a fee to cover the exact cost of the planned trips, plays, or assemblies.

To ensure transparency and provide ample time for planning, we will send home a detailed list of field trips, events, and associated fees during the first few days of each school year. We strive to keep the costs affordable and reasonable for families. Payment for field trips can be conveniently made through the Skyward system.

For certain field trips, we may seek the assistance of parent volunteers to serve as chaperones. The selection of chaperones is at the discretion of each classroom teacher. If you are interested in volunteering as a chaperone, please be aware that any costs associated with the field trip will be the responsibility of the chaperones themselves.

To ensure the safety and well-being of our students, all chaperones are required to complete the District's background check process. The necessary background check forms can be accessed on the District website. We appreciate your understanding and cooperation in fulfilling this requirement.

Field trips provide valuable hands-on learning experiences for our students, and we greatly appreciate the support of both parents and chaperones in making these trips possible. If you have any questions or need further information regarding field trips, please don't hesitate to contact the school office.

Food Allergy Plan

At Mahomet-Seymour School District, we take food allergies seriously and strive to provide a safe and inclusive environment for all students. We have implemented a food allergy plan to minimize the risk of allergen exposure and ensure the well-being of our students.

All food services, including hot lunch options, in our district are "nut-free." Peanut butter sandwiches have been replaced with SunButter® and jelly sandwiches, which are offered on lunch menus. We do not serve any items containing nut products. Additionally, cafeteria seating arrangements in every building have been organized to minimize potential contact with nut allergens.

To further support students with severe food allergies, teachers will be informed of their specific allergies. This enables teachers to have better control over the types of snacks provided in their classrooms, ensuring they are safe for all students. We kindly request parents to choose alternative forms of protein or snacks that do not contain peanuts or other nut products when packing lunches or snacks for their children. There are several suggested protein alternatives available, such as SunButter® Sunflower Seed Spread, SoyNut© Butter, hardboiled eggs, or yogurt.

We understand that each student's allergy needs may vary, and in cases where a food allergy is severe, we highly recommend setting up a medical protocol meeting. This meeting will allow for a detailed discussion between parents, school staff, and the student's healthcare provider to develop an individualized plan to address the specific allergy concerns and ensure appropriate precautions are in place.

We appreciate your cooperation and support in maintaining a safe and inclusive environment for all students with food allergies. If you have any questions or require further assistance regarding food allergies, please don't hesitate to reach out to the school administration or the designated staff responsible for managing allergy-related matters.

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully a student based on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students who believe they are victims of harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator (Superintendent Dr. Kenny Lee, 586-2161), Building Principal, Assistant Building Principal, or a Complaint Manager Nathan Mills or Christine Northrup, 586-2161).

For further information, see Board Policy 7:20 (Harassment of Students Prohibited) and Policy 7:180 (Preventing Bullying, Intimidation, and Harassment).

Homework

Homework plays an important role in extending learning beyond the school day and reinforcing the skills and concepts taught in the classroom. It also helps students develop essential skills such as organization and time management. While we believe that excessive homework is not beneficial, a reasonable amount of homework can be valuable.

The purpose of homework is to provide students with an opportunity to review and practice

what they have learned, deepen their understanding of the subject matter, and develop independent learning skills. It may include exercises, reading assignments, problem-solving tasks, or research projects. Some projects and assignments may require additional work outside of school hours to be completed successfully.

We encourage parents to take an active interest in their child's homework by providing support and guidance. Engaging in conversations about their assignments, showing genuine interest in their work, and helping them with any questions or challenges they may have can make a positive impact on their learning experience.

It is important to create a conducive environment at home for studying and completing homework. Providing a quiet and well-lit space, minimizing distractions, and establishing a consistent routine can contribute to a more productive study environment. Encouraging your child to manage their time effectively and plan their homework schedule will also help them develop valuable skills that will benefit them academically and beyond.

As educators, we strive to strike a balance between schoolwork and students' overall well-being. We value your feedback and encourage open communication regarding any concerns or questions you may have about homework. Together, we can ensure that homework assignments are meaningful, and manageable, and contribute to your child's academic growth.

YMCA Kids Club - After School

YMCA Kids Club is an after school child care program operated by the YMCA. Registration is required for students to attend YMCA Kids Club. More information can be found on the district website.

