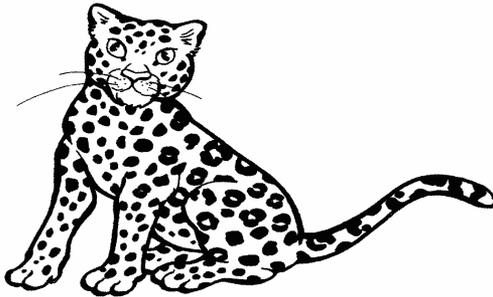


Leclaire Elementary School Handbook 2018-2019



We are a family working together in a caring community to become life-long learners.

WE BELIEVE

We are committed to positive growth academically and socially as we strive for excellence.

WE ACHIEVE

We are motivated by a positive attitude, effort, and continuous evaluation to acquire knowledge.

WE SUCCEED

*801 Franklin Avenue
Edwardsville, IL 62025*

Phone: 656-3825

Fax: 655-1038

www.ecusd7.org/leclaire

Dr. Cornelia Smith, Principal

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I. Letter to Parents

Dear Leclair Parents:

The Leclair staff would like to welcome you to a new school year. We hope that your summer was safe and enjoyable.

This handbook is designed to promote good communication between home and school. Please go through this book WITH your child, explaining the contents in a manner the child understands best. If situations arise that are not covered in the handbook, please check with the school office or the classroom teacher.

Parents and staff at Leclair are partners in the education of our children. Cooperation and effective communication between home and school will play a major part in our children's success.

Please let us know if you have any questions or concerns. We hope that this will be an enjoyable, positive and productive year.

Sincerely,

The Leclair Staff
Cornelia Smith
Principal

II. School Mission

Leclair Elementary will provide a safe and nurturing school community. This community will develop students to their fullest potential, so that they will have the knowledge, skills, motivation, and character necessary to function in and contribute to our global and highly technological society.

Our Motto

Never give up
Encourage others
Do your best

Leclair School Song by Linda Plant

Refrain:

What do you call that place ahead?
What do you call that place ahead?
What do you call that place ahead?
We call it Leclair School!
(Repeat refrain)

It's a great place, it's a happy place,
Where we all have lots of friends!
It's a great place, it's a happy place,
Where the good times never end!
(Repeat refrain)

It's a great place, it's a happy place,
Where the teachers make work fun
It's a great place, it's a happy place where the kids are number
ONE!.....ONE!
(Repeat refrain)

Leclair School is our school!

Leclair school is my school.....my school!

III. Attendance Information

School Hours

Full Day: 9:15 a.m.-3:30 p.m.

Half Day: 9:15 a.m. -12:15 p.m.

Office Hours: 8:00 a.m.– 4:30 p.m.

Registration

In order to complete a student's registration, the following must be provided: a certified copy of the child's birth certificate, two proofs of residency, immunization record, three emergency contacts, doctor and dentist phone numbers, and photo identification. Kindergarten registration takes place during the spring and also during regular registration in the summer. Students who will be five years of age on or before September 1 are eligible for kindergarten within that school year.

Orientation

Kindergarten orientation is a means to acquaint the child and parent with the classroom and teachers. Orientation usually takes place a week before school starts. A phone call is made to parents with detailed information regarding kindergarten orientation. Please visit the LeClaire School website at www.ecusd7.org/leclaire, where you will find forms to complete and return to your child's teacher during kindergarten orientation.

An all-school orientation is held within approximately the first two weeks of school.

Student Placement

Students are heterogeneously placed in classrooms, making the classrooms as diverse as possible. Please understand it is not practical for parents to request teachers. If you have concerns, please speak with the principal.

Instructional Materials Fees

Please contact the office for the exact amount of instructional materials fees. This fee is due at the beginning of the school year. Checks should be made payable to the Edwardsville Community Unit School District 7.

Arrival Procedures

To ensure the safety of Leclair students, no student should be dropped off before 8:45 a.m. Supervision is not provided before this time. You may drop your child off in the front drive, pulling up as far as you can and allowing the child to walk on the sidewalk, to prevent a back up on Franklin. Parents should stay in vehicles when pulling up. If parents need to exit their vehicle, they need to park. Children should exit the vehicle on the school side of the vehicle (right).

Upon arrival, students should go directly to the gym where monitors are on duty. If your child eats breakfast, then he/she should go to the cafeteria. Morning meetings are held with each grade level on a daily basis in the gym. Students will be dismissed from the gym to the classroom.

