

**Lincoln Trail
Elementary School
Procedures Booklet
2011-2012**

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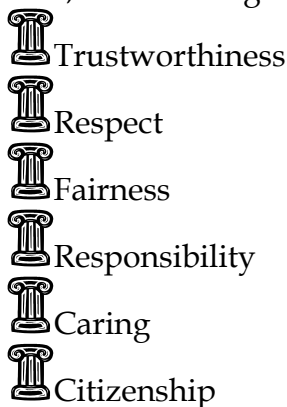
Disclaimer: This procedures booklet is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules and regulations (or code of conduct) which may be subject to change based upon administrative or Board of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

August 2011

Dear Parents:

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. Your commitment is an important part of our educational process and communication is the key to assuring a successful year for your child.

We believe children should learn the academic and social skills to give them the traits necessary to become independent, responsible, life-long learners. As we strive to create an environment that allows this growth we utilize the pillars of Character Counts. As a Character Counts School, our building expectations center around these six pillars:



While instilling the importance of the pillars and reinforcing their concept we have created three school rules: **Be Respectful, Be Responsible, Be Safe.**

Assisting your child with understanding the importance of these rules and reinforcing their concepts will assure that Lincoln Trail Elementary School is a safe, healthy and positive environment for everyone.

Teachers, support staff, parents and the community working hand-in-hand assure that we are helping our children learn the skills to become leaders for tomorrow. Because we understand that students learn in diverse ways we value a variety of learning styles and teaching styles. We understand, education is the key to a successful life and all of us are dedicated to providing the children of Lincoln Trail Elementary with a quality education in a safe environment. By believing in excellence, we will work together to build the strong foundation necessary for success. Remember, if you have any questions or concerns please contact us at 586-2811 or I can be reached by email at mweaver@ms.k12.il.us.

Thank you for entrusting us with the opportunity to educate your child. It is going to be a great year!

Sincerely,
Mary Weaver Principal
Lincoln Trail Elementary School

LINCOLN TRAIL MISSION STATEMENT

A student leaving Lincoln Trail:

Achieves Academically:

- Knows the academic basics
- Communicates effectively through written and spoken word
- Uses appropriate time management techniques
- Demonstrates a quality work ethic
- Expects to have assignments outside of school, completes assignments, reflects pride and excellence in work and behavior
- Uses technology to enhance learning
- Shows an appreciation of the arts
- Understands the link between education and careers
- Strives to push beyond the upper limits of personal academic ability

Becomes a Better Problem Solver:

- Uses problem solving and critical thinking skills in both personal and academic experiences
- Is able to face new problems/issues without becoming overwhelmed
- Adapts to different teachers for different subjects
- Demonstrates confidence and positive self-esteem
- Demonstrates leadership

Continues to Show Good Character:

- Adheres to behavior expectations based on the Six Pillars of Character...
Trustworthiness, Respect, Fairness, Responsibility, Caring, Citizenship.
- Works cooperatively with others
- Deals appropriately with conflict
- Respects diversity

Demonstrates Positive Choices:

- Chooses a healthy lifestyle:

Substance free, nutritious food intake, exercises, demonstrates safe practices and appropriate risk taking

