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# Lettie Brown Elementary School

2550 N. Morton Ave.  
Morton, IL 61550  
309-266-5309



## A Message from the Principal

Welcome to Lettie Brown Elementary School, home of the Brown Bears! We are so thankful for all of our Lettie Brown students! Our primary goal at Lettie Brown is to help each student reach his or her full potential - academically, socially, and behaviorally!

This handbook provides vital information for Lettie Brown parents and students. You are encouraged to refer to the Student Handbook, on the Lettie Brown website (under the "Students" tab), for a complete explanation of student rules and policies. Please pay special attention to the information listed regarding medication, attendance, rules, electronic devices, and personal appearance.

We hope that you will partner with us as we journey through the 2015-2016 school year! Please don't hesitate to contact us if you have any questions or concerns throughout the year!

Lettie Brown Staff and Faith Waterfield, Principal

## Vision Statement

Lettie Brown School, with parental cooperation, will provide a caring and respectful environment where children can develop a positive self-concept and attitude. Knowledge will be gained through a developmental approach, educating the whole child—intellectually, socially, emotionally, and physically.

## Mission Statement

The mission of Unit School District 709 is to serve the Groveland-Morton community by stimulating a desire for life-long learning, graduating productive individuals, and challenging all to achieve their highest potentials as active participants and leaders in a dynamic, global society.

## School Board Meetings

The District Board of Education meets the first and third Tuesday of each month. The public is welcome to attend. Time is allotted on each agenda for public questions or comments. A copy of the agenda is posted online and in each school building prior to each meeting.

## MORTON UNIT DISTRICT #709

1050 S. Fourth St. Suite 200

Morton, IL 61550 (309) 263-2581

[district@morton709.org](mailto:district@morton709.org)

Superintendent: Dr. Lindsey Hall

Associate Superintendent: Dr. Craig Smock

## Lettie Brown Elementary School History



The history of Morton schools has been one of continual growth towards excellence. The first schoolhouse in Morton Township was established sometime between 1828 and 1831. It is believed that Reverend William Brown was the school's first teacher. He taught students in his own cabin.

As Morton continued to grow, the school system expanded by building Jefferson Grade School in 1928, Grundy Grade School in 1961, and Lincoln Grade School in 1965. When the school system became Unit District #709 in 1970, there was need for still another school in the Hyde Park area of Morton.

In 1977, Lettie Brown Elementary School was completed. The school was named after Miss Lettie Brown, granddaughter of the former Reverend William Brown. Miss Lettie Brown taught in Morton school for over 50 years. Beginning in 1896, Miss Brown taught two years at Crandall School and then taught at Morton Grade School, which she retired from in 1946. Reportedly, she only missed four days of school for illness in the time she spent as a teacher in Morton. Records indicate that she taught over 2,000 students. Miss Lettie Brown continued to teach Sunday school after her retirement.

Information was taken from *Morton* (1988), a book written by Donald and Ruth Roth.

# LETTIE BROWN SCHOOL STAFF

Principal	Faith Waterfield	Tech. Integration Clerical Aide	Lauri VanDerVoorn Annette Urban
Secretary	Tammy Bailey	Computer Aide	Sondra Dole
ECE	Rhonda Howard	Library Aide	Jamie Grethey
Kindergarten	Kelley Bradford	Music	Shane Rocke
First Grade	Casie McDowell Brenna Baxter	P. E.	Julie Cassidy Josh Prichard
Second Grade	Kristy Boecker Jan Martin	Reading Aide	Emily Mooningham
Third Grade	Carol Davison Kim Knox	RtI Aides	Kimberly Taluc Staci Loyd
Fourth Grade	Stephanie Bishop Laurie Zehr	Enrichment	Wendy Collins Jessica Parker
Fifth Grade	Katy Gingerich Mike Finck	Challenge	Shane Weyland Laurie Zehr
Sixth Grade	Olivia Miller Shane Weyland	Speech	David Knapik
Resource	Eddie Larson Kristina Peifer	Social Worker	Leslie Willis
Instr. Aides	Judy Taylor Matt Robison Tory Bevard Jessica Parker Elizabeth Newell Tracey Vickerman Julie Schmidgall Haley Lee Lisa Garber Ginger Harkless Jayme Eng Jody Zwetz Karen Tracey	Psychologist	Melissa KerberLong
		COTA	Molly Suellentrop
		Inclusion Sp.	Ashley King
		Clerical Aides	Brenda Grimm Carol Main Liz Cigelnik
		Custodian	Tim Epkins Gordon Lofton
		Cafeteria	Jean Melvin Linda Fanning Jan Hauk

# LETTIE BROWN PTO 2015-2016

PTO stands for Parent Teacher Organization. The Lettie Brown PTO is a nonprofit group comprised of parents, teachers, and staff dedicated to improving the educational experience of all students at Lettie Brown Elementary School. Our goals are to encourage interaction between family and school, serve as a source of support, and work with teachers, staff, and the community at large to improve our children's educational experience. Every parent with a child attending Lettie Brown School is automatically a member of the PTO.

