

The **COMEBACK**
is always
stronger
than
the setback



Leroy ELEMENTARY

AN IB WORLD SCHOOL

1451 Leroy Drive
NORTHGLENN, CO 80233

2020-2021

IMPORTANT TELEPHONE NUMBERS

Main Office	720-972-5460
Attendance Line	720-972-5478
Clinic Office	720-972-5465
Fax	720-972-5479
BASE Program	720-972-5477

Leroy Elementary, An IB World School
1451 Leroy Drive Northglenn CO 80233



ESC-Adams 12 Educational Support Center
1500 E. 128th Avenue Thornton, Colorado 80241

720-972-4000

Monday, Tuesday, Thursday, Friday, Grades K - 5... 8:05 a.m. - 3:00 p.m.

Early Release Day (EVERY WEDNESDAY)

Grades K-5 - 8:05 a.m. - 1:45 p.m.

Office Hours 7:15 AM - 3:15 PM

BASE Program 6:30 AM until 8:05 AM and dismissal until 6:00 PM

School Vision

Leroy Elementary, An IB World School is a collaborative community where everyone

shares the responsibility of meeting our essential agreements with dedication and enthusiasm to prepare our diverse learners in becoming innovative individuals contributing to the evolving society.

School Mission

Leroy Elementary, *An IB World School* community aims to develop students who are active lifelong learners and internationally minded citizens. We will encourage students to be compassionate, reflective and open-minded. Through inquiry-based learning, students will be academically prepared to embrace opportunities of the future.

SCHOOL INFORMATION

Arrival and Dismissal Times

Students will be allowed to enter their classrooms beginning at 8:05am. All students will enter the building through their outside classroom door. School starts promptly at 8:05am. The tardy bell rings at 8:10am. Students are not allowed on school grounds until 7:50 am.

Automated Telephone System

Leroy Elementary, *An IB World School* utilizes an automated telephone system to notify parents/guardians when students have an unexcused absence or tardy. Messages are also left to remind you of important events, field trips, testing dates, lunch charges, etc.

BASE

Adams 12 Five Star Schools Before and After School Enrichment (BASE) Programs serve elementary students beginning at 5 years of age. BASE is an extracurricular, optional, fee-based program. Space is limited and BASE Programs frequently have a list of families waiting for an opportunity to enroll in BASE.

Students in the BASE Program engage in a wide variety of activities and choices providing students with opportunities to create, learn and grow through arts, physical activity and academic enrichment activities during out of school time. All BASE activities allow students opportunities critical to their social emotional development.

For more information about our school's BASE Program contact the BASE Site Director at #720-972-5477 or [click here](#).

Cell Phone/Electronics Policy

We understand that circumstances may arise which warrant the student use of cell phones while traveling to or from school. The student use or possession of cell phones and/or electronic devices is permitted only under the following guidelines: (per Superintendent Policy 5139)

- The cell phone or electronic device is turned "off" and stored in the student's backpack.
- The cell phone or electronic device may not be used to create video or audio recordings or take photographs.
- Such devices may not be used in any manner which disrupts the academic environment, or otherwise disrupts any school activities.

· If unique conditions exist which require that a student use such devices, on a temporary basis, outside of these guidelines, a written request needs to be submitted to the principal for review and approval. Violation of these guidelines will result in appropriate disciplinary action, per Superintendent Policy. Under all circumstances, students are personally responsible for the security of their cell phones and/or electronic devices. Adams 12 Five Star Schools shall not assume responsibility for theft, loss, or damage of any devices, and will not be responsible for the investigation of such incidents.

Distribution of Non-District Materials

Requests are frequently made for Leroy Elementary to distribute information and advertising to the community through school processes such as the "Wednesday Communication Folder". The District policy "Distribution of Non-District Related Materials" has been revised. (Policy 5145.53) Distribution of Non-District Material for **2020-2021 school year is TBA. You must follow district guidelines in distribution of materials.**

District Text Message Alerts Text "Yes" to 68453 to receive text messages notifying you of safety alerts, or other important information impacting the Adams 12 Five Star School system. Reply "Stop" any time to opt-out of the messages or "Help" for assistance.

Early Pick Up of Students

If someone other than the parent/guardian is picking up a student before the end of the day, the parent/guardian must provide the office staff with the name of the person picking up the child prior to the end of the school day. That person's name should be on the emergency card. Proper identification will be required before the child is released. If this information is not provided, your child will **NOT** be released. **This will count as a Partial Absence if students leave more than 60 minutes before the bell.**

It is Leroy Elementary, *An IB World School* policy that we will not call students to the office until parents arrive and sign the student out of class. We are happy to call your student upon your arrival at our office. Please do not call ahead to ask that your student be called to the office before you arrive.