STAFF DIRECTORY
Lincoln Trail Staff

Allison, Kara	Teacher 4H	Kreps, Steve	Teacher 4D
Aubry, Pam	Teacher SS4	Laley, Susan	Remedial Reading
Back, Natalie	Teacher 5E	Lichtblau, Eileen	Teacher 4B
Barnish, Justin	Band/Music	Martin, Dana	Teacher 5G
Bennett, Kathy	Librarian	McDonald, Sheryl	Music Teacher
Berger, Merry	Secretary	Meyer, Diane	Computer Lab
Bollman, Diane	Interventionist	Miller, Nicci	Teacher/ ABC
Borelli, Sandy	COTA	Moxley, Bonnie	Aide/PE
Bristle, Dawn	Teacher SS3-5	Murphy, Candi	Teacher SS5
Brown, Katie	Teacher 3E	Musgrove, Beth	Teacher 3C
Calcagno, Kari	Teacher 5C	Nicolette, Serra	Teacher 3H
Caputo, Tammy	Library Aide	Phillipe, Lilma	Cook
Cox, Kortny	Teacher 3I	Porter, Courtney	Assistant Principal
Curtin, Lindsay	Teacher 3D	Prather, Sandy	Teacher 5I
Davison, Kayli	Teacher 3F	Powell, Sharon	Aide
Diehl, Sue	Speech/Language	Rippy, Lu	Teacher/PE
Dillman, Carson	Custodian	Roberts, Amy	Teacher 5F
Drury, Alice	COTA	Rose, Kathryn	Physical Therapist
Dunn, Lynne	Teacher 4A	Rowell, Kathi	Remedial Reading
Dyer, Sarah	Teacher 5H	Schickedanz, Jen	Teacher SS3
Fones, Susie	Teacher/ Art	Seal, Adrienne	Teacher 5D
Forman, Chris	Teacher/3G	Shanks, Mandy	Psychologist
Gegg, Joni	Aide	Smith, Missy	Aide
Golden, Pam	Vision impaired teacher	Snider, Sandi	Cook
Graham, Bridgett	Teacher 4C	Stack, Patti	Teacher 4E
Heinold, James	Teacher 5B	Stevens, Michael	Band/Music
Heinold, Shantille	Secretary	Swartzendruber, Faith	Teacher 4F
Herriott, Ben	Teacher 5A	Swinford, Vicki	Aide
Jamieson, Brenda	Hearing impaired teacher	Weaver, Mary	Principal
Johnson, Cynthia	Social Worker	Wills, Melissa	Teacher 3A
Johnson, Kim	Teacher 3B	Worthington, Rachel	Teacher 4G
Kenyon, Pam	Lunchroom Secretary	Zindars, Chuck	Custodian
		Zindars, Jim	Custodian

ABSENCE FROM SCHOOL

The progress and success of each student depends to a great degree upon regular attendance at school. Regular attendance is necessary to insure 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:

If a child is absent from school, the parent/guardian must telephone the office (586-2811) to state the reason for the child's absence. The parent/guardian must call in each day the child is absent unless previous arrangements have been made. If the parent/guardian does not call in by 9:30am, the school will attempt to reach the parent/guardian to find out the reason for the absence. If no contact is made with the parent/guardian on the day of the student absence, the administration may classify the absence as unexcused. The determination as to whether a student absence is excused or unexcused will be made by the administration of Lincoln Trail.

The Eight (8) Day Excused Absence Policy

Students who accumulate more than 8 days of absences per semester must provide proof of the nature of the excused absence, in the form of a note from a doctor, in order for the absence to be considered excused. Failure to do so will result in the absence being considered unexcused. An accumulation of 5 unexcused absences will result in a referral to the Regional Office of Education Attendance Improvement Program.

Valid reasons for excused absences:

- Illness of the student/family
- Unavoidable accident or emergency
- Anticipated absence with administrative approval prior to the absence, such as:
 - Special religious holidays
 - Other special circumstances as determined by the administration

Excused absences NOT counted in the Eight Day Policy:

- School field trips
- Religious leaves
- Medical appointments, with written proof from the doctor
- Funeral for family members
- Court appearances, with written proof from court
- Extended serious/critical illness of student/family member
- Suspensions for disciplinary reasons
- Other absences as determined by the administration

Excessive absences may result in referral to the Regional Office Attendance Improvement Program.

All absences that are not classified above are considered unexcused absences.

Please make every effort to make arrangements to get homework when your child is absent. It is necessary that we have the request by 9:30 a.m. Homework will be available after 3:15 p.m. and will be placed on the tables outside the office. Please encourage your child, upon his/her return to

school, to check with his/her teacher about assignments/work missed.

Tardies

Arriving at school on time is critical to a successful school day. Students who accumulate excessive tardies will be required to have a parent/teacher/administrator conference to determine a plan for improvement on time attendance.

