

Leesville Road Elementary School Kindergarten Handbook



Our Mission:

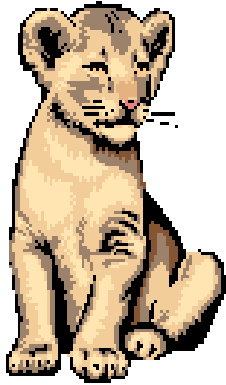
To educate and empower the Leesville Community,
inspiring limitless learning and global responsibility

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Leesville Road Elementary School

“The Start of the Pride”



8402 Pride Way
Raleigh, NC 27613
Phone: 919-870-4200
Fax: 919-870-4188
Office Hours: 8:00 a.m. – 4:30 p.m.
School Hours: 9:15 a.m. – 3:45 p.m.
www.wcpss.net/leesvilleroades

Elementary school colors: green and blue
Mascot: Leo the Lion Cub

Staying in Touch with School News

With so much going on at LES, we offer multiples ways of staying in touch.

- **Mr. Cohen’s automated phone calls and Principal Update emails** using the information you provide on your emergency contact card.
- **School website listing upcoming events:** <http://wcpss.net/leesvilleroades>
- **LES Cub News on Twitter:** [@LESCubNews](https://twitter.com/LESCubNews)
- **LES Bus dismissal on Twitter:** [@LESBuses](https://twitter.com/LESBuses)
- **LES PTA website:** <http://www.lespta.com>
- **LES PTA on Facebook:** <https://www.facebook.com/LESPTAPRIDE>
- **LES PTA on Twitter:** <https://twitter.com/LESPTAPRIDE>

Arriving late or Picking up early

If your child arrives after 9:15 you must check him/her into school in the front office. This provides a tardy note for his/her teacher. If you are picking up your child prior to 2:45, please be sure to send a note to your child’s teacher so the teacher knows to have your child prepared to leave early. Our staff will call your child to meet you when you arrive in the front office so that you can check him/her out. Leesville strongly discourages signing students out after 2:45 pm without prior notice sent in to the school from home.

Checking In and Out

Leesville uses the Ident-A-Kid Program on the front office computer for you to check your child and yourself in and out. This safely and efficiently allows our staff to keep track of late arrivals, early departures and all visitors entering our school. When you visit the school, please enter the front office to check in using the Ident-A-Kid computer. **You must wear** the printed nametag while in the building. We also ask you to tell our wonderful front office staff where you are going and visit only those locations. Our front office is a friendly atmosphere and we welcome your visits and greetings. Please remember to sign out when you leave.

WCPSS Bus Transportation 919-805-3030

Students who live one and a half miles or more from the school are eligible to take the school bus. Your bus assignment (route, stop, and time) will be sent at the end of summer before school starts. Routes and specific cross road stops will also be posted on the Wake County Public Schools website (www.wcpss.net). Each bus is assigned a color and a corresponding colored tag will be attached to your child's backpack with the cross road drop and school phone number. Usually Kindergarteners sit in one of the first rows. Buses may experience delays the first weeks as drivers and students adjust to new routes. When your bus arrives at school in the morning, staff will be posted outside as well as throughout the building to direct your child to his/her classroom. If necessary, you may walk your child to the classroom and pick he/she up at their classroom the first two weeks of kindergarten. After school, children stay in the classroom until their bus color is called. Upper grades serve as bus buddies the first two weeks of school to escort the children to their appropriate buses where bus tags are verified. Staff members are posted along halls and exit paths to ensure children are directed to the proper bus. **Bus drivers will not drop off a kindergarten student at a bus stop unless a parent is present to receive the student. If no one is present, the bus driver will finish the route and return the child to the school.** Your child may begin riding the bus his/her first day. You may want to walk your child into school on staggered entry day. Drivers are trained in first aid, carry a first aid kit, inspect the buses before and after every route, and will phone appropriate emergency personnel in the event of sickness or injury. Visit www.wcpss.net/Domain/30 for information about bus transportation including bus stop change requests.

Carpool Drop off

Doors open at 8:45 am unless your child participates in early arrival. Drivers are asked to use the circle driveway, remain in a single file line, and let children out when reaching the front of the line. For safety reasons, please do not drop your children off before carpool begins or in places other than the carpool line in front of the building. Parents choosing to walk children into the building should park in the parking lot. We ask parents to say good-bye to their children in the front lobby and not go down the school hallways after the first two weeks of school. If your child arrives after 9:15, a parent MUST sign him/her in using the Ident-A-Kid computer located in the main office. Cars will be asked to exit following the traffic directions and to turn right when exiting the school parking lot to aide in the traffic congestion.

Walker and Carpool Dismissal

Carpoolers are called to a common meeting area at 3:40 pm and begin the dismissal process at 3:45 pm. Walkers will also be called to begin dismissal at 3:45 pm. **All carpool students will exit through the front doors. All walkers will exit through the side doors located on the right side of the school.** For safety reasons, drivers should come from Country Trail Rd and take a right turn into the circle driveway. Cars should move single-file through the carpool line or park in our parking lot and meet children at the side door of the school. Please do not park along curbs or in the lower portion of the bus lot