

Levi Leonard Elementary

Parent Handbook

2017-2018



@ The Grove Campus

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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.

Student attendance is a crucial aspect of a quality education. Regular attendance and adequate sleep offer students the first steps in a great opportunity to grow not only academically but also socially and emotionally. The staff at Levi Leonard brings a strategic focus to each of these areas of growth and aims to help all children develop the foundational and organizational skills that will guide them through the learning process going forward.

The following handbook contains the logistics of Levi Leonard's policies, rules, 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 2017-2018 school year a great success.

Thank you,

Mark Schwartz, Principal

schwartzm@evansville.k12.wi.us

Evansville Community School District Goal

Through benchmarking against high performing school districts in our conference, region, and the state, the ECSD strives to be among these top performers: to that end, we will focus on high-quality instruction to increase K-12 student achievement in reading by 20 percentage points by the end of the 2017-2018 school year.

Mission

The mission of Levi Leonard Elementary School, in partnership with families and the community, is to teach students the skills that will empower them to become responsible and productive world citizens.

Levi Leonard Elementary School Goal

Throughout the 2017-2018 school year, each student will display one year's growth in reading comprehension as assessed through triangulated data from the STAR, PALS and Fountas & Pinell reading assessments.

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.

2017-2018 Calendar

August	24, 25	New Teacher Orientation
	28	Teacher Work Day
	28	Kindergarten Open House 5:30-6:30
	29	First and Second Grade Open House 5:00-7:00
	29-31	Professional Development Days - No School
September	4	Labor Day - No School
	5	First Day of School Staggered Kindergarten Start
		K: Students with Last Names A-K Attend
	6	K: Students with Last Names L-Z Attend
	7	All Kindergarten Students Attend
	11	School Fundraiser Kick-Off

September	25	School Fundraiser Ends
	28	Picture Retake Day
October	9	Professional Development Day - No School
	20	School Fundraiser Pick-Up (Cafeteria 3:00-5:00)
November	3	End of 1st Quarter; $\frac{1}{2}$ Day; K-8 Grading School Dismissed at 12:00 pm
	9	Second Grade Concert 9:45 & 6:30 at the EHS PAC
	22-24	Thanksgiving Break - No School
	27	Professional Development - No School
December	25	Start of Winter Break
January	1	New Year's Day - No School
	2	Professional Development Day - No School
	3	Students Return
	8	STAR Testing
	19	End of 2nd Quarter; $\frac{1}{2}$ Day; K-8 Grading School Dismissed at 12:00 pm
February	12	Professional Development Day - No School
March	8	First Grade Concert 9:45 & 6:30 at the EHS PAC
	12	Professional Development Day - No School
March	23	End of 3rd Quarter; $\frac{1}{2}$ Day; K-8 Grading School Dismissed at 12:00 pm
	26-30	Spring Break - No School
April	2	Conference Compensation Day - No School
	3	Students Return
	16	Professional Development Day - No School
May	7	STAR Testing
	25	High School Commencement
	28	Memorial Day - No School
June	8	End of 4th Quarter; $\frac{1}{2}$ Day; K-8 Grading School Dismissed at 12:00 pm

No School and Early Release Days

October 9: Professional development day- No School

November 3: Grading day- $\frac{1}{2}$ day for students (school dismissed at noon)

November 22-24: Conference compensation and Thanksgiving Holiday - No School

November 27: Professional development day - No School

December 25-January 1: Winter break - No School

January 2: Professional development day- No School

January 19: Grading day- $\frac{1}{2}$ day for students (school dismissed at noon)

February 12: Professional development day- No School

March 12: Professional development day- No School

March 23: Grading day- $\frac{1}{2}$ day for students (school dismissed at noon)

March 26-30: Spring Break - No School

April 2 - Conference compensation day - No School

April 16: Professional development day- No School

May 28: Memorial Day - No School

June 8: End of 4th Quarter- $\frac{1}{2}$ Day for students (school dismissed at noon)

