

Middletown Prairie Elementary Guidelines & Procedures 2026-2027



Mission Statement

At MPE we foster growth by encouraging active engagement, building positive relationships, and nurturing a love of learning to inspire all individuals to become their very best!

1301 S. Bulldog Drive
Mahomet, IL 61853
Phone: (217) 586-5833
Fax: (217) 586-5072

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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 Middletown Prairie Families,

Welcome back to school! We hope that you had a terrific summer and that you and your child(ren) are planning on having an exciting and rewarding 2026-2027 school year. If you are new to the district, we would like to extend to you a warm welcome. We hope that you and your child have many positive experiences at Middletown Prairie and find that everyone at our school truly practices the establishment of a nurturing and “child-centered” environment on a daily basis.

We have created three school-wide expectations: **Be Respectful, Be Responsible, Be Safe**. These expectations will be consistently addressed in all areas of Middletown Prairie 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 Middletown Prairie is a safe, healthy and positive environment for all students.

Teachers, support staff, parents and the community will work together to ensure we are teaching our children the skills to become leaders for tomorrow. Because we understand that students learn in diverse ways, we value a variety of learning and teaching styles. By working together, we will build the strong foundation necessary for our students’ success. If you have any questions or concerns please contact the school at 217-586-5833, or by the emails listed below.

We are looking forward to an exciting year working with your child(ren)!

Sincerely,

Ryan Martin

Ryan Martin
Principal
rmartin@ms.k12.il.us

Tracy Beecher

Tracy Beecher
Assistant Principal
tbeecher@ms.k12.il.us

Nicole Hill

Nicole Hill
Dean of Students
nhill@ms.k12.il.us

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, Middletown Prairie Elementary, 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 Family Access or by calling the MPE office at 217-586-5833. 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. 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. (Letters may also be sent at other times.) 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

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

Arrival: 7:45 AM **Dismissal:** 2:30 PM
(Scheduled times may be subject to change)

Pre-K/
Kindergarten

Follow Blue arrows and drop off/pick up at Front doors on North side



1st/2nd Grade

Follow Orange arrows and drop off/pick up at Gym doors on West side of building

Pre-K-Kindergarten drop off/pick-up:

Pre-K and kindergarten students will be dropped off/picked up at the FRONT entrance to the building. After exiting the roundabout, cars will utilize the double lane loop to the front entrance of the school.

1st and 2nd grade drop off/pick up:

Parents that are dropping off or picking up a 1st or 2nd grade student should follow the roundabout all the way around to the 3rd exit on the roundabout. Please look at the above map to follow the ORANGE arrows all the way around the building to the gym. After you drop off your child, proceed to make a left and go back the way you came to exit. Do not exit into the double lane loop. Please follow the path shown above.

All Students:

For the safety of each child, parents are asked to remain in the car. Please display the school provided sign with your child's first and last name in bold print on the passenger side dashboard. Students will load/unload from the passenger side. Make sure your child knows how to open and close the car door and fasten his/her seat belt independently. By following these procedures, you can help us keep the car pick-up lines moving in a safe and efficient manner.

If someone other than the parents or a previously designated person will be picking up your child, you must notify the school in writing or by phone or your child will not be released. If you are running late and a staff member is not outside, you will need to park and bring your child into the building. If you arrive tardy after 8:00 am, you will need to use the front entrance to sign your student into school.

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.

Birthdays

PTO Birthday book:

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

Birthday Snacks:

In an effort to recognize a variety of health issues, we will not bring in birthday treats. Kindergarten families can work with their classroom teachers to incorporate a special treat into their daily snack time.

Other 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 2:40-3:40 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. 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.

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 (<https://www.ms.k12.il.us/>). 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. 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 visitors are not permitted into the lunchroom until October of each school year. We use this waiting time as an opportunity to teach our students their routines in the cafeteria.

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 Ryan Martin at rmartin@ms.k12.il.us, Assistant Principal Tracy Beecher at tbeecher@ms.k12.il.us, or Dean of Students Nicole Hill at nhill@ms.k12.il.us. You can also contact Middletown Prairie Elementary School directly at 217-586-5833 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. 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.
- Any student wanting to ride a bus that is not their normally scheduled one must have a bus pass. Please contact the Middletown Prairie office staff before 1:30pm for transportation changes.
- 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 217-586-5833.

****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 217-586-5833 **by 1:30pm.**
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 Schedules

(Scheduled times may be subject to change)

Pre-Kindergarten: AM

Students should not arrive before 7:45 am as there is no adult supervision for them prior to this.