E-Mail

The primary form of communication from Leroy Elementary will be through an email sent by Infinite Campus/Student Messenger. Please be sure to have a valid email address on file at the school. Information regarding field trips, parent group sponsored events, school related activities, dates and deadlines will be sent via email.

Emergency Dismissal of School

Occasionally, because of unexpected severe weather or civil defense warnings, it may be necessary for school officials to dismiss the students before the end of the school day. Parents can plan for this emergency by making arrangements so their children can get into the home or stay with neighbors since it is impossible for schools to inform parents when these emergencies arise. Radio stations KHOW, KLZ, KOA, KOSI, KYGO and LOCAL TELEVISION CHANNELS 2, 4, 7, 9 and Channel 22 FSSTV will broadcast early dismissals and school closings. Please visit the district website at www.adams12.org for updated information regarding school closures.

Inclement Morning Weather

If snow, rain, or sleet is falling or the temperature, with the wind chill, is 20 degrees or less, students may enter through classroom doors at 7:50 am. No supervision is provided prior to 7:50 am. Please do not drop students off prior to this time.

Indoor Recess

Indoor recess will be called if: snow, rain, or sleet is falling · temperature with the wind chill is 20 degrees or less · playground conditions are poor (mud, snow or standing water). Students must be prepared for all types of weather. They should bring warm coats, gloves or mittens, hats, waterproof footwear and an extra pair of shoes for PE.

Infinite Campus- Parent Portal Registration

Infinite Campus serves as our district wide database. The parent portal allows you to update contact information and emergency contacts. In addition, families will be able to view attendance, grades, immunizations, schedule and fees. Directions for Registration: [Leroy Elementary | An IB World School](#) · Scroll to the bottom of page, click on Infinite Campus · Click on "Need an account?" · Enter student number and email address you provided during student registration · Follow further directions to finalize set up and register.

No Pets at School

As a health and safety issue, we ask that you not bring pets on the school grounds. Pets present a health concern if the animals are relieving themselves in areas where students walk or play. Also, while your pet is familiar with your family members, the crowds of children at school can cause some animals to become aggressive. We are concerned that a child may be injured. In addition, some children have pet allergies. Please leave pets in cars when coming to pick up your child. If you walk your dog to

school to pick up a student, have the student meet you at a place off school property and away from other children. Thank you for your help in keeping all of our students and four-legged friends safe and happy.

Nutrition Services

Adams 12 Five Star Schools Nutrition Services serves breakfast and lunch each day or students may choose to bring meals from home. In addition to meals, a variety of a la carte snack selections are offered for purchase at additional costs. Prepayment for meals is encouraged via cash, check, or online at <https://www.payforit.net>. Parents are encouraged to set low balance notifications or auto replenishment at PayForIt.net to ensure funds are available for purchases.

Free and reduced meal benefits are available to households that qualify; applications must be completed annually and can be submitted online at <https://www.myschoolapps.com>. Paper applications are also available in the kitchen office. Students approved for free or reduced meal benefits receive meals at low or no cost.

Additional detailed information about Nutrition Services can be found at <https://www.adams12.org/departments/nutrition>, including current [menus](#), [meal prices](#), [free and reduced meal benefits](#), [special dietary needs](#), and [meal charge standard practice](#). You may also contact the kitchen manager at 720-972-5468.

Release of Kindergarten Students

For safety reasons, kindergarten students will **NOT** be allowed to walk to waiting cars. Parents/guardians, older siblings, or day care providers **MUST** pick up the children at the door of the kindergarten classroom.

Safety Drills

To ensure your child's safety, we practice safety drills numerous times during the school year. We administer 9 fire drills, 2 tornado drills, and 2 lockdown drills. We understand that drills may cause apprehension in some children. However, it is critical to be methodical when planning your child's safety. We encourage you to discuss safety drills with your child as well as create and execute your own safety plans at home.

School Website

You can email your teacher directly or send an email to our general mailbox by going online to <https://leroy.adams12.org/>. This is where you can locate our school event calendar and other information needed to keep you up to date regarding Leroy Elementary, activities, and events. Updating Contact Info- Our intent is to keep parents/guardians informed on a regular basis, and to limit the amount of paper being sent home. Please make sure to keep your contact information up to date in the Parent Portal (Infinite Campus) to allow us to pass along this important information to you. If you are not receiving email messages, please log in to the Parent Portal to make sure we have the most up to date information on file for your child. Please be aware that if your phone has an operator intercept with a message regarding "no solicitation," the auto dialer will not be able to contact you.