After School YMCA Kids Club – Lincoln Trail Elementary

Where: Sign out your child(ren) in the cafeteria

Who: Grades 3rd- 5th

When: 3:00 p.m. – 6:00 p.m.

More information can be found on the district website.

Leaving School Early

We understand that there may be occasions when it is necessary for a student to leave school early, such as for a doctor's appointment or other important reasons. While we encourage parents to minimize early dismissals whenever possible, we recognize that there are situations that require it.

If your child needs to leave school early, we kindly ask that you notify the teacher in advance by providing a note explaining the reason for the early dismissal. This allows us to prepare for their departure and ensure a smooth transition. If changes need to be made during the day, please contact the school office by at least 2:00 p.m. in order for the main office to communicate with your child(ren)'s teacher about the change in routine.

When it is time for your child to leave, we have established a procedure to ensure the safety and security of all students. Please come to the front office and sign your child out with the school secretaries. It is important to bring a valid photo ID with you for the sign-out process. This helps us verify the identity of individuals picking up students and maintain a secure environment.

After signing your child out in the front office, they will be excused from their classroom and directed to meet you in the office area. We kindly request that parents do not go directly to their child's classroom for pick-up, as it can disrupt the learning environment.

Our priority is the safety and well-being of all students, and following these procedures helps us maintain a secure environment. We appreciate your cooperation and understanding in adhering to these protocols. If you have any questions or concerns regarding early dismissals, please don't hesitate to contact the school office.

Library

Our well-stocked library of over 15,000 items is used for classroom projects and also offers recreational reading materials for our students. These materials may be checked out for one week and may be renewed. Students are responsible for materials checked out, and are expected to pay for lost or damaged items. We encourage parents to visit and become familiar with our Lincoln Trail Library. In addition, Lincoln Trail has an extensive literacy library which provides reading materials for children of all reading levels.

Lunch Program

Mahomet-Seymour Schools has adopted a computerized Point of Sale payment system for all school meals purchased in the district's cafeterias. Every student will have their own personal lunchroom account based on their current student ID number. All student ID numbers are confidential.

Students are permitted to bring lunch from home. Students that bring lunch from home are able to purchase milk. Students needing milk should order milk as part of lunch count

procedures in their individual classrooms. We encourage parents to deposit money into the student's account via our district web store at: <http://mahomet.revtrak.net/tek9.asp> in any amount at any time. Purchases must be made prior to 9:30 a.m. to apply to the current day's available balance. The store accepts VISA and MasterCard Debit or Credit cards.

Medical Protocol Guidelines

To ensure the safety and well-being of students with diagnosed medical conditions, it is essential that we have proper medical protocols in place. These protocols help us understand and address the specific needs of each student while they are at school.

Parents or guardians of students with medical conditions must schedule a meeting with the school nurse and any other relevant staff members, as determined by the building principal, prior to the student's enrollment. During this meeting, we will gather necessary information from the parents/guardians and establish a medical protocol that caters to the individual needs of the student. It is important to provide documentation from a physician regarding the student's condition and any required treatments.

Our staff members will follow the established medical protocol to provide appropriate care for the student. If the protocol includes specific parameters, such as blood sugar levels for diabetic students, our staff will work to maintain or restore the student's values within the set parameters in one hour or less. However, if the situation does not improve within the designated time frame, we will inform the parent/guardian and request them to pick up the student from school until the parameters are restored.

In situations where our staff members are unable to reach the parent/guardian by phone or if the parent/guardian is unavailable to pick up the student immediately, we will initiate emergency procedures. This includes calling 911 to have the student transported to the hospital for appropriate medical attention.

The safety and well-being of our students is our utmost priority, and these medical protocol guidelines help us provide the necessary support and care. We appreciate your cooperation in ensuring that all necessary information is shared with the school nurse and relevant staff members to establish effective protocols for your child. If you have any questions or concerns regarding your child's medical condition or the protocol, please do not hesitate to contact the school nurse or the appropriate school personnel.

Medical - Student Illness Guidelines

Parents will be notified if their student becomes ill at school. When in doubt about your student's health, please keep the student at home. Students should not be sent to school if any of the following symptoms are present:

- Fever above 100.5 degrees Fahrenheit
- Sore throat with fever or swollen glands
- Consistent coughing with pain or fever
- Vomiting/nausea
- Diarrhea

Children may return to school after 24 hours on antibiotics for a diagnosed contagious illness or 24 hours after the subsidence of fever, vomiting, or diarrhea. These precautions are in place to protect your child and others from the potential spread of contagious illnesses.

