

SCOTT M. Leaman ELEMENTARY SCHOOL

Parent and Student Handbook

School Year 2022 / 2023



STEAM Academy

Where Lemurs "Learn By Doing"

Mission

To integrate STEAM Education by empowering students to take thoughtful risks, engage in experiential learning, persist in problem-solving, embrace collaboration, and work through the creative process. Lemurs are the learners, innovators, and leaders of the 21st century.

**Scott M. Leaman Elementary School
1200 Brentford Circle, Lincoln, CA 95648
Phone: (916) 409-2401 Fax: (916) 543-0547
Attendance Hotline: (916) 409-2402**

<http://smles.wpusd.org/>

Principal - Mr. Jack Gout

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Drop-Off and Pick-Up Procedures

Students may be dropped off in front of the school along the white curb area (North and West parking lots) which are for drop-off /pick-up only; drivers must remain in their vehicles in these areas. If you are walking your student to school, we ask that you say goodbye to your child at one of our gates. If it is necessary to speak with a staff member, please park your vehicle in one of our parking lots, stop by the office and our office personnel will see if he or she is available.

Teachers and staff members are on supervision duty beginning at 7:55 AM. **Please do not have students arrive before that time.** When students arrive, they are to head straight to the classrooms. Backpacks may be dropped off at the designated areas.

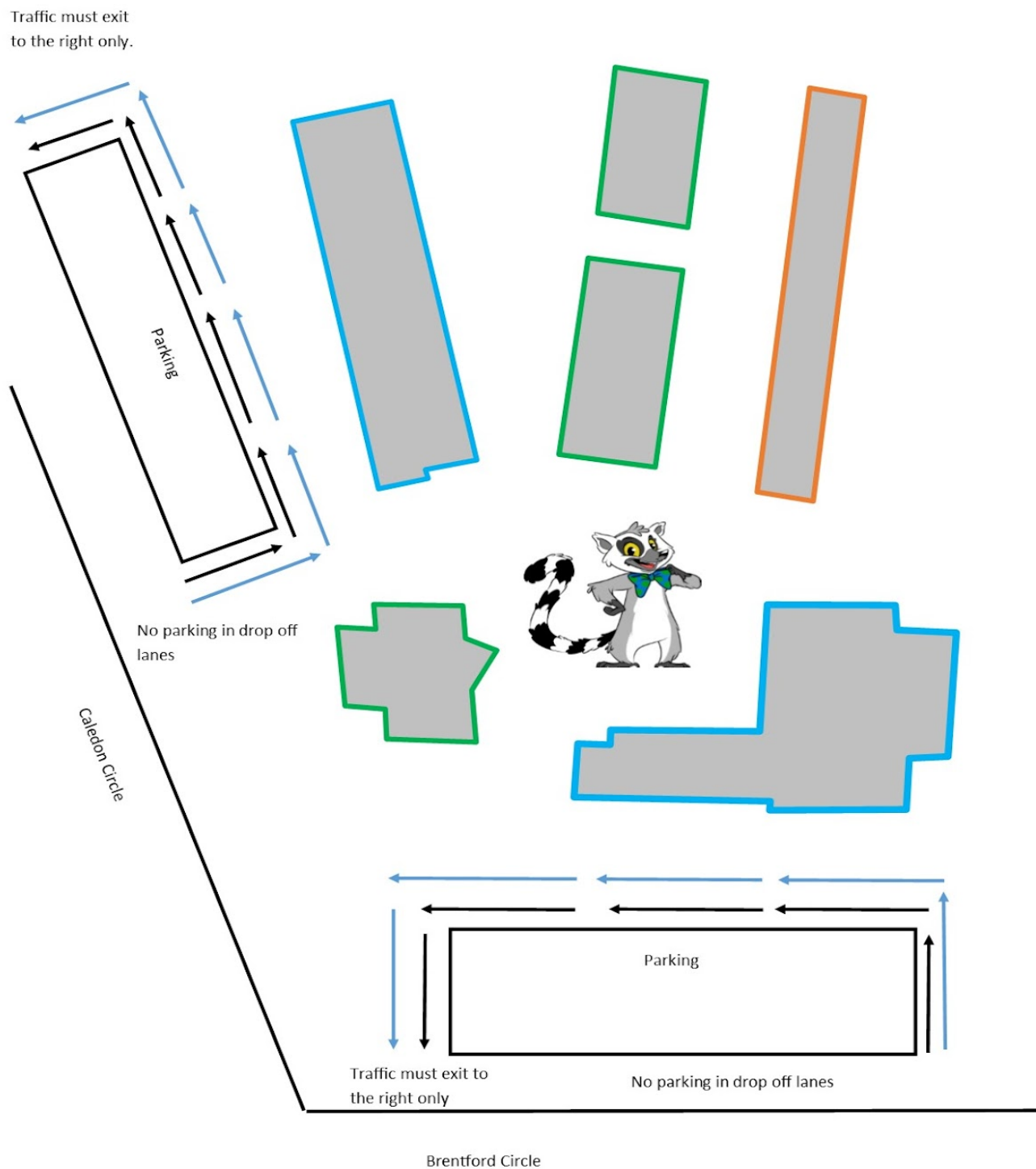
Traffic only flows one way in the parking lots in front of the administration building and in front of the kinder classrooms. When leaving the entrances to the school, we are asking everyone to obey the [posted sign] as this creates a faster and safer exit for all involved. ***Please drive carefully and slowly down these streets out of consideration and safety for our neighbors and children.***

