

# LeRoy Elementary School

*"Developing Academically Strong, Self-Regulated Learners Who Demonstrate Respect"*



## ***2019-2020 Parent and Student Handbook***

**This handbook can be viewed on the Internet at:**

***[www.les.leroyk12.org](http://www.les.leroyk12.org)***

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Path, Progress, Policy of the Board of Education

Vision: **Involved Community, Competitive Students, Productive Citizens**

Mission: *The LeRoy CUSD #2 Board of Education will support and participate in the process of creating the best educational opportunity for all students of our school system*

### **Student Achievement**

- To show student growth on an annual basis
- To provide a technology rich environment to enhance teaching and learning.

### **Community Relations**

- To communicate on a regular basis.
- To be a part of the economic planning process.

### **Facilities**

- To create a facility improvement plan that will ensure our facilities provide the best educational opportunities.
- To establish clear expectations for the care and maintenance of our facilities.

### **Finance**

- To adopt only a balanced budget.
- To build reserves equal to 180 days of operating expenses.

## **As a Board of Education we believe:**

- All students must be given the opportunities to be educated to their fullest potential.
- Pre-K through 12 curricula must be articulated vertically from the highest level.
- Our expectations of performance must keep pace with a 21st Century World Economy.
- Intellectual curiosity is essential to the maximum achievement of the educational community.
- Diversity is essential to our students' success in a global economy.
- Education must be valued by the community.
- Parents are partners in the educational process.
- A well-articulated and shared vision is the foundation for organizational advancement.
- Communication is essential to maximize the success of our school system.
- First class facilities are a key component of a first class education.
- Our schools must be safe.
- Financial wellness is essential to the sustainability of our school district.
- Our school must participate in the economic growth and development of our community.
- Board elections must be competitive in order to provide adequate representation.
- Our faculty and staff have the greatest responsibility in our country, "our children."

# Academic Expectations and Procedures

We, the community of LeRoy, believe that EVERY child must have multiple learning opportunities both within and beyond the classroom. We strive to ensure that every child graduates with the knowledge, the skills, and the “American Grit” to make a difference in our society and to compete for a career in a complex global economy. We are defined by a rigorous core curriculum taught by highly-educated professionals who embrace continuous learning. Our students are supported by authentic learning experiences that reach beyond the traditional classroom, allowing every child the opportunity for a more personalized education. We have committed to an innovative approach to teaching and learning which embraces the willingness to take risks, the capacity of the individual learner, the diversity of interests, and the richness of technology.

## Assignments

### Assignments For a Student Absent from School

A parent/guardian may phone the school to pick up assignments in the office or to have them sent home with a sibling or a friend. Unless other arrangements have been made with the teacher, the assignments need to be picked up between 3:00 and 3:30.

### Assignments For a Student on Vacation

Parents/guardians must notify the teacher one week in advance for assignments to be sent with the student. Teachers will make an effort to prepare assignments; however, not all are of a paper and pencil nature. Valuable information generated through classroom discussions and presentations are difficult to recreate.

### Make-Up Work

It is the student’s responsibility to see that the work is made up and returned. The student who is absent for an excused reason will be given a period equal to the number of days absent plus one day to make up assignments. If the student does not return work in this time period, the assignments may be given no credit. If your student has an unexcused absence, assignments may receive no credit.

The teacher or principal may give an additional amount of time for assignments to be completed if there are extraordinary circumstances.

## Grading Scale

### Kindergarten

+ Meets Expectations      +/- Improving      - Needs Improvement

### Grades 1 and 2.

**E** - Above Average    **S** – Satisfactory    **P**- Progressing but not at grade level    **N** - Needs Improvement

### Grades 3, 4, 5, and 6

**A** = 100 - 90%    Excellent achievement meeting and consistently exceeding grade level expectations.

**B** = 89 - 80 %    Good achievement meeting and sometimes exceeding grade level expectations.

**C** = 79 - 70 %    Average achievement consistently meeting grade level expectations.

**D** = 69 - 60 %    Poor achievement not consistently meeting grade level expectations.

**F** = 59% Below    Failing achievement not meeting grade level expectations in quality or quantity.

## Homework

### Purposes:

- Provides essential practice in needed skills.
- Trains pupils in good work habits.
- Affords opportunities for increasing self-direction.
- Enriches and extends school experience.
- Helps children learn to budget time.
- Promotes responsibility

### Time Suggestions:

Grades 1 –2: Twenty to thirty minutes a day

Grades 3- 6: Forty-five to 60 minutes a day

## **Honor Roll**

The Honor Roll for grades three, four, five and six will be divided into two categories as follows:

- **High Honors** - All "A's" in the core subjects
- **Honors** - "A's" and "B's" or all "B's" in the core subjects

A student receiving a grade of "C" in art, music, band and/or physical education will be exempt from High Honors but will be eligible for Honors. A student receiving a grade of "B" in art, music, band and/or physical education will be eligible for High Honors.

Honor Rolls will be published in the local papers. Recipients will receive a certificate from their homeroom teacher.

## **Progress and Report Cards**

The purpose of the report card is to report to the parents/guardians the student's academic progress. The classroom teacher will update grades via Skyward weekly. Parents of students in grades K-2 will receive copies of student report cards. Parents of students in grades 3-6 will need to access Skyward for the report card. In addition to the report card, other means of reporting progress or lack of progress will be used.

- Parent-teacher conference in the fall
- Phone/Email conversations
- Notes sent home with students
- Pre-arranged conferences during the year by the request of the teacher or parent/guardian. Parents are strongly encouraged to seek conversations with your child's teacher.

**If you do not know your login and password, please contact the main office at 962-4771. As a parent you may select to have an email sent to you each week with your child's updated progress.**

## **Promotion and Retention**

Promotion from one grade level to the next highest grade level will be based upon the following:

- Attendance
- *Assessment Data*
- Overall Academic Performance

Retention will be considered when any one of the above factors has not been met. The decision for retention of a student shall be made only after a conference has been held with the child's teacher, the principal and the parent(s)/guardian.

## **Parent-Teacher Conferences**

Planned parent-teacher conferences are scheduled each fall. In addition, parents/guardians and teachers are encouraged to call a conference at any time during the year when either party feels the need to discuss some aspect of the pupil's development. At any point you feel that you have concerns with your child's academic, social, or emotional development a STAT Team meeting can be called to help problem solve and seek solutions for best educating your child. Please contact your child's teacher to set up a meeting.

**Parents/Guardians will not be allowed to enter their child's classroom without a scheduled appointment with the classroom teacher. All parents are required to check in with the Elementary Office before entering the building. The Elementary classroom hallways are restricted each morning until 8:00 am. Parents and guests may also not enter the classroom hallways after dismissal (3:08 pm).**

## **Related Educational Services**

### **Special Education**

In cooperation with Tri-County Special Education Association, instruction for children requiring special educational services are available. These services include a continuum from consultation to inclusion to self-contained classrooms. We also have available the services of a psychologist and a social worker. Parents/guardians requesting an evaluation for their child must first consult with their child's classroom teacher.