For students with health problems such as diabetes, epileptic seizures, allergies, breathing difficulties, etc., it is important to report these conditions to the District nurse and the teacher when enrolling the child in school. This will ensure that necessary measures are taken to provide appropriate care and support for the student's health needs.

If you have any further questions or concerns regarding your child's health, please reach out to the District nurse or your child's teacher for assistance.

Medication Administration Procedures

The following procedures will apply to the District's policy on Administering Medications to Students:

1. The school will only administer prescribed medication necessary for management of diagnosed long-term, chronic illness or disability and ADD/ADHD.
 - a. Antibiotics and over the counter drugs such as Tylenol, Ibuprofen, cough medicine, etc., given for acute, intermittent illness, will NOT be administered by school staff.
2. Before any prescription or long-term over the counter medication will be given at school, a School Authorization for Medication form MUST be completed and signed by both prescribing physician and parents/guardians annually, and be on file in the school office. See #6 below for self-administration/Exception policy on long-term non-prescription medication.
3. All oral prescription medications that are prescribed to be taken during the school

day must be brought into the school office, in the original container, by a parent or legal guardian. The medication must be handed to the secretary and parents/guardians must then sign the Medication Refill Sign-in Sheet located in the school office. **No Exceptions!**

4. All oral prescription medications must be taken in the office, in clear view of the person administering the medication. Exceptions to this will be determined on a case by case basis by the District Nurse and the building administrator. Exceptions may include, but are not limited to: Prescriptions, such as digestive enzymes, for students diagnosed with Cystic Fibrosis or other disease processes which directly impact their activities of daily living.

5. The School Nurse or administrator's designee will return any unused prescription medication to only the parent/guardian at the end of the school year.

6. If your student has a diagnosed condition, such as migraines, that requires long term or chronic need for non-prescription medication that they will self administer, the parent and diagnosing physician or the District Nurse must sign an Exceptions to Medication form. Medications must be kept in an original, labeled container, and should contain no more than 1 day's dosage of medication; the student must also keep a copy of the Exceptions form with the medication. If the student is unable to self-administer/manage the medication, a School Authorization for Medication form must be completed by the diagnosing/prescribing physician for the medication to be kept in the school office. (see #2 above) The District Nurse and/or principal's designee will retain the discretion to reject requests that do not meet the medication policy

Parent/Teacher Conferences

Parent/Teacher Conferences are important opportunities for collaboration and communication between parents/guardians and teachers. The Mahomet-Seymour School District holds two conferences each school year, once in the fall and once in the spring. These conferences serve as a platform for teachers to discuss student progress and address any concerns with parents/guardians. It is a valuable time for parents/guardians to gain insights into their child's performance and provide input.

We understand that some parents/guardians may face work conflicts that make it difficult to attend these conferences. In such cases, the School Visitation Rights Act provides certain rights to employed parents/guardians. The act allows them the opportunity to take time off from work, under specific conditions, to attend essential school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this

program can be requested from the school office.

We encourage all parents/guardians to make every effort to attend the scheduled conferences as they play a crucial role in fostering a strong partnership between home and school, ultimately benefiting the academic and personal growth of our students.

If you have any further questions or need additional information, please don't hesitate to contact the school office.

Parking

Please be aware that parking at Lincoln Trail is extremely limited. To ensure the safety of all students and avoid traffic congestion with buses, it is important for parents not to drive through or park in the bus lane when school is in session. Drop-off and pick-up of children should not occur in the bus area.

Parking in the bus lane is strictly prohibited at all times. This is necessary to maintain a smooth flow of traffic and ensure the safety of students entering and exiting the buses.

Parent volunteers and chaperones for field trips should utilize the designated parking area located in the northwest section, just south of the Transportation Department. Please follow the instructions provided by school staff regarding parking arrangements for specific events or activities. If available, we will attempt to offer a shuttle bus to help with parking issues.

Please note that parking on State Street is generally prohibited, except for individuals requiring accessible parking or for short-term parking of up to 10 minutes. It is important to comply with parking regulations to maintain traffic flow and safety in the vicinity of the school.