## **OFFICERS**

President	Jessica Kapustka	263-0330
Vice President	Julia Hischke	263-2092
Secretary	Ginny Weber	453-6934
Treasurer	Heidie Cook	202-5999

## **P.T.O MEETING SCHEDULE (Meeting time: 7:00 p.m.)**

September 28	February 29
October 26	March 21
November 30	April 25
January 25	

## **COMMITTEE CHAIRPERSONS**

### **Art Fair**

---

<b>Artistic Adventures</b>	Sue Rose	323-9500
<b>Book Fair</b>	Julia Hischke Megan Carter	263-2092 696-7663
<b>Box Tops</b>	Michelle Reef	217-841-4854
<b>Carnival</b>	Amy Winkler	263-1462
<b>Carnival Raffle</b>	Nicole Geiger	727-422-0472
<b>Facebook Manager</b>	Angel Fisher	859-492-0354
<b>Fast Food Nights</b>	Angel Fisher	859-492-0354
<b>Fun Day</b>	Kristen D'Alfonso	264-5660
<b>GameBall Run</b>	Kristi Gudeman	532-1132
<b>Popcorn Sales</b>	Julia Hischke	263-2092
<b>Spirit Committee/Teacher Appreciation</b>	Rachel Braker	266-8532
<b>Spirit Wear</b>	Sarah Nieu Kirk	291-0422
<b>Welcome Committee</b>	Jessica Kapustka Jamie Grethey	263-0330 645-0924
<b>Yearbook</b>	Sarah Nieu Kirk	291-0422

## BROWN SCHOOL CALENDAR 2015 – 2016

### OCTOBER: “Caring”

- 1 - Thursday: Student Council Meeting 2:35-3:30 (1<sup>st</sup> Meeting)
- 2 - Friday: Popcorn Friday
- 6 - Tuesday: Challenge
- TBA: 6<sup>th</sup> Grade Olympics (rain dates)
- 8 - Thursday: 4<sup>th</sup> and 6<sup>th</sup> Music Performance Practice 8:30-10:45 / Concert 6:00 @ B.F
- 9 - Monday: In-service Day – No School
- 12 - Monday: Columbus Day – No School
- 13 - Tuesday: Challenge
- 14-17: Box Top Competition
- 16 - Friday: End of 1<sup>st</sup> Quarter
- 19 - Monday: Fall Choir Concert 7:00 pm
- 19-21: Red Ribbon Week
- 20 - Tuesday: Challenge
- 21 - Wednesday: 1st Quarter Report Cards
- 22 - Thursday: Parent Teacher Conferences - No School
- 23 - Friday: Parent Teacher Conferences - No School
- 26 - Monday: PTO Meeting 7:00
- 27 - Tuesday: Challenge
- 28 - Wednesday: Picture Retake Day
- 30 - Friday: Halloween Parties 1:00 pm

### NOVEMBER: “Citizenship”

- 3 - Tuesday: Challenge
- 4 - Wednesday: 2<sup>nd</sup> Grade Donuts w/Dad 8:10-9:10
- 5 - Thursday: 5<sup>th</sup> Grade Maturation Class 1:30 p.m.
- 5 - Thursday: Student Council Meeting 2:35-3:30
- 6 - Friday: Popcorn Friday
- 11 - Wednesday: Veterans Day-No School
- 17 - Tuesday: Challenge
- 20 - Friday: 2<sup>nd</sup> Quarter Mid-term
- 25 - 27 Wed-Fri: Thanksgiving Vacation – No School
- 30 - Monday: PTO Meeting 7:00