Progress Reports, Report Cards and Parent Conferences

Oct 19 and 24

Jan 30 and Feb 1

Elementary School Day 2017-2018

7:45 Teachers arrive

7:50 Bell rings to enter building

8:00 Instructional day begins

11:00-11:45 First Grade Lunch and Recess

11:35-12:20 Second Grade Lunch and Recess

12:10-12:50 Kindergarten Lunch and Recess

3:00 Dismissal

Levi Leonard Elementary School 882-4606

Mark Schwartz, Principal 3104

Mindy Larson, Administrative Assistant 3100

Kindergarten

Amy Gribble 3120
Darlene Gallman 3119
Rachel Marty 3122
Jenny Runkle 3121
Cheryl Thomas 3136
Julie Creek-Hessler 3133
Sandra McClellan 3142
Kari Schwengels 3148

First Grade

Nancy Brummond 3144
Julie Creek-Hessler 3133
Molly Deegan 3143
Christine Humberg 3138
Jenn Johnson 3140
Katie McDaniel 3139
Rod Marty 3145
Cheryl Thomas 3136
Tamara Wallisch 3140
Katie Johnson 3152

Second Grade

Beth Jeremiason 3171
Laura Martin 3147
JoMarie Oakeson 3117
Christina Ross 3116
Karla Sendelbach 3118
Penny Viken 3146
Jon Wopat 3150

Related Arts

Art: Michelle Klopp 3128
Music: Shari Fettig 3130
Physical Ed: Doug Schwenn, Rin Kunderts 3123
GT/Resources: Terrie Schmoltdt 3112
Reading Specialist: Deb Fritz 3113
Guidance Counselor: Mark Simonson 3162
Media Clerk: Jenean Hamilton 3154

Health Department

Abbey Tway, District Nurse 3161
Leann Haegele, Health Clerk 3101

Special Education Department

Christal Wolfgram, Speech/Lang. 3127
Sonya Keyser, Early Childhood 3125
Steve Feeney, Psychologist 3107

Arrival/Departure

Safe Arrival and Departure Procedures:

- The Fair street parking lot should be used by bus riders only.
- Walkers and bicyclists may use the Third or Fourth Street entrances.
- Parents may drop off or pick up students at the Third and Fourth Street doors as well.
- Please drop off and pick up students in a manner that does not require them to cross the street.
- Students should not arrive prior to 7:45 a.m. as staff supervision does not begin until that time.
- The 7:50 bell will ring each morning indicating that it is time for students to enter the building.
- Parents are welcome to drop off 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.
- Students are expected to leave the school grounds promptly at the end of the school day as faculty meetings beginning at 3:15 will result in no outdoor supervision.

Guidelines for Early Pick Up / Dismissal:

- Please call or email the Levi Leonard office before 2:00 p.m. with any dismissal changes.
 - 882-3101
 - larsonmi@evansville.k12.wi.us
- Students leaving during the school day must be dismissed from the office.
- Parents arriving to pick up children during the school day should report to the office - not the child's classroom.
- Students are not allowed to leave the school grounds during the day unless they have written permission

Assessment

K-2 students are formally assessed throughout the school year to initially identify reading and math baselines that drive instruction while mid and year end assessments display academic growth. Students may receive interventions through grade level teachers or with reading specialists through the use of progress monitoring.

Assessments include the district-wide STAR exam and PALS, which are common throughout the state of Wisconsin. The Fountas and Pinnell reading program is used throughout Levi's K-2 program as each student's growth in the area of reading will be carefully monitored. Results from these assessments are shared with families at parent-teacher conferences and with the last report card.

Advanced Learner Services

Students with a wide range of experiences and learning needs can be found in our classrooms. All students are expected to learn and demonstrate proficiency of local, state, and Common Core standards. Some students may demonstrate mastery of concepts/skills prior to instruction or may learn the material very quickly. These students will typically need differentiation, enrichment, and/or extensions in their learning. We do this through several different methods:

- Students may be grouped with others who learn in similar ways.
- Students may see our advanced learner specialist for a specified period of time.
- The advanced learner specialist may work with the student's grade level teacher to differentiate classroom lessons and activities.
- The advanced learner specialist may team teach with the grade level teacher.
- There may be special projects involving the student with accelerated needs.