Security System

For the safety of the students and staff at Leroy Elementary, *An IB World School*, the Adams 12 Five Star School District has installed a security system. The doors will be locked at all times. When anyone enters the building, they will need to push a button to call the office staff. The button is located to the right of the handicap door opener, on the left wall. An office staff member will ask how they can assist you. After you state your reason for visiting, the locks will then be released and you may enter the building. Please do not hold the door open for others who may be entering the building. Once you enter the building, you may be asked to provide identification and you must sign in at the window.

Student Supervision and Parking Lot Safety

Supervisors will be monitoring students at dismissal from 3:00 to 3:10 pm. Each supervisor is easily located by their bright green vest. Our school's parking lot gates will be closed to traffic flow from 7:40 - 7:50 am and again from 2:55 - 3:10 pm (1:40 - 2:00 pm on Wednesdays) daily to ensure the safety of our students and pedestrians. We ask that you please help us model safe behavior for our students at pick up and drop off time. We ask that everybody use the crosswalks and sidewalks rather than letting students out of the car in the middle of the streets. Please be courteous to our neighbors and **do not park** in front of their driveways and please slow down when driving around the school. Your help with this is much appreciated!

Telephone

Telephone messages for students interrupt learning. Please limit student calls to **emergencies**. **Arrangements for after school plans should be made before school.** A student may use office telephones in an **emergency** only.

Visitors to Schools

Parents and visitors are welcome in district schools or facilities. For the safety of students, staff and visitors, Superintendent's Policy 1200, Visitors to Schools, provides guidelines regarding school visits. Visitors should report to the school office or building reception area and follow all check-in procedures upon arrival. Building visit procedures typically include presenting identification, signing a visitor log, wearing a visitor identification card, and / or being accompanied by a staff member. Scanning software exists to verify that there are no individual criminal concerns that might jeopardize school safety. Classroom visits by parents or guardians should be requested and approved by the teacher or principal prior to the visit to avoid disruption of the learning environment. **Please do not bring siblings since this distracts from classroom instruction. Parents should not interrupt instruction to ask about their child's individual progress.** Parent-teacher conferences, however, will be scheduled in advance.

Visitors who fail to abide by district and school guidelines for visitors may be requested to leave school property and may be subject to future restrictions regarding school visits as explained in Superintendent's Policy 1210, Public Conduct on School Property. Law enforcement or district security staff may also be contacted.

Volunteer Confidentiality

All volunteers **MUST** fill out a confidentiality agreement form when working with students on a regular basis. You will receive a copy and a copy will be kept on file at school.

Wednesday Communication Folders

Every Wednesday (or Tuesday, if there is no school on Wednesday) your child will bring home a Wednesday Folder. Any important information or notices will be placed in these folders. On occasion, it is necessary to send home notes and memos, on a day other than a Wednesday. Please ask your child each day if there are any notices you should see. Responses to parent phone calls or emails generally will occur within 24-48 hours.

Withdrawals and Transfers

The parent must notify the office and the teacher at least 4 days in advance of a student withdrawal. . Please provide the registrar/secretary information on where you are moving and the name and address of the new school. All library books, textbooks and other school materials must be returned before student records are released. Prior to your student's last day you will be notified of any fines. Library fines, cafeteria charges, and any other fines your student has must be paid prior to having the student records forwarded.

ATTENDANCE

Absence Call-Ins

A parent/guardian must call the school by 9:05 a.m. when their child is absent. When a student is tardy, a **parent/guardian must accompany the student to the office and check the student in. A late arrival pass must be issued before students are allowed in their class.**

Absences for illness, injury, medical appointments, religious observances, family emergencies and court appearances are considered an excused absence, (see policy 2.1.2); they do count toward total absences as guided by Colorado State Laws.

Absences for family vacations and family educational experiences must be pre-arranged with the principal. The principal will consider the student's attendance record and academic performance in determining whether such an absence is excused.

Parents may excuse up to five (5) absences per semester without documentation. Absences beyond five (5) will be considered unexcused unless proper documentation is provided.

Attendance

Student Attendance (Supt. Policy 5020)

Superintendent Policy 5020 provides specific guidelines regarding student attendance. The policy describes acceptable reasons for absences, makeup work procedures and potential sanctions for poor attendance. Colorado law (22-33-104 C.R.S.) regarding compulsory attendance requires students to attend school from the age of 6 until their 17th birthday. Please be aware that the district partners closely with local juvenile courts to intervene in the cases of students whose poor attendance constitutes "habitual truancy", defined by Colorado law as having four (4) or more unexcused absences in a month or ten (10) or more unexcused absences during any calendar year period.