### DECEMBER: “Citizenship”

- 1 - Tuesday: Challenge
- 3 - Thursday: Student Council Meeting 2:35-3:30
- 4 - Friday: Popcorn Friday
- 5 - Saturday: 6<sup>th</sup> Grade Band Concert – 4 pm MJHS
- 7 - Monday: 6<sup>th</sup> Gr. Chorus Concert @ MEAC 7:00 pm
- 8 - Tuesday: Challenge
- 10 - Thursday: 1-3 Gr. Christmas Program Practice 8:30-11/Program 6:00-MEAC
- 14 - Monday: 6<sup>th</sup> Grade Holiday Orchestra Concert – 7:00 pm MHS gym
- 17 - Thursday: Christmas Parties 1:00
- 18 - Friday: All School Sing 10:45 a.m. - gym
- 18 - Friday: End of 2<sup>nd</sup> Quarter
- 18 - Friday: In-service Half-day 11:45 dismissal – No School p.m.
- 21 - 31: Christmas Vacation – No School

### JANUARY: “Respect”

- 1 - Fri.: Christmas Vacation -continued– No School
- 4 - Monday: School Improvement In-service Day- No School
- 5 - Tuesday: School Resumes for Students
- 7 - Thursday: Student Council Meeting 2:35–3:30
- 8 - Friday: Popcorn Friday
- 8 - Friday: 2<sup>nd</sup> Qtr. Report Cards
- 11 -29: MAP Winter Testing Window
- TBA: Geography Bee 4<sup>th</sup>-6<sup>th</sup> Grades 1 pm-gym
- TBA: Brown Night @ MHS Boys BB Game
- 18 - Monday: Martin Luther King Jr. Day – No School
- 22 - Friday: Spelling Bee 4<sup>th</sup>-6<sup>th</sup> Grades 1 pm - gym
- 25 - Monday: PTO Meeting 7:00
- 28/29-Wed/Thur: Gameball Run

**FEBRUARY: "Respect"**

- 3 - Wednesday: District Spelling Bee – 3:30-4:30 pm – Bertha Frank
- 4 - Thursday: Student Council Meeting 2:35-3:30
- 5 - Friday: Popcorn Friday
- 5 - Friday: 3<sup>rd</sup> Quarter Mid-term
- TBA: Group Pictures - 8:30 am
- 8 -11 Mon-Th: PTO Book Fair (daytime)
- 11 - Thursday: Brown Open House & Book Fair 6:00-7:30 pm
- TBA: Vision/Hearing Screening – social worker's rm. 8:30 am
- 12 - Friday: Valentine's Day Parties 1:00
- 15 - Monday: Presidents' Day – No School
- 16-19: Box Top Collection
- TBA: Re-Screens for Vision/Hearing
- 22 - Monday: 6<sup>th</sup> Gr. Chorus Concert 7:00 pm
- 24 - Wednesday: Special Ed Screening MEAC 8:00-4:00
- 25- Thurs: Preschool Screening MEAC 8:00-4:00
- 29 - Monday: PTO Meeting 7:00 p.m.

**MARCH: "Fairness"**

- 2 - Wednesday: 2<sup>nd</sup> Grade Muffins w/Mom 8:10-9:10
- 3 - Thursday: Student Council Meeting 2:35-3:30
- 3 - Thursday: Spring picture Day am-gym
- 3 - Thursday: 5<sup>th</sup> Grade Play Practice 8:30-2 / School Performance 12:30-1:45
- 3 - Thursday: 5<sup>th</sup> Grade Play Performance 6:00 - B.F.
- 4 - Friday: School Improvement In-service, Half-day No School pm; PM Kg. attend in the morning (No AM Kg)
- 4 - Friday: End of 3<sup>rd</sup> Quarter
- 7 - Monday: School Improvement In-service, Full day No School
- 8-16: PE Roller Skating - gym
- 10 -11 Th-F Kindergarten Screening & Preregistration
- 11 - Friday: 4<sup>th</sup> Grade Challenger Learning Field Trip
- 18 - Friday: PTO Carnival 5:00-8:00 p.m.
- 11 - Friday: 3<sup>rd</sup> Quarter Report Cards
- 21 – Monday: PTO Meeting 7:00 pm
- 25-31 –Fri-Thur: Easter Break – No School

**APRIL: "Trustworthiness"**

- 1 – Friday: Easter Break Continues – No School
- 8 – Friday: Popcorn Friday
- 11-30: PARCC Testing
- 11/12-Mon/Tue: 6<sup>th</sup> Grade Parent Orientation 6-7 pm MJHS
- 7 - Thursday: Student Council Meeting 2:35-3:30 (last regular mtg)
- 15 - Friday: Kindergarten Rescreening
- 15 - Friday: 4<sup>th</sup> Quarter Mid-term
- 25 - Monday: PTO Meeting 7:00
- 25-29: MAP Spring Testing Window
- 29 -Wednesday: Kindergarten Round-Up 9-10 & 1-2