The area in front of the multipurpose room and the rounded curb in front of the kinder gate is a red curb “Fire Lane”. Please refrain from parking in these and other red curb areas at all times.

For bike riders, scooter riders, skateboarders you need to walk your bike, scooter or skateboard once you enter the parking lots and when on campus. The bike racks are located on the back side of the multipurpose room and will be opened before and after school.



SMLES Traffic Flow Map



***** LEMUR LESSONS *****

**It is essential that parents do not leave their car unattended
unless it is parked in a parking lot spot.
Thank you for your support!**

EMERGENCY PROCEDURES

The school's emergency plan identifies the specific actions for an emergency situation. Students and staff practice emergency procedures such as fire drills and classroom evacuations during the school year. During an evacuation, students are first moved to the blacktop areas.

If evacuation of the school property is necessary, students will be transported to Lincoln Crossing Elementary School (635 Groveland Lane), the primary location, or to Creekside Oaks Elementary School (2030 First St.). Information regarding the location is sent to the parent / guardian's smartphone via our school app, telephone call and/or email to parents so that parents can pick up their children.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

*** LEMUR LESSONS ***

Please be sure to contact the school office about absences; if you only let the teacher know, you are likely to get an automated phone call inquiring about the absence.

Students should be on campus by 8:30 am in order to avoid being tardy.

ATTENDANCE

Consistent attendance enables students to grasp educational concepts and be better prepared to learn. A student's attendance also provides state funding based on *Average Daily Attendance* (ADA). Absences from school will be excused for health reasons, attendance at funeral services for a family member, appearance in court or observation of a religious holiday or ceremony. Parents, please make a concerted effort to have your child arrive at school on time and attend school for the entire day.

When your child is absent, it is the parent's responsibility, as well as a requirement to notify the school (preferably within 24 hours of the absence). You may call the twenty-four hour attendance line at (916) 409-2402, use the School App, or go to the school website and send an email to our attendance clerk or send a note with your child on the day he/she returns to school. The note must indicate the student's full name, dates of absences, specific reason for absence, and parent signature. It is encouraged that you also notify your student's teacher, if possible.

Appointments

If a student needs to check out of school early for an appointment, a note must be brought to the office **before school** to receive an Early Dismissal Slip. This procedure will allow the student to meet their parent(s) in the office without delay. Any student leaving school before the end of the school day with parental permission must be signed out through the front office by the parent, guardian or other adult listed on the student's emergency card.

School Attendance Review Board (SARB)

The School Attendance Review Board (SARB) brings together parents, students, school personnel, law enforcement, county probation and other agencies to review cases of students who are referred for irregular attendance. Students and their families are referred to SARB for the following reasons:

1. **Attendance:** The student and family will be summoned to appear before the SARB Board if the student has been declared habitually truant or has excessive absences or tardies. More than nine absences per year is considered chronically absent.

2. **Behavior:** A student who exhibits chronic misbehavior that requires suspension from school for a total of ten school days or more may result in a hearing by the SARB. The administrator may recommend, at any time, that a SARB hearing be convened if a student overtly or flagrantly interferes with the smooth operation of the school or in any way jeopardizes the health or safety of any individual or group.

The Principal and Attendance Clerk will send information to the student's home if the student has excessive tardies, excused absences, or unexcused absences. The letters will be sent according to the following guidelines:

Excused for Illness	Action	Unexcused Absence	Action
5th excused absence	Excused Illness Letter #1	3rd Unexcused	1st letter
10 th excused absence	Excused Illness Letter #2	4th Unexcused	2nd letter
14 th excused absence	Excused Illness Letter #3	5th Unexcused	3rd letter and an SST scheduled
15 th excused absence and each absence thereafter will REQUIRE a Doctor's Note	No Doctor's note = unexcused absence	6th Unexcused	4th letter; Student Declared Habitual Truant; Referral to SARB Hearing

A SARB hearing results in a contract with the student and family requiring regular school attendance and appropriate school behavior. Violations of the contract will result in a referral to Community School or a petition on behalf of the minor child to the County Juvenile Court. In addition, if your family is on welfare and your child is delinquent, your Welfare Check may be reduced. CalWORKS requires that all school-age children must attend school regularly and on time.