### **Reading Recovery**

The goal of Reading Recovery is to dramatically reduce the number of first-grade students who have extreme difficulty learning to read and write. Reading Recovery is a highly effective short-term intervention (15-20 weeks) of one-to-one tutoring for low-achieving first graders. The intervention is most effective when it is available to all students who need it and is used as a supplement to good quality classroom teaching. It serves the lowest-achieving first graders—the students who are not catching on to the complex set of concepts that make reading and writing possible.

### **STAT (Student and Teacher Assistance Team)**

This team is made up of teachers, Tri-County staff, counselor, and administration. The team meets on a regular basis to meet the needs of our students. The purpose of the STAT team is to discuss students who are experiencing academic, social, or emotional difficulties. The team brainstorms ideas to assist the regular classroom teacher in working more effectively with the student. Suggested ideas are applied to the classroom and the team monitors student progress. Parents/guardians are invited to STAT meetings and have an active role in the process. The STAT team serves as a student support and pre-referral team.

### **RTI and Progress Monitoring**

Our school believes in providing the best educational opportunities for every child. As a school, we believe in using screening tools and assessments to measure your child's academic growth and to identify areas of concern. Our grade level teams, STAT team, and the principal create intervention plans for children who need additional services or programs to increase their academic growth. RTI (Response to Intervention) is a systematic approach to closing achievement gaps in student learning. RTI is providing high quality instruction and using interventions that match the student's needs. Data analysis and rates of improvement are used to make important educational decisions. Specific and effective research-based interventions are used with the students. There are three tiers of interventions within the RTI model. Tier 1 is a universal intervention. Typically 80-90% of students receive instruction in this manner and are successful. Tier 2 is an intervention for students who are at-risk in a particular content area. Tier 2 is typically used for 5-10% of our student population. Tier 3 is an intensive individual intervention. This is high intensity one on one instruction for a longer period of time. Typically 1-5% of students need this level of intervention.

### **Student Assistance Professional-Counselor**

LeRoy CUSD #2 provides a student assistance counselor for our students. Students may ask to speak with the counselor, Mr. Jon Simon. Classroom teachers, parents/guardians, or other school personnel may make referrals. Parent's consent is sought for individual counseling. Mr. Simon may be contacted at 962-4771 ext. 335 for more information concerning this program and is at the Elementary School on Mondays, Wednesdays, and Fridays.

### **504 Plans**

It is the policy of the LeRoy School District to provide a Free and Appropriate Public Education (FAPE) to each disabled student in its jurisdiction, regardless of the nature or severity of the disability. Under section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 794, any student who has a physical or mental impairment, which substantially limits one or more major life activities, is considered handicapped. The School District has established a system of procedural safeguards for the identification, evaluation, and educational placement of these students. A person can be evaluated for 504 eligibility by contacting the building principal.

## **Physical Education**

Physical education is offered to students in grades K-6 five days a week.

### **PreK through Sixth Grade**

Students are required to have a pair of gym shoes just for physical education. They do not have to be NEW, just clean. This assures that students will always have their gym shoes at school and also prevents the students from tracking dirt, mud, and water into the gymnasium from outside. Gym shoes should be secured with laces or Velcro. (NO slip-on type of shoe is allowed.) Gym shoes must be marked with first and last name. When dresses are worn, girls are requested to wear shorts or tights under their dress. For safety reasons students not wearing gym shoes will not be allowed to participate for that day.

Students in grades 1-4 are graded primarily on participation, effort, behavior, and following directions.

Students in 5th and 6th grades are graded heavily on attitude and participation.

## **Academic Testing**

Illinois State Assessments Grades 3-6. For more information, visit [ISBE](#)

Illinois Science Assessment (ISA): Grade 5: For more information, visit [www.isbe.net/Pages/Assessment.aspx](http://www.isbe.net/Pages/Assessment.aspx)

# Attendance Expectations and Procedures

Attendance is a key factor in student achievement and success in education. The responsibility for regular student attendance is the responsibility of the parent(s)/guardian(s) and the student. Illinois School Code (Section 26-1) states:

Whoever has custody or control of any child between the ages of 7 and 17 years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term.

Regular attendance is essential if a student is to make use of the educational opportunities the District offers. Success in school is linked closely with being in the classroom, joining in class discussion, and doing assigned work on a daily basis. Only by being in the classroom can students take full advantage of ideas, explanations of assignments, and other material that enriches his/her learning. There is no way to duplicate the classroom experience after the student has been absent. Regular attendance develops dependability and responsibility in the student and contributes to academic achievement. For these reasons removing students from school for vacation trips is discouraged. *Parent(s)/Guardian(s) are responsible for their child(ren)'s regular school attendance.*

The District shall not be responsible for the educational progress of the student who fails to maintain regular attendance habits.

## **Daily Attendance Policy**

When a student is absent from school due to illness, it is the parents' /guardian's responsibility to call the school prior to 8:45 a.m. stating the reason for the absence. **Absences not reported to the office will be counted as unexcused.** Calls made by students will not be accepted. To report an absence, call **962-4771 and leave a message on the voicemail.** A doctor's excuse will be required when a student is absent **five (5)** or more consecutive days and/or after the **tenth (10th)** absence of the year. **Please submit doctor notes for appointments.**

## **Excused Absence**

An excused absence is defined as any absence that is prearranged or reported by a parent/guardian by 8:45 a.m. on the day of the absence. Absences will be excused for student illness, family emergency, death in the family, approved school activities and any other circumstance deemed appropriate by the principal. The first five (5) days of the vacation will be deemed "excused absences". All days thereafter will be deemed "unexcused".

## **Valid Causes for Absences**

A child may be absent from school because of illness, observations of a religious holiday, death in the immediate family, family emergencies, circumstances, which cause reasonable concern to the parent for the safety or health of the student. Any student absent from school due to illness should NOT attend an evening event.

## **Unexcused Absence**

An unexcused absence is defined as any absence that is not an accepted prearranged absence or any absence not reported by a parent/guardian by 8:45 a.m. on the day of the absence. The school retains the authority to approve or disapprove a student absence even if the parent has informed the school of the absence. Unexcused absences may result in a zero grade for any and all work missed.

## **Chronic Truancy**

A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from school for a portion or all of the school day. A "chronic truant" is a child who is absent without valid cause for 5% or more of the previous 180 regular school days.

The School District will determine if the student is truant, chronic or a truant minor. Diagnostic procedures will be used for identifying the cause(s) of the unexcused absenteeism. Diagnostic procedures may include but are not limited to interviews with the student, his or her parent(s)/guardian(s), and any other people who may have information.



The following supportive services may be offered to truant or chronically truant students:

- Parent-teacher conferences
- Letter notification
- Personal conference with principal
- Referral to STAT
- Assistance from the school nurse
- Student and / or family counseling
- Information about community agency services

The building principal will communicate with the Regional Office of Education Truancy Officer about attendance concerns.

### **Vacations During the School Year**

Parent/guardians are encouraged **not** to take their children out of school for vacations. When a family vacation must be scheduled during the school year, the parents must notify the principal in writing or email at least one (1) week prior to the trip. The first five (5) days of the vacation will be deemed “excused absences”. All days thereafter will be deemed “unexcused”.

See **Make-Up Work** for guidelines for missed assignments.