Sales at School

The school premises are not to be used by students for the sale of anything unless approved by the office.

School Conduct

The conduct of each student should bring credit to the individual and his school. The following information applies to the overall conduct expected of a student at Lincoln Trail during the school day and during school sponsored activities.

Lincoln Trail Student Expectations:

We have created a positive school atmosphere by establishing a consistent set of behavior expectations and consequences as well as recognition for students who meet these

expectations. Working toward this goal will result in an increased sense of school unity and pride. These expectations, designed so that the learning environment is productive and positive, are guided by the following school rules.

Expectations

As a staff we have identified three school rules:

1. Be Respectful
2. Be Responsible
3. Be Safe

Playground Expectations

1. While playing on the blacktop, students stay away from classroom windows and entry doors to avoid disturbing classes in progress.
2. Ask permission of the supervisor before leaving the playground area.
3. Rough play or other rough contact games are not allowed. This includes tackle football, rugby, dodge ball, wall ball, Red Rover, etc.
4. No standing on the seats of the swings.
5. The blowing of the whistle is the signal that recess has ended. Please line up in a quick and orderly manner and walk quietly into the building.
6. Immediately report any injury to a teacher or staff member on recess duty.
7. Report any damage to property to a teacher or staff member on recess duty.

****Please carefully review the Board of Education Discipline Policy in the District Handbook.**

Sexual Harassment Policy

The Board of Education and Mahomet-Seymour Administrators believe that students have a right to be free from harm perpetuated by antisocial acts while attending school. To that end, the District has approved a sexual harassment policy as related to students. For the complete Board Policy regarding harassment of students, see Policy 7:20 and 7:180 of the Board Policy Manual on the District website (www.mahometseymour.org).

Students should report unwelcome activities of a sexual nature directed toward them to a building administrator or to a Complaint Manager. The two Complaint Managers are:

1. Christine Northrup, Director of Special Education, 586-2161
2. Nathan Mills, Jr. High School Principal, 586-4415

Resources for age-appropriate information related to sexual harassment.

- [Sexual Harassment and Sexual Bullying \(for Teens\) - Nemours KidsHealth](#)
- [Sexual Assault & Sexual Harassment](#)
- <https://www.youtube.com/watch?reload=9&v=HKk-pbeW3ic>

- [Talking to Kids About Sexual Harassment ... Before They Even Know About Sex](#)
 - [How to Teach Consent to Elementary Students](#)
 - [Talking to Our Children about Sexual Harassment and Consent](#)
 - [Consent at Every Age](#)
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Technology – Acceptable Use Agreement

**Students in grades 3-4 will have regular access to technology during the school day.

**Students in grade 5 will be issued a Chromebook.

Mahomet-Seymour is deeply committed to technology as a vital tool for its students, teachers, and parents. The District has determined that as a tool, technology will be integrated into our district curriculum in a way that enhances the learning of our students. As a tool, responsibilities fall on both the District and the student to ensure that the tools are effective, safe and appropriate to support our overall goal of teaching and building responsible, well balanced, contributors to our environment. As a user of technology, I understand that it is my responsibility to honor the Responsible Use Policy and uphold these Mahomet-Seymour Core Values both online, offline, at school and at home. I understand that my actions can affect others and that I will be accountable for my behavior

Standardized Testing

In the second semester of each school year, 3rd, 4th and 5th graders will be given the Illinois Assessment of Readiness (IAR) test. It is extremely important that students are in attendance on these days, so please make every effort to schedule appointments outside of school time.

Student Discipline

The Mahomet-Seymour Unit 3 Schools will be implementing the new Illinois law that addresses student discipline - previously referred to as Senate Bill 100 now P.A 99-0456 effective September 15, 2016. The school administration is authorized to discipline students for gross disobedience or misconduct. A child may be suspended out of school for 1-3 days provided that the student's continuing presence in school poses a threat to school safety or a disruption to other students' learning opportunities. School officials must take all reasonable steps to resolve such threats, address such disruptions, and minimize the length of the suspension. Four day suspensions and 5-10 day suspensions might also be given if it is found that the student's continuing presence in school poses a threat to the safety of other students, staff, or members of the school community or would substantially disrupt,

impede, or interfere with the operation of the school. Once again, school officials must take all reasonable steps to resolve such threats, address such disruptions, and minimize the length of the suspension. For expulsions, all of the requirements for 5-10 day suspensions must be met. In addition, the school board must give specific reasons why removing the student from school is in the best interest of the school and provide rationale for the duration of the expulsion. This information must be provided in the written expulsion decision provided to the student's parents.