Tardies

Tardies cause disruptions in class and lead to missed instruction for the student. When your child is tardy, please park, come to the office and sign them in to receive a tardy slip. When a child is tardy 30 minutes or more, state law requires that a parent/guardian sign that child in.

Short Term Independent Study / Travel Study

Travel during the school year is **strongly discouraged**. However, if a trip must be taken that will cause a student to miss **3 or more** school days, we recommend you contact the office and request a Travel Study. Short Term Independent Study / Travel Study is used to ensure that a student is able to maintain academic progress in his/her regular classes during a short term absence of **no less than 3 and no more than 14 DAYS each school year** due to emergencies, vacation or illness. Travel studies must be requested at least two weeks in advance of the trip so the teacher can prepare the materials. The student, a parent/guardian, and an administrator must sign the contract. **All work is**

due on the day the student returns.

Short Term Independent Study is an **OPTIONAL** educational alternative in which no student may be required to participate. WPUSD is committed to ensuring this objective is met and expects the same commitment from the student and his/her parent/guardian. Students miss valuable instruction and experiences, which cannot be replaced.

To qualify for a Short Term Independent Study and/or Travel Study, a student must be in good academic standing and meet attendance requirements. Only **one** Travel Study can be granted in an academic school year; additional requests may be approved at the discretion of the site. The administration may deny a travel study request if requirements are not met. Travel Study will not be granted during the first week of school, last two weeks of school, or during state testing for 3rd-5th graders.

Withdrawals / Transfers

In order for all necessary records to be completed, families must notify the office and teacher at least two days before a student withdraws from school or transfers to another school. If registration documents are needed for the next school, please request those copies from the office when you have notified us of your student's withdrawal. Students will follow their regular schedule on their last day of attendance. A forwarding address, with zip code, must be left with the office.



BEHAVIOR - PBIS

PBIS stands for **Positive Behavioral Intervention and Supports** and is a data-driven behavior plan that teaches students the behaviors we want to see on campus, at home, and in the community.

LOCATION	RESPONSIBILITY	RESPECTFUL	SAFE	UNIFIED
Assembly	<ul style="list-style-type: none"> - Sit cross-legged - Listening ears on 	<ul style="list-style-type: none"> - Show appreciation - Make room for others 	<ul style="list-style-type: none"> - Stay with class - Hands to yourself - Walking feet 	<ul style="list-style-type: none"> - Raise a hand - Find a teacher
Bathroom	<ul style="list-style-type: none"> - Wash hands - Remember to flush - Use appropriately 	<ul style="list-style-type: none"> - Respect privacy 	<ul style="list-style-type: none"> - Walking feet 	<ul style="list-style-type: none"> - Report problems to an adult
Blacktop	<ul style="list-style-type: none"> - Freeze when bell rings - Put away all equipment - Use trash cans - Pick-up belongings 	<ul style="list-style-type: none"> - Include everyone - Share - Take turns 	<ul style="list-style-type: none"> - Be self-aware - Run in designated areas 	<ul style="list-style-type: none"> - Talk it out - Ask for help
Cafeteria	<ul style="list-style-type: none"> - Clean up your area - Be prepared - Have ID and money ready 	<ul style="list-style-type: none"> - Use manners - Wait patiently in line 	<ul style="list-style-type: none"> - Stay seated and raise hand - Walk - Eat your own food 	<ul style="list-style-type: none"> - Ask adult for help
Classroom	<ul style="list-style-type: none"> - Try your best - Be prepared - Clean up after yourself 	<ul style="list-style-type: none"> - Use manners - Encourage others - Be helpful 	<ul style="list-style-type: none"> - Use supplies appropriately - Walk in the classroom 	<ul style="list-style-type: none"> - Talk it out - Ask for help
Community	<ul style="list-style-type: none"> - Respect neighbor's property 	<ul style="list-style-type: none"> - Respect property of neighbors and community 	<ul style="list-style-type: none"> - Stay on sidewalk - Obey traffic laws - Be alert 	<ul style="list-style-type: none"> - Talk to parent - Talk to teacher
Drop off/ Pick-up Area	<ul style="list-style-type: none"> - Watch for your ride - Pick up trash and belongings 	<ul style="list-style-type: none"> - Use manners - Help others 	<ul style="list-style-type: none"> - Walk - Use crosswalk & sidewalks - Hold on to your belongings 	<ul style="list-style-type: none"> - Remind others of rules - Report problems to adult
Library	<ul style="list-style-type: none"> - Be prepared - Listen - Quiet voice 	<ul style="list-style-type: none"> - Handle books with care - Return books on time 	<ul style="list-style-type: none"> - Walk - Push in chairs 	<ul style="list-style-type: none"> - Wait patiently - Ask for help
Office	<ul style="list-style-type: none"> - Have a purpose - Have permission 	<ul style="list-style-type: none"> - Use manners - Wait patiently 	<ul style="list-style-type: none"> - Walk - Stay in student lobby 	<ul style="list-style-type: none"> - Ring bell only when staff is not present
Hallways/ Walkways	<ul style="list-style-type: none"> - Walk in single file - Stay out of bark areas 	<ul style="list-style-type: none"> - Yield for others - Quiet voices 	<ul style="list-style-type: none"> - Be aware of doors - Do not stand/walk on/jump off concrete benches 	<ul style="list-style-type: none"> - Ask for help
At Home	<ul style="list-style-type: none"> - Complete homework - Check agenda or folder with parents - Clean backpack nightly 	<ul style="list-style-type: none"> - Use manners - Be agreeable - Complete your chores 	<ul style="list-style-type: none"> - Safe/quiet homework station - Think before you act - Go straight home 	<ul style="list-style-type: none"> - Ask For help - Call a classmate