### **Tardiness**

Plan ahead and set good morning routines in order to avoid being tardy. Be prompt! There are very few excuses for tardiness. A child is considered tardy if she/he is not in her/his room by 8:15 a.m. Fraudulent excuses or excessive tardiness will result in a conference with the principal.

## **Transportation Procedures**

### **Arrival and Dismissal**

In all aspects of the arrival/dismissal plan, safety takes precedence over expediency. We will strive to promote an efficient plan; however, we will not compromise safety standards in order to hasten the arrival/dismissal process. We appreciate the patience that is required as the LES staff safely receives and dismisses over 450 students each day. It is of great importance that LES is a safe place for your child. Your partnership is essential in ensuring the safety of our children. In addition to promoting safety, we ask that you demonstrate respect and consideration for neighbors by following the prescribed plan for arrival and dismissal. For safety reasons, there is no off-school grounds area for dropping off or picking up students.

**Our school OFFICIALLY OPENS AT 8 A.M. each day.** If your family must drop off before 8 A.M., the earliest supervision is provided in the cafeteria at 7:45 A.M.

**If you need early morning care, we offer tuition-based before-school care as early as 6:30 a.m. Mrs. Maggie Baughman is the Director of before-school care programming. [baughmanm@leroyk12.org](mailto:baughmanm@leroyk12.org) or 309-962-4771 extension 306**

All students are dismissed at one bell at 3:08. They are safely escorted by an adult at that time. Closing classroom activities are important. Students should not be removed from the classroom prior to 3:08.

*If there is a change of routine for your child, such as walking to a friend's instead of riding the bus home, notify the school via a note to your child's teacher or a telephone call to the school office. Please do not email to the classroom teacher last minute changes.*

### **Automobile Traffic**

**Before School Drop-Off and Dismissal Pick-up –**

Families whose youngest or only student is in grades pre-k through 1st will be assigned to the parent pick-up/drop-off station located at the rear of the building (east end – playground area). Families whose youngest or only student is in grades 2 through 6<sup>th</sup> will be assigned to parent pick-up/drop-off station located at the front of the building (west end/reverse drive). **Please create a windshield identification card to be used at dismissal each day.** This card should be placed in the windshield of your vehicle where it can be seen and should contain the last name of any student being picked up in your vehicle.

### During the School Day

The circle drive and parking places in the reverse drive are reserved for visitors during the school day. For special events, parking may also be found in the rear parking lot. Please note: If you park in the front lot between 2:30 – 3pm, you will most likely become blocked in by the parent pick-up lines.

### **Bicycles, Scooters, Skateboards, Roller blades, Motorized Scooters**

Students who ride bicycles or scooters to school shall observe safety rules and procedures for the use of bicycles and scooters. Bicycles brought to school must be stored in the bike racks provided by the District. Bicycle and scooter riding on the school playground is prohibited. Those students who do not exhibit cyclist courtesy or who do not follow District safety rules shall be prohibited from bringing their bicycle or scooter to school. The student's parent/guardian will be contacted explaining the reasons for denial to the student of this privilege.

All bicycles and scooters shall be "walked" up the sidewalks of the Elementary School property to the bike racks. Students must provide their own locks for bicycles. The school is not responsible for stolen property.

**NO SKATEBOARDS, ROLLERBLADES, MOTORIZED SCOOTERS are permitted during the hours school is in attendance.**

### **Bus Regulations - Director, Mr. Chip Warlow 962-6028 or warlowc@leroyk12.org**

Bus Transportation Director is Mr. Chip Warlow and can be reached at the bus garage at **(309) 962-6028**. Students who live a distance of at least one and one-half miles from the Elementary School are eligible to ride the school bus. Only students who are eligible bus riders may ride the school bus to school or home. Students are not permitted to ride the bus with friends without a parent note and permission from the bus garage.

An in-town bus route is available to students living within 1.5 miles of the elementary school building. Six geographical bus stops have been established at the following locations: Wayne & Chestnut, Green & Buck, North & Buck, Cherry & West, Cedar & West, and Center & Hemlock. Students may meet the bus/drop off at the end of the day as long as the bus garage has been notified the student will utilize this service.

The bus driver has total responsibility for conduct upon the bus. Improper student conduct on a school bus can directly affect the lives and safety of the other students and the driver. Any students who cause disruptions or vandalize the bus will be subject to temporary or permanent loss of bus privileges. Parents are not allowed on the bus.

To ensure the well being of all concerned, the following rules and procedures are in effect:

#### Previous to loading (on the road and at school):

Be on time at the designated school stops. Keep the bus on schedule.

Stay off the road at all times while waiting for the bus.

Be careful in approaching bus stops.

Bus riders are not permitted to move toward the bus at the school-loading zone until the buses have been brought to a complete stop.

#### While on the bus:

Keep hands and head inside the bus at all times after entering and until leaving the bus.

Stay in your seats while the bus is in motion. Keep legs and arms out of the aisle.

Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.

Treat bus equipment as you would valuable furniture in your own home. Riders should never tamper with the bus or its equipment. Damage to seats, etc., must be paid for by the offender.

Leave no books, lunches, or other articles on the bus.

Keep books, packages, coats, and all other objects out of the aisle.

Help look after the safety and comfort of small children.

Do not throw anything out of the bus windows.

Assist in keeping the bus safe and sanitary at all times.

Horseplay is not permitted around or on the school bus.

Bus riders are expected to be courteous to fellow students and the bus driver.

ABSOLUTE QUIET IS REQUIRED when approaching a railroad-crossing stop, stop signs, and/or when traveling in congested city traffic.

Do not change seats unless instructed by the bus driver.

No food is to be eaten on the bus

In case of a road emergency, children are to remain with the bus unless instructed by the bus driver.

#### After leaving the bus:

Cross the road, when necessary, after getting off the bus at least ten feet in front of the bus, but only after looking to be sure no traffic is approaching from either direction.

Help look after the safety and comfort of small children.

Be alert to the danger signal from the driver.

The driver will not discharge riders at places other than the regular bus stop at the home or at school unless by proper authorization from the parent or school official.

#### Extra-curricular trips:

The above rules and regulations will apply to any trip under school sponsorship.

Pupils shall respect the wishes of a competent chaperone appointed by the school.

#### Discipline policy:

1st offense - Students who misbehave on the bus shall be issued a written warning by the driver that continued misbehavior will result in suspension from riding the bus. One copy of the warning will go to the building administrator, one to the parent, and the bus driver will retain a copy.

2nd offense - A second offense will result in a letter being sent to the parent with a copy of the bus driver's written warning. Parents and the student will be notified that a third offense will result in a one-week suspension from riding the bus.

3rd offense - A third offense will result in a one week suspension from riding the bus and a warning that continued misbehavior will result in a loss of bus service for the remainder of the semester or year.

Note: Suspension days apply to days the student attends school.

**Gross misconduct on the bus may result in suspension from the bus on the first or second offense and additional school disciplinary action may be taken.**

**THE SCHOOL RETAINS THE RIGHT TO DENY BUS PRIVILEGES FOR THOSE STUDENTS WHO CONSTANTLY MISBEHAVE ON THE BUS AND/OR THREATEN THE SAFETY OF THE OTHER CHILDREN ON THE SCHOOL BUS.**

## **Conduct and Behavioral Expectations**

The LeRoy Elementary School years can be a most rewarding experience both academically and socially. In order to ensure a meaningful learning experience for all children, each child must enjoy certain rights and assume certain responsibilities.