The following definitions are for your information on absence and tardy criteria

For elementary schools, a tardy is defined as the student entering or departing a class within 60 minutes of the scheduled start or end time. This differentiation is due to the length of attendance periods.

A partial absence for elementary schools is defined as a student entering class more than 60 minutes late but before the midpoint of the attendance period. This also applies to students being in class beyond the midpoint, but departing more than 60 minutes early.

PROCEDURES FOR HABITUAL ABSENCES OR TARDIES

Below is the course of action for student absences and tardies:

4 absences or tardies = 1st attendance letter home
10 absences or tardies = 2nd attendance letter home and conference w/admin
15 absences or tardies = Attendance conference and Attendance Contract

At Leroy Elementary, *An IB World School* we consider education a priority and we want each child to reach their full potential. Your child's teacher will contact you after the first absence, and again if we are concerned about your child's absences or tardies. We want to work with you to ensure success for your child in school. After 4 or more absences in a month, our school administrators will be involved.

Attendance Celebrations

Monthly attendance- class with best attendance monthly, beginning same dates as attendance bands, will earn the Leroy Lion Attendance cup. Individual students with no absences in the previous month will be awarded attendance dog tags at monthly ROAR assemblies. Perfect attendance will be recognized at mid and end of year by certificates.

Early Student Dismissal

A note should be sent to the child's teacher briefly stating the reason for the early dismissal that day. The parent/guardian must come to the office and sign the student out. Students will not be allowed to leave the school grounds without a parent/guardian signature.

Make-up Work

When a student has an excused absence, he/she will be given one day for each day of absence, after he/she returns to school, to make up any missed assignments.

HEALTH/CLINIC

Children Who Become Ill or Injured

If your child becomes ill or injured at school and needs immediate care, you will be contacted as soon as possible. It is imperative that the school have your current home, work, and other numbers where we may reach you in the event of an emergency. The school has no facility to keep ill children for long periods of time. A designated adult must come and sign the child out and accompany him/her home. **Your child may not be sent home alone.**

Emergency Health Situations at School

If your child is seriously injured or ill at school and requires care beyond the facilities of the school, an attempt will be made to contact you as well as immediately calling emergency medical personnel (911) for treatment and/or transportation to a proper facility.

Medication

If students must take prescription medication during the school day, written instructions and authorization must be provided by the student's physician. We cannot give aspirin, Tylenol, medicated lip balm, or other over-the-counter medication, unless prescribed by a physician. Students may not carry medication, medicated lip balm, etc. All medications must be in the original container, properly labeled with the name of the pharmacy, patient's name, doctor's name, and dosage clearly marked. **ALL MEDICATION MUST BE KEPT IN THE CLINIC.** Cough drops are no longer considered medication under this policy, and therefore, parent and physician authorization is not required for a student to have them at school. We do, however, keep them in the clinic so we can monitor how often the student takes them.

Recess/PE Participation:

Children will need to participate in outdoor recess and/or PE unless they have a written note from their doctor.

Student Illness

Regular attendance at school is extremely important but your child should not be sent to school when he/she is truly ill. A student will be sent home if he/she has a temperature of 100° or above or if he/she has symptoms that are representative of any communicable disease. The student may not return to school until he/she is symptom free for 24 hours without fever-reducing medications, or most current Covid-19 district guidelines.. ***If your child will be absent from school, we ask that parents call the attendance line at 720-972-5478 any time before 8:00 a.m. to report the absence. The attendance line is available 24 hours a day.

CURRICULUM

Instructional Support

Leroy Elementary, An IB World School provides the support necessary to access the general curriculum to the greatest extent appropriate. Students may need additional instruction, such as: English as a second language, speech and language, gifted and talented or additional literacy and/or math services to achieve success.

Students with disabilities are afforded certain rights including those described in the following notifications regarding "Section 504" and Special Education. Parents or guardians who believe their child may have a disability requiring special accommodations or support services may contact the administrative office of their child's school for more information about assessment and eligibility for such services.

Literacy

Leroy Elementary, An IB World School follows a balanced approach to language and literacy. This approach is used to teach speaking, listening, reading and writing in Adams 12. The seven teaching strategies used are interactive read aloud, shared reading, guided reading and book discussion groups, independent reading, interactive writing, writing workshop and word learning. Oral language development, phonics and comprehension strategies are the foundation of all instruction.