LEAMAN LEMURS POSITIVE BEHAVIOR EXPECTATIONS

- We are ***Respectful, Responsible, Safe, and United***
- We acknowledge and listen to all staff on campus at all times
- We treat each other how we want to be treated
- We keep our campus clean and use all school property properly

Hallways

- Walk at all times
- When walking with classes, stay in line
- Use sidewalks, staying out of bark and plant areas
- Use quiet voices - classes are learning

Lunch/MP Room

- Walk at all times
- Once seated with lunch, stay seated unless given permission by supervisor
- Raise hand if you need assistance
- Use quiet voices
- Eat instead of play - play will be at recess
- Food stays in cafeteria

Playground/Field

- Use equipment as intended (use it only for its purpose)
- Share, take turns, and include all who want to participate
- Stay away from fire hydrants and yellow poles
- Only climb on apparatus as intended (no fences, poles, etc.)
- Freeze at bell or whistle, take a knee, wait for instructions to line up
- Return all equipment to the cart when finished

Apparatus/Play Structures

- Walk at all times in bark area
- Balls and other equipment stay out of apparatus area
- No tag on apparatus
- Do not climb rails or poles of apparatus
- No hanging upside down

Office

- Must have a pass to enter office
- Use quiet voices
- Wait your turn

Personal Items

Students may not bring the following items to school. Any items confiscated from students will be kept and returned at the end of the day. If an item is brought again, it should be confiscated and returned to their parents.

Aerosol Cans	Electronic Games	Sunflower Seeds
Audio Devices	Glass Containers	Toy Guns or Knives of any Kind
Balloons	Gum	Trading Cards
Bandanas	Laser Light/Pointers	Video Devices
Cameras	Personal Toys/Trading Cards	Wheelie Shoes

Bicycles, Skateboard and Scooters

Students may ride their bicycles, skateboard or scooter to school providing they wear a helmet and follow safety procedures and laws. **Students are to walk these items across all streets when entering or exiting the school campus as well as at all times while on campus.** The school may revoke a student's right to have these items on campus if a student does not follow these guidelines. If your student does not have a helmet, please let the office know so we can provide your child with one.

Bicycles, skateboards and scooters must be kept at the bike rack located on the south side of the multipurpose room and must be locked at all times. The school is not responsible should these items be stolen or damaged.

*** LEMUR LESSONS ***

According to CA law, bicycle, scooter and skateboard riders and passengers under 18 years of age must wear a fastened bicycle helmet while riding on a public road (CVC §21212). Head injuries are more complex and difficult to heal than typical injuries – don't take the risk!

Cell Phones & Smartwatches/Devices

While we discourage student possession of cell phones and/or smartwatch/devices on campus, we understand that parents may wish their child(ren) to carry one to be used going to/from school. Students bringing a cell phone or smart watch/device to school must keep the device in the off position during the school day. Phones must be put away in their backpack once the student enters the main campus through the front gate. Any cell phones or smart watch/device found to be out and/or on between 8:15 and 2:40 will be taken from the student and returned at the end of the day. Multiple infractions will result in the cell phone or smart watch/device being taken away and returned only to a parent. A referral may be given for multiple infractions of this rule. The school is not













responsible for damaged or stolen cell phones or smartwatch/devices. Families are encouraged to make a plan for pick up after school, before drop off each day, but if there is an unexpected situation, please call our front office before 2:30 pm. They are happy to deliver a message to your child before the end of the day.

Reinforcement & Consequences

All classroom teachers post and consistently enforce classroom standards for behavior. We want students to learn to take responsibility for their actions. Our approach to helping students is positive and proactive.