Since the focus is on each individual student and what he/she needs, services and interventions are fluid to meet the changing needs of the student. Students who are significantly advanced based on grade level assessments and secondary assessments have an individual plan designed for them in which the advanced learner specialist and the grade level teacher both play a part. Parents are kept informed and involved in the assessment and goal-setting. Periodically, the student's progress is monitored to make sure the methods of instruction and intervention are meeting the student's needs.

Attendance

The ECSD School Board Policy #430 notes the positive relationship between good school attendance and success in school and employment. In accordance with state law, all children from kindergarten through high school must attend school full-time. The district attendance policy is available at the school office and on the district website.

Absences

Parents/guardians should call the school office before 8:30 a.m. the day of the absence to report the absence. Every effort will be made to contact parents/guardians who have not notified the school of an absence.

Student absences may be excused for up to ten days per year for any purpose providing the parents/guardians submit prior written or e-mailed approval to excuse the student. If the student exceeds the ten day limit, absences beyond ten will be considered unexcused unless they clearly meet one of the following exceptions, with approval from the principal:

- Student illness (written verification from a physician may be required)
- Sudden emergencies (written verification required upon return to school)
- Educational opportunities approved by the district administrator
- Suspension from school
- Religious holidays

To excuse student absences, parents/guardians should send a note or e-mail to the attendance clerk specifying the reason for the absence within two days of the student's return to school. The school reserves the right to record the absence as unexcused if no excuse is given or the reason given cannot be substantiated.

Appointments

Students attending doctor or dentist appointments during school hours should bring a notice from that office stating the date and time of the appointment. On such days, students should expect to spend the remainder of the day in school unless excused by the doctor or dentist.

Tardies

A student is considered tardy to school if he/she arrives after 8:00 a.m. but before 10:00 a.m. After 10:00 a.m., the tardy arrival will instead be recorded as a half day absence. If your child is tardy due to a medical appointment or special circumstance, the tardy will be excused with written documentation. Parents/guardians will be notified of unexcused tardies.

Truancy

Habitual truancy is defined as a student who is absent from school without an acceptable excuse for part or all of five or more school days per semester. If a student's attendance is of concern, the principal will communicate with parents/guardians to discuss the causes of unexcused absences and to attempt to find a solution. Parents/guardians will be notified by phone or mail as soon as it is ascertained that a student is truant and will be informed of their responsibilities in regards to attendance. If further unexcused absences occur and the student reaches the habitual truant level, another letter will be sent to parents/guardians requesting a conference to discuss the truancy. At this time, a referral to the municipal court will also be sent for action under state truancy laws for habitual truants.

Behavior

Safe and respectful behavior is expected at all times toward all students and adults. Please review the Student Behavior Matrix located in the appendix with your student. This matrix outlines expectations for safe, kind, and responsible behavior in all school settings. Students are recognized for exceptional behavior through our character education program. Students who do not respect the rights or property of others will be dealt with on an individual basis. Consequences for inappropriate behavior may include:

- Verbal or nonverbal reminders with redirection
- Relocation of seating assignment, or assigned time out in a designated area
- Serving a recess or after school detention
- Telephone call to parents/guardians
- Parent/guardian conference with the teacher and/or principal

Some severe inappropriate behaviors will require an immediate office referral. Such incidences may include:

- Inappropriate language
- Overt defiance/disrespect of any school staff member
- Physical violence that endangers self or others
- Illegal acts (matches, cigarettes, knives, weapons, etc.)

Such acts listed above may result in an immediate attempt to contact parents/guardians and/or suspension. According to state law, students may be suspended for up to five days. For serious offenses (weapons, etc.) suspension or expulsion proceedings may be initiated according to state law.

Bike, Skateboard and Rollerblade Rules

- No riding on school grounds during the school day (7:45-3:15).
- Bikes should be parked in bike racks. Other wheeled items may be stored in lockers.
- Kindergarten students may not ride bikes alone to school per school board policy.
- Bikes must be walked at crossing guard corners.
- Wheelies (contained in the bottom of shoes) may not be worn on school grounds during the school day.

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 do 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.