Late Arrivals

Late arrivals can be very disruptive to the class. We encourage students to be punctual. Students arriving AFTER 9:15 a.m. are considered tardy and must check in with the office. Parents must sign in their child at the main office.

Dismissal Procedures

The instructional day ends at 3:30 p.m. Kindergarten students are released at 3:25 p.m., in an attempt to avoid crowding. Kindergarten pick-ups are walked outside through the far front entrance. Bus riders are walked to the gym. Kid Zone students are walked to the cafeteria. All other parent pick-ups are walked outside to the front entry steps near the office. Parents should

walk up, NOT drive to pick up students, as it creates a dangerous situation. For safety reasons, only buses are permitted in the circle drive between 3:20 and 4:00 p.m. On half days, only buses are permitted in the circle drive between 12:05 and 12:45 p.m.

A crowded hallway can be confusing and intimidating for our younger students, so we ask that you avoid standing in the hallways and the front lobby. Please take a seat in the lobby instead.

Reporting Absences/Attendance

Please call the school office in the event that your child will be absent. Call the office between 7:30 a.m. to 9:00 a.m. at 656-3825. It is important to report an absence as soon as possible. If you do not call our office, school personnel must call you at home or work to verify the absence. Emailing is not an accepted form of reporting absences as it is not always reliable.

Attendance Policy

Parents have the LEGAL responsibility of ensuring that their child attends school regularly. This responsibility requires that parents actively monitor their child's school attendance.

A parent who knowingly permits a child to miss school without valid reason or who gives false information regarding the child's absence may be in violation of the law.

Excused and Unexcused Absences (per District 7 guidelines)

1. Excused Absences

- Illness of the student
- Doctor or dental appointment for student
- Death in the student's immediate family
- Certain religious days
- Court appearance
- College visits for high school juniors and seniors
- Family trip, provided the following guidelines are followed:

1. School is notified in advance of the absence
 2. Student obtains assignments in advance of the absence
 3. All assigned work is turned in upon returning to school
 4. All assigned work is made up at direction of individual teachers
2. Unexcused Absences - All absences not classified as excused will be considered unexcused or truant.

Compliance with Attendance Requirements

1. All students who leave school for a doctor's appointment must provide written documentation from their health care provider as evidence of attending the appointment for the absence to be considered an excused absence.
2. All students who are absent for five or more consecutive days must provide written documentation from a healthcare provider for the absences to be considered excused absences.
3. Any student who has been absent for 10% or more of the days of student attendance in a semester must provide written documentation from their health care provider stating the cause of the absence for each subsequent day of non-attendance for the absence to be considered an excused absence.
4. Students who suffer from documented chronic or severe acute health issues may seek a waiver of these requirements from the Building Principal.
5. Students whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting may be granted additional excused absences at the discretion of the Superintendent or his designee. The parent or legal guardian should submit written requests related to such absences related to deployment or leave for military service to the Building Principal.

Students absent from school are not permitted to attend school activities on the date of an absence.

Make-Up Work

Parents should contact the child's teacher as soon as possible to obtain assignments or make arrangements for missed tests. While make-up work is accepted, teachers must be given sufficient time to prepare materials.

School Closings and Early Dismissals

On days when inclement weather occurs or is pending, the decision to cancel school will be made by 5:00 a.m. whenever possible, and automated calls will be made to home phones.

On days that it may be necessary to dismiss school early due to weather, the decision will be made by 11:00 a.m. whenever possible, and automated calls will be made to home, work, and cell phones. Leclair's early dismissal time is 2:40 p.m.

Please note that the automated calling system utilizes the numbers that District 7 has on file, so please keep us informed if your phone numbers should happen to change.

IV. Safety and Health

Accident and Illness

Regular school attendance is expected. However, if your child is ill, he or she **should not** be permitted to attend school. Please do not send your child to school if:

- a fever of 100 degrees or more is present.
- vomiting or diarrhea is present.
- a severe head cold, persistent cough, or severe sore throat is evident.
- a suspicious skin rash or other contagious condition is evident.

The school should be notified if your child has a contagious disease including: chicken pox, pink-eye, impetigo, and pediculosis (head lice).

If an illness occurs at school, parents are notified. Children who have a fever must be picked up and taken home. A student must be fever free for 24 hours prior to returning to school. Parent pick up is required for students who display the following: fever above 100 degrees (without fever reducing medication), diarrhea, vomiting, or head lice.