Student Recognition

Lemur Loot - Awarded to students by any staff member for being Responsible, Respectful , Safe, or Unified

 LEMURIFIC! You were caught being: Respectful Responsible Safe Unified Name: _____ Teacher: _____ 	 LEMURIFIC! You were caught being: Respectful Responsible Safe Unified Name: _____ Teacher: _____ 
 LEMURIFIC! You were caught being: Respectful Responsible Safe Unified Name: _____ Teacher: _____ 	 LEMURIFIC! You were caught being: Respectful Responsible Safe Unified Name: _____ Teacher: _____ 
 LEMURIFIC! You were caught being: Respectful Responsible Safe Unified Name: _____ Teacher: _____ 	 LEMURIFIC! You were caught being: Respectful Responsible Safe Unified Name: _____ Teacher: _____ 

BIRTHDAY CELEBRATIONS

Parents wishing to recognize their child's birthday at school are encouraged to utilize one of the following suggestions:

1. Contact your teacher to make arrangements for birthday celebrations. Please talk with your child's teacher at least 2 days in advance to make arrangements.
2. Purchase a book for our school library. The child's name will be placed in the book and the child will have an opportunity to share the book with their class prior to it being placed in the library. Please contact the school library to make arrangements.
3. Purchase a pencil or eraser for each student in the classroom.
4. Parents wishing to bring a treat should consider healthy options (fruits, vegetables, etc...). Due to our desire to minimize unhealthy snacks and messes, and to accommodate student dietary restrictions and/or allergies.
5. Add a birthday wish to the Leaman marquee. This is a PTO fundraiser (\$10 dollars for a message - notify PTO at least two weeks prior)
6. Teachers are not able to distribute student directory information to parents for student birthday parties or at-home events unless they have received authorization from parents.

CHANGING A STUDENT'S TEACHER

Many considerations are taken into account when putting together class assignments which include the balancing of classes by gender, academic levels, behavior considerations, specialized supports required by students, etc. As a result, changing a student's teacher assignment will not be considered during the first six weeks of school. Prior to requesting a teacher change, parents must meet with their child's current teacher to discuss and implement a plan for helping their child be more successful in the current class. If this plan does not work, a parent may request a meeting with the teacher and school principal in order to review additional options that may include a change of teacher.

CONFIDENTIALITY AND STUDENT PRIVACY

Each year, parents are asked to fill out a student information/emergency card listing the names and telephone numbers to be used if it is necessary to contact parents or other designated adults during the school day. This year, our district is using an online emergency card through the PowerSchool Parent Portal. Information about how to access PowerSchool is available on our website at www.smles.wpusd.org.

If you have any questions about the online emergency card, or if you need access to a computer to complete the emergency card, please stop by the office between 7:30am - 4 pm. Please notify the office if the information on your emergency card changes.

Students may only be dismissed to their parents/guardians or individuals listed on their emergency cards. It is suggested that parents list any friend or family member on the card who could be available to pick up their child(ren).

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. School employees can only share information or educational records about students to their parents or legal guardians unless their parents provide written consent that approves the release of information. If there has been a parent separation, we cannot withhold student information from a parent unless legal documentation is on file that specifically prevents the parent from having access to this information.

Teachers are not able to distribute student directory information to parents for student birthday parties or at-home events unless receiving authorization from parents. Student's earning honors, awards, and recognition may be published in the school newsletter and online. Parents who would not like their child's name listed are asked to contact the school office.

Parents also have the right to inspect and review their child(ren)'s education records and to request copies of all or parts of the record for a copy fee. The request to review and/or receive a copy of student records must be made in writing with the review taking place in the presence of a school official.

STUDENT SUCCESS TEAM (SST)

Students who are experiencing difficulties with academics, attendance or behavior may be referred to the Student Success Team (SST). This group is initially made up of the student's teacher(s), specialists, and site administrator(s). As a team, the group reviews the strengths and weaknesses of the student and develops an intervention plan to address the areas needing improvement. We involve parents in these meetings when we find that our best practices and site interventions are not as effective as we had anticipated. Parents can always request a parent/teacher conference, and parents are asked to contact their child(ren)'s teacher if they believe a CST/SST is needed.

CLASSROOM INTERRUPTIONS

In an effort to protect the continuity of classroom instruction we make every effort to minimize classroom interruptions. Parents are asked to help by:

1. Informing your child before school of any plans for after school pick-up. Contact the office, if pick-up plans change and we will run a note to your child before the bell rings.
2. Check each morning to make sure your child has their lunch or lunch money (or credits on their account) and any class materials or homework they will need. Lunches, clothes, books or other items brought to school during the school day are to be brought to the front office.
3. If necessary, we will do our best to relay any phone messages to your child. Please be aware that we will not interrupt class time with a phone call. To ensure that messages get through in time, please call no later than 1:30
4. Scheduling any classroom visit 24 hours in advance with the teacher and admin. If on campus, minimize conversation with the classroom teacher, especially once the 8:10 bell has rung and during class time, allowing the teacher to focus on the students and the instructional program.

CLOSED CAMPUS

We have a closed campus. Once students arrive on the grounds they must remain until the end of the school day unless a parent/guardian signs them out of the office for an early dismissal.

DRESS CODE

Students must wear clothing that is comfortable, clean, and weather appropriate. If a student's appearance disrupts the school program, a parent will be called to assist in correction of the problem.