Math/Everyday Mathematics

Everyday Mathematics is a rigorous, in-depth curriculum used across the country. It is a scientifically research based program to build students' mathematical knowledge from the basics to higher-order thinking and critical problem solving. Everyday Mathematics is an enriched, comprehensive and balanced mathematics curriculum. Students learn computational skills as well as a range of mathematics concepts including data and probability, geometry and spatial sense, measurement, algebra and uses of variables. Everyday Mathematics is organized into six mathematical content strands that cover a number of skills and concepts. Every strand is addressed throughout all grade levels of the program. Each grade level builds on and extends concept understanding so that children approach each new challenge from an established foundation.

ST Math

Leroy will continue using a web based math supplemental resource called ST Math. K-5 students will have approximately 45 minutes per week playing math games that help to build conceptual knowledge of math. This research based supplement removes language barriers and allows students to critically think and problem solve during independent practice supported by teachers.

Social Studies and Science

Social Studies and Science are embedded in each grade levels' PYP Units of Inquiry.

Specials

Students rotate through Art, Music, and Physical Education.

- **Art**

Art allows children to explore the world. The process of creating art and the thinking skills reinforced in art help students achieve other educational goals.

- **Music**

Music education develops the whole person, gradually building music literacy while cultivating intuition, reasoning, imagination and dexterity into unique forms of expression and communication.

- **Physical Education**

Physical education contributes to the understanding and knowledge of a healthy lifestyle and emphasizes safe and cooperative physical activity practices.

HOMWORK GUIDELINES

Purpose of Homework: The three purposes for homework are **practice, preparation, and elaboration**. Homework provides an opportunity to deepen understanding and enhance skills because it extends learning opportunities beyond the school day. Homework also sends the message that learning occurs outside the school setting. Also refer to District Policy on homework www.adams12.org/district-policies.

Parent Role in Homework: Please see grade level guidelines for explanation of the parent role in homework.

Place to do Homework: It is beneficial for children to have a quiet study area at home complete with school supplies such as pencils, paper, a ruler, a dictionary, and anything else they might need while they do their homework.

Grading Homework: The way that homework is to be graded is determined at each grade level.

Time Limits for Homework: The average time that students will spend on homework is approximately **10 minutes per grade level** (Kinder/First=10 minutes per day, Second=2x10=20 min. per day, Third graders= 3x10=30 min. etc) This time limit does **not necessarily include the daily reading** that is required of students. If a certain grade level chooses to send unfinished classwork home to be completed, that work is not necessarily included in the "homework" time limit. If this is a grade level practice, it will be included in that grade level guidelines.

Late Homework: Late homework will impact the student's attitude scores on the report cards.

PRIMARY YEARS PROGRAMME at a GLANCE

Primary Years Programme

The Primary Years Programme is designed to meet the full range of needs of young learners. This trans-disciplinary program of international education focuses on the growth of the child as a whole including academic, social, physical, emotional, and cultural needs. The PYP presents a balanced curriculum emphasizing the development of concepts, knowledge, skills, attitudes, and self-initiated action in students. It combines best research and practice to create a "relevant, engaging, challenging and significant framework for all children (Making the PYP Happen, 2007)."

A PYP school strives to develop internationally minded students. Our goal is to guide students to think and act on both a global and local level, to embody the learner profile attitudes, and to encourage reflection.

POSITIVE SUPPORT SYSTEM "PBS"

Positive Behavior Support "PBS"

Leroy Elementary, *An IB World School* is excited to continue to implement the Positive Behavior Support Program "PBS". With the support of this program Leroy Elementary, *An IB World School* developed consistent behavior expectations throughout our school in each area of the building (classrooms, hallways, restrooms, playground, library cafeteria, etc.).

The philosophy behind PBS is to positively teach students what the behavior expectations are in each area of the school.

Our staff teaches the expectations for each area and positively reinforces students who are following the expectations. Staff will continue to recognize students with "ROARING with Attitude" slips.

We work hard to maintain school community. Daily connection circles support this. If there is harm done to the community, we use Restorative Practices to repair that harm.

REPORTING STUDENT PROGRESS

Assessments

The District administers a variety of assessments to measure student learning and improve curriculum and instruction. We strive to implement a balanced system that provides an understanding of how well the student, the school and the school district are achieving. Common assessments include:

Assessment for learning occurs during teaching and learning and focuses on ongoing improvement. Teachers check student understanding through in-class work, homework, quizzes, etc. These assessments are on-going, so teachers can modify lessons to make sure students are learning. Students receive feedback on an ongoing basis about how well they are doing, where they are in their learning and where they are going.