Bus Regulations and Behavior

Transportation to and from school is a privilege, which may be suspended or revoked if necessary. It is required that students riding the bus will adhere to the following expectations:

- Students should be on time at designated pickup points.
- Riders should be careful when approaching bus stops. Walk on the left side toward oncoming traffic. If you must cross the street, do so in front of the bus after checking with the driver for a hand signal to cross safely.
- Students shall board the bus at school only in their school's designated loading zone, unless permission is granted otherwise.
- Students shall find a seat without disturbing or crowding other riders. Bus drivers may assign seats as needed.
- Riders are to remain in their seats unless exiting the bus. Students must not extend any part of their bodies out of windows.
- Students are expected to obey all requests of the bus driver promptly and respectfully.
- Please help to keep the bus clean, sanitary, and orderly. No littering.
- Damage done to seats or other bus equipment must be paid by the rider or his/her parents or guardians.
- Boom boxes, radios, tape players, or any other electronic or battery powered devices may not be played on the school bus at any time.
- Students must have written permission from parents/guardians to leave the bus at any location other than the regular loading areas.
- The bus driver is in charge of the bus at all times and retains the right to establish additional rules to promote the health, welfare, and safety of all riders.

The bus is considered an extension of the classroom, therefore the same expectations and consequences for student behavior apply while riding a school bus. The above bus rules apply for any trip that is sponsored by the school.

Consequences:

Consequences for inappropriate behavior on the school bus may be issued by both the school and bus company and may include loss of privileges or suspension. Consequences may skip levels based on the severity of the incident. If parents have discipline concerns regarding other bus riders, please first contact the bus company office at 882-6883 to make them aware of and to resolve the issues. If problems persist, please call the school office.

Outside the Bus:

- Students will stay outside of the danger zone, which is within 5 feet on all sides of the bus. Do not attempt to touch the bus.
- In the morning, if a student arrives at the bus stop after the bus is there and needs to cross, the student must wait for the driver's signal to cross safely.
- If a student must cross the street after exiting the bus, state law requires the student to wait in the front right corner of the bus in full view of the driver. The bus driver will signal the student to cross after all students have exited the bus and all traffic is stopped.

Guest Riders:

- Students are to ride only on assigned buses. No passengers are allowed except those authorized to ride.
- Guests will be authorized to ride only in emergency situations or with 24 hour notice provided the following conditions are met:
 - Space must be available on the bus. Some routes are full.
 - A Guest Transportation Form is completed. In emergency situations only, the information may be provided over the phone to the student's school.

The Guest Transportation Form is available on the district website and is also included with the bus rules in the school handbooks for future use. Transportation may be

approved only with a written permission slip from the parent/guardian. The parent permission slip should be delivered to the school office at least 24 hours before the change is requested for school approval. The guest rider will pick up the permission slip at the end of the day to give to the bus driver. Students without signed bus permission slips will be refused a ride.

Adult Riders:

- Unauthorized adults will not be permitted on school buses. If an unauthorized adult boards the bus and will not step off when directed, the driver will call for police assistance.
- Parents wishing to obtain authorization to ride the bus must contact the school office at least 24 hours in advance. The office will notify the bus company of approved authorizations.

Classroom Assignments and Student Placement

Each year, student classrooms are assigned by grade level teaching teams according to student needs. Taken into consideration are academic strengths and needs, social needs, special education, gifted and talented, availability of teacher and material/equipment resources, and learning styles (as presented by teachers with parent input).

Clothing, Labels, and Appropriate Attire

- Removable clothing that students wear to school (jackets, boots, tennis shoes, snow pants, mittens, hats, etc) should be labeled with first and last name.
- Appropriate outdoor clothing is necessary in wintertime as playgrounds can become wet and messy. Please make sure your student brings boots, mittens, snowpants, and a hat in winter.
- To avoid playground accidents in warm weather, please discourage your student from wearing flip flops or sandals that do not strap securely.

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:

- Any student, parent, or resident of the district complaining of harassment or discrimination in any program or activity on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to the district administrator.
- A written statement of complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district administrator. The district administrator shall send written acknowledgement of receipt of the complaint within 10 days and shall attempt to resolve the complaint. Notification that a complaint has been filed shall be forwarded to the ECSD Board.
- The ECSD Board shall make a written determination of the complaint within 90 days of the receipt of the complaint unless the parties agree to an extension of time. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational needs shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.
- If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the state superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the state superintendent if the Board has not provided written acknowledgement within 45 days for the receipt of the complaint or made a determination within 90 days of receipt of written complaint. Appeals should be addressed to: State

Superintendent, Wisconsin Department of Public Instruction, 125 South Weber Street, P.O. Box 7841, Madison, Wisconsin 53707-7841.

- Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

Copies of these complaint procedures are attached to the back of this handbook.

Crossing Guards

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.

Cumulative Folders

Parents may examine information contained in their student's cumulative folder. Please schedule an appointment with Mr. Schwartz in advance if you wish to discuss your child's cumulative folder with him.

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.

Electronic Communication Devices on School Premises

- The Evansville Community School District restricts student use of electronic communication devices while on the premises owned, rented by, or under control of the Evansville Community School District.
- Electronic devices such as cell phones, music players, game players and PDAs shall not be used in any way that disrupts the learning environment. Devices at K-5 are discouraged and will be stored in the school office during the school day. See School Board Policy #443.5 for further details.
- During local or other emergencies, announcements will be made by e-mail and phone call for parents/guardians who have provided the school district with this contact information. Emergency information will also be posted on the school district website.

Food Service

The District Food Service Department has an online family food account system in all four schools, and involves a prepaid, declining balance system to track school meals on the computer. This system eliminates identifying students approved for free or reduced meals in the lunch line, and improves the accuracy of meal counting. Each family has one account that all the family's students can access. Our Food Service Director is Rebecca Selmer. She is happy to answer any questions you may have and can be reached at 882-3580 or SelmerR@evansville.k12.wi.us.

Free and Reduced Lunch:

Applications for free and reduced lunch were included at registration and are also available at the School District Office should you need one. Students who qualify for free or reduced lunches may also receive free milk during break times. If a student is eligible for the free lunch program, but chooses not to utilize the program, he/she may still receive free milk at break times. All student information will be kept confidential to protect the anonymity of those who receive free or reduced lunch/milk.

Breakfast Program:

Each morning, breakfast is served to elementary students in the cafeteria beginning at 7:30 a.m.

Milk:

Students receive milk during a break each day. The cost for milk is \$0.40 per carton. Students will be charged daily for milk and the cost will be deducted from the family lunch account.

Lunchroom Procedures:

- All students have a total of 45 minutes for lunch and noon recess. Students must remain in the lunchroom for at least 25 minutes to eat. After 25 minutes, those who are finished may be dismissed for recess and others may leave as they finish. Recess fills the remaining 20 minutes.
- Students are responsible for leaving their areas (tables, floors) clean.
- Hot and cold lunch students may sit together.
- Parents who wish to have lunch with their child should contact the office in advance, as space is sometimes limited at lunchtime.
- The lunch and noon recess schedule is:
 - 11:00-11:25 First Grade Lunch
 - 11:25-11:45 First Grade Recess
 - 11:35-12:00 Second Grade Lunch
 - 12:00-12:20 Second Grade Recess
 - 12:10-12:35 Kindergarten Lunch
 - 12:35-12:55 Kindergarten Recess

Grades

Students earn grades based on their performance on classroom tasks and participation.

Their work is compared to state standards and our own benchmarks. In First and

Second Grade, The grades used are: O = Outstanding S+ = Very Good S =

Satisfactory S- = Fair Progress

I = Improving

N = Needs Improvement

In Kindergarten, the grades used are:

S = Secure Learner

D = Developing Learner

B = Beginning Learner

Health Procedures

If your child is ill or will not be attending school, we request that you contact the elementary office by 8:30 a.m. on each morning of absence. If you have not notified us, we will attempt to call you.

Guidelines for Parental Notification When a Student is Ill at School:

- At least two attempts will be made to reach a parent/guardian (one at home, one at work) within a reasonable period of time.
- The parent/guardian will be responsible for making arrangements to pick up the student. If someone other than the parent/guardian will be transporting the child, the parent must inform the school prior to pick up.
- All students must be signed out at the office before leaving with a parent/guardian or other adult.
- Emergency numbers will be used as alternatives if a parent/guardian cannot be reached. We will inform the parent/guardian that we will call the alternative number if the first party choice is not available for pick up. It is then the responsibility of the person who picks up the child to contact the parent/guardian.