- 7:45-8:00 am** **Preschool students arrive.**
Children need to arrive for school **no later than 8:00 am**. Children arriving after 8:00 am are considered tardy and parents will need to walk their child directly to the school office, sign them in, and receive a pass. A staff member will escort the child to their classroom. Children go to their classrooms to put things away and begin morning routines.
- 10:30 am** **Morning students are dismissed.**

Pre-Kindergarten: PM

Students should not arrive before 11:55 am as there is no adult supervision for them prior to this.

- 11:55-12:00 pm** **Preschool students arrive.**
Children need to arrive for school **no later than 12:00 pm**. Children arriving after 12:00 pm are considered tardy and parents will need to walk their child directly to the school office, sign them in, and receive a pass. A staff member will escort the child to their classroom. Children go to their classrooms to put things away and begin morning routines.
- 2:30 pm** **Afternoon students are dismissed.**

Kindergarten - 2nd Grade

Students should not arrive before 7:45 am as there is no adult supervision for them prior to this.

- 7:45-8:00 am** **Students arrive. If eating breakfast, go straight to the cafeteria.**
Children need to arrive for school **no later than 8:00 am**. Children arriving after 8:00 am are considered tardy and parents will need to walk their child directly to the school office, sign them in, and receive a pass.
- 8:00 am** **Instruction begins.**
- Lunch Time** **Please see times below:**
- Second Grade: 11:00-11:40 am
 - First Grade: 11:30-12:10 pm
 - Kindergarten: 12:00-12:40 pm
- 2:30 pm** **Dismissal for all students.**
- 4:00 pm** **Middletown Prairie Elementary office closes.**

Dress Code/Student Appearance

Clothing:

Students are expected to wear appropriate clothing while on school property. Please dress your child in comfortable play clothes that allow for movement and active play, including floor activities, gym, and recess. Children will be painting, playing, and climbing, so dressy or restrictive clothing is not recommended. Hats, bandanas, sweat bands, and sunglasses may not be worn in the building during the school day.

The children wear smocks when engaged in “messy” activities, but sometimes our best efforts to protect their clothing fail.

Parents of pre-k and kindergarten students are **strongly encouraged** to send in a change of clothes (weather/season appropriate) should accidents occur to be kept in their cubby.

Footwear:

Students must wear appropriate footwear at all times. Tennis shoes or other closed-toed shoes are required for PE.

Winter Outerwear:

During winter, children should come to school with boots, mittens, hats, scarves, and other warm clothing. We try to go outside daily unless the wind chill is below 18°F.

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 at 12:30 p.m. on these days.**

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 health teacher, 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

Various educational field trips are taken throughout the school year. Parents will always be notified of any trips or any time that their child will be off of school property. Permission to go on field trips is given during yearly online registration.

Families will be asked to pay a yearly fee to cover the cost of these field trips. The fee is based on the total cost of planned field trips for the entire school year. *Please note, any family who qualifies for the free or reduced lunch program may be exempt from field trip fees and costs.* Please call the school office if you have any questions about this policy.

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.

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).

Kids Club - After School YMCA Care

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 – Middletown Prairie Elementary

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

Who: Grades K-2

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 pick-ups 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 pick-ups. 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 1:30 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. Parents are not permitted to 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 pick-ups, 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. Middletown Prairie Elementary has an extensive library which provides reading materials for children of all ages and levels.

Medical Information - Medical Protocols

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 the school nurse or the appropriate school personnel.

Medical Information - 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 100.4F
- 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.**

Medical Information - 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 parent/guardian and submitted annually.

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.

One conference time will be scheduled for each student. 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.

Pre-Kindergarten Program

The Pre-kindergarten program is a preschool program for three-to-five year-old children who have a wide variety of abilities and needs. The classrooms are blended and include students that have met the at-risk criteria, children with special needs (such as speech and language delays, other developmental delays, vision or hearing impairments, etc.), and fee-based students. The program is committed to meeting the individual needs of each child and to provide maximum opportunities for preschool-aged children to grow and learn together. Pre-K students attend school Monday through Friday for either a morning or an afternoon class.

Developmental Screenings for Pre-K

Developmental screenings are scheduled throughout the year. Check the MPE webpage for current screening dates.

Recess Guidelines During Cold Weather

In order to provide children with a change of environment during the school day, we try to go outside for recess on days when the temperature is tolerable. 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 the principal, Mr. Martin.

School Conduct

Throughout the district, we strive to provide a safe, caring community where all children can experience the joy of learning. We practice good character and we always try to do our BEST! We are proud of the conduct of our students. We feel that the conduct of each student should bring credit to the individual and his/her school.

Middletown Prairie 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:

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

Throughout the school year, students will learn what the expectations mean and look like in the various school settings. These expectations are in effect the total time your child is in our care. Any reinforcement of these expectations at home is always appreciated.