Assessment of learning gathers information about how well students have mastered what they should know at their grade level. PARCC (Partnership for Assessment of Readiness for College and Careers) is this kind of test. This state-mandated testing program measures what students have already learned and provides accountability to parents and the community. PARCC Reading, Writing and Math assessments are administered in the spring of each year in grades 3 through 10. The CMAS Science assessment is administered in grade 5, 8 and 10. MAPS assessments happen three times yearly and measure your child's growth in reading and math. PALS assessments measure your child's phonological readiness as well as comprehension three times yearly.

A complete District Assessment Calendar including information about other assessments will be available at your school's counseling or administrative office. The Assessment Calendar also includes information about beginning, middle, and end-of-year assessments.

Classroom Newsletters

Every grade/teacher will send home a monthly newsletter distributed in Wednesday Folders and posted on the class website. The newsletters will contain the following information:

- Topics and units of study covered during the week/month
- Expectations for students
- Prior notice of unit study and deadlines

Group Projects

When doing group projects, criteria and separate grades will be given to individuals and to the group.

No Child Left Behind Notification

Federal law allows parents to request information regarding the professional qualifications of their student's classroom teacher, including whether the teacher is teaching under emergency licensing, the area of study in which the teacher majored in college and degrees and endorsements that the teacher has achieved. Parents may also request information regarding the qualifications of any paraprofessional staff member providing service to their child. Parents who would like to request this information should contact the administration of their child's school.

Parent - Teacher Conferences

Parent - Teacher Conferences are held twice each school year. A parent or teacher may initiate additional conferences, if the need arises.

Report Cards

Report cards are sent home at the end of each semester, twice a year. Parents are invited to contact teachers any time they would like to discuss their child's progress. Grading on report cards reflects student progress for each semester.

PARENTAL CONCERNS

At Leroy Elementary, *An IB World School* we value two-way communication with our parents/guardians. We want our parents to feel comfortable bringing concerns about their child's education to teachers and administrators. The sooner a concern is dealt with, the better the chances are for a successful resolution. For classroom concerns, your child's teacher is the first source for finding a solution. If a resolution is not reached between parent/guardian and teacher, the next step is to talk to an administrator. The administrator should only be contacted after speaking with the classroom teacher. If the administrator is unable to resolve the situation, you may contact the district office.

Teachers are on duty before and after school and are not able to discuss student concerns during this time. Please make arrangements with your student's teacher to schedule a time that is convenient for you and the teacher.

Bullying, Harassment or Threats

Leroy Elementary, *An IB World School* does not tolerate bullying of other students. Students who bully others will be subjected to disciplinary action as described in Superintendent Policy 5000, Student Code of Conduct. In addition we may implement intervention strategies as appropriate.

Food at Lunch Time

When having lunch with your child at school, please refrain from sharing food with other students. All parents must bring proper ID and check in with the main office before joining your student for lunch. See [Leroy Parent Guidelines for Lunch](#) for more information.

Lost and Found

Items that have been found should be turned into the office immediately. All valuable items will be kept in the office. Articles of clothing, lunch boxes and miscellaneous items will be placed by the cafeteria hallway. Every effort is made to return lost articles to the rightful owner. All children's clothing should be marked for easy identification in the event of loss. All unclaimed articles are given to charity at the end of the school year.

P.E. Dress Code

It is with the safety of all students in mind that we ask your child to wear appropriate footwear and clothing for P.E. Sandals, flip flops, and high-heeled shoes can be hazardous to your child when doing various activities that are performed in class. Black soled shoes leave a mark and a "sticky" feel to the surface of our floor. Students wearing dresses are asked to wear shorts under their clothing to protect their privacy. Restrictive clothing is also not advised while in P.E. as this too will restrict movement and not allow the student to fully participate in class.

School Insurance

The school district does not automatically provide the student with insurance coverage, but an optional student accident insurance plan is available. The policy provides a cash benefit and protection in case of injury at school. Parents wishing to take advantage of this insurance plan may do so at their discretion at a nominal cost.

Student Dress Code

All students are expected to abide by the general guidelines as identified in Superintendent Policy 5060 to minimize student distraction.

- ❖ **For additional questions and or concerns, please refer to The Adams 12 Five Star Schools Student Code of Conduct and Notification of Rights and Responsibilities of Students and Parents.**

STUDENT FEES

Adams 12 Five Star Schools requests that all fees be paid online at [PayForIt.net](#). The district provides this benefit free of transaction fees. You can view and make payments for all of your student's fees through this site. Check and cash will also be accepted at the front office. PayForIt phone support: 800-572-6642

Consolidated Billing

Adams 12 Five Star Schools generates a monthly consolidated bill that is sent to all families. The consolidated bill will list all district students in the household on the same bill. The bill will be emailed on the 20th of each month. A hard copy of the bill will be mailed out in October and March. Consolidated bills can be paid at: [PayForIt.net](#) For more information: [Billing](#).