ARRIVAL TIME AND DAILY SCHE

8:00 AM	Students may not arrive before 8:00 a.m. daily
8:00-8:20 AM	All early students must report to the cafeteria or outside.
8:20-8:25 AM	Students will begin moving to their classrooms.
8:30 AM	Daily announcements will be made as needed to start the day.
10:30-10:45 AM	Recess - Grade 3
11:00-11:40 AM	Grade 4 lunch/recess period
11:30-12:10 PM	Grade 5 lunch/recess period
12:00-12:40 PM	Grade 3 lunch/recess period
1:15-1:30 PM	Grade 4 afternoon recess
1:45-2:00 PM	Grade 3 afternoon recess
2:15-2:30 PM	Grade 5 afternoon recess
3:05 PM	BUS STUDENTS and WALKERS dismissed
3:10 PM	PARENT PICK UP STUDENTS dismissed
3:35 PM	End of Staff day
4:00 PM	School office closes

ARRIVING/DISMISSING SCHOOL

Reminder: It is now state law that the use of cell phones is restricted in school zones.

Arrival:

Please do not bring or send your child to school before 8:00 a.m. as there is no supervision before that time. Students needing supervision prior to 8:00 a.m. may utilize the early drop off program located at Sangamon School. The fee for this service is \$2.00 per day. Students are dropped off at Sangamon School and delivered by bus to Lincoln Trail School prior to the beginning of class. Lincoln Trail BUS students will enter their assigned entrance. All WALKERS or BICYCLISTS use the designated crosswalk and enter the south main entry. All students dropped off by AUTOMOBILE should be dropped off at the southeast exit (Dorchester Street) in the fifth grade hallway. Enter from Dorchester Street through the east doors. The children will walk through the hall to go outside. For the safety of our children it is very important for ALL parents to use this drop off location. Also, for the safety of all children we will not allow cars to park or drop children off in the bus unloading areas on the west side of the building. Please make sure the children are here in class by 8:25 a.m. If a student is late for any reason, it is important that the parent or guardian bring them to the office and sign them in.

Dismissal:

Bus students will be dismissed at 3:05 p.m. and will board buses in the west bus lane. Walkers and bikers will also be dismissed at 3:05 p.m. and exit the south main exit. The designated crosswalk should be utilized when leaving school. Parent pick-up students will dismiss at 3:10 p.m. and exit through the east door in the fifth grade hall onto Dorchester Street. Parent pick-up students are to line up behind their classroom letter ("A" for 3A, 4A, or 5A, "B" for 3B, 4B, or 5B, "C" for 3C, 4C, or

5C, etc.) which is painted on the concrete at the parent pick-up location. They are to go to this area immediately after leaving the building. We realize there is often a long line of cars and it may require you to wait a few minutes until your turn, but for safety reasons it is important for this procedure to be followed. **Students will only be dismissed between the pick-up sign area on Dorchester Street.** If you are parked elsewhere and walk up to pick up your child, please use the crosswalks as we do not want children walking between parked cars. Do not park in the west parking lot as this creates a hazard for our departing busses. Also, for the safety of all children we do not allow cars to park or pick up children in the bus loading areas on the west side of the building.

ASSIGNMENT BOOKS

An assignment book will be included in your child's activity fees for the year and will be distributed at the beginning of the school year. The assignment book has proven to be an effective tool to help students develop their organizational skills and provide for communication with parents. As a parent, the assignment book will offer you an opportunity to assist your child by providing you with a better understanding of what he or she is doing or has done in class. Students are encouraged to write down all information for each assignment as provided orally or in writing by the teacher including:

- a. Page numbers or name of assignment
- b. What is expected to be completed
- c. Due date of assignment
- d. Other guidelines for the assignment

If a teacher gives an assignment that is due a week or a month ahead, students will be advised to move ahead in the assignment book and record due dates as the assignment is given.

BICYCLE RIDERS

All bicycles are to be left in the bicycle racks provided. We urge all riders to practice the safety rules and specific State of Illinois Rules of the Road. Students are to walk their bikes through the crosswalks.