- ♦ Students must always wear shoes. The shoes must be safe and appropriate for P.E. and outside activities. Any heels must be low and all sandals must have back straps. No flip-flops are allowed.
- ♦ Shorts and Tops: We're asking for a 4" inseam for all shorts. Spaghetti straps are allowed, but please practice good judgment in terms of modest dress. Clothing that exposes the midsection or underclothing is not allowed. Tights and/or shorts should be worn under dresses for outside activities.
- ♦ Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive or that which advocates racial, ethnic, or religious prejudice or the use of drugs or alcohol.
- ♦ Students must wear pants at or above the hip point that stay up without a belt. The pant length must be above the ground (sagging is not allowed).
- ♦ Students shall not wear accessories which could pose a threat to the physical well-being and safety of the students or disrupt the learning environment. These include the following: ear piercings with protruding studs or hoops; chains; chokers with studs, etc.
- ♦ Students wearing hats must have the brim facing forward, and hats must be removed indoors.
- ♦ The administration reserves the right to decide the appropriateness of the student's attire and to review and change the dress code to ensure a productive and safe learning environment as necessary. If a student's articles of clothing, jewelry or accessories violate the dress code or in some other way cause disruption to the learning environment, parents will be notified and the student will be asked to change.

FIELD TRIPS

Field trips are scheduled at the classroom teacher's discretion to supplement the classroom curriculum. Field trips are considered an extracurricular activity with student attendance conditional on behavior. Students are responsible for returning field trip permission slips to school whenever field trips are planned. Students who do not have written permission may not be allowed to go on the trip. Students, unless officially signed out from school (completing sign out log in the office) by their parents/guardians, need to ride the bus to and from the field trip. Parents who officially sign their children out of school during a field trip can only provide transportation to their children (not to neighbors, friends or relatives).



Parent chaperones are encouraged and may be required on field trips. To attend as a chaperone, parents must have current TB clearance and be fingerprinted, as well as provide proof of COVID vaccination or negative COVID test within 72 hours of field trip. Siblings of students attending a field trip are not allowed to attend field trips.

The Principal may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk. WPUSD Administrative Regulation 6153 (b).

GRADE REPORTING **(REPORT CARDS & PROGRESS REPORTS)**

Our district has moved to trimester grading periods. As such, final report cards are issued at the end of each trimester. The final report card may be withheld by the school if a student has any outstanding debts or materials. Conferences with all parents will be made available in November.

HEALTH SERVICES

A district nurse or LVN is available on site each week and a health clerk is on site each afternoon. It is vital that current emergency card information is available in case of an emergency. More than two names and phone numbers need to appear for emergency situations. Medication may be dispensed to children by school office personnel upon the request of the parent and the child's physician. A form must be completed by the parent and physician prior to the administration of the medication. The form is available in the school office.

**** Please note that by law, students are not allowed to self-administer any medication, including cough drops or over-the-counter medication.***

COVID-19 Safety Protocols

2022-2023 Protocols: Updated Spring 2022

As we dissect the released CDPH guidelines, we aim to provide our families with detailed, clear protocols for the 2022-2023 school year. It is our goal to support our families and provide a safe learning environment for all, just as we have always done. We are currently updating our protocols from the 2021-2022 school year to align with the current, changing guidance. As we anticipate further change, we will continually update our families as we receive information. See FAQs here:

https://docs.google.com/document/d/1ICtqhnsiExvM_RSHHlqqTlwUGLdgVVQ920Jh1m32v6I/edit

Head Lice

Any student found to have live lice or nits (the eggs lice lay in the hair) will be sent home immediately. In addition, treatment must be given before the student can return to school. Before reentering class, the student will be checked by an office staff member. These precautions are necessary due to live lice being easily transmitted from one person to the next.

Insurance Information

The district does not provide accident medical insurance for school related injuries either on campus or while attending school-related activities/field trips. Affordable insurance plans to help in the event of an accident are available through a private company not connected to the district. Information regarding this insurance is sent home during the first week of school or is available throughout the year in the school office. Purchase of this insurance is optional.

Medication

School office personnel may dispense prescription medication to students as prescribed if a medication consent form filled out by the parent and child's physician is on file. Medications must be provided by the parent and have an official prescription label with the student's name on it. All

medications must be kept in the health office, where they are locked. Students may not keep medications with them unless specifically approved by the school principal and specifically approved by their physician.

Student Health and Injuries

In order to ensure the safety and wellness of all students we ask that students not come to school when ill or running a temperature. While at school, parents of students who are sent to the office for illness or injury in some manner will be notified if:

- there is any obvious deformity or swelling of a limb
- there is any minor or major head injury
- there is any pain that is persistent and unresolved at the school
- there is any nausea or vomiting
- the child has a temperature greater than 100 (per American Academy of Pediatrics)
- their child is bleeding profusely from any part of the body
- their child must have 911 services
- it is deemed necessary for the child to go home

LIBRARY

The school's library is visited by students on a weekly basis. Students are permitted to check out library books each week and are financially responsible for the loss or damage of library books checked out to them. Students with outstanding library fines will lose their check-out privileges until the fines have been paid. Report cards, yearbooks, or awards are held until charges are cleared.

