LEWIS LEMON ELEMENTARY HANDBOOK 2026-2027

LEWIS LEMON
ELEMENTARY

Phone: 967-8000 Fax: 815-972-3430

School Hours: Start 7:35 Dismiss: 2:00

Mission Statement:

We commit to...

Breaking down educational inequities.

Building relational trust within our community.

Providing a challenging inclusive educational experience for all

Vision Statement:

Lewis Lemon is a school community where all children feel loved, respected, and encouraged to be lifelong learners with the skills and mindset to reach their fullest potential.

Lewis Lemon School Motto



Lewis Lemon Staff Listing

Name	Position
Office	
Aleshia Jones	Principal
David Wood	Assistant Principal
Jessica LaPete	Assistant Principal
Deirdre Barbary	Office Professional
Tara Duncan	Nurse
Instructional Support Staff	
Carol Ackerman	Instructional Coach
Shelby Holmertz	Instructional Coach
Molly Koertner	Title
Beth Ackerman	Title
Kelli Oman	Title
Jolene Martinez	Title
SEL Support Staff	
Shatiqua Marshall	Behavior Intervention Specialist
Darron Sims	Behavior Intervention Specialist
Tameka Porter	Trauma Therapist
Camisha Avington	Attendance Specialist
Classroom Teachers	
Chelsie Rundall	Kindergarten
Kaylynn Smart	Kindergarten
Emily Towle	Kindergarten
Renee Tapp	1st Grade
Suzette Ramos	1st Grade
Tiffany Russey	2nd Grade
Abeni Copeland	2nd Grade
Roseleen Carney	3rd Grade
Lauren Carlson	3rd Grade

Christine Bertram	4th Grade
TBD	4th Grade
Kate Kilgore	5th Grade
Tiffany Newman- Askins	5th Grade
Tracey Bradac	PLUS
Leonard Mackey	PLUS
Atlene Oliver	PLUS
Samantha Aguilar	PLUS
Tammy Hussain	PLUS
Bryanna Doran	ESL
Andrea Robbins	ESL
Specialists	
Jeanne Westholder	Music
Allison Kinsey	PE
Taylor Menke	Art
Special Education	
Shannon Rogers	Resource Teacher
Jennifer Asche	Resource Teacher
Brandon McCauley	Resource Teacher
Melissa Beaudoin	Psychologist
Sarah McFeggan	Speech Pathologist
Jen Bauer	Speech Pathologist
Joanna Lamont	Social Worker
Paula Lash	Occupational Therapy
Courtney Johnson	Physical Therapy
Paraprofessionals	
Eddie Calloway	PLUS Para
Lorraine Herron	PLUS Para
Vanessa Williams	PLUS Para
Jess Sims	PLUS Para
Laurie Goettsch	PLUS Para

Kurian Hopkins	PLUS Para
Tamika D (Agency)	PLUS Para
Shyda Williams	PLUS Para
Takara Hall	PLUS Para
Lashaunda Iverson	Building Para
Permanent Sub	
Stephanie Barnnett	Building Support Specialist
Library	
Jane Stahl	Librarian
Regenia Love-Cockrell	Library Para
Nutrition Services/Lunch Recess Aides	
Reggie Wright	Nutrition Supervisor
Annie Avington	Nutrition
Earlean Bergman	Breakfast/Lunch Aide

SCHOOL OPERATIONS

Arrival at School

School begins at 7:35 a.m. Scholars that are dropped off or that walk to school will enter door A at the front entrance. Drop off time is 7:20. Bus Riders will enter door M. Breakfast will be served in the morning. It is very important that scholars are here on time to begin their day with breakfast and classroom morning meetings.

Dismissal Time

Children **will not** be permitted to leave with an unidentified person. We will then have the scholar report to the office. Car riders will be picked up in the front of the building. Scholars will exit the front doors with staff members.

The bus riders are dismissed to their bus first at 2:00 and will exit doors L & M. **IN ALL INSTANCES, SCHOLARS ASSIGNED TO RIDE A BUS WILL BE DISMISSED TO THE BUS UNLESS THE CLASSROOM TEACHER RECEIVES A WRITTEN NOTE OR PHONE CALL NOT TO DO SO. Please call before 1:30pm.**

If possible, please take time to let your child know what the after school plan is BEFORE sending them to school. This will greatly lessen the amount of stress to your child as well as ensure their safety at release time.

