Lincoln Trail Elementary Guidelines & Procedures 2026 - 2027



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.

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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! Throughout the 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 we can be reached by email at mhunter@ms.k12.il.us, dbollman@ms.k12.il.us, or g.risley@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,

Katelin Schroeder	*Dianne Bollman*	*Grant Risley*
Katelin Schroeder Principal	Dianne Bollman Assistant Principal	Grant Risley Dean of Students

Attendance Policy

The progress and success of each student depends to a great degree upon regular attendance at school. Regular attendance is necessary to ensure maximum educational benefits. Because excessive absences from class result in a lack of participation and interaction by the student with the teacher and class, Lincoln Trail, adheres to the following 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. Absences can be reported through Skyward FamilyAccess or by calling the Lincoln Trail office at 217-586-2811. If the school has not been notified 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.

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)
- Referral to Family Engagement Specialist
- Other necessary measures

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.

Arrival and Dismissal-(Scheduled times may be subject to change)

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.

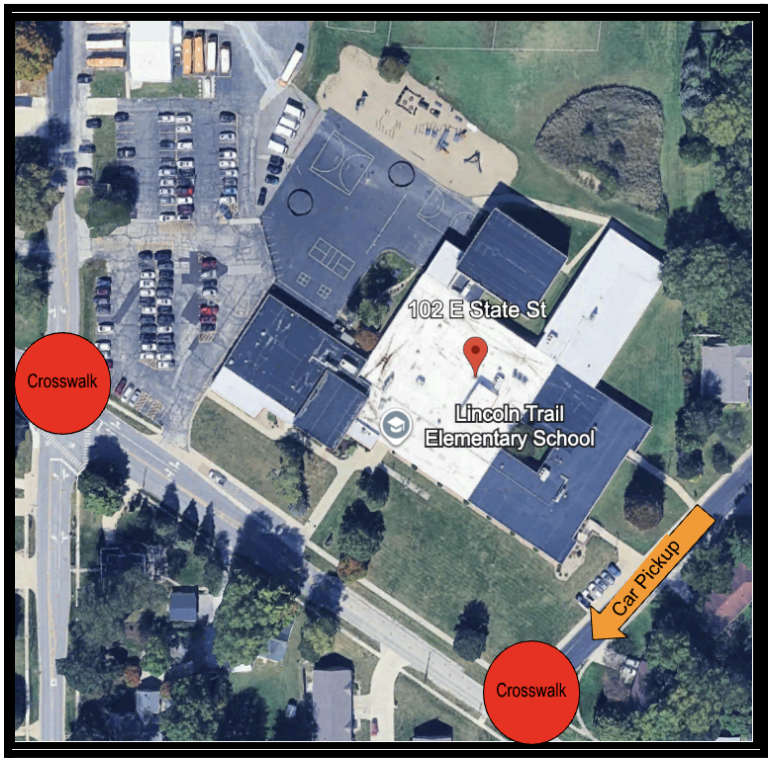
For the safety of all students, it is required that ALL students dropped off by AUTOMOBILE use the southeast area (Dorchester Street) near the fifth-grade hallway. ALL parents must use this drop-off location. To maintain the safety of all children, parking or dropping off children in the bus unloading 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, or in front of the school on State Street. It is important that students are present in their classrooms by 8:10 a.m. If a student arrives late for any reason, the student must report to the office to sign in.

Dismissal:
Band and choir students (on choir days) will be dismissed at 2:35pm. Band students will be escorted across the street (towards the JH) safely by an adult. All other students will be dismissed starting at 2:40pm in the following order: bus riders, students picked up by car, walkers/bike riders, and finally YMCA Kids Club and BLAST (when in session).

Students picked up by a car will exit onto Dorchester. We understand that there may be a long line of cars, and it may require some waiting until it is your turn, but it is crucial that you 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.

Students who are walker/bike riders will exit out the south main exit. Please use the designated crosswalks when leaving the school premises. One crosswalk is located at the four-way stop. A second crosswalk is on State Street crossing Dorchester Drive.



Background Checks

All volunteers and field trip chaperones are required to complete a background check prior to volunteering or attending a field trip. This is to ensure the safety and security of all our students. Bushue Background Screening completes all background checks in a timely manner. The link to the background screening form is available on the District Website at ms.k12.il.us.