BUS CONDUCT

Riding the bus is a privilege which may be removed when the behavior of a student does not conform to the rules of safe riding. Students and parents need to be aware that video cameras are used on school buses to protect the safety and welfare of the passengers, the driver and school property. Any student wanting to ride a bus that is not their normally scheduled one must have a bus pass. Please contact the Lincoln Trail office staff and the Transportation Director for bus passes.

CELL PHONES

Students may not carry cell phones with them throughout the regular school day. Cell phones must be shut off and stored in student lockers. Students in violation are subject to disciplinary action. Students are allowed to bring cell phones on fieldtrips for emergency use only. Cell phones must be shut off and stored while on the fieldtrip.

CHILDREN LEAVING SCHOOL EARLY

We know that occasionally it is necessary to take a child out of class for a doctor's appointment, etc. We hope you will not do so if it can be avoided. If it is necessary, however, please notify the teacher by note in advance. All students are to be signed out in the office by a parent or guardian. **Your child will be excused to the office after they have been signed out in the front office.**

DRESS AND GROOMING

It is expected that each student demonstrate good personal hygiene by arriving physically clean and dressed appropriately. Dress/appearance that creates undue distractions or results in disruptive actions on the part of the student will be screened by the principal and teaching staff. Clothing and jewelry deemed inappropriate, or lack of proper clothing for the weather conditions will also be screened by the Lincoln Trail staff. **The following clothing is not allowed:**

- *clothing advertising alcohol, tobacco, or profane language
- *clothing that reveals the mid-drift of the student (i.e. no tummies may be shown)
- ***short skirts or shorts (the hem of the skirt or short needs to be even with the finger tips)**
- ***spaghetti straps (Camisoles may not be worn alone. They may be worn with an outer shirt over)**
- *jeans that are too tight
- *long chains for wallets
- *pajama bottoms
- *baggy pants or low rider pants

Students wearing any of the above clothing will be asked to call home for a suitable change of clothing.

Please be aware that cologne, hairspray, etc. can create problems for students and staff members with allergies/asthmatic conditions. Therefore, we discourage the use and wearing of these products.

EMERGENCY STUDENT PHONE NUMBERS

It is **extremely important that we have a working phone number where every parent can be reached throughout the day.** Registration cards should have home phone, work number and the number of a relative, neighbor, or friend in case of an emergency. Please keep us informed when changes occur. Our district will be implementing a telephone broadcast system that will enable us to notify all parents/guardians by phone within minutes of an emergency or unplanned event that causes school dismissal, school cancellation or late start. This service may also be used to communicate general announcements or reminders. This system will simultaneously call all listed phone numbers in our parent/guardian contact list and will deliver a recorded message. It is important that your contact numbers be kept accurate throughout the school year.

FIELD TRIPS

Each year there are specific trips our students will be taking as a part of their learning experiences. While several of these trips are at no cost to the students, others are "charge" trips. To offset the expense of these trips, we assess each student a fee to cover the exact cost of the planned trips, plays, or assemblies. A list of trips, events, and fees will be sent home the first few days of school each year. Your assistance in returning these promptly is appreciated.

On many of these trips, we must have additional parent volunteers to assist with chaperoning. Each classroom teacher makes the selection of chaperones based on the availability of the parent, the teacher's perception of how well the parent will handle student control, and the leadership qualities demonstrated by parent volunteers on previous trips.

If you would like to be considered as a trip chaperone, be sure to let your child's homeroom teacher know at the beginning of the year or as early as possible that you are interested. **If you are selected to assist for any of our early departure all day trips, please park in the northwest parking lot near the bus garage.** Should the fees assessed for the field trips present a financial hardship for a family, please contact the principal. You will be asked to sign one field trip permission slip at the beginning of the school year which will cover all anticipated field trips for the school year. Parents

will be notified at least 24 hours in advance by the classroom teacher for any field trip in which students are taken from the building. As a general rule, students who miss the field trip will not be allowed to attend the field trip with another grade level class. Exceptions to this policy are those students who are ill, or situations where the parent has been given permission by the classroom teacher and principal in advance. If a student chooses not to go on a fieldtrip, as it is an attendance day, the teacher may request that s/he attend school and complete work in a classroom within the grade level. If parents need to arrange early departure during a fieldtrip a signed note must be presented and the child should not return for the duration of the fieldtrip.