**MAY: "Trustworthiness"**

- 2-20: MAP Spring Testing Window
- 2-6: Teacher/Staff Appreciation Week
- 3 -Tuesday: Arts in the Park (5<sup>th</sup> & 6<sup>th</sup> graders) 10-2 downtown Peoria
- 5 -Thursday: 6<sup>th</sup> Grade Move-Up Day
- 5 - Thursday: Student Council End of Year Party 2:35-5:30
- 9 – Monday: 6<sup>th</sup> Grade Band Awards Concert 7 pm MJHS gym
- 12 -Thursday: 6<sup>th</sup> Grade Orchestra Concert MJHS gym
- 11 - Wednesday: Brown School Picnic 11:15-1:00 (Tentative)
- TBA 6<sup>th</sup> Annual Brown Blood Drive
- 12 - Thursday: Kindergarten Graduation 6:00-8:00 p.m. - gym
- TBA Yearbook Signing 1:45-2:15
- 17 - Tuesday: Brown Fun Day (Tentative)
- 17 - Tuesday: Last day for Kindergarteners (Tentative)
- 18 - Wednesday: Brown Awards Assembly - 9 am (Tentative)
- 18 - Wednesday: Last Student Day 11:45 dismissal if emergency days are not used/Report Card Day
- 19 - Thursday: Teacher Institute Day

## BROWN 2013-2014 DAILY SCHEDULE

7:50	Teacher Day Begins
8:05	Announcements in Gym
8:10	School Day Begins
<b>8:10 - 10:45</b>	<b>A.M. Kindergarten/ECE</b>
11:15 - 12:00	5 <sup>th</sup> - 6 <sup>th</sup> grade Lunch/Recess
11:37 - 12:22	3 <sup>rd</sup> - 4 <sup>th</sup> grade Lunch/Recess
12:00 - 12:45	1 <sup>st</sup> - 2 <sup>nd</sup> grade Lunch/Recess
<b>11:55 - 2:30</b>	<b>P.M. Kindergarten/ECE</b>
2:30	School Day Ends
3:40	Teacher Day Ends

## Master Schedule

Class	Monday	Tuesday	Wednesday	Thursday	Friday
Howard ECE -AM	Recess 9:20			Library 9:45	
Howard ECE - PM		Library 1:40			Recess 1:40
Bradford AM	Recess 9:45			Library 10:15	
Bradford PM		Library 1:15			Recess 1:15
McDowell	PE – 10:35	PE – 10:35	PE – 10:35 Music – 1:15	PE – 10:35 Library – 1:15	PE – 10:35 Music – 1:15
Baxter	PE – 10:35	PE – 10:35	PE – 10:35 Music – 1:40	PE – 10:35 Library – 1:40	PE – 10:35 Music – 1:40
Boecker	PE – 10:10 Music – 1:40	PE – 10:10	PE – 10:10 Music – 2:05	PE – 10:10 Library – 2:05	PE – 10:10
Martin	PE – 10:10	PE – 10:10 Music – 2:05	PE – 10:10 Library – 2:05	PE – 10:10 Music – 2:05	PE – 10:10
Davison	PE – 8:55 Music – 1:15	PE – 8:55 Library – 12:50	PE – 8:55 Music – 12:50	PE – 8:55	PE – 8:55
Knox	PE – 8:30	PE – 8:30 Music – 12:50	PE – 8:30 Library – 12:50	PE – 8:30 Music – 12:50	PE – 8:30
Bishop	PE – 12:50	PE – 12:50 Music – 1:15	PE – 12:50 Library – 1:15	PE – 12:50 Music – 1:15	PE – 12:50
Zehr	PE – 1:15 Music – 12:50	PE – 1:15	PE – 1:15	PE – 1:15 Library – 12:50	PE – 1:15 Music – 12:50
Gingerich	PE – 2:05	PE – 2:05 Music – 1:40	PE – 2:05 Library – 1:40	PE – 2:05 Music – 1:40	PE – 2:05
Finck	PE – 1:40 Music – 2:05	PE – 1:40 Library – 2:05	PE – 1:40	PE – 1:40	PE – 1:40 Music – 2:05
Miller	PE – 9:45 Music – 12:25	PE – 9:45 Library – 12:25	PE – 9:45	PE – 9:45 Music – 12:25	PE – 9:45
Weyland	PE – 9:20	PE – 9:20 Music – 12:25	PE – 9:20	PE – 9:20 Library – 12:25	PE – 9:20 Music – 12:25



Please note, the Lettie Brown directory contains a summary of some of the most important points in the Elementary Student Handbook. Please refer to the Elementary Student Handbook on the Lettie Brown website under the “students” tab for additional information.