Refund Balance:

Refunds for payment of student fees will be given if the following criteria are met: 1. Textbook/Calculator/Template replacement fines will be refunded only if the item is returned without damage. 2. Surplus Balances will be refunded per Superintendent Policy 5630. Surplus balances \$25 or more will be processed for a refund twice a year, once during first semester (November) and once during second semester (March) unless extenuating circumstances exist. Students leaving Adams 12 Five Star Schools will receive a complete refund of any surplus if no fees are due.

Transportation Fees

Activity fees go to PayForIt.net, log into the Parent Portal or go to *Surplus Balances - If a student has a surplus balance in their Infinite Campus account, the credit will be applied to any outstanding fees. Any remaining balances will be refunded per Superintendent Policy 5630. (See Refund Policy)

STUDENT PROGRAMS

Bicycles/Scooters/Skateboards (any non motorized "vehicle")

For safety reasons, students are not permitted to ride bicycles on the school grounds. Students must walk the bike/scooter/skateboard to the designated bike rack area. The school expects all riders to refrain from riding over the school lawn or private property. Students will be expected to follow all traffic rules applying to riders. It is recommended that a chain lock be used to secure bicycles/scooters to the bike rack. Scooters and skateboards may be stored in a teacher designated part of the classroom and are not to be out during school hours. Teachers have the right to request students leave scooters/skateboards at home if students do not follow the rules for use. The school assumes no liability for lost or damaged "vehicles".

Extracurricular Activities and Sports

Students are provided a variety of opportunities to participate in school-sponsored extracurricular activities. Activities may occur before or after school and may require parents to sign permission forms, pay fees and/or to provide transportation to and from the activity. For safety and supervision reasons it is important that students arrive and be picked up promptly at prescribed times.

Participation in extracurricular activities including sports may require students to meet attendance, academic and behavior eligibility standards. Please visit with the administration, sponsor or coach for answers to specific eligibility questions.

Field Trips/In School Presentations

Grade levels offer various field trips that enhance the curriculum. Teachers will select volunteers on an as-needed basis to accompany the class on a trip, offering the opportunity to as many parents as possible. Volunteers are responsible for the safety of all children assigned to their group. Parent volunteers may not bring siblings or guests. A signed district permission slip must be submitted before any child may attend a field trip/In School Presentations. A note from the parent is not an acceptable substitute for the permission slip. A child who rides the bus on the field trip must return on the bus unless alternative arrangements have been made prior to the trip.

International Student of the Month

A special recognition monthly will be awarded to selected students who demonstrate the qualities of being Internationally Minded. Students will receive certificates with their teacher's comments at monthly assemblies that include the school community and families.

Recess

Twice daily recesses are provided at the discretion of the grade level teachers. Students will stay on the blacktop when it is wet or muddy. Whenever a combination of precipitation, wind speed and temperature take the wind chill below 20 degrees, recess will be held inside. Please be sure children are dressed for the weather. Written requests to keep children inside will be honored for one day. A doctor's note is required if additional days are needed.

Staying After School

Any student who stays after school to attend an activity **must** have transportation arrangements on file in the office before they will be allowed to participate in the activity. Teachers may elect to keep students after school to complete assignments or for additional instruction. Parents of students who ride the bus must make other arrangements for their children to be picked up within 5 minutes after the activity.

In accordance with District Policy, students may be detained after school for 15 minutes. No phone calls will be made if the child leaves school by 3:15 p.m. If additional time is necessary (beyond 15 minutes) teachers will call home.

Student Recognition

Students at Leroy Elementary, *An IB World School* are recognized for various academic and attendance achievements during the school year.

Student Safety - Please remember these rules:

- ✓ Children are to use sidewalks and crosswalks.

- ✓ **NO ONE IS TO DOUBLE PARK IN BUS LOADING ZONE.**
- ✓ Our school's parking lot gates will be closed to traffic flow from 7:40 - 7:50 am and again from 2:55 - 3:10 pm (1:40 - 2:00 pm on Wednesdays) daily to ensure the safety of our students and pedestrians. We ask that you please help us model safe behavior for our students at pick up and drop off time
- ✓ Parents should encourage children to adhere to all safety rules established for pedestrians. This emphasis on safety is also a concern of the school's staff, and it is an important part of the instructional program.
- ✓ Students are expected to go directly to and from school. They are to respect the rights and property of all people in the neighborhood. Trespassing and the destruction of property will be reported to the police.

Treats from Home

If you are planning to bring classroom treats, you must get pre-approval from the classroom teacher.