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

PTO Birthday book:
Every student will be invited on their birthday or half birthday (Summer birthdays) to pick out a free book courtesy of the PTO.

Birthday Snacks:
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.

Additional Information:
Teachers will determine how birthdays will be acknowledged in their respective classrooms and will communicate this information to parents. 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.

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/Wednesdays or Tuesdays/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.

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. Additional details will be emailed.

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.

Cost:
The cost of breakfast is $1.75. The cost of lunch is $2.60. A milk or juice can be purchased for $.50. 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.

Free and Reduced Lunch:
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.

Lunch Visitors:
Parents and/or other family members are welcome to have lunch with their child(ren) during their lunch period. Any lunch guests must first sign in at the office and head straight to the

cafeteria. When coming to eat with your child, we ask that you only eat with your child and not invite others to sit with you. Please tell your child goodbye before they go to recess.

Lunch from Home:
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 the lunch count procedures in their individual classrooms.

Bullying at School

The following steps will be used when an incident of bullying is suspected or reported. 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 email 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, Assistant Principal Dianne Bollman at dbollman@ms.k12.il.us, or Dean of Studets Grant Risley at g.risley@ms.k12.il.us. You can also contact Lincoln Trail Elementary School directly at 217-586-2811.

Additionally, you can complete the "Bullying, Harassment, or Intimidation Reporting Form" available on the district website at ms.k12.il.us 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. Riding the bus is a privilege which may be removed when the behavior of a student doesn't conform to the rules of safe riding. 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 charge of the students and should be treated with the same respect as any other staff member..
- 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 note. For obtaining bus notes, please contact the office staff at Lincoln Trail or reach out to Transportation.
- No food or drink on the bus

If your child will be riding the bus, you MUST fill out the Transportation Survey which is provided during online registration.

Cell Phones and Other Electronic Personal Devices

In order to maintain a focused learning environment, students are not allowed to use cell phones during the regular school day. Additionally, personal smart devices, such as Apple or Gizmo Watches, should NOT be utilized to call or text home. If you need to contact your child during the school day, please reach out to the school office at 217-586-2811.

If a student chooses to bring cell phones, watches, or other devices from home, for any reason, the school is not responsible for lost, stolen, or damaged items.

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) or report online at this link.

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.

Communication

Change in the Student's Daily Routine:

When a child deviates from his/her normal routine, (staying after school for a special event, riding or walking to an address other than his/her own, being picked up by a parent when the student usually walks or rides the bus, etc.) please use the following procedure:

1. Call the school office at 217-586-2811 **by 2:00pm.**
2. Send a note to the classroom teacher.

Permanent Bus Change:
If a student's pickup or dropoff address changes, those bus changes MUST first be approved by calling the transportation department. Request for changes can be found on the district website (https://ms.k12.il.us). See transportation page for details. It may take up to 48 hours to get bus routes adjusted.

Information Changes:
It is important to notify the school office of any change of telephone number, address, emergency number, or place of employment of either parent. Most of these changes can also be made by you in Skyward Family Access.

Daily Schedule

(Scheduled times may be subject to change)

7:45 - Students may be dropped off at the car drop-off location (Dorchester). They will wait outside until 8:00. (If they are eating breakfast they may enter at 7:45). Please do not have your students walk and wait in front of the building prior to 8am (if they are eating breakfast, they may enter at 7:45am). Otherwise, there is no supervision available.

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

8:10 - Start of the school day (students should be in their seat and ready to learn)

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

2:35 - Band/Chorus Dismissal

2:40 - Bus rider dismissal
2:42 - Parent Pick-up dismissal
2:43- Walker/Bike Rider dismissal

2:45 - YMCA Kids Club dismissal/B.L.A.S.T. (when in session)

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 excessive holes, rips, tears, and clothing showing skin and/or undergarments may not be worn at school.
● The length of shorts, skirts, and t-shirts 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.
● Students whose dress causes a substantial disruption to 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 staff 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 and will make any final decisions if there is any doubt about dress/appearance. Parents may be contacted and students may be asked to change due to any reasons listed above.