FIFTH GRADE

In 5th grade, teachers do not teach math to their home room students. Instead students are identified (based on the criteria below) and some are placed in high math, an accelerated math placement. Other students are assigned a fifth grade teacher and change rooms for math instruction. Students who develop a need for more challenging work can and will be moved into the high classes with parent consent anytime during the school year. Likewise, students who are struggling with the accelerated class may be moved to a regular class with parent consent. Placements into high math are made by the principal using the following data:

High Math: Students are given one point for meeting each standard listed. Entry standards are based on:

- Fourth grade teacher recommendation
- MAP (Measure of Academic Progress) Previous Spring Test Score
- Score above 80% on the placement math test given at the beginning of fifth grade
- Predetermined ISAT Cut Score.

HOMEWORK

Homework is assigned to extend learning time outside of the school day. In addition, homework can also help instill the skills of organization and time management. Parents are encouraged to support their child's efforts with homework by setting aside a quiet place to study, as well as identifying a routine for completing homework on the nights that it is assigned. Although teachers often provide supervised study time during the school day, it is frequently necessary for students to do school work at home. We do not feel that excessive homework is desirable or productive, but a short period of study at home under the right conditions is not harmful or undesirable. Many projects and research assignments will almost always require work outside of school hours. Parents can assist their children by providing a quiet place free from interruptions. Please assist your child by showing an interest in his or her work and helping them with questions they might have.

The following philosophies about homework are embraced at Lincoln Trail Elementary School:

- Homework is important and isn't optional. It is integral to the instructional program of our school.
- Assignments should be appropriate for completion at home, and therefore, homework should not represent "new" learning or learning that requires frequent explanations or interventions. Suitable homework assignments are those that are logical extensions of what was taught during the school day, and/or practice of previously learned skills.
- Homework is more valuable if links between the assignments and home can be established.
- Emergencies do occur-students should not be unduly penalized. However, a pattern of "suspicious" emergencies will result in communication with the parent and/or an alternative plan for completing the homework. Please notify the teacher in the event of an emergency.

- Teachers should help parents help their children. Our staff will support a richer intellectual environment at home by encouraging parental involvement and providing certain resources that can be used at home.
- Teachers will distinguish between completion and effort. Sometimes students put forth great effort, but do not complete an assignment. Students will be encouraged to document what they do before abandoning a homework assignment, what approaches they tried, or the names of students they phoned for help. Perseverance and resourcefulness are important qualities – we encourage students not to give up at the first sign of trouble.
- Please be aware that the teachers at Lincoln Trail have varying policies regarding homework and grading. These guidelines will be shared with students and their parents at the beginning of the year. Time allotted to homework will increase gradually from grade to grade. Individual differences among children may be taken into consideration by parents and teachers. Reading time is not included in the homework given by a classroom teacher, but rather, in addition to it. If your child is ill and you would like to request homework, please contact the school office by 9:30 a. m. All assignments will be gathered and placed on one of the tables in the main entry. The building is open until 6:00 p.m. If needed, you may search for a night custodian to let you into your child’s room to gather any additional materials that may have been forgotten. **Students are allowed 2 days for each day absent to complete work missed during an illness.**

INTERVENTION/ENRICHMENT INSTRUCTIONAL BLOCK

The goal at Lincoln Trail is to achieve high levels of learning for all students. As Lincoln Trail works towards meeting the needs of all of our children, we implemented a thirty minute instructional block at all grade levels called LEAP (Learning, Excelling, Advancing and Preparing). Our intent is to provide additional support for students who experience difficulty in reading and enrich and extend the learning for students who do not need the additional reading support. This block will allow us to provide small group instruction to students focusing on extra reading support. We will analyze test data and classroom progress to determine areas of improvement needed and the focus of the small group instruction. We will continually collect data on the progress and make changes based on the needs of the individual children. Students that do not need the additional reading instruction will participate in extension or enrichment groups. We will pool the talents of our teachers and staff at each grade level to provide instruction during LEAP, therefore students may not always work with their homeroom teacher during this 30 minute block of instruction.