- Please be sure all parent/guardian contact and emergency contact information on file is correct and notify the office immediately with any changes to this information for emergency situations.

Wisconsin Immunization Law:

- In order to protect the health of our children, state law 140.05(16) requires that within 30 school days after admission, all students kindergarten through grade 12, and children attending daycare centers, must meet minimum immunization requirements.
- Letters will be sent to parents of students who have not met the State of Wisconsin immunization requirements. These requirements can be waived for legitimate reasons of health or religions or personal convictions.
- In accordance with state law, each child's immunization records must be on file with the school. Failure to do so may result in court action and a fine.

Medication:

Physician-prescribed medications and nonprescription medications may be administered by school personnel in accordance with appropriate procedures developed by the school administration (Policy 453.4) as required by Wisconsin Act 334-D- Dispensing Medications to Pupils. See forms in the appendix of this handbook. The following procedures shall be adhered to when administering medication to students:

- A written statement shall be provided by the parent/guardian requesting and authorizing designated school personnel to be responsible for administering the medication.
- For all prescribed medication, a written statement from the physician should be provided which includes:
 - Name of physician
 - Name of student
 - Name of drug

- Amount to be given
- Time of day to be given
- Duration of treatment
- Side effects to be expected (if any)
- In the written statement, the physician shall also state his/her willingness to accept direct communication.
- All non-prescription medications require only the parent/guardian signature.
- The parent/guardian and/or physician must supply a properly labeled bottle of medication. The label on the bottle should contain the name and number of the pharmacy, the student's name, name of physician, name of drug, and dosage to be given. Medication should be sent in small amounts, if possible, so that full bottles are not kept in school. All medication, both prescription and non-prescription, must be in the original container.
- Medication shall be stored in and dispensed from the health office or other designated area. Individuals designated by the principal of each school will administer medications.
- In some cases for grades PreK-2, such as with inhalers, the principal may allow students to self-administer prescription or non-prescription medication.
- When prescription medications need to be refilled, a letter will be sent home informing the parent/guardian of the need for a refill. No empty containers will be sent home.
- School staff will not split medication tablets. If your child requires a medication to be split, please bring medication already split to school.
- The Emergency Nursing Manual (available in the office) will provide direction and more detailed information. An accurate and confidential system of record keeping shall be established for each student receiving medication.
- Copies of physician order forms and parental consent forms are available in the office. Please use these forms if your child should need medication at school.

If you have questions about these procedures, please call the attendance clerk at 882-3101. These health procedures are state mandates and the school will only administer medication if the above guidelines are followed.

Vision and Hearing Screenings:

Vision and hearing screenings will take place at registration for first grade students.

Homework Policies

Homework is designed to help all students achieve greater academic success and helps develop strong work habits. Homework should be promoted as a positive experience for students that link with classroom work by reinforcing or extending lessons. Homework should support the weekly objectives outlined in the grade level curriculum and/or unit plans. Time spent on homework may vary depending on individual needs of the student.

Kindergarten:

- We recommend that parents read to/with their child for 10-15 minutes each evening.
- Occasional long-term projects may be worked on in class and at home.

First Grade:

- 10-15 minutes of daily reading by student alone or to a family member.
- Practice of word cards, spelling words and/or math work as set by individual classroom teachers.
- Occasional long-term projects may work worked on in class and at home.

Second Grade:

- 15-20 minutes of daily reading by student alone or to a family member.
- Practice of spelling words and/or math work as set by individual classroom teachers.
- Occasional long-term projects may be worked on in class and at home.

Student Responsibilities:

- Write assignments in assignment notebook each day.
- Set a regular time to complete homework in a quiet and well-lit place.
- Complete assignments on time and according to given instructions.

Teacher Responsibilities:

- Assign meaningful homework that reinforces classroom learning.
- Give feedback on homework.
- Involve parents and make contact if a pattern of late or incomplete homework develops.

Parent/guardian Responsibilities:

- Set a regular homework time each day.
- Provide a quiet and well-lit area.
- Monitor student assignments via the assignment notebook.
- Contact teachers when there are concerns about student progress.

