

# Levi Leonard Elementary School



## Student & Family Handbook 2023-2024

### **ECSD Mission**

All learners thriving, contributing, and belonging

### **ECSD Vision**

Be recognized as a leader in excellence in education

Jessica Erdahl, Principal  
608-882-3104 [erdahlj@ecsdnet.org](mailto:erdahlj@ecsdnet.org)

Mindy Larson, Administrative Assistant  
608-882-3101 [larsonmi@evansville.k12.wi.us](mailto:larsonmi@evansville.k12.wi.us)

Dear Families,

Welcome to Levi Leonard Elementary School. I am eager to get started with the exciting teaching and learning that will take place throughout the school year. It is my hope that parents and staff members take a collective approach to each child's education. This collective approach will be a key to student success as each child will learn that daily reading and overall academic support are considered equally as important to the adults they see at school each day as those they see at home each night.

The staff at Levi Leonard brings a strategic focus to the social, emotional and academic growth of each child while supporting the development of foundational and organizational skills that guide students through their learning for many years to come.

The following handbook contains the logistics of Levi Leonard's policies, procedures, dates and other important information that will guide you through Levi's collective approach to your child's education. Please refer to it at any time throughout the school year.

I look forward to getting to know students and families as the school year progresses. Feel free to call or email with any questions or concerns along the way. Together, we can make the 2023-2024 school year a great success.

Thank you,

Jessica Erdahl, Principal

[erdahlj@evansville.k12.wi.us](mailto:erdahlj@evansville.k12.wi.us)

## Arrival and Departure

### School Day Schedule

- Each classroom will follow a daily schedule provided to students and families by classroom teachers. This schedule will detail specific content and special area instructional blocks.
- Students should arrive at school beginning at 7:45 AM. Staff supervision begins at that time
- The 7:55 bell will ring each morning indicating student transitions from the playground to classrooms.
- Parents are welcome to drop off pre-packaged treats, classroom projects or other items in the office any time after 7:30. The office staff will deliver these items to classrooms as the school day begins.
- [2023-2024 Calendars](#)

### Busing

- The Fair street parking lot should be used by bus riders only.
- All Students riding buses will be dismissed from their bus at 7:45 and directed to the playground where they will line up and enter the building at 7:55 with their classmates.
- Bus riders will be walked to their buses at 3:00 each day for their ride home.
- Additional information regarding busing can be found through ECSD Board policies and [443.2](#) and [751](#).

### Drop Off / Pick Up

- We ask that families pick up and drop off their students outside the school doors allowing safe and efficient student traffic flow through the Levi Leonard front doors and vestibule.
- Kindergarten students being dropped off or walking to school will be directed through the front doors of Levi Leonard to the kindergarten playground to join classmates and line up to begin their school day.
- Kindergarten students that walk home or are picked up will be walked out the front door to meet parents at the car circle or the sidewalk to meet parents that have parked at St. John's.
- First and second grade students that walk, ride bikes or are dropped off at school should report directly to the first and second grade playground to join their classmates and line up to enter the building when the 7:55 bell rings. First and second grade students being picked up from school will be directed from the recess doors, through the playground and to their families in front of the school.

## **Guidelines for Early Pick Up / Dismissal**

- Please call (882-3101) or email Leann Haegele, [haegelel@evansville.k12.wi.us](mailto:haegelel@evansville.k12.wi.us), in the Levi Leonard office before 2:00 p.m. with any dismissal changes.
- Students leaving during the school day must be dismissed from the office.
- Students will not be allowed to leave the school grounds during the day unless they have written permission.

## **Crosswalks**

Adult crossing guards will be at the following intersections to assist our students with crossing streets safely: Fourth Street and Badger Drive, Third Street and Lincoln Street, Second Street and Lincoln Street, and directly in front of the Levi Leonard parking lot. We ask that you please advise students to obey crossing guards instructions at all times, and model this behavior when you cross the street with your student.