Early Dismissal Days

Throughout the year, staff will be participating in a variety of school improvement opportunities in the form of early dismissals. These days will allow our staff to receive additional training, as well as provide opportunities for collaboration regarding student learning. **Students will be dismissed two hours earlier than their regular dismissal time on these days. Dismissal will begin at 12:40pm.**

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.ms.k12.il.us. We appreciate your cooperation and understanding regarding these schedule adjustments.

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.

Field Trips

Field trips are scheduled throughout the school year to enrich student learning. Each grade level will communicate information about upcoming trips either at the beginning of the school year or as opportunities arise. All permission forms will be shared with families through ParentSquare.

We strive to keep field trip costs affordable for all families. Payments can be made conveniently through the Skyward system. *Please note, any family who qualifies for the free or reduced lunch program may be eligible for a waiver of field trip fees*. Please contact the school office with any questions regarding this policy.

For some field trips, parent volunteers may be invited to serve as chaperones. The selection of chaperones is determined by the classroom teacher. Please note that any costs associated with attending a field trip will be the responsibility of the chaperone.

To ensure student safety, all chaperones must complete the District's background check process prior to volunteering. Information and required forms can be found on the District website. We appreciate your cooperation in helping us maintain a safe environment for all students.

Throughout the year, classes may also participate in walking field trips or local activities. Information about these experiences will be communicated by the classroom teacher through email or class newsletters.

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 breakfast/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. 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.

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.

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, Dean, 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.

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 (enter at Door 9- door off playground)
Who: Grades 3^{r-} 5th
When: after school. – 6:00 p.m.

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 no later than 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. 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.

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. 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 each individual 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 promptly. However, if the situation does not improve within the designated time frame established in the medical protocol, 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.

If you have any questions or concerns regarding your child's medical condition or the protocol, please do not hesitate to contact Kari Tsukuno, District Nurse Coordinator, 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:

Please keep your child home if:

- Fever above 100.4 F
- Vomiting
- Diarrhea
- Rash that cannot be covered
- Sore throat with fever or swollen glands

Your child may return to school after:

- 24 hours on antibiotics for a diagnosed contagious illness
- 24 hours of being vomiting or diarrhea-free
- 24 hours fever-free with no use of fever-reducing medication

* **Please note that COVID guidelines are the same as other respiratory viruses per the CDC.**

Precautions in all these areas are meant to protect your child and others from getting sick. Thank you for all your efforts in keeping all of our students healthy.

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 Kari Tsukuno at ktsukuno@ms.k12.il.us 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 the 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 policy.

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 a trained school staff member, 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 or emergency medications.

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. Students may be authorized to carry and self-administer the following medications:
● Rescue inhalers for asthma
● Epinephrine auto-injectors (EpiPens) for severe allergic reactions
● Diabetes-related supplies and medications (including insulin)
● Other medications, as prescribed by a physician and approved by the school
All self-carried medication must have a medication authorization form signed by a physician and

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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 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.

Parking

To ensure the safety of all students and to prevent congestion with buses, parking in the bus lane is strictly prohibited at all times when school is in session. Please do not use the bus area or the teacher parking lot for student drop-off or pick-up.

Please be aware that parking at Lincoln Trail is extremely limited. Parent volunteers and chaperones for field trips should NOT park in the west parking lot (staff parking) at Lincoln Trail. 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.

Recess Guidelines During Cold Weather

During the cold weather we ask that parents send their children to school dressed appropriately with gloves/mittens, hats, and warm footwear. If your child is healthy enough to come to school, he/she will be expected to participate in outdoor recess. We will be going outside if the windchill is 18°F or more at the time of recess. A note from a doctor is required to have a student stay inside for recess on days when outdoor recess is an option.

Sales at School

The school premises are not to be used by students for the sale of anything unless approved by our Administrator, Megan Hunter.

School Conduct

Throughout the district, we strive to provide a safe, caring community where all students can experience the joy of learning. We feel that the conduct of each student should bring credit to the individual and his/her school. The following information applies to the overall conduct expected of a Lincoln Trail student during the school day and during school sponsored events.

Lincoln Trail 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.