### **Students' Rights at LES**

- A safe environment conducive to learning
- A well-trained, interested, and caring teacher.
- Appropriate and positive individual attention.
- An opportunity to express opinions and ideas.
- To benefit from library and school resources.
- To be treated courteously.
- To be proud of your school and classmates.

### **Students' Responsibilities at LES**

- Be prepared for class.
- Bring proper materials to class
- Be in school each day.
- Behave in a manner proper for school.
- Be respectful of and cooperate with all teachers.
- Treat all others with respect and courtesy.

## **Care of School Equipment**

Each student is expected to assume responsibility for the care of all school property. Students who damage property accidentally are responsible for paying for the damages. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced. Laws of the State of Illinois provide that parents are responsible for property damage caused by their children.

## **Conduct on School Property**

The School District expects mutual respect, civility and orderly conduct among all individuals on school property or at a school event. While on school property or at a school event, activity, function, or meeting, including a meeting of the Board of Education or an education committee, no person shall:

- Injure, threaten, harass, insult, provoke or intimidate a staff member, a School Board member, employee, student or any other person
- Damage deface, or threaten to damage School District property or the property of another person
- Do any act which person knows, or should know, creates a risk of injury to another person or a risk of damage to another person's property
- Violate any Illinois law, or town or county ordinance
- Smoke or otherwise use tobacco on school grounds
- Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices, weapons, or guns.
- Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property
- Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the School Board
- Operate a motor vehicle in a risky manner or in violation of an authorized District employee's directive
- Engage in any risky behavior, including roller blading, or skateboarding
- Violate other District policies or regulations, or an authorized District employee's directive
- As circumstances warrant, the District's administrators shall take appropriate action as outlined in School Board Policy: 8:30.

## **Discipline**

"Teachers and other certified educational employees shall maintain discipline in the schools. In all matters relating to the discipline in and the conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents and guardians." (The School Code of Illinois)

Discipline/consequences are progressive in nature.

Example: 1<sup>st</sup> offense-1 lunch/recess detention; 2<sup>nd</sup> offense-multiple lunch/recess detentions; 3<sup>rd</sup> offense-after school detention(s); 4<sup>th</sup> offense-in-school suspension.

If a situation warrants a more aggressive discipline/consequence approach, administration may assign in-school or out-of-school suspensions.

Standards and procedures for individual conduct and class control are developed for implementation in order to maintain an environment conducive to learning. Thoughtful discipline can be a means of fostering growth toward maturity and responsibility.

Cooperation among parents/guardians, teachers, and administrators is both necessary and desirable. In order for students to benefit from disciplinary procedures, it is most important that they understand the reasons for such actions.

School Administrators or school-designated officials have the authority over any person at any school function or school activity.

Students enrolled in LeRoy Elementary School have the responsibility and obligation to conduct themselves properly at all times and see that their behavior does not interfere with the rights of their fellow students.

We believe that the responsibility for appropriate student behavior rests PRIMARILY WITH THE STUDENT and the parent/guardian with support from the school staff.

## Discipline at School and District Sponsored Events

- All LeRoy School students are to exhibit the same kind of behavior at all school-sponsored events that is expected during the regular school day. **Proper parental supervision at such events is expected. Students in grades Prek -4 must be accompanied by an adult.**
- When students attend school functions, they are there to observe the events and are to remain seated until proper times for moving around.
- Unacceptable behavior may result in the student not being permitted to attend future events.
- If a student is absent from school, he or she is not expected to participate in and/or observe an after school event. (Special consideration will be given to students who have planned absences. These planned absences should include medical and dental appointments *and family emergencies.*)
- Once a student attends an after school event, he or she is expected to remain for the entire event. (Unless special requests are made to the supervisor of the event, or the student is asked to leave because of misconduct.)
- Students will be expected to leave promptly after all school-sponsored activities. Failure to do so can result in the student being prohibited from participating in or attending other school sponsored activities.

## In-School Suspension

In-school suspension is a method of removing a disruptive student from the normal classroom setting for a period of time. With in-school suspension, the student will have the chance to make up classroom assignments wherever possible, which he or she would miss while serving the in-school suspension. Students will receive credit from their teachers for the work, which is completed and turned in while serving the in-school suspension.

Students who are serving in-school suspension are not allowed to attend or participate in any extra-curricular activities on days they are serving the in-school suspension.

The following steps shall be taken regarding students who are placed on in-school suspension:

- A student will be separated from the rest of the student body the entire day.
- Students are not to attend any after-school extra-curricular activities.
- Students will have class assignments brought to them to work on during the school day.
- The student earns credit for each class assignment by fully completing the assignment.
- The student who does not complete the assignment(s) will earn no credit for that class, that day.
- The student will be in the in-school suspension area during the lunch hour. (Students can bring their lunch from home or purchase it from the school cafeteria.)
- A student serving in-school suspension must adhere to the following rules.
  - School assignments must be continually worked on until completed during the in-school suspension.
  - No talking, to other students or office personnel.
  - No sleeping during in-school suspension.
  - No writing on in-school suspension areas.
  - The student may not move from the suspension area without permission of the principal.
  - The student must report at the designated time to the office and not leave until dismissed.
- Parents will be notified of an in-school suspension is assigned.

## **Suspension**

Out-of-school suspension is issued to students guilty of gross disobedience or misconduct. Suspensions are used to stress to the student that his or her behavior will not be tolerated. The building principal or superintendent may suspend students up to ten (10) school days at a time.

- A student serving an out-of-school suspension is not allowed on the school campus at any time for any reason during his/her suspension.
- A student is not allowed to attend or participate in any extra-curricular activity during the time of his/her suspension.
- A student will be given two school days to turn in all daily written assignments missed for credit upon his return to school. It is the student's responsibility to turn in all daily written assignments during this two-day period. It is the student's responsibility to make arrangements within the first two school days back for all in-class participation assignments and tests.
- Before suspension, the principal will meet with the student to discuss the behavior(s) resulting in the suspension. The student will be given the opportunity to respond. A pre-suspension conference will not be required and the student can be immediately suspended when the student's presence pose a continuing danger to persons or property or an ongoing threat of disruption to the education process. In such cases, the notice and conference shall follow as soon as practicable.
- Any suspension will be reported to the student's parents(s)/guardian(s). A written or verbal notice shall given to the parents explaining the reason for the suspension.
- Upon request of the parent/guardian, a review of the suspension shall be conducted by the School Board. At the review, the student's parent/guardian may appear and discuss the suspension with the Board and may be represented by counsel. After presentation of the evidence, the Board shall take such action as it finds appropriate.

## **Expulsion**

The School board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the School Board. The student and/or parents / guardians shall be due the following procedural protections:

- A student serving an expulsion is not allowed on the school campus at any time for any reason during his expulsion.
- A student is not allowed to attend or participate in any extra-curricular activity during the time of his expulsion.
- Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action, as it finds appropriate.
- During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as if finds appropriate.