## **Early Dismissal/Snow Days**

Parents/guardians will receive a form at the beginning of the school year to indicate where their student should go on early dismissal or weather emergency days. This information will be used when dismissing your child. If there is a change in dismissal procedure for your student at any time, please notify the school office and your child's teacher. District decisions regarding emergency or weather-related information will be broadcast on local news and radio stations.

## **Attendance**

The ECSD School Board policy [430](#) notes the positive relationship between good school attendance and success in school and employment.

## **Absences**

Families are asked to contact the school office (882-3101) before 8:30 AM on the day of an absence to report the absence. Every effort will be made to contact parents/guardians who have not notified the school of an absence.

## **Building Independence in Young Children**

As children begin school and learn routines, they gradually gain more independence and responsibility for taking care of their own items. Teachers at the K-2 levels build this into their daily classroom routines. Children will learn to remove and put away outdoor clothes, put homework in the proper location, hang up backpacks, and other beginning of the day activities. At the end of the day, students will learn to pack their own backpacks, put on outdoor clothing, and meet parents at an agreed upon location. Please help your child to build independence by allowing this learning to take place in the classroom and planning to meet your child after school in the front lobby or outside.

Parents/guardians can also assist with this growing independence by applauding students' efforts and encouraging them to try to do these things on their own at home. Young children may need lots of practice with everyday skills such as tying shoes, zipping coats, and opening milk cartons and other packaged food items. We appreciate parents helping with this practice at home as we continue to reinforce independence with these skills at school.

### **Communication**

Effective and timely communication is a priority of the Levi Leonard staff. Educators will communicate through email, notes sent home and phone calls on a regular basis. Family contact information will be collected during online registrations. We encourage families to reach out to teachers and administration as needed. You can find contact information at [Levi Leonard Staff Directory](#).

### **Family Access**

Families can access student information via [Skyward Family Access](#). Please call 608-882-3385 to set up an access code.

### **Assessment**

K-2 students are formally assessed throughout the school year to initially identify reading and math baselines that drive instruction while mid and end year assessments display academic growth. Assessments include the Phonological Awareness Literacy Screener (PALS), Fountas and Pinnell Benchmark Assessments and Bridges in Mathematics Curricular-Based Assessments.

### **Complaint Procedure**

Any complaint regarding the interpretation or application of the district's student non-discrimination, harassment, or bullying policies shall be processed in accordance with the following grievance procedures based on school board policy [411.1](#) available on the school district website:

### **Milk/Snack**

- Classroom teachers will reach out to families to communicate individual classroom schedules and practices with milk and snack breaks.
- Milk, during snack breaks, is 50 cents and can be paid for through *Family Access* as detailed below. There will be no charge for families qualifying for the free and/or reduced meals program. Details on the free and/or reduced meals programs are listed below.
- Questions regarding the breakfast or lunch program may be directed to the Food Service Department at 882-3580.
- Additional information can be found at the [ECSD Lunch Program](#) link. [Menus](#) can be accessed online as well.

### **Visitors/Registration**

- Visitors, volunteers, or vendors must present a photo ID, sign in and out at the school's main office and wear a visitor badge before going anywhere in the building.
- All doors will be locked. Visitors of Levi Leonard, including volunteers, will enter through the main entrance and register in the office. Visitors must sign in and out when arriving and departing. Please notify the office before visiting your child out on the playground during recess.
- ECSD Board policies [353.1](#) and [860](#) provide additional information regarding visitors at school.

### **Safety Drills**

Safety drills will be held monthly throughout the school year. Drills include, fire, tornado, active threat/ALICE. Active threat/ALICE drills will be clearly communicated to staff, students and the Evansville Police Department. Additional information regarding the implementation of ALICE drills will be provided to families at timely points throughout the school year.

### **Field Trips**

Throughout the school year, students are provided with opportunities to extend their learning outside the classroom through field trips. All students are expected to attend field trips. Families will be informed of trips that are off school grounds prior to student participation. See ECSD Board policy [352.2](#) for additional information.

### **Non-Discrimination Statement**

The Evansville Community School District prohibits harassment or discrimination against any pupil in any program or activity on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other basis protected by law.

## **School Board Policies**

A complete list of all [ECSD Board policies](#) are available online.