## Attendance

### ABSENCES



Please remember to call **284-1000**, our Absence reporting number, every time your child is absent due to an illness, a doctor’s appointment, or a dentist appointment. Parents should indicate if they want to pick up homework assignments after 2:30 P.M. in the school office or arrange to have the assignments sent home with another student. Students are given two days for the first day absent and one day for each subsequent day to make up work.

Notes should be sent if the child is to stay inside during recess. Students who will need to stay inside during recess for more than three days will need a doctor’s excuse. If a student’s illness requires a long-term absence, you will need to contact both the teacher and principal.

### LIMITED EXCUSED ABSENCES

A limited excused absence refers to a special category of absences that are limited in number and require approval by the principal. Examples of limited excused absences include:

- Pre-approved vacations with parents
- Court appearances

Limited excused absences must be prearranged at least 5 school days before the first day of absence. Please complete and return the **Limited Excused Absence Form**, available in the school office or online under the “Parents” tab. A maximum of 5 days of limited excused absences will be granted per student per year. Any limited excused absences over 5 days will be considered unexcused.

Requirements for completing missed assignments must be prearranged with the teacher. If the teacher and the parent agree for assignments to be prepared in advance of the absence, the student must return the assignments on the first day back to school in order to receive full credit.

### APPOINTMENTS

It is recommended that appointments be scheduled before or after school. Please inform the office with a note or by phone when a student will be leaving school for an appointment. Students must be signed out in the office before leaving for an appointment and must sign in upon returning.

### TARDY STUDENTS

A student who arrives after the tardy bell will be given a recess detention, unless the parent can provide a valid and authorized reason for the student’s tardiness (medical or dental appointment). Recess detentions will be served the same day during lunch recess.

### MEDICATIONS

Parents have the primary responsibility for administration of medication to their children. The administration of medication while a student is at school shall be avoided when possible. If medication is necessary, a **School Medication Authorization Form**, signed by a physician must be completed and returned to school before medication can be administered. The proper form can be obtained from the office or downloaded from our website under district online forms.

## PHYSICAL and DENTAL EXAMINATIONS

Kindergarten students, 6<sup>th</sup> grade students, and all out-of-state transfer students are required to have current Illinois physical exams, eye exams, and a complete record of immunizations by the State of Illinois exclusion date of October 15<sup>th</sup> or have a copy of an appointment card to bring them in compliance.

Kindergarteners, 2<sup>nd</sup> and 6<sup>th</sup> grade students are required to have a dental exam by May 15<sup>th</sup> of the current school year.

## Grading and Homework

### GRADING PHILOSOPHY

Grades are a function of the interactions of student abilities, growth, effort, district and building achievement standards and expectations. Therefore, grades will be based on student ability, effort, and growth as they relate to the achievement of standards and expectations.

### EVALUATION OF STUDENT LEARNING

Evaluation shall be based upon the Learner Objectives of the District's curricula as set forth in the Goals and Objectives for Instruction. The evaluation system shall reflect available research concerning individual differences of students. Evaluation shall serve a constructive purpose in helping the student, parent and teacher evaluate student growth in all areas of performance and behavior. Evaluation shall be the result of a carefully developed plan for gathering data and the utilization of a variety of instruments and devices. Evaluation shall foster a cooperative approach between student and teacher. It shall be a method of determining student progress, and the student shall be involved and have knowledge of this ongoing process. The student evaluation system shall further the student's growth toward self-direction and self-responsibility. The conversion of percent scores to letter grades shall be determined by the following scale:

<b>93 – 100</b>	<b>A</b>
<b>85 – 92</b>	<b>B</b>
<b>77 – 82</b>	<b>C</b>
<b>70 – 76</b>	<b>D</b>
<b>Below 70</b>	<b>F</b>

### GRADE REPORTING PERIODS

<u>QUARTERS</u>	<u>MID-TERM</u>	<u>PERIOD ENDS</u>	<u>REPORT CARDS</u>
1 <sup>st</sup>	September 18	October 16	October 21
2 <sup>nd</sup>	November 20	December 18	January 8
3 <sup>rd</sup>	February 5	March 4	March 11
4 <sup>th</sup>	April 15	End of year	End of year

Student grades are accessible to parents using the PowerSchool Parent Link on the school website.