## **Offenses Of A Serious Nature And Acts of Misbehavior Outside Of School and/or School Hours**

Students guilty of acts of gross disobedience or misconduct while not under school jurisdiction or on school property may be disciplined in accordance with school discipline policies if the acts of misconduct or disobedience can reasonably be said to adversely affect the school or classroom atmosphere.

## **Search and Seizure**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner, which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness; and
- by a certificated employee or police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority that conducted the search, and given to the Superintendent. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

## **Gangs and Gang Related Activity**

Students are prohibited from engaging in gang activity. A "gang" is any group of two or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including, but not limited to:

- wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang, or
- committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang, or
- Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extra-curricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion for the remainder of the school term

## **Harassment/Intimidation/Bullying**

Prevention of and response to bullying, intimidation, and harassment:

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, 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, or 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 is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property.
2. Causing a substantially detrimental effect on the student's or students' physical or mental health.
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, 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 are encouraged to immediately report bullying. A report may be made orally or in writing to any staff member with whom the student is comfortable speaking. Anyone, including staff members and parent/guardians, who has information about actual or threatened bullying is encouraged to report it to the building principal or any staff member.

LeRoy Elementary School strives to maintain an environment in which students can attend school, ride school buses, and participate in activities free from any form of harassment, intimidation, and/or bullying. *Second Steps* lessons help students learn to interact with others in a respectful and caring manner. Mr. Simon, school counselor, also works with classrooms and individual students to help all students understand the negative effects of bullying, intimidation, and harassment.

Harassment, intimidation, and/or bullying of any type will not be tolerated at school or at any school-related activity. Students must realize that any type of harassment, intimidation and/or bullying, whether physical, verbal, sexual, or general in nature is against the law and school policy. Students who feel they are the target of harassment, intimidation, and/or bullying must report the incident to a school employee.

Students found guilty of harassment, intimidation and/or bullying face disciplinary action at school. Parents/guardians of students involved in such activity will be contacted and interventions will be discussed. A systematic and programmatic approach for prevention and intervention is provided for all students and teachers.



## **Sexual Harassment**

The School District shall provide students an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by State and Federal law. Sexual harassment prohibited by this policy shall include verbal or physical conduct. The terms intimidating, hostile or offensive include, but are not limited to: conduct, which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

A violation of this policy may result in discipline, up to and including suspension. Any student making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including expulsion.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Students should report claims of sexual harassment to their teacher, Student Assistance Counselor, or the Principal.

## **Dress and Grooming**

Dress and grooming of children shall be appropriate to the age of the child. In addition, clothing should be such as to add to the comfort and appearance of a child; but it should never present a health or safety hazard or substantially disrupt the educational process.

Children are urged to be clean and neatly dressed at all times. Since children may be outside some during inclement weather, please see that your child has proper fitting boots, coats, gloves, and hat.

Children are expected to present an appearance that does not disrupt the education process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming which is not in accord with reasonable standards of health, safety and decency will be considered inappropriate. The building principal is the final authority for judging the appropriateness of a student's appearance.

- **\*Shirts/Blouses/Tops:** Midriffs and undergarments must be covered with clothing. Suggestive T-shirts, see-through shirts/tops, mesh shirts/tops or any shirts with holes are not to be worn.
- **\*Shorts/Pants/Skirts:** Excessively short shorts/skirts may not be worn.
- **Footwear:** Safe footwear must be worn. Flip-flops can be a concern at outdoor recess and are discouraged.
- **Miscellaneous Dress Code Guidelines:** Clothing with rips and/or holes in inappropriate locations is not appropriate attire. Clothing, including pins or buttons, with tobacco, weapons, alcohol logos, drugs, and/or gang symbols may not be worn. Clothing, including pins or buttons that display profanity, obscenity, inappropriate artwork, or suggests profanity, obscenity, inappropriate artwork may not be worn. Sunglasses, hats, or head coverings other than those necessary for medical reasons may not be worn.
- **\*Body and hair paint are prohibited.**

## **Cafeteria Rules** I Chart (Fostering an Independent Learning Environment)

Students will ...

- Use inside voice
- Move safely
- Respect others and their property
- Act responsibly
- Be considerate

Students who do not follow the cafeteria rules will be given the opportunity to practice the appropriate behavior again. We will re-teach the positive expected behavior. Consequences will be assigned if necessary.

## **Hall Behavior**

Students are expected to be respectful of other in the hallways. At all time students should follow the guidelines:

- Speak quietly
- Move safely
- Act responsibly
- Respect other and their property
- Be considerate

## **Playground Expectations**

In order to make the playground a fun and safe place for all, students should play in a respectful manner, following game rules, and supervisor's directives. Children are discouraged from bringing personal equipment to school. If they do, however, it should be clearly marked with the student's name. Unsafe items and toy weapons should never be brought to school.

### **Playground Rules**

- Students will keep hands, feet, and objects to self. Students will not throw rocks, snowballs, etc.
- All playground equipment should be used with care and consideration for others. Swings are to be used while seated, holding tightly with both hands and remaining seated until the swing stops. Slides are used sliding from top to bottom while seated with feet first.
- All structures located on the playground should be used in the manner for which they were designed. (No climbing on fences, backstops, etc.)
- No contact sports are allowed on the playground.
- Any game which becomes too rough or dangerous will be suspended.
- PK-6th grade students are not allowed to do gymnastics on the playground due to safety concerns and the lack of appropriate equipment.

### **Playground Guidelines**

- Quiet line
- Respect others and their property
- Move safely
- Act responsibly
- Be considerate

### **Spectator Conduct**

We encourage good sportsmanship from our students and expect all adults set the example. Any person, including adults who behave in an unsportsmanlike manner during an athletic event or extracurricular event may be ejected from the event and/or be denied admission to school events for up to a year after a school board hearing. Examples of poor sportsmanship would include:

- using vulgar or obscene language
- verbally or physically intimidating or threatening another person
- failing to obey the instructions of a school district employee
- interrupting a coach or official during a game
- engaging in any activity which is illegal or disruptive

### **Valuables and Electronic Equipment**

Students should not bring large amounts of money and/or items of value to school. If brought to school, it is at the student's risk. The school will not be responsible for any items brought to school.

### **Cell Phones**

Students (PreK-Grade 4) are prohibited from having electronic paging devices and cellular telephones in their possession during school hours. If such devices are brought to school, they must remain in students' backpacks or lockers and be turned off. Possession or transfer of inappropriate electronic images is prohibited. Any student who violates this policy will have the device confiscated and turned into the office, to be released only to a parent.

### **Visitors to LES**

We welcome visitors to our school and hope you will be an active participant at LeRoy Elementary School, however, we do expect that you follow these courtesies:

- ALL parents/guardians and visitors must report to the office to sign in identifying their name, date and time of arrival and the location they are visiting, and obtain a visitor's pass before going to a classroom. This is a State law and is required of all visitors.
- Call first and arrange a good time to visit. The teacher can let you know the appropriate time to visit. While in the classroom, enjoy your visit, but assist only as directed by the classroom teacher.
- Do not use your classroom visitation time for a conference. If you wish to discuss something with the teacher, make an appointment to meet with the teacher during his/her planning time.
- The principal should be consulted before sending out-of-town visitors to school.
- No children should visit without their parents accompanying them.
- All visitors in our building are expected to display good character. If a person demonstrates inappropriate behavior for the school setting (loud talking, vulgar language or gestures, etc.) the person will be asked to leave. Adults need to model appropriate behavior for students
- If you would like to have lunch with your child, please call the office before 8:45 a.m. that day and arrange this with the LES Office Staff. You will sit at our family table with your child (their friends may not accompany you at this family table).
- You may take pictures of your child at school, however, you must be sensitive to the wishes and desires of other parents/families. We have families that do NOT want their child's picture taken and posted to the web or Facebook.