Emergency Information

Please notify the school office immediately of any change in a student's address or telephone number. Emergency numbers should be continuously updated in the office.

Safety drills are conducted throughout the year. During a safety drill, admittance to the building is limited.

SAFETY ALERT PROGRAM

District 7's safety and weather alert system consists of three components: an email safety alert system, a telephone broadcast system, and a web alert system.

SAFETY ALERTS - VIOLENCE

The system is used to alert parents to *viable* threats and/or to dispel rumors. Students sometimes attempt to use fear to manipulate others around them—often because they think it's funny or just want to have a day off.

All threats will be treated seriously and will be investigated by the District and public safety officials. Anyone responsible for threats faces tough penalties, including possible expulsion from school and criminal prosecution.

SAFETY ALERTS - WEATHER

The system is used to alert parents to cancellation of school due to inclement weather.

SAFETY ALERT NOTIFICATION

A message will be posted on each alert system stating one of the following

- There are no current safety alerts; please disregard rumors
- There is a viable threat
- School has been cancelled due to inclement weather

Parents can access safety alert information in three ways:

- Subscribe to the email alert system at www.ecusd7.org/alert/subscribe.asp
- Parents will receive messages by phone on the numbers listed on their child's Student Information Sheet
- Visit the District's website at www.ecusd7.org/alert

Subscribers to the Email Alert system will not be able to reply to the system.

Pick-Up Procedures in the Event of the Evacuation of Students to an Alternate Facility

- 1. Prepare your child.** Children who are prepared experience less fear and hysteria. Let your child know who can make the pick-up at school if you are unable to do so. Reassure your child that he/she will be cared for until you arrive.
- 2. Keep your child's emergency contact information up-to-date.** The only people other than yourself who will be allowed to pick up your child are those whom you authorize on the Student Information Sheet. No student will be allowed to leave with another person, even a relative, unless the school has prior written permission from the parent/guardian.
- 3. Remain calm.** It is imperative that you do not strain resources that are attempting to direct and maintain emergency responses. Follow all instructions given by School and Emergency Response Officials to facilitate an orderly process.
- 4. Do not call school and tie up the school phone.** Information will be disseminated to parents through the school district's Telephone Broadcast System, Email Alerts, and Web Alerts (www.ecusd7.org).
- 5. If possible, walk from your home.** Parent parking areas will be congested. Ride with another parent if possible.
- 6. Park only in areas designated for parents.** Do not park in other areas that may be designated for emergency response vehicles or areas that may block an orderly flow of traffic.

- 7. Do not attempt to pick up your child directly from the student assembly area.** Parents and authorized adults must first report to the Student Request Table.
- 8. Bring a government-issued, photo ID with you to the Student Request Table and Student Release Table.** Students will only be released to their parents or to an adult designated on the child's Student Information Sheet.
- 9. Talk to the Parent Information Officer if you have any questions.** This will help the Student Release Team avoid bottlenecks at the Student Request and Student Release Tables.
- 10. Pick up all students for whom you are authorized.**
- 11. Sign out at the Student Release Table. The staff will locate and bring your child to you.** No student will be released without a parent signature, noting time of release, destination, and phone number.
- 12. Leave the campus immediately after being reunited with the student.**
- 13. Information from the school district on retrieving student property that may still be left on school property will be forthcoming.**

Medication Policy

Edwardsville Community Unit School District 7 has adopted a policy regarding administration of medication (including non-prescription medications such as aspirin and Tylenol) during school hours and at school-related events. A student who needs medication to be administered during school hours or school-related events must have submitted a completed request for Medication to be Administered at School form. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/

guardian has authorized the student to carry and self administer the medication and has completed and signed the form entitled “Request for Medication to be Administered at School.” If authorized by the student’s physician and the student’s parent/guardian and physician have completed the form entitled “Request for Medication to be Administered at School,” a student may carry and self administer an epinephrine auto-injector. If authorized by the student’s physician and the student’s parent/guardian and physician have completed the form entitled “Request for Medication to be Administered at School,” a student may also possess the supplies and equipment necessary to manage their diabetes pursuant to a physician approved Diabetes Care Plan. Please see the building principal or nurse regarding the District’s medication policy and to obtain required forms.