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

Throughout the school year, students will learn what the expectations mean and look like in various school settings. Any reinforcement of these expectations at home is always appreciated.
(see Lincoln Trail Behavior Matrix below)

Lincoln Trail Elementary School

	Restroom	Playground	Cafeteria	Dismissal	Bus	Hallway
Be Respectful	Use a level 1 voice. Throw trash in trash cans. Give privacy to others.	Keep a good attitude. Enjoy yourself and include others. Use level 1 voice once you enter the building.	Use a level 2 voice. Wait for your turn in line. Practice good table manners. Eat your own lunch.	Walk directly to your designated area. Wait for your turn in line. Use a level 1 voice. Listen and follow directions from adults.	Listen and follow the bus driver's or monitor's directions. Approach and board bus when the adult(s) tell you to do so. Keep hands, feet, and objects to self.	Close lockers quietly. Use a level 1 voice. Appreciate displays with your eyes. Walk on the right side of the hallway.
Be Responsible	Use a level 1 voice. Come and go quickly.	Put litter in garbage. Line up quickly at the bell/whistle. Remember to take all your belongings.	Keep eating area clean. Discard trash properly. Keep food in the cafeteria.	Stay in your classroom until dismissed. Exit immediately out your assigned door. Line up in your assigned area.	Wait in the correct bus line. Follow all bus safety rules. No food on bus	Use a level 1 voice. Go directly to your destination. Take all your belongings with you.
Be Safe	Wash hands. Remember to Flush. Give space to others.	Use equipment as intended. Include others.	Stay seated. Hold your tray with 2 hands and walk. Raise your hand if you need something.	Walk to your destination. Keep hands and feet to yourself. Listen to adults.	Stay seated. Walk to the bus. Face forward. Use a level 2 voice.	Keep hands, feet, and objects to self. Walk to your destination.
Staff's Role (Conditions for Learning)	Use specific language to reinforce behavior. Stand near restroom doors. Have a sign out procedure for students in the restroom.	Use specific language to reinforce behavior. Actively monitor students in various locations of play. Pick up students promptly.	Use positive language to reinforce appropriate behavior. Model use of level 2 voice. Actively monitor students.	Use specific language to reinforce behavior. Monitor the hallway during dismissal from your door.. Be on time at your location for dismissal.	Use specific positive language to reinforce appropriate behavior. Model use of level 2 voice. Greet students when they board the bus.	Use specific language to reinforce behavior. Greet students at the door. Actively monitor hallways during dismissal.

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

School Safety

Your child's safety at school is a priority for us. If your child is to leave early, he/she must be checked out through the school office. If you drive your child to school and you arrive after 8:00 am, you will need to come into the office to sign your child in.

Students are **not** to **leave school** or be **taken from school** unless they have been checked out through the office. Students must be picked up and signed out in the office through one of the secretaries or an administrator. This policy holds true if the parent is picking up the child from the playground or the lunchroom as well.

School Buses and the Law:
Please be alert for school buses that are loading or unloading students. These buses will display flashing lights and an engaged **STOP** sign. Remember that it is illegal to pass buses under these conditions. Doing so, may result in stiff penalties.

Cell Phone Use in School Zones Law:
Effective January 1, 2010, the use of cell phones in a School Zone is strictly prohibited by State law.

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

Standardized Testing

During the second semester of each school year, students in 3rd, 4th, and 5th grades will take the Illinois Assessment of Readiness (IAR). In addition, 5th grade students will take the Illinois Science Assessment (ISA). It is extremely important that students are present on testing days, so please make every effort to schedule appointments outside of school hours.

Student Discipline

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 continued 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.

Student Support Services

Lincoln Trail offers an array of support services in varying delivery models which encompass the following: Special Education, Speech/Language, Social Work, Occupational Therapy, Physical Therapy, Vision, Hard of Hearing, and Tiered Leveled Reading & Math 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 meeting. At this meeting you and the teacher will work together to discuss options and/or strategies that can be implemented to assist your child in the classroom.

Please note that as the child matures through the year, these strategies may need to be changed or adapted. If your child continues to struggle after trying a variety of strategies, either the parent or the classroom teacher may ask for a Parent-Teacher-Administrator 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 the child should be reviewed by the MTSS 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 staff members that support your child, a building administrator, and other necessary staff. 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 conducted for students throughout the process to measure their growth. 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 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.

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.

Video Surveillance

Please be aware that 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/videos 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, the building principal, or contact the PTO. All volunteers must complete the background check which is accessible on the school website. The link is attached 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.
***After 10 consecutive days of unexcused absences, with no parent contact, a student may be unenrolled from Lincoln Trail.**