Please remember all visitors must first sign in and receive a Visitor's Badge in the office. Before leaving the school, badges should be returned to the office and visitors must sign out.

# Health Expectations and Requirements

## **Excuses from Physical Activity**

Students who cannot participate in any physical activity (physical education and recess) because of health problems will be under the following guidelines:

- Parents' notes will be honored up to, but not exceeding, two (2) consecutive school days per illness/injury. Beyond the two- (2) consecutive school days, a doctor's note must be sent to school indicating the reason and length of time.

## **Health Examinations and Immunizations**

Illinois Law requires that all students entering an early childhood program, kindergarten, sixth or ninth grades, or transferring from out of state, have a physical examination within one calendar year prior to the date of entry. The examination must include a complete immunization record and medical history. Proof of exam and immunizations must be submitted by the first day of school.

Dental examinations are also required of all students in kindergarten, second and sixth grades. Proof of the exam should be submitted by the first day of school. If you were not able to get this exam completed for your child, please sign up for our free dental clinic day at school.

Eye examinations are also required of all students entering kindergarten and for students transferring from out of state and entering an Illinois school for the first time. Proof of the exam must be submitted by the first day of school.

Students transferring from another Illinois school must present copies of their current Illinois school health records. Section 27-8.1 of the Illinois School Code states: If a child does not comply...then **"the local school authority shall exclude that child from school until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."**

Parents or guardians who object to health examinations or immunizations on religious grounds must present an Illinois Certificate of Religious Exemption, completed and signed by a parent/guardian **AND** the student's healthcare provider. If a child cannot be fully immunized because of health reasons (medical contraindication), the child's licensed healthcare provider must provide a written statement that administration of one or more of the immunizations is medically contraindicated.

The following immunizations are **required** by the State of Illinois:

**DTP/DTaP (DIPHTHERIA, TETANUS, PERTUSSIS)** - four or more doses. The latest booster must be given on or after the fourth birthday.

**Tdap** - Illinois requires all students entering 6<sup>th</sup> through 12<sup>th</sup> grades to receive or show proof of receiving one dose of Tdap vaccine at the start of the school year. All students who have not already received Tdap are required to receive one Tdap dose regardless of the time since the last DTaP, DT, or Td dose.

**OPV/IPV (Polio)** - **Kindergarten** entry requires 4 or more doses. First 3 doses given no less than 4 weeks (28 days) apart. The 4th dose must be administered on or after the 4th birthday and at least 6 months after the previous dose.

**1st - 12th grades:** 3 or more dose given on or after the fourth birthday.

**MMR (Measles/Mumps/Rubella)** - required unless physician documentation or laboratory evidence verifies that the student has had all 3 diseases. The student must have received two doses of MMR vaccine, the first dose on or after the first birthday and the booster at least one month later.

**HEPATITIS B** (MANDATED FOR GRADES 6<sup>th</sup> through 12<sup>th</sup> AND PRE-KINDERGARTEN) a series of two plus one booster. Proof of prior or current infection, if verified by laboratory evidence excludes need for vaccine.

**HIB** (MANDATED FOR PRE-KINDERGARTEN ONLY) given according to a variety of schedules depending on the manufacturer; minimal dose required is one after 15 month of age.

**PNEUMOCOCCAL** ( MANDATED FOR PRE-KINDERGARTEN ONLY) given according to a vaccine schedule, minimum dose required is one after 24 months.

**VARICELLA (CHICKEN POX)** - ALL students Pre-K – 12 must have received on dose of varicella vaccine. Students entering Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup>, and 11<sup>th</sup> grades must have received 2 doses. The first dose must have been given on or after the first birthday, and the 2<sup>nd</sup> dose no less than one month later, or must provide physician documentation or laboratory evidence verifying that the student has had the disease.

**MENINGOCOCCAL CONJUGATE (MCV)** – (APPLIES TO STUDENTS ENTERING GRADES 6, 7, OR 12)

**One dose required for entry into 6<sup>th</sup> or 7<sup>th</sup> grade.** First dose must be received on or after the 10<sup>th</sup> birthday.

**Two doses** are required for entry into the 12<sup>th</sup> grade. **IF the 1<sup>st</sup> dose is received at 16 years of age or older, only 1 dose is required.** The 1<sup>st</sup> dose must be on or after the 10<sup>th</sup> birthday, and the 2<sup>nd</sup> dose must be at least 8 weeks after the 1<sup>st</sup> dose.

### **Illness**

Students who become ill during the school day will be sent to the office when the teacher believes the student is ill. Parents / guardians will be notified, if necessary. It is important to keep an up-to-date telephone number in skyward.

Parents/guardians are expected to pick up students promptly. Please have a plan for when your child becomes sick at school.

If a child is ill, he/she should stay home and/or be taken to a physician. Students should not come to school until they are well. A sick child is unable to concentrate and may infect others in the class. Based upon the recommendations of the McLean County Health Department and our school procedures, the following recommendations will be followed:

- Students must be free from fever and/or symptoms for 24 hours before returning to school.
- Infections such as "pink eye", strep throat, etc. may return to school after 24 hours of antibiotic therapy or a note from the child's physician.

### **Head Lice**

Parents are asked to notify the school office if their child has a case of head lice that has not been detected at school. If the school does not know head lice are present, we cannot take appropriate measures.

At school the staff is to notify the principal's office if a child is suspected to have head lice. The school nurse or school staff member as designated by the principal will check the child. If a student is found to have live head lice, the following procedures will be followed:

- The parent/guardian will be called and asked to provide prompt pick up for the child. The school nurse will provide information on the treatment of head lice to the parent/guardian.
- All siblings of the child will be identified and checked.
- Students are to report directly to the office when they return to school. They will again be checked for signs and symptoms compatible with head lice infestations. If confirmed, the child will again be sent home. If no evidence is found, the child may remain in school.
- The student will be re-checked weekly for 2 weeks by the school nurse.

### **Medication**

Teachers and other non-administrative school employees, except the school nurse, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures.

### **Definitions**

- "Prescription medication" means any medication prescribed by a licensed physician or dentist.
- "Non-prescription medication" means any medication that can be obtained over-the-counter.

### School Medication Authorization

If a student must receive prescription or non-prescription medication at school, a completed and signed School Medication Authorization Form is required. This form shall be completed by the student's parents/guardians and physician and shall be on file at LeRoy Elementary School. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage. Forms are available in the office and also on the district website.