## **HOMWORK POLICY**

Homework is a necessary part of the learning process and helps to develop independent learning responsibilities, which are vital to becoming responsible adults. As a **guideline**, an average student, during an average week, should spend approximately 10 minutes per grade level each night.

For example:

First Grade	10 minutes	Second Grade	20 minutes
Third Grade	30 minutes	Fourth Grade	40 minutes
Fifth Grade	50 minutes	Sixth Grade	60 minutes

Homework would include assignments to be done at home following instruction and unfinished work from daily exercises. Allowances will need to be made for individual differences in students and the time should be quality study time in the proper settings. Please communicate with your child's teacher if you feel your student is spending too much time on schoolwork at home.

## **PARENT-TEACHER CONFERENCES**

Parental conferences are encouraged. A parent who desires a conference with a teacher or administrator should call the office or send a note and request that a conference be arranged. It is helpful to schedule parent-teacher conferences in advance to prevent interruption to classroom instruction. Regularly scheduled parent-teacher conferences are planned for October.

## **HOMEBOUND TUTORS**

Tutors are available to students with an extended illness of two or more weeks. A doctor's report of the illness must be filled out for school records. The homebound tutor will be started after the parent contacts the school.

## **STUDENT RECORDS**

Please see policy 7:340 in Morton School District 709 Policy handbook.

# **GENERAL INFORMATION**

## **BUS PASS**

In order for a student to ride a bus not assigned to him/her, he/she must bring a note from a parent/guardian informing the Main Office. We must have a note from the parents of **BOTH PARTIES** involved (the guest **AND** the rider) in order to issue a bus pass. The student will then be given a bus pass to give to the bus driver when boarding the bus. Any student who does not normally ride a bus will not be allowed to ride without a bus pass.

## **CARE OF BOOKS**

Students are expected to take good care of their textbooks and are not to write in them. A fee will be assessed for repair or replacement of textbooks that are abused or damaged beyond normal wear. Workbooks should be kept clean and in good order.

## **CELL PHONES**

Please refer to the district policy on cellular phones in the Elementary Student Handbook. If a student brings a cellular phone to school, it must be kept at the office, with the teacher, or in the student's backpack and turned off at all times. The school is not responsible for personal cell phones.

## **CHANGE OF ADDRESS OR TELEPHONE**

It is important that the school have your correct address and phone number. In cases of illness, accident, teacher reporting, etc., the school must be able to contact you immediately. Therefore, any change in address, telephone number, employment or emergency contact person(s) must be reported in writing to the office promptly.

## **CLASSROOM FOOD**

During the school day, only store-bought food may be brought into classrooms to be shared for student consumption, and it must meet the dietary restrictions of individual classrooms. The dietary restrictions will be defined by what food allergies are represented by the students assigned to the classroom, and each teacher will provide information to parents about what restrictions exist.

## **DISCIPLINE**

Students are expected to conduct themselves in an appropriate manner. School rules and regulations have been established so that all students may gainfully participate in the educational program. We respectfully request the support of all parents. We have a discipline plan to correct/prevent violations from reoccurring. If discipline is required, students will complete a behavioral reflection sheet and/or a Lettie Brown Code of Conduct Violation form. Please consult the Elementary Student Handbook for specific rules/guidelines. The handbook is located on the Brown website, Students tab.

## **DRESS CODE**

If a style of dress or grooming becomes or appears to become disruptive to the educational process or constitutes a threat to the safety or health of students, it will not be permitted in school. Further, some types of dress are considered inappropriate when worn in school since they do not promote an educational atmosphere that is conducive to wholesome learning. The way a student dresses reflects his/her attitude toward school and class work. Students are expected to be neat, clean, and fully dressed in good taste at all times. Dress and appearance must be such that all students are covered from shoulders to four inches above the knee.

Shorts, skirts, dresses must be no shorter than 4 inches above the top of the kneecap when standing. Shirts, blouses, tops which are not tucked in must be long enough to cover the midsection when the student is in a standing or sitting posture.