The STUDENT INFORMATION FORM is the **only source** for school personnel to know **whom** to contact in the event of a serious injury or illness, and exactly **how** to contact these persons. It is **imperative** that the information on this form **be kept current** at all times.

Students with Diabetes

A diabetes care plan will be developed for any student who seeks assistance with diabetes care in the school setting. It is the responsibility of the student’s parent or guardian to share information regarding the student’s diagnosis, recommended treatment and required medication upon the initial diagnosis or any change to the treatment plan. Parents must provide the student’s health care provider’s instructions concerning the student’s diabetes management in writing to school staff. The diabetes care plan shall include the treating health care provider’s instructions concerning the student’s diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.

Students with Life Threatening Food Allergies

The District has implemented a life threatening food allergy management program which identifies students with life threatening food allergies, prevents exposure to known life-threatening food allergens, responds to life-threatening allergic reactions to food; and educates and trains school personnel who interact with students with life-threatening food allergies on the management of students with life-threatening food allergies. Parents of students with life threatening allergies must provide the District with written documentation from the student's health care provider which identifies the allergy upon diagnosis and annually thereafter.

Restrictions on Activity/Physical Education and Recess

When a child's injury prevents him/her from participating in physical activity (gym or recess), we must have a doctor's note stating the injury, what the restrictions are, and length of time for the restrictions. A note from a parent may be written to request that a student stays in for recess for up to 3 days. Parents may excuse students from PE for one day only; after that we must have a doctor's note.

Student Dress

Students are expected to dress in a manner that is appropriate for the weather and is not disruptive to the learning environment in any way. Comfortable gym shoes are encouraged, as it can be difficult to run and play in sandals and shoes with plastic soles and/or big heels. Gym shoes should fasten and cover the entire foot. Comfortable clothing is a must for physical education. Students are encouraged to keep a pair of gym shoes in their locker. No skate shoes or cleats are permitted.

Special Occasions/Snacks

It is at the teacher's discretion to determine if and when a snack is part of the daily schedule. Healthy snacks that do not require

preparation are encouraged. ALL snacks must be commercially wrapped. For health and safety reasons, we do not accept home-made goods. This policy applies to all school celebrations.

A birthday treat may only be sent to school for the child celebrating his/her birthday, not the whole class. The treat may be eaten at snack time or lunch time, at the teacher's discretion. As a safety precaution, we strongly encourage parents to bring **only** peanut-free snacks.

Party Invitations

To minimize the disruption to the school day, students may not distribute party invitations during instructional time. In addition, school staff will not be responsible for this distribution.

Valuables/Lost and Found

Students are strongly advised not to bring ANY valuables to school. Please label ALL the children's clothing to expedite locating lost articles. The Lost and Found closet is located near the lobby. It is emptied three times a year—after Christmas, before Spring Break, and at the end of the year. Unclaimed items go to a charity. If your child has lost any belongings, please check the Lost & Found closet immediately.

Visitors/Volunteers

All visitors must sign in with the School Safety Officer and show a photo ID. They will receive a visitor badge that must be worn in the building. Visitors must sign out with the SSO by returning their visitor badge.

If a student is being picked up, parents must report to the school office. In the event that you want to visit your child's classroom, we ask that you contact your child's teacher at least one day prior to the intended visit. Siblings may not accompany parents when visiting the classroom, chaperoning field trips, helping during parties, or eating in the cafeteria.

Messages to Students/Phone Usage

Only in the case of an emergency do we take students out of class to receive messages. Parents may call and leave a message with the secretary. If there is a change in arrangements regarding how a child is to get home, please call the school office immediately, preferably before 3:00 p.m.

Pets

Animals are not allowed on school grounds or on the school bus.

Pets are not allowed on school grounds at any time. Pets should be left at home during drop-off and pick-up.

V. Transportation

School Bus Service and Conduct

First Student is the District's school bus service provider. Any questions regarding routes, and/or pick-up and drop-off times should be referred to First Student at 656-0125. It is the bus driver's responsibility to report any incident to the appropriate school administrator as soon as possible. The school principal will investigate the bus conduct notice. Violation of safety regulations will result in disciplinary action. Disciplinary action will be determined by the school principal. Disciplinary action may include (but is not limited to): parent notification, parent conference (with student, parent, and possibly driver) and/or bus suspension (depending on the severity and number of bus conduct notices).