LOST AND FOUND

All student personal items should be clearly labeled with the student's name using a permanent marker. Articles found are placed on the lost and found rack / cart located by the gate next to the office. The lost and found cart is cleaned regularly and items are donated to charitable organizations or community schools in need. We will communicate with families through our school app and other social media outlets, when we plan to donate lost and found items.

***** LEMUR LESSONS *****

Please label your child's clothes so we can get misplaced items back to him/her! Keep an eye on our lost & found by the front gate for misplaced items. We will put our lost & found out on the front gates on occasion and we donate all remaining items about once a trimester.

NONDISCRIMINATION/HARASSMENT

District programs and activities shall be free from discrimination, including harassment, with respect to ethnic group, religion, gender, color, race, national origin and physical or mental disabilities. Intimidation or harassment of any student by any employee, student or other person in the district is prohibited. Staff shall be alert to and immediately respond to student conduct that may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate counseling and /or discipline, including possible suspension for second offenses, and up to and including expulsion (grades 4-5).

Any student who feels that he/she is being harassed must immediately contact the principal or designee.

Bullying – The staff of Leaman Elementary School and The Board of Trustees (BP 1531.2 Students) “recognize the harmful effects of bullying on student learning and school attendance and desire to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.”

A person is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Forms of bullying can include, but are not limited to: physical, verbal, and cyber bullying. Bullying is differentiated from other aggressive acts in the following ways:

- The student who bullies intends to harm.
- There is more than one incident.
- The imbalance of power makes it difficult for the child who is being bullied to defend him/herself.
- The imbalance of power can be physical. The student who bullies can be older, bigger, stronger, or several children can gang up on a single child.
- The imbalance of power can be psychological, which is harder to see but just as potent. The student who bullies can have more social status or a sharper tongue, for instance.

“Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.”

At Leaman, we “shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.”

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code [234.1](#))

After an investigation has been conducted by school staff, corrective actions for a student who commits an act of bullying will be taken. These actions may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

PARENT TEACHER CLUB (PTO)

The Parent Teacher Organization (PTO) is a non-profit volunteer group that works to supplement and support SLES school programs. Supporting school activities, class programs, fundraisers, and sharing time and ideas helps us provide these benefits. The PTO identifies and responds to the needs of the school community. Where appropriate, funds are provided for special projects and activities that would not otherwise be possible.

How can you help the PTO? Sign up to help with an event or volunteer in the classroom. Shop for supplies. Donate items for upcoming events. Take photographs for the yearbook. We'd love to have your assistance. Call us with your ideas as well! Attend a PTC meeting – see dates and times listed on the school web calendar.

RESOLVING CONCERNS

There may come a time when a parent has a concern regarding a decision, action, or comment of a staff member. We encourage parents to act quickly in addressing the concern as follows:

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call or e-mail the teacher to explain your concern. Small concerns may be addressed through a phone call or e-mail while larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed after meeting with the teacher or if the concern is a school level concern, please contact the principal. Again, small concerns may be addressed through a phone call or e-mail while larger concerns are generally best addressed through a face-to-face meeting.

SCHOOL SITE COUNCIL (SSC)

The School Site Council is created in order to assist the school in developing a school improvement plan and monitoring the progress and spending toward stated goals. Advisory in nature, the SSC's functions are to review the school improvement plan, monitor its implementation, periodically assess the effectiveness of the program, and to oversee the development and expenditures of the program improvement budget. SSC membership consists of teachers, parents, classified staff and community members.

Recommendations may include one of the following:

- ♦ Additional academic interventions or supports
- ♦ Academic behavior/progress monitoring
- ♦ Increased communication between teachers and parents
- ♦ Referral to outside agency
- ♦ Parent support opportunities
- ♦ Referral for testing and/or counseling
- ♦ Development of a behavior contract
- ♦ Anything else deemed necessary/appropriate by the Student Success Team.

TEXTBOOKS AND CHROMEBOOKS

Each student is responsible for maintaining the condition of any textbooks and/or classroom materials assigned to him/her and for returning all assigned textbooks to the teacher at the end of the school year or when the child leaves the school. Report cards may be held until all books and materials are returned or debts otherwise cleared.



Your student will be issued a District technology device (Chromebook, Hotspot, iPad, Laptop) to use only for school-related instruction and activities. It's use is conditioned upon compliance with all District Student Internet and Telecommunications Use policies. Copies of the Student Internet Use Agreement and policies can be found at:

<http://www.wpusd.org/Departments/Information-Technology/index.html>

WPUSD owns the device, installed software, and other accessories and if the District technology device is used for any improper purposes, the District reserves the right to have the District technology device returned immediately and remove working access.

You are liable for the value of this device while it is in your possession. If notified by the District, you are to return the District issued technology device within 10 days or during the scheduled return window dates. A device not returned, or returned damaged, will result in the full replacement charge of the device.