MPE SHARED LOCATION	Responsible Bulldogs	Safe Bulldogs	Respectful Bulldogs	Teacher Bulldogs
HALLWAYS STAIRWELLS Whisper 1 Silent 0	<ul style="list-style-type: none"> ➢ Stay on Task 	<ul style="list-style-type: none"> ➢ Always Walk ➢ Keep Hands and Feet to Yourself ➢ Take One Stair Step at a Time 	<ul style="list-style-type: none"> ➢ Quiet Voices/Bodies 	<ul style="list-style-type: none"> ➢ Stay with Students at all Times (consistency) ➢ Communicate and Reinforce Expectations
RESTROOMS Whisper 1 Silent 0	<ul style="list-style-type: none"> ➢ Stay On Task ➢ Report Issues to Adult ➢ Use Only the Materials Needed 	<ul style="list-style-type: none"> ➢ Lock Stall Door When in Use ➢ Feet on floor ➢ Wash Hands 	<ul style="list-style-type: none"> ➢ Quiet Voices & Bodies ➢ Flush Toilet when Done ➢ Throw Away Trash ➢ Respect the Privacy of Others 	<ul style="list-style-type: none"> ➢ Knowledge & Accountability System for Students (1-1) ➢ Communicate and Reinforce Expectations
CAFETERIA Speaking 2 Whisper 1	<ul style="list-style-type: none"> ➢ Eat Right Away ➢ Close Open Containers ➢ Clean Up Messes 	<ul style="list-style-type: none"> ➢ Use Hallway Expectations ➢ Always Walk ➢ Bottoms on Bench 	<ul style="list-style-type: none"> ➢ Follow Directions the First Time ➢ Use Please and Thank You ➢ Listen for Chime 	<ul style="list-style-type: none"> ➢ Monitor Safety ➢ Assist Students ➢ Supervise Transitions ➢ Keep Schedule ➢ Communicate and Reinforce Expectations
PLAYGROUND Shouting 4 Lowest voice 3 Speaking 2	<ul style="list-style-type: none"> ➢ Hear Whistle, Line up ➢ Put Equipment Away ➢ Remember your property ➢ Resolve conflict peacefully ➢ Try Yourself First ➢ "Stop - Talk - Walk" 	<ul style="list-style-type: none"> ➢ Stay where adults can see you ➢ Use equipment correctly ➢ Be aware of yours and others personal space ➢ Report problems to an adult ➢ Keep nature on the ground 	<ul style="list-style-type: none"> ➢ Throw Away/ Pick Up trash ➢ Follow Directions ➢ Take care for School Materials ➢ Include Others/Share Equipment 	<ul style="list-style-type: none"> ➢ Pick-Up Students at line-up location ➢ Monitor Safety ➢ Cover Playground Zones ➢ Communicate and Reinforce Expectations
OFFICE Speaking 2	<ul style="list-style-type: none"> ➢ Stay on Task 	<ul style="list-style-type: none"> ➢ Stay in Student Areas 	<ul style="list-style-type: none"> ➢ Wait Your Turn ➢ Say Please and Thank You 	<ul style="list-style-type: none"> ➢ Communicate with Office Staff ➢ Communicate and Reinforce Expectations
ASSEMBLIES/ SPECIAL GUESTS Whisper 1 Silent 0	<ul style="list-style-type: none"> ➢ Stay On Task ➢ Take Care of Materials 	<ul style="list-style-type: none"> ➢ Keep Hands and Feet to Self 	<ul style="list-style-type: none"> ➢ Keep Quiet Voices ➢ Say Please and Thank You ➢ Raise Hand for Permission to Speak 	<ul style="list-style-type: none"> ➢ Monitor Safety ➢ Assist Students ➢ Supervise Transitions ➢ Keep Schedule ➢ Communicate and Reinforce Expectations
BUS Speaking 2 Whisper 1	<ul style="list-style-type: none"> ➢ Listen to your Driver ➢ Use Kind Language and Actions ➢ Watch for your Stop ➢ Keep your Hands and Feet to Yourself 	<ul style="list-style-type: none"> ➢ Keep the Aisle Clear ➢ Stay in your Seat 	<ul style="list-style-type: none"> ➢ Greet and Thank your Bus Driver ➢ Be Patient Entering and Exiting the Bus ➢ Use Inside Voices 	<ul style="list-style-type: none"> ➢ Communicate Issues with Administration ➢ Communicate and Reinforce Expectations ➢ Monitor and Reinforce Expectations

**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 (<https://www.ms.k12.il.us/>).

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](#)

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 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.

Student Support Services

Middletown Prairie Elementary 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 will have regular access to technology during the school day.

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 visiting or 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 and visitors 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 north 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 entrances to Middletown Prairie Elementary will remain locked throughout the day.

Volunteers

Volunteers play an integral role in the education process at Middletown Prairie Elementary. 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 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 Middletown Prairie Elementary.**