Parent Pick-Up (before instructional day ends)

Students leaving for the day prior to dismissal must be checked out in the office. Please notify the teacher ahead of time, if possible. The child will be called to the office when the parent arrives. If someone other than a contact person on the student information card picks up the child, the parent must contact the school either by phone or in writing. The child will not be released

without confirmation from a parent/guardian. Please utilize early pick up only when necessary, as it is disruptive to the classroom.

Field Trips

A parent permission slip will be sent home by the teacher to be signed by the parent and returned. Students on field trips will not be released to parents or anyone else unless arrangements have been made with the teacher and principal prior to the trip. Parent volunteers must commit to staying with the class the remainder of the field trip and traveling on the bus with the class, unless otherwise indicated. Younger siblings are not allowed on field trips.

The use of alcohol or tobacco products is prohibited on all school field trips or on school grounds.

VI. Student Responsibilities

Please bear in mind that behavior expectations in a structured school environment may be very different than in a relaxed home environment. Structure and consistency are vital to successful school management.

General Rules

1. Students must practice behaviors that provide others the opportunity to learn.
2. Students must keep their hands, feet, and all other objects to themselves.
3. Students must use appropriate language.
4. Students will walk and talk quietly. Running is not permitted in the building.
5. Improper use of furniture, equipment, or materials is not permitted.
6. Students will show respect for all adult supervision.
7. Students will help maintain an environment that is safe, friendly, and productive.

Lunch and Recess

Teachers are responsible for taking students to the lunch room. Monitors are on duty to supervise students. Your child's teacher will inform you of your child's lunch time. Teachers pick up students after the recess period.

The District 7 Food Service Department uses *MySchoolBucks*, a service that allows parents to prepay for their child's school breakfast, lunch, and a la carte food items using their credit or debit card. Access the program at www.MySchoolBucks.com. *The service is optional.*

VII. Home and School Communication

Parent Visits and Conferences

Conferences may be scheduled through a note, e-mail, phone call, or visit to school. Out of respect for the teacher's time with students, please do not attempt to speak with the teacher during class time. The school calendar does set aside conferences in the fall. We hope that you will make every effort to attend.

Progress Reports/ Report Cards/Assessments

Report cards are sent home quarterly with all first and second grade students. Kindergartners receive reports in the fall, winter, and the spring. All grade levels administer the ISEL (Illinois Snapshots of Early Literacy). Progress reports are sent home when there are indications of extraordinary success or concern related to student progress.

PTO (Parent and Teacher Organization)

The PTO is an organization that is made up of dedicated parents and teachers. Our PTO serves as a link between home and the school. All parents are encouraged to join. The PTO holds regular meetings to discuss ways to support the school community in providing the best education for our students. Please call the school for PTO meeting dates and times.

Fliers

All fliers are subject to approval by the Superintendent's Office prior to distribution. Please take fliers to the District 7 Central Office, which is located at 708 St. Louis Street in Edwardsville. Most fliers will be available online through the Virtual Backpack.

School Calendar 2018-2019

August 14, 2018	First Day of School - Full Day Student Attendance
September 3, 2018	Labor Day - No Student Attendance
October 5, 2018	Madison County Teacher Institute Day - No Student Attendance
October 8, 2018	Columbus Day - No Student Attendance
October 12, 2018	First Quarter Ends - Half Day Teacher Inservice Half Day Attendance (A.M.)
November 12, 2018	Veterans Day Observed - No Student Attendance
Parent Conferences, November 19-21, 2018	
<ul style="list-style-type: none">Monday, November 19 (5:30 p.m. until 8:30 p.m.) Full Day Student AttendanceTuesday, November 20 (1:00 p.m. until 7:30 p.m.) No Student AttendanceWednesday, November 21 (8:00 a.m. until 12:00 Noon) No Student Attendance	
November 22-23, 2018	Thanksgiving Holiday - No Student Attendance
December 19, 2018	End of First Semester
December 20, 2018- January 1, 2019	Holiday Break - No Student Attendance
January 21, 2019	Martin Luther King, Jr. Holiday - No Student Attendance
February 18, 2019	Presidents Day - No Student Attendance
March 8, 2019	End of Third Quarter
March 22, 2019	District 7 Teacher Institute Day - No Student Attendance
April 15-22, 2019	Spring Break – No Student Attendance
May 20, 2019	Last Day of Student Attendance (If all seven [7] snow days are used, last day for students is May 30, 2019)