Chromebook Replacement (non-returned) - \$350

Chromebook Replacement (returned - non-repairable) - \$200

Chromebook Charger Replacement (non-repairable or non-returned) - \$45

Chromebook Repair: • Cracked or Broken Screen - \$ 80

Missing Keys on Keyboard - \$25
Cracked Frame – if non-repairable may be charge \$200
Non-functioning headset adapter - \$25 - \$200 dependent upon damage
Hotspot Replacement (non-repairable or non-returned) - \$100

Failure to return the District technology device will result in full replacement charge noted above and billed to the parent of the student

TOBACCO, ALCOHOL, AND DRUG-FREE SCHOOL SITE

All schools and district facilities are tobacco, alcohol, and drug free sites. The use of tobacco, alcohol, or drug products is prohibited within any district property (including our parking lot), facility or vehicle. This prohibition also applies to all individuals attending events on school campuses or representing the district at school-sponsored activities (such as field trips) that are held at locations other than district property.

VOLUNTEERS AND VISITORS

Parents / family members / community members are encouraged to volunteer in our school. Here is the process for becoming a volunteer at Scott M. Leaman Elementary School:

1. Complete/update our Volunteer Information Packet (available in the office and our website).
2. Provide a copy to the office of your current T.B. test (good for 4 years).
3. Complete a LiveScan (fingerprints - take the WPUSD form to an approved location) clearance.
4. Provide a proof of COVID vaccination or negative COVID test within 72 hours of the date you are on campus. **At home tests will be accepted, as long as the date and time is written on the results. You may hand carry a photo to the office or submit the results to the following link:**



https://app.informedk12.com/link_campaigns/covid-19-negative-test-attestation-staff?token=xxHbqfyKfNH1PbZ2y2dFtMg5

5. Sign the visitor sign-in sheet in the office and wear the “VISITOR” lanyard or sticker while on campus.

All volunteers are required to have a current TB test on file in the school office. A LiveScan fingerprint check is also required for all volunteers.

There are times when a volunteer may see or hear something in the classroom or on the campus regarding a student’s academic progress, a discipline issue, or other matters that are sensitive and confidential. We ask volunteers to be aware that information about students, should not be discussed with anyone other than the appropriate school officials.

***** LEMUR LESSONS *****

Please speak to our office team if you would like details about getting set up as a volunteer at SLES, or to check on the expiration date of your TB or LiveScan.



ParentSquare

SCHOOL APP - ParentSquare Communications

Western Placer Unified School District adopted ParentSquare for school communication in the fall of 2020. We will use ParentSquare primarily for email, text and app notifications.

If we learned anything from the COVID-19 pandemic, it is that communication with our families is critical. We found flaws in our communication system, so we transitioned to a more robust mass communication program, ParentSquare

In its initial roll out, the district utilized the program simplistically while our families had time to get comfortable with the program. ParentSquare automatically generates an account for each parent, using their preferred email address and phone number. We encourage parents to access their accounts so they can download the mobile app and update their preferences on when and how they are notified.

Download the FREE App

APPLE

ANDROID

SCHOOL MEALS

WPUSD Food Service is excited to offer FREE meals to students through June 2023.

The WPUSD Food Services department is beyond happy to have students back on campus.

Beginning in 2022, the State of California adopted the [Universal Meals Program](#) which allows for district to offer free breakfast and lunch for every student, while maintaining quality ingredients and healthy options. Despite this new program, we still need families to fill out an online meal application to properly allocate supplemental funding from the state and federal level. Please [click here](#) to fill out a meal application.

[CLICK HERE TO LEARN MORE!](#)

What to expect for your students' meal service this year?

- A FREE breakfast and lunch will be offered at each site daily
- Primary school students will be able to grab meals in each of their cafeterias during breakfast and lunch period
- Secondary students will have multiple meal options on campus during breakfast and lunch period
- All students will have both hot and cold meal options
- Only meals will be offered, no other items will be for sale
- Attention Primary School Parents - We will have a Point of Sale system running at the start of the school year. So students who ask for a meal will be given one. If you have a student who is planning on eating with us and has an allergen please reach out to the Food Service Department. This way we can make sure our site staff can meet your student and we can work on accommodations.

We are so happy to have students eating on campus again. Please check out our menus to see what options are available. We will have limited options as we start the school year but will add on more as more vendors and manufacturers open up availability of items.

STUDENT FEES

The Constitution of the State of California requires that we provide a public education to you free of charge. Your right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether you get a grade for the activity or class.

Subject to certain exceptions, your right to a free public education means that we cannot require you or your family to purchase materials, supplies, equipment or uniforms for any school activity, nor can we require you or your family to pay security deposits for access, participation, materials, or equipment. You may be required to attend a fundraising event; however, if you are unable to raise funds for the event, you will not be prevented from participating in an educational activity.