Money at School

When money is sent to school with a child, we ask that you please place the money in an envelope with the following information written on the outside: student's full name, homeroom teacher's name, amount enclosed, and the purpose for the money (lunch, milk, fees, field trips, books, etc.). This information will ensure accounting accuracy and prevent money from being misplaced.

Newsletters

The school provides a written newsletter each month including information on upcoming events, lunch menus, helpful hints, medical concerns, and student work. Families may receive these newsletters by email or find them on the district website. Teachers may send home newsletters with pertinent curriculum and other classroom information as well.

Parent Volunteers

If you have time available during the school day, we welcome you to volunteer in our classrooms. Please inform your child's homeroom teacher of the day(s) and time(s) that you would be willing to assist a teacher/grade level on a regular basis. Some way that volunteers help are:

- Chaperone field trips
- Work with learning stations
- Work with individual or small groups of students
- Assist in classroom projects or celebrations
- Be a re-reading volunteer

Having a parent or other important adult chaperone on a field trip or assist in the classroom is very important and special to your school-aged child. We ask that you please do not bring younger siblings along when you volunteer either on field trips or in the classroom as this may take your attention from the students in your station or on the field trip. Evansville School Board policy #237 indicates that all volunteers who work with children in the above capacities should have a background check before volunteering. This check only needs to be completed once a year, and all information is kept confidential.

Parking

To allow for safe movement of vehicles in and out of the parking lot, visitors should not leave cars parked in the circle drive in front of the school. Parking spaces are available in the small parking lot or on the street. Please model pedestrian safety rules for students in and around our parking lot by crossing with the crossing guard.

Police Intervention

If a student is deemed a danger to him/herself or to others, or leaves the school without permission, the building principal will determine if police intervention is necessary and notify the authorities. There may be exceptions to this in the event of an

emergency, as described in the District Safety Plan. If the building principal is not available, the Intermediate School Principal, the Director of Student Services, or the School Psychologist may make the decision to notify the police. Parents/guardians will be notified as soon as possible and invited to be with the student during the meeting with the police. The staff member will remain with the student until the parent arrives. If the student is taken into custody, a school staff member will accompany the student or meet him/her at the police station. If the student is in a special education program, parent permission must be obtained in order to release the most recent evaluation and IEP to the police.

P.T.O.

Parents, teachers, and staff are automatically members of the Parent Teacher Organization. No membership dues are required. The PTO organizes and supports a variety of activities throughout the year to bring students, parents, and teachers closer together. It is our hope that every parent will find a way to support the teaching and learning efforts at Levi Leonard Elementary. The PTO needs support with volunteers for committees to plan activities, baked goods donations, and assistance at special events.

PTO meetings are held on the third Monday of each month at 5:30 p.m. Look for PTO information in each monthly school newsletter. Please call a PTO officer if you have questions regarding meeting locations or other concerns.

- President: Eileen Bradley 876-6075
- K-2 VP: Regina Ylvisaker 577-6644
- 3-5 VP: Tracy Hall 577-9565
- Treasurer: Becky Hildebrandt 882-4404

Resource Room

Our resource room serves reading, math, and advanced learner needs. The resource teachers are available to assist students in these areas. If you have specific needs or questions regarding your child, please contact your child's homeroom teacher first.

School Board Meetings

Parents are encouraged to attend the School Board meetings, which are held the second Monday of each month at 6:00 p.m. in the conference room behind the District Office. Please contact Mr. Jerry Roth, School District Administrator (882-3386) if you have an item to be addressed so that he may assist you with the process.

Standardized Tests

All K-2 students will take the PALS assessment provided by the state of Wisconsin, as well as the STAR assessment three times during the school year. Students will answer questions in reading, math, and language arts on a computer. Questions increase or decrease in difficulty according to performance on each item. This results in a very individualized assessment for each student, and very specific and individualized results. Results are shared with parents at conferences, and are used by teachers to refine curriculum and meet individual needs.

Social Service/Police Interviews with Students

In the event that a social worker or police officer needs to interview one of our students, the following procedures will be followed. By law, we must comply by allowing the student to meet with the social worker/officer once they have shown proper credentials.