All students must wear shirts, blouses, and tops with sleeves that are hemmed.

No form fitting spandex, jeggings, yoga pants, or leggings are permitted unless worn under clothing that meets dress code.

## **ELECTRONIC DEVICES**

The principal and teacher must approve the use of electronic devices, such as e-readers.

## **ERIN'S LAW**

In January 2013, Public Act 97-1147 was passed by Illinois legislators. This law mandates school districts provide sexual abuse awareness and prevention education. Please consult the Elementary Student Handbook or the district website, parents tab, for additional information.

## **FREE/REDUCED LUNCH AND FEE WAIVER**

Children from families whose gross income is at or below the levels set each year may be eligible for free or reduced lunch. To apply at any time during the year, complete an application form available at the office. Similarly, Morton CUSD 709 waives school fees for persons unable to afford them.

## **IPADS**

Please consult the district website, parents tab – Personal Computing, for comprehensive resources regarding iPad use.

## **LICE**

Anyone can experience a lice infestation. Head lice are not related to cleanliness. In fact, head lice often infest people with good hygiene and grooming habits. Infestations can occur at home, school or in the community. Head lice are mostly spread through **head-to-head contact**. For example, during play at home or school, slumber parties, sports activities or camps. Less often, lice are spread via objects that have been in recent contact with a person with head lice, such as hats, scarves, hair ribbons, combs, brushes, stuffed animals, coats, or bedding.

If you think your child has head lice, it's important to talk to your healthcare provider to discuss the best treatment approach for your family. According to the Centers for Disease Control, students diagnosed with lice do not need to be sent home early from school. They can go home at the end of the day, and return to class after parents have administered appropriate treatment. Nits may persist after treatment, but successful treatments should kill crawling lice. Head lice can be an annoyance and nuisance, but they have not been shown to spread disease. Again, personal hygiene at home or at school has nothing to do with getting head lice. Our schools will notify the parents of the child with evidence of lice about the infestation. Schools will not notify other parents about a lice infestation or conduct classroom lice checks. Our school nurse can serve as a resource for providing information about head lice.

## **LOST AND FOUND**

There is a large box located in the gym where lost and found items are placed. It is always wise to label personal items with the student's name. Items not claimed by the end of the year are donated.

## **PSYCHOLOGICAL/SOCIAL WORK SERVICES**

The district has licensed school psychologists and social workers to evaluate students who exhibit learning, emotional or social difficulties. Parents are contacted prior to the psychological evaluation and are made aware of the results of this evaluation. Parents may also request such services.

## **SCHOOL LUNCH**

Lunch prices are \$2.25 per day and milk is \$.50. Adult lunches are \$2.75. Money for lunch or milk should be sent in an envelope with your child's name, grade and teacher. Please indicate how many lunches the child is purchasing. The teachers will collect these envelopes each morning. Checks should be made payable to Arbor Management. You may also pay with your credit card on-line using e-Funds. Simply go to our Brown website and click on the Parent tab. You can add money to your student's account and view the balance of your lunch account. If your child does not have lunch money, it will count as a charged lunch. The teacher will send a pink charge slip home with your child. Please send money in the NEXT day for the charged lunch.

## **SPEECH THERAPY**

Children who are in need of speech therapy will receive instruction from a certified speech therapist. Pre-school screening and therapy are also available.

## **VISITING THE SCHOOL**

You are welcome to visit your child's classroom. Visits provide you with a better understanding of your child's educational program. Visits must be scheduled with your child's teacher and the principal. It is best to avoid visiting during the first two weeks and the last two weeks of school. Visitors to the building must stop in the office and follow security procedures. Visitors who plan to eat a hot lunch in the school cafeteria should order their entrée by calling the office before 8:45 or by sending in a note with their child. Adult lunches are \$2.75.

# **Safety**

## **BULLYING**

Bullying is NOT acceptable and is strictly prohibited. Please consult the Elementary Student Handbook for a definition of bullying, examples of bullying, and how to respond to bullying.

## **DROP-OFF AND PICK-UP SCHEDULE**

- Observe the "No Cell phone" use signs while driving in the School Zones.
- Children should not arrive at school prior to 7:45 a.m., as there is no supervision before that time.
- When dropping off students, please use the drop off area in the north parking lot.
- When picking up students after school, parents are asked to park in the north parking lot and pick up their child(ren) at the front door.
- Students will not be allowed to leave school and get into a car unless accompanied by an authorized responsible adult. This school policy is for your child's safety.
- Anytime your child's normal routine needs to be changed, please notify the office.
- If a child will be going home with another student, we will need a note from both sets of parents stating the exact plan.