Due to allergies and health concerns, only items purchased from stores are allowed. Homemade treats are not allowed for classroom celebrations.

COMMUNITY USE

Community Use of District-Owned Facilities

District facilities are made available on an equal basis for use by community organizations when the buildings are not otherwise being used for school purposes. Superintendent's Policy 1300 provides guidelines related to reservations and use of district facilities by community members. The policy is available on the District website. Questions regarding facility use and reservations may be directed to 720-972-4337.

CHOICE PROGRAM

Parents/guardians wishing to have their student attend a school outside their regular attendance boundary must go through the application process. Due to the COVID-19 closure we will be keeping our schools open to Choice for the 2020-2021 school year through mid-September. Any spaces remaining after Rounds 1 and 2 will be available in Round 3. Applications are processed on a first-come, first-served basis. Round 3 applications will be processed once a week beginning May 1, 2020. Please check back on the [Choice website](#).

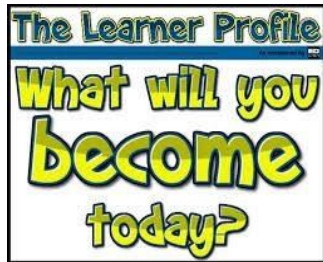
Contact [the Admissions Office](#) at choice@adams12.org or 720-972-4055 if you have any questions. Due to a high volume of inquiries it may take 24-72 hours to return your call.

BOARD OF EDUCATION POLICIES

Leroy Elementary, *An IB World School* follows all requirements from the Board of Education (policy 2.1.) Administrators and teachers respond to parent/guardian calls/emails generally within 24-48 hours.

Teachers must report student progress and notify parents/guardians when the student's grades fall below average with sufficient time to correct the issue. Teachers will notify parents/guardians and students, if the student is not working or behaving up to their potential, with sufficient time to correct the issue. Leroy Elementary, *An IB World School* will notify parents/guardians if student has unacceptable performance in trait areas of healthy, productive, creative, ethical, or good citizenship.





PYP LEARNER PROFILE

A fundamental goal of the Primary Years Programme is to nurture attributes which characterize an internationally-minded student...

Primary Years Programme students strive to be:

INQUIRERS: They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

KNOWLEDGEABLE: They explore concepts, ideas, and issues that have local and global significance. They acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

THINKERS: They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

COMMUNICATORS: They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

PRINCIPLED: They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

OPEN-MINDED: They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values, and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

CARING: They show empathy, compassion, and respect towards the needs and feelings of others. They have a personal commitment to service, and to act to make a positive difference to the lives of others and to the environment.

RISK-TAKERS: They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

BALANCED: They understand the importance of intellectual, physical, and emotional balance to achieve personal well-being for themselves and others.

REFLECTIVE: They give thoughtful considerations to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

Rules to Eat By



Offering healthy snack choices in the classroom is an important part of creating a healthy school environment.

Snacks are important for providing children with nutrients to support growth and learning. Celebrations and special events during the school year provide an opportunity to have food as a special treat in the classroom. Smart snacks enhance children's academic and athletic performance, and provide an opportunity to apply nutrition education principles by having students plan their snack.

Nutrient rich snacks can help fill nutrition gaps faced by today's overweight and undernourished school age children. In planning classroom parties, snacks and school wide events, encourage children and families to make healthy food choices. With a little imagination, snacks and parties can be fun and still provide healthy, nutrient-rich foods.

Due to food safety and other concerns, parents are strongly encouraged to bring in snacks prepackaged.

Healthy Classroom Snack Ideas (A - Z)

Apple Slices with cinnamon/sugar or peanut butter

Banana, broccoli, fresh berries

Crackers, celery, baby carrots, cereal, cereal bars, cheese cubes, cauliflower, cucumbers

Dried fruit

English muffin with topping

Fruit juice, fruit juice frozen bar, fruit (canned fresh or dried)

Granola bar, grapes, graham crackers

Honeydew melon, hot chocolate

Ice milk, Italian ices

Juices (fruit AND veggie)

Kiwifruit

Low Fat dips for veggies

Melon, milk, muffins

Nuts

Orange slices, oatmeal bars

Pretzels, pudding, PBJ sandwiches, popcorn, peppers (green, yellow orange)

Quesadilla

Raisins, rice cakes

String cheese, snack mix

Trail mix, baked tortilla chips, grape tomatoes, tortilla wraps

Unbuttered popcorn

Veggie & Dip

Water, whole grain bagels, watermelon

EXotic fruit (mango or papaya)

Yogurt, yogurt bar

Zoo animal crackers