- The social worker/police officer must sign in with office personnel and show their credentials or badge.
- The principal, classroom teacher, and appropriate pupil services staff members will be notified of the visit.

- Either an office staff member or a pupil services staff member will remove the student from the classroom and accompany them to the private meeting place.
- The staff member will introduce the social worker/police officer to the student.
- After the interview, the same staff member will accompany the student back to the classroom. The staff member should be aware of any changes in the student's behavior or demeanor.
- If the child is distraught or upset, the school counselor, psychologist, at-risk coordinator, or principal will provide a comforting place for the student, and accompany the student to the classroom when ready.
- Social Services or the Police Department will notify the parent/guardian of the interview.

Student Desk/Locker Searches

Desks and lockers assigned to students are property of the Evansville Community School District. Students and parents should not assume a right to privacy regarding their contents. Desks and lockers may also be searched at the request of the administrator. A more comprehensive policy #454 regarding this issue is available upon request.

Visitors/Registration

We welcome parents into our building, while protecting the health, safety, and welfare of all our students. The following board policy regarding visitors has been developed:

- All visitors/volunteers or vendors must sign in and out at the school's main office and wear a visitor badge before going anywhere in the building. Only visitors with legitimate business at the school will be welcome.
- There shall be no loitering on school property. Principals shall have complete authority to exclude from the school any persons whom they have reason to believe are disrupting the educational programs in the classroom or school, are

disturbing the teachers or children on the premises or whom the principals believe are on the premises for the purpose of committing an illegal act.

- At the elementary, intermediate, and middle schools, children and students who are accompanied by a parent will be permitted to visit classes after obtaining the prior approval of the building principal.
- All doors will be locked from 8:00-3:00. Anyone who comes to the elementary school, including volunteers, is to enter by the main entrance and register at 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.

Winter Recess Rules

- Students who are not wearing boots or snow pants must stay on the blacktop.
- For everyone's safety, students must stay off ice and not climb snow piles.
- Students may not play in the front bike rack side of the building.



Levi Leonard Elementary Behavior Matrix



Expectations	Classroom	Hallway	Lunchroom	Playground	Bathroom	Bus
Be Safe	<ul style="list-style-type: none"> *Walking feet *4 on the floor *Use supplies correctly *Push in chairs 	<ul style="list-style-type: none"> *Walking feet *Bubble space *Stay on the right *Eyes forward *Hands at sides *Feet quiet 	<ul style="list-style-type: none"> *Walking feet *Bubble space *Eat your own food *Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> *Bubble space *Up steps, down slide, feet first *Use equipment correctly *Dress for the weather 	<ul style="list-style-type: none"> *Control body *Wash hands with 2 squirts of soap and water *Report problems 	<ul style="list-style-type: none"> *Stay seated and face forward *Keep aisles clear *Keep hands, feet and objects to yourself
Be Respectful	<ul style="list-style-type: none"> *Voice level 0-2 *Work together *Share 	<ul style="list-style-type: none"> *Voice level 0-1 *Help friends in need 	<ul style="list-style-type: none"> *Voice level 0-2 *Say please and thank you *Chew with your mouth closed *Help friends if asked *Include others 	<ul style="list-style-type: none"> *Voice level 0-4 *Play by the rules *Share and take turns *Use nice words 	<ul style="list-style-type: none"> *Voice level 0-1 *Honor privacy 	<ul style="list-style-type: none"> *Voice level 0-2 *Use nice words
Be Responsible	<ul style="list-style-type: none"> *Be prepared *Keep your area clean *Put materials away *Follow class and school rules 	<ul style="list-style-type: none"> *Keep locker area neat *When in line, stay in line 	<ul style="list-style-type: none"> *Stay seated and face the table *Wait to be dismissed *Raise hand for help *Clean up after yourself 	<ul style="list-style-type: none"> *Take care of equipment *Put equipment away *Keep wood and snow on the ground *Line up when the bell rings or whistle blows 	<ul style="list-style-type: none"> *Use toilet paper *Use 3 pulls of paper towels *Unlock door *Return to class quickly *Use toilet and urinal correctly *Flush toilet 	<ul style="list-style-type: none"> *Listen to and respect driver *Take care of belongings *Keep food/drink in backpack