## **CHILD SAFETY**

- Dress your child for the weather, as he or she spends as much as 20 minutes outside at noon. (Children do not go outside during extreme weather conditions.)
- Children should walk facing traffic when sidewalks are not present. Please instruct your child to use the sidewalks and crosswalks and to use care when crossing any street. A crossing guard is on duty before and after school.
- Parents, please use extra care, courtesy, and common sense while driving during before and after school hours in the school zone.
- It is recommended that a child be in at least second grade before being allowed to ride a bicycle to school. At that time, parents should consider their child's maturity and riding ability before allowing the privilege. Wearing a bicycle helmet is recommended.

## **BUILDING SECURITY**

Building security can only be maintained with the support of all district staff, students and visitors. We are asking for your understanding and support as we endeavor to keep the education, safety and welfare of all who attend our schools a top priority. All visitors and parents at any of our six school buildings are asked to support the following practices:

- All exterior doors will remain locked.
- All visitors must register in the office and wear a visitor tag.
- The visitor tag must be returned to the office when the visitor leaves the building.
- Students who arrive late must sign in at the office.
- Students who depart early must be signed out at the office by a parent/guardian.
- Parents dropping off late students or picking up students early must do so in the office.

- All district employees visiting other buildings will wear their district employee identification.

#### **ASBESTOS**

This is to notify you that Morton Unit School District 709 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for school buildings.

#### **INTEGRATED PEST MANAGEMENT PROGRAM**

The State of Illinois has mandated that an Integrated Pest Management (IPM) program be used in controlling insect pests in schools.

#### **TORNADO AND DISASTER**

Our school has an approved plan for student safety in the event of a storm. Civil Defense authorities state that a school is one of the safest places during a tornado and recommend that children stay in the building. **In the case of extensive building damage to Brown School, students will be moved to the Church of Jesus Christ of Latter Day Saints which is next to the school.**

#### **EMERGENCY SCHOOL CLOSING**

If serious weather conditions or other emergencies necessitate the closing of school or late opening of school, an announcement will be sent to your phone by our district office. Check multiple local stations (19, 25, 31), and the district website for notifications as well.

## **Lettie Brown Elementary School's Six Pillars of Character**

**Students will learn about and demonstrate their knowledge of...**

**RESPONSIBILITY (Aug & Sept.)**

**CARING (Oct.)**

**CITIZENSHIP (Nov. & Dec.)**

**RESPECT (Jan. & Feb.)**

**FAIRNESS (Mar.)**

**TRUSTWORTHINESS (Apr. & May)**

# **HOMELESS CHILDREN HAVE THE RIGHT TO A FREE, APPROPRIATE PUBLIC EDUCATION**

(McKinney-Vento Homeless Assistance Act and Illinois Education for Homeless Children Act)

## **Who is considered homeless?**

If a family, out of necessity because of lack of housing, must reside in a shelter, motel, vehicle, campground, on the street, or doubled up with relatives or friends, they are presently homeless.

## **Does residency have to be proven?**

No. Proof of residency is not required for the enrollment of homeless children. However, a school may require the parents or guardian of a homeless child to submit an address or other information for contact purposes, as they would require from any non-homeless child enrolling in their school.

## **Which school can a homeless child attend?**

There is no choice, whichever is in the child's or youth's best interest:

1. The school or origin, which is the school attended when last permanently housed, or the school in which the student was last enrolled, or
2. Any school which non-homeless students living in the attendance area are eligible to attend.

## **Is there any reason to delay enrolling a homeless child?**

No. Lack of school records or immunizations can't prevent a homeless student from enrolling in the new school. It is the responsibility of the new school to request health and academic records from the previous school in a timely manner and to refer parents to a physician or to a free or low cost clinic for any required immunizations. Homeless students don't need to wait until academic or health records arrive to attend the new school. Law requires immediate enrollment of homeless children and youth.

## **Where can you call for more information?**

There are many sources of information on the legal rights of homeless children and the responsibilities of schools. If you have any questions about enrolling homeless children or providing services, please call your local school district, regional office of education or

Illinois State Board of Education

1-800-215-6379

or

Deidre Ripka

School District Homeless Liaison

1-309-263-8581



**Insert Limited Excused Absence Form**