Excusing Scholars During School Hours

When it is necessary to pick up your child from school during school hours, please send a note with your child. Parent(s)/ and Guardians(s) must come directly to the main office window and your child will be called down. **All scholars *must* be signed out.** Visitors to Lewis Lemon School **MUST HAVE** a government issued photo ID! Please schedule appointments after school hours so your child does not lose valuable instructional time. A note from the doctor will be needed to excuse the absence, please make sure the proper documentation is given to the office.

Absenteeism/Tardiness

Please note that it is very important that you contact the main office (967-8000) by 8:30a.m. each day that your child is not in attendance. *(Answering machine is on during non-office hours – PLEASE LEAVE A MESSAGE)*

Attendance Matters!

When students attend school daily and arrive on time they will…
-have a sense of belonging
-learn and grow in math and literacy
- build friendships and learn how to solve conflict
- start the building blocks for a bright future

How can parents help?

- ***Parents influence attendance…Be Involved! Make school a priority! No excuses!***
- ***Set the alarm clock and ensure that your child has a nightly routine.***
- ***Make it a priority to be at the bus stop on time!***
- ***Plan family vacations for non-school days only. Vacations are unexcused absences per district policy.***
- ***Schedule non-emergency medical and dental appointments after school hours.***
- ***Make sure your child's school has your accurate daytime contact information, including cell phone number and/or email address.***

THE FIVE (5) DAY EXCUSED ABSENCE POLICY
Scholars who accumulate ***more than five (5) days of absences per semester*** *must provide proof of the nature of the excused absence, in the form of a note from the doctor or excuse from school nurse, for the absence to be considered excused. Failure to do so will result in an unexcused absence. Valid reasons for excused absences for the five day rule include illness of the scholar, injury, unavoidable accident or emergency and anticipated absence with administrative approval prior to the absence. Excused absences not counted in the five (5) day rule are: religious holidays, medical appointments with written proof from doctor; funeral for family members; court appearances with written proof from the court; extended serious/critical illness of scholar/family member.*

The following are examples of unexcused absences but are not all inclusive: *no transportation to school, missing the school bus, oversleeping, participation in non-school sponsored events, personal business, private vehicle breakdown/failure to start, truancy.*

Tardy *– The tardy bell rings at 7:35, any student who is not inside the school when the bell rings will be considered tardy. Parents will need to sign in at the main office window and state a reason for the tardy. We will track this information and work with families regarding chronic tardiness.*

Emergency School Closing

In the event of inclement weather, please listen to the radio or television for information regarding school closings. **Information will also be provided to you through the Rockford Public Schools EENS (Electronic Emergency Notification System). It is crucial that we have current contact information in the school office so that you can be notified through this system.**

Telephone Messages

There is someone in the building to receive calls from 7:00 a.m. until 3:30 p.m. **Teachers and children will NOT be called to the telephone during school hours.** Teachers will be notified of your call and will return such calls at their earliest convenience. **We will not deliver messages to children except in the case of an emergency.**

Address/Phone Change and Emergency Information

It is important that we have your current address and telephone number at all times.
In case of an emergency, it is imperative that we have the current number of your place of employment or that of a family member or neighbor.

Please notify the school office when any changes occur.

When a move occurs, a "**Request for Changes of Address"** form must be completed **IN PERSON** at either the school or the Transportation Department. **Two proofs** of the new address, such as a utility bill, rental lease or mortgage closing papers *NO OLDER THAN 30 DAYS*, etc., are also **required** before the current address can be changed in our computer system. ***Outdated, inaccurate information will result in the loss of transportation privileges, and in certain cases, loss of your child's seat at Lewis Lemon School. School bus transportation will NOT resume until the aforementioned requirements are met.***

School Visitors

Scholar and staff safety are a priority of Lewis Lemon School. All visitors must check in the main office. Please make an appointment if you would like to meet with staff during the school day.