****Please carefully review the Board of Education Discipline Policy in the District Handbook.**

Supportive Services

Lincoln Trail offers an array of support services in varying delivery models which encompass the following: Special Education, Reading Intervention, Speech/Language, Social Work, Occupational Therapy, Physical Therapy, Vision, and Hard of Hearing, Tiered Leveled Reading Support. Criteria for eligibility into these services may be obtained from the Special Education Office.

If your child is struggling in school either academically or behaviorally, please contact your child's classroom teacher to set up a parent-teacher conference. At this conference you and the teacher will work together to discuss options and/or accommodations that can be implemented to assist your child in the classroom or on homework if needed.

Please note that as the child matures through the year, accommodations may need to be changed or adapted. If after trying a variety of accommodations/modifications and your child continues to struggle with the accommodations/ modifications in place either the parent or the classroom teacher may ask for a Parent-Teacher-Principal Meeting, where further steps may be taken to address your child's difficulties in school. This meeting will serve two purposes: one to assist in offering other strategies that can be tried in the classroom and two to determine if this child should be reviewed by the Response to Intervention Team.

Students who are experiencing daily or chronic learning or behavioral difficulties might be referred to the building Multi-tiered Systems of Support team (MTSS). This team typically consists of the classroom teacher, a special education teacher, the principal, the assistant principal, the school psychologist, social worker, and interventionist. The objective of the meeting is to identify the student's area(s) of strength and weakness and then develop accommodations, modifications, and in some cases, interventions to aid the student in the regular education classroom. Progress monitoring (data collection) will be done for students throughout the process to measure their improvement. Progress monitoring and data collection may be done by a variety of school personnel.

Throughout the process the team will continue to meet and discuss the progress of your child and make changes accordingly so that he or she may be successful in the regular education classroom. In some cases, a child might be referred for a Comprehensive Case Study (CCS) to one of several specialists in the support services department. Your written consent is required before the formal evaluation can commence. Following the evaluation, a meeting will be held to discuss the results with parents and staff and talk about further recommendations for helping your student be successful in school.

If your child is experiencing chronic learning or behavioral difficulties at school that are not being addressed, please schedule a parent-teacher conference to discuss your concerns with your child's classroom teacher or contact the school administration.

Video Surveillance

Sections of our school building and school grounds are under video surveillance.

Videotaping/Photographing of Students

The school district may occasionally engage in videotaping or photographing students for various purposes, including school district use, student teacher requirements, and media use. It is important for parents to indicate their preference regarding this practice through the Skyward Parent Portal. By indicating your preference, you can ensure that your child's participation in such activities aligns with your wishes.

However, it is important to note that when volunteering in the school, parents should refrain from taking pictures of students. This is to respect the privacy and safety of all students and maintain a secure environment. The school administration and staff work diligently to ensure the protection of student privacy, and it is important for all volunteers to adhere to these guidelines.

If you have any concerns or questions regarding the videotaping or photographing of students, it is recommended reaching out to the school administration or referring to the school's policies and guidelines for further clarification.

Visitors

We are mindful of the need to keep our children safe while they are at school. Entry into the school by visitors should always occur at the main entrance located on the south side of the building. An intercom button at the main entrance must be pressed to be admitted to the building. When office personnel answer, please identify yourself and the purpose of your visit.

The door will be unlocked for your admittance. You will then report to the office to obtain an ID badge. Please bring a photo ID with you for our check in kiosk. Please sign out in the main office as you exit the building. All doors at Lincoln Trail will remain locked throughout the day

Volunteers

Volunteers play an integral role in the education process at Lincoln Trail. If you would like to volunteer in the schools, talk to your child's teacher, with the building principal or contact the PTO. All volunteers must complete the background check which is accessible [here](#).

Withdrawal from School

Families planning to move from the school district during the year are asked to officially notify the teacher and the school office as far in advance as possible. This allows for school records to be compiled for an orderly transfer to the new school. Parents may expect to sign a record release at the new school giving us permission to forward the cumulative records.