



Welcome to LeRoy Elementary School!

Quick List for New Families

The staff and students of LeRoy Elementary School welcome you! We are so glad you will be part of our community of learners! If you have any questions regarding the policies and procedures at LeRoy Elementary School, please refer to the student handbook located at: [LES Web-site](#).

Below are a few policies or procedures you should be aware of:

Before School Drop-Off and Dismissal Pick-up

- Families whose youngest or only student is in GRADES PreK through 1 will be assigned to the parent pick-up/drop-off located at the back of the building (east end). Families whose youngest or only student is in GRADES 2 through 6 will be assigned to the parent pick-up/drop-off located at the front of the building (west end). 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.

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 can not give out a student's address or phone number.

Daily Attendance Policy

- When a student is absent from school due to illness, it is the parent/guardian's responsibility to call the school office prior to 8:45 AM stating the reason for the absence. Absences not reported to the office will be counted as unexcused. 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 (4) or more consecutive days and/or after the tenth (8th) absence of the year. **School starts at 8:15 AM. Ends at 3:00 PM.**

Vacation:

- Parents/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".

Breakfast & Lunch:

- Breakfast is offered daily beginning at 7:45 AM. The cost is \$2.50 per meal. Reduced price is \$.30.
- Lunch cost is \$2.75 per meal. Reduced price is \$.30. Milk is available al-a-cart and is \$.30 per carton.
- Food service payments can be made via Skyward or cash/check to the office.
- Free/Reduced meal applications are available in the office. A new application must be submitted each year.

Yearbook & Spring Pictures / Yearbook orders:

- Yearbook pictures will take place in the Fall, with one retake date. Everyone will be photographed.
- Spring Casual pictures will take place in the Winter, with no retake date. Everyone will be photographed. All orders are placed online via our contracted photography company.
- Yearbooks are ordered in the early spring. All orders are placed online.

Cell Phones Students (PreK-Grade 4)

- Students 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 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.

Skyward Access

- Please call the main office to request "Skyward Access." You will be issued a login and password to view your child's grades, lunch balance, receive notifications, etc.

Thank you for choosing LeRoy Schools!

Mrs. Erin Conn, Principal

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