School Communication

ALL communication from your child's teacher will come via SeeSaw. SeeSaw allows you to:

- Message the teacher/admin
- Check your student's work
- Comment on your student's work

We also have a school Facebook page for current updates. Reminders will also be sent through the Electronic Notification System, so please make sure phone numbers are updated. Please check with your child daily for important information in their backpack.

Dress Code

The scholars at Lewis Lemon Elementary are expected to wear uniforms. **The bottoms are navy blue, black and khaki. The shirts may be any solid color with a collar**. A solid colored sweater may be worn over the collared shirt. Spirit wear can be worn on Fridays.

Cellular Device Policy

The use of cellular devices is **prohibited** during school hours. Students may store their cellular devices in their backpacks or lockers, turn them in to their classroom teacher, or leave them in the main office.

If a student is found using a cellular device during school hours, the device will be **confiscated**, and the parent/guardian will be notified. The parent/guardian will be responsible for picking up the device from the school.

School Homework Policy

Each grade level will be assigned a minimum level of reading minutes/books. The reading done at home is very important to improving your child's reading fluency and comprehension. Information throughout the year will be provided as to how you can help your child enhance his/her reading skills. Classroom teachers will give you information on the expectation for homework.

***Scholars are responsible* for making up work missed when they are absent.**

A scholar has a one-day make-up privilege for each day of excused absence. The scholar will receive full credit. The classroom teacher will call you and advise when your child's homework is available for pick up from the office or send it home the following day.

Report Cards

The Standards Based Report cards will be distributed three times a year. Report cards will be mailed. Instruction and curriculum are aligned with the Common Core Standards.

Mid Term reports will be sent home mid trimester with the scholars. Mid Term reports should be viewed by parents/guardians. Mid Term Reports are a brief overview of how your scholars are doing socially and academically.

Birthday and Food Treats

Students are allowed to have birthday treats. Please make arrangements with your child's teacher prior to bringing treats in.

PARENTAL INVOLVEMENT

Volunteer Opportunities

We always appreciate and welcome parent volunteers and will keep you informed about opportunities in the parent newsletter. If you are interested please contact your scholar's classroom teacher. Volunteer applications can be picked up at the front office.

Parent/Teacher Conferences

Two conference dates are arranged each school year. This is a valuable time set aside for you to personally discuss your child's progress and needs with teachers. Our teachers attempt to hold conferences with *ALL* parents on both conference days. Support your child by attending conferences since this discussion allows for better communication and improved understanding. On occasion, you or your child's teacher may schedule conferences at times other than those designated. Please check the monthly newsletters for the parent/teacher conference dates.

Breakfast and Lunch Programs

We believe that good nutrition is directly related to positive learning! When scholars arrive at school they may eat breakfast in the cafe. All Scholars will receive a lunch from the cafe, unless they want to bring their own. Menus are on the district website.

TRANSPORTATION

The safety of transportation for our scholars is very important to us. Please read the District Discipline Code to review the corrective measures that are determined by the school principal and the Transportation Department Supervisor. Drivers have a great deal of responsibility when driving the bus and must have the full cooperation of all scholars and families to ensure ***everyone's safety.***

Every scholar is expected to do the following:

- Sit down while the bus is moving
- Keep hands and feet out of the aisle
- Keep hands and feet to self
- Use quiet voices.
- Treat others with respect and follow directions

DISCIPLINE/BEHAVIOR

Please review the District's School Code of Conduct that is provided to you during registration. It is important that parents understand the different levels of disruptive behaviors and consequences. Our primary objective is to ensure a learning environment where all scholars feel safe and respected by everyone. Every school in the Rockford Public School District is expected to adhere to this discipline policy, so please take time to read the Code of Conduct provided to you or access it on the RPS district website.

CHAMPS:

CHAMPS is the classroom approach that serves to create a positive and safe classroom learning environment. CHAMPS provide strategies that help scholars achieve social and learning outcomes in a safe and effective environment. These strategies consist of clearly defined school wide and classroom expectations for all scholars.

The Lewis Lemon Expected behaviors are:
Be respectful
Be responsible
Be safe.

The K-5 scholars will receive acknowledgement forms which are called Lion Paws. Scholars will then be entered into a drawing to receive a prize for that week. Each classroom teacher will have a specific CHAMPS classroom management plan which will be communicated to you at the beginning of the school year.