### Administer Medication

- Parents/guardians must deliver medication to the office for his/her child in the original bottle.
- No prescription or over-the-counter medication can be given/carried on a students without proper medical forms signed by the parents/medical doctor.
- All student medication shall be left with the District's nurse or office staff during the school day.
- All such medication will be clearly marked with the student's name, doctor's name, contents and dosage in the **original** labeled pharmacy container.
- All student medication will be administered by the District nurse whenever possible.
- Teachers, and other certificated school personnel, designated by the building administrator may administer student medication (if District nurse is not available).
- A record shall be kept of all medication dispensed to students, specifying the time of dispensation, dosage and supervising personnel.
- The parents/guardians will be responsible at the end of the treatment for removing from school any unused medication. If the parents/guardians do not pick up the medication by the end of the school year, the nurse will discard the medication.

### Administration by Student

- A student may self-administer non-oral medication with parental consent when under the supervision of the school nurse or certificated school personnel as designated by the principal. The medicine will be stored for the student.
- A record shall be kept of all medication dispensed to students, specifying the time of dispensation, dosage, and supervising personnel.

### Medication on Field Trips

While on field trips, students requiring medications which are typically taken at school, will be administered medication by certified school personnel only when the proper school medication authorization is on file.

### Asthma Inhalers and Epi-Pen Medication

State law allows students with asthma and/or those who require the use of an epi-pen to possess and use his or her medication while at school or school activities. The appropriate medication authorization form must be completed and signed by the parent/guardian of the student AND completed and signed by the student's physician. Contact the district nurse for the appropriate form to carry and self-administer asthma or "epi pen" medications. The form is also available on the district website.

### Nurse

Our district nurse is LuAnn Edmundson. Her duties include communication with health agencies, parents/guardians and teachers regarding student health issues, dispensing of medications, emergency medical care, and maintenance of student health records. Mrs. Edmundson may be contacted through the school office at 962-4771, ext. 346.

In the event the nurse is not on duty when a child may be sick or injured, other school personnel will administer first aid and the parent/guardian will be contacted.

## **Vision and Hearing Screenings**

Vision and hearing screenings are given at a variety of grade levels or by a teacher or parent/guardian request. Special education students and new students are given vision and hearing screenings annually. If the screenings indicate that a student should receive a more extensive examination by a physician, the parent/ guardian will be notified.

## **SAFETY ISSUES**

### **Accidents**

In spite of our caution, accidents sometimes happen at school. All accidents and illnesses that occur at school or at a school function are reported to the office and recorded. Minor accidents will be handled at school. If they are considered serious, parents will be notified. If the parents cannot be contacted, the emergency contact person or physician designated in Skyward will be notified. The school is NOT liable for accidents that happen at school. See page 26 for information concerning school insurance.

### **Emergency Drills**

LES has established a comprehensive crisis plan and has in place a trained crisis team to assist in times of emergency and distress. Students are informed of the safety codes and procedures. At regular times throughout the year fire, tornado, earthquake, lockdown, and evacuation drills will be held. These drills are necessary for the safety of the students.

### **Inclement Weather / Emergency Dismissal Procedures**

Early dismissals, due to emergencies, will be announced on the TV and/or radio stations.

Each family must have a plan for such emergencies worked out so the child will know the procedures he/she is expected to follow.

You will also get an automated call from our Skyward system notifying you that school is cancelled. In order to make sure you receive this call or email, you need to make sure your primary phone numbers stay current in our Skyward system.

### **Leaving or Entering the Building While School is in Session**

If a student must enter or leave the building while school is in session for reasons other than illness, he/she must present a note to his teacher. Any student entering or leaving the building must do so through the office. An adult must sign in or sign out all children that enter or leave during school hours. A sign in-sign out sheet will be kept in the school office. Any student leaving without permission from the office will be subject to disciplinary action.

### **Pesticide Notification Registration**

LeRoy C.U.S.D. #2 has an Integrated Pest Management Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the safest, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Send a written request to the school office to be added to the registry. This request must be made annually.

## **Security**

We are very conscious of the safety of all students. For this reason, all doors are locked from 8:15 a.m. until 3:08 p.m. To obtain entrance to the building, visitors must enter through the main entrance door off the circle drive. Once a visitor has identified him/herself through the intercom system, the door will be unlocked.

All visitors including parents are required to report to the main office before going to the classrooms. All visitors must sign their name, destination in the building and time. A visitors badge will be given and should be worn while in the building. Visitors must return the badge and sign out before leaving the building. School personnel are required to stop all visitors without a visitor's pass and escort the individual to the office.

For your child's safety, sections of this building are under video surveillance.

## **Cafeteria Services**

### **Breakfast**

Breakfast is offered on a daily basis and is served between 7:50 am and 8:10 am. Cost is \$2.40 per day. Students who qualify for free or reduced lunches also qualify for free or reduced breakfast. Reduced breakfast is \$.30 cents. Any student may eat breakfast. Money can be put on your student's account for breakfast. Students may not bring cash to the cafeteria for breakfast or lunch.

### **Lunch**

Lunch count is taken in the morning. A student that might be arriving late or a parent who desires to eat a school hot lunch should call the office by 8:30 a.m. to be put on the lunch count. The cost of a student lunch is \$2.65 and adult lunch is \$3.25. Reduced lunch is \$.40.

**Free or reduced lunch applications are available from both the unit office and school office. A new application must be filed at the beginning of each school year. The parent/guardian will be notified of the approval of the application by the unit office.**

### **Lunch**

Our student management software will allow the office to keep an accurate accounting of the meal account for all students. In order for the program to work efficiently and to save time, parents are encouraged to send in payments on a monthly basis. If you are unable to send in monthly payments, we suggest weekly payments. The classroom teacher will collect lunch money and forward to the office. Parent(s)/guardian(s) should place lunch money in an envelope or baggie labeled with the student's name, teacher's name, description of what payment is for, and amount enclosed. You may also pay online with a credit/debit card.

In an emergency, a child will be allowed to charge a lunch. A notice will be sent to the parent/guardian indicating the charges the child has incurred. **Please keep lunch account paid.** Delinquent notices will be sent home. **You will also have the option to receive e-mail notification and to check your balance on Skyward.**

- **Soda is strongly discouraged at lunch. NO energy drinks.**
- **Water bottles are allowed in all classrooms. We encourage students to drink water throughout the school day.**
- **Food Allergies: Please be sensitive to student food allergies when bringing in birthday treats for snacks. Please communicate your child's needs with the school nurse and classroom teacher.**

### **Milk**

No money will be accepted in the cafeteria line for milk. You may include milk money with your monthly lunch payments. **Students purchasing milk will be required to go through the lunch line like the hot lunch students so that milk purchases can be recorded on their lunch accounts.** The cost is \$.30 per carton of milk.



# Student Records

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT AND STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

- The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

A parent/guardian or eligible student should submit to the Records Custodian, Principal or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where records may be inspected.

- The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.

A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorized disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October 1 of the current school year, that he does not want any or all directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous agency or institution attended.