ITEMS NOT TO BE BROUGHT TO SCHOOL

The following items will not be allowed at school:

- Toys
- Trading cards (i.e. Pokemon, Digimon, baseball)
- Laser pointers
- IPods, DS or other such devices (unless given permission for special occasions)
- Other items which are considered to be disruptive, dangerous or do not contribute positively to the learning environment

Gum is allowed at the discretion of the classroom teacher and only allowed in the classroom.

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. There is also a parent library which parents are encouraged to utilize.

LINCOLN TRAIL ABC PROGRAM

Lincoln Trail is proud to offer the ABC (Above and Beyond the Curriculum) program to develop and nurture the interests and strengths of our students. The ABC teacher collaborates with classroom teachers to provide for students with special strengths and talents in the classroom. Some students are invited to attend classes in the ABC room in order to meet with other students with similar strengths and interests. Those classes include problem solving, mathematics and writing.

Lincoln Trail has an ongoing identification plan. Students are identified using a variety of tools. Classroom teachers or special teachers may recommend students for this program. Teacher recommendation, standardized and normed assessment scores and writing samples may be considered in identifying students. If you have questions, you may make appointments with the ABC collaborative resource teacher at nmiller@ms.k12.il.us.

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.

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. We will still accept cash or checks as we have in the past. When sending in money by check or cash, please include the student's ID number on the check or envelope so it is deposited into the correct account. An added benefit for everyone is the ability to see your child's available balance each day. You can access balances at our district web store with your student's ID number. Daily lunch cost is \$1.85 per day.

PARKING AND EARLY STUDENT PICKUP

To avoid traffic congestion with buses, parents **must not drive through nor park in the bus lane when school is in session or drop off children in the bus area.** On party days, be sure to stay clear of bus lanes when parking. Parent volunteers and chaperones for trips should park in the northwest parking area just south of the Transportation Department. At Lincoln Trail, the State Street parking and the west lots may be used for visitors. Any early departures require parents to sign out their children in the office. To do so, please park on State Street, come into the office and sign your child out. Please do not go directly to your child's classroom. We will call your child to the office to meet you.

ROOM DADS/MOMS

Our PTO organizes room parents. There will be a room dad or mom appointed as party chairperson for each room during the first few weeks of school. Party dates, times, and a parents' party list will be prepared.

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 BEHAVIOR 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 and The Six Pillars of Character.

SCHOOL RULES

As a staff we have identified three school rules:

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

The Six Pillars of Character also provide guidelines and expectations for student behavior: Trustworthiness, Caring, Fairness, Citizenship, Respect and Responsibility. The Lincoln Trail staff have created a system to recognize positive student behavior. Information regarding our Dawg Gone Good notes, Cool Class Awards and Respect Bingo will be further explained at the beginning of the school year.

PLAYGROUND RULES

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 ANY OTHER ROUGH CONTACT GAMES ARE NOT ALLOWED. This includes tackle football, dodge ball, Red Rover, etc.
4. Sit on the seats of the swings.
5. Gum or candy on the playground is not permitted.
6. Balls from home should be left at home unless approved by teacher. Balls of various types will be provided by the school for recess activities.
7. The ringing of the bell is the signal that recess has ended. Please line up in a quick and orderly manner and walk silently into the building.
8. Immediately report any injury to a teacher or staff member on recess duty.
9. Any object that could hurt others should not be thrown.
10. Report any damage to property to a teacher or staff member on recess duty.
11. The Serenity Garden is an area set aside for quiet visiting and reflecting.

**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, Remedial Reading, 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 Student Review Committee.

Students who are experiencing daily or chronic learning or behavioral difficulties might be referred to the building RTI team (Response to Intervention) This team typically consists of the classroom teacher, a special education teacher, the principal, the school psychologist, speech/language pathologist, social worker, and parents. The objective of the meeting is to identify the student's area(s) of 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. Further information regarding Lincoln Trail's Support Service Programs can be found on Lincoln Trail's Website <http://teacherweb.com/IL/LincolnTrail/SupportServices/> or by contacting the school principal.

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.