## **Registration Requirements for New Students**

### **Kindergarten**

A child must be five years old on or before September 1st of the year he or she enters kindergarten  
Certificate of Live Birth (Copy)  
Doctor's physical examination  
Immunizations record - month, day, and year required for each immunization.  
Lead Screening  
Chicken pox immunization  
Dental examination  
Eye examination

### **New to LeRoy District**

Doctor's physical examination (Illinois form)  
Immunization record - month, day, and year required for each immunization.  
Certificate of Live Birth (Copy)  
Dental examination for second and sixth graders  
Eye examination for kindergarteners

## **Custody /Divorce Decrees /Protective Orders**

LeRoy Elementary School will cooperate as much as is reasonably possible with all parents/guardians of students in the school. It is also important that teachers and administrators not become involved or embroiled in custody matters and enforcement of protective orders. If a situation arises in which a parent defies a protective order or custody agreement at school, every effort will be made to contact the other parent and / or the local police.

Non-custodial parent(s)/guardian(s) that wish to receive copies of student's report cards and school newsletters should request the information in writing from the school principal annually. Feel free to visit the school website for school news and to access Skyward, most information is online. You may also email the classroom teacher to be included on classroom emails or SeeSaw.

Following Board Policy no student will be released to any person other than the custodial parent(s) or guardian(s) without the written or oral permission of the custodial parent(s)/guardian(s).

**If for any reason a child is not to be in contact with a non-custodial parent or other individuals, then current court documents must be on file in the office. Teachers and office personnel should be advised in writing of such situations.**

## **Transferring from LES**

If you will be moving, please notify the office as soon as possible so that the teachers may make the necessary preparations. It is the parent's responsibility to see that the following are taken care of:

- Books have been returned to the teacher.
- All fees should be paid up, such as library overdue books, book rental, Chromebook, and lunches.
- If there is any refund due, such as registration fee or lunches, it will be refunded.
- The school records will be requested by the new school and then will be mailed by our school.
- Requests for transfer of records must be made by the receiving school.

## Other School Related Issues

### **Books**

Guided Reading books are sent home with your child to read and return to library. If they are misplaced, a fee of \$8.00 will be assigned per book.

### **Library**

If a library book is misplaced, a book fee of \$20.00 will be charged to you.

### **Field Trips**

Student trips of significant educational value are encouraged and shall be scheduled as facilities and finances permit. The trip schedule shall be coordinated with the classroom teacher or group sponsor about time, special clothing needed, sack lunches, etc. Field trips are intended to be an educational experience for the student and their class and not a family trip. One parent/guardian or designee without additional children is encouraged to join their child, if space allows.

Teachers will notify parents in writing prior to each field trip. A signed parent permission slip will be required for all children to leave school property. A phone call will not suffice. Permission slips completed by parents in the registration packet will generally suffice for all field trips throughout the year.

When appropriate one parent/guardian or designee without additional children may join a child on the field trip. Parents who accompany a class on a field trip must provide their own transportation.

LES students may attend only those field trips for which their own class is participating.

All students must ride the bus to the field trip destination and back to school. Teachers may not release students from school at other than the regular dismissal times without the written permission of the custodial parent and 24 hour notice and prior approval of the principal.

No student will be released from school to any person other than the custodial parent(s)/guardian(s) without the written permission of the custodial parent(s)/guardians(s).

### **Lost and Found**

The lost and found is located near the office area. Students who have lost something may look in the lost and found. Any student who finds something that does not belong to them should place the item in the lost and found. Writing your child's name on clothing and coat tags is very helpful.

The physical education department has its own lost and found. Students are responsible for their own property.

The lost and found will be periodically cleaned out and unclaimed items will be donated to a local charity. Students will be notified in advance when the lost and found is to be cleaned.

Please mark all personal property with student's name in ink or permanent marker. Label your child's book bag.

### **Movies At School**

Only G-rated movies may be shown at the elementary school on a limited basis. PG-rated movies may be shown with the specific and proper parent permission slips obtained.

### **Office Hours**

Office hours are from 6:45 a.m. to 3:30 p.m. - Monday through Friday. The office opens two weeks before the first day of school and remains open two weeks after the last student attendance day. The office is closed during all official school holidays and snow days.

## **Party Invitations**

To avoid hurt feelings, party invitations should not be distributed at school unless distributed to each child in the class. Groups of children going to parties should be picked up outside at the regular pick-up point --- not inside the building in the classrooms. School personnel cannot give the student's addresses or phone numbers to unauthorized individuals.

## **Recess**

Recess is scheduled daily for all students either before or after lunch. Kindergarten and first grade classes also have scheduled recesses during the late afternoon.

Students will not be required to go outside if it is raining, heavy snow is falling, or if the wind chill temperature is below 25 degrees. Children who have been ill must have a note from their parents requesting they not go outside. If children are to stay inside more than two consecutive days, a doctor's note is required. Children should dress warmly including coats, hats, and gloves.

## **Receiving Materials from Home**

Should students find it necessary to call home and ask that something be brought to school, the item is to be left in the school office. It will be the student's responsibility to check back in the office to pick up the item.

We ask that flower and balloon deliveries not be made to the school.

## **School Insurance**

Students have available to them accident insurance which may be purchased on an individual basis. Student accident insurance is required of all students participating in athletics and on-the-job-training, although an exception may be made if a student files in the office a parent or guardian signed statement that the family has adequate coverage.

When a school-connected accident occurs, the school section of an insurance form shall be completed and given or mailed to the parent for completion of the parent information section and forwarding to the physician treating the injury.

The insurance claim form should be given to your doctor for completion. There is also a section to be completed by the parents. The doctor or parents should then forward this claim to the insurance company.

## **School Parties**

Grades PreK-6 may have Harvest Day/Halloween, Christmas, and Valentine parties that do not exceed one hour in length. Christmas gift exchanges among students are not allowed.

\*Birthday treats may be sent or brought in by parents. In our continuing effort to promote healthy life choices, providing healthy, nutritious snacks are highly encouraged when possible. Each teacher, however, will determine when the treat is to be given to the pupils.

\*Food Allergies: Please be sensitive to student food allergies when bringing in birthday treats or snacks. Please communicate your child's needs with the school nurse and classroom teacher.

There should be no surprise parties at school during the school days without knowledge of the teacher involved and/or the building administrator.

## **Pets:**

Due to student and staff allergies, pets are not allowed in the building. Thank you for helping to keep all of our students safe and healthy.

## **School Pictures and Yearbooks**

School pictures are taken in the fall of each year. An announcement concerning the cost and exact date will be given to the students and parents in advance.

A school yearbook will be sold during the second semester and given to the students in May. Casual pictures are taken in the spring, with proofs going home in April to order photos if you choose.

### **Telephone Usage**

Students may use their classroom phone or office telephone to call parents. Students may not use the telephone for personal reasons such as asking permission to go to another child's home.

Parents/guardians may contact teachers by phone before or after school or leave a message for the teacher to return a phone call. Faculty and staff may also receive voicemail.

Teachers and school personnel may also be contacted via email.

## **Parent and Community Opportunities**

### **Volunteers**

Volunteers are a welcome addition to our school. Volunteers are under the direct supervision of the classroom teacher or other district employee. If you are interested in working as a volunteer, please contact the office.

### **School Board Meetings**

The LeRoy Board of Education meets the second Monday of each month. The meetings begin at 7:00 p.m. with administrative reports starting at 6:30p.m. and are held in the LeRoy Junior/Senior School Media Center. The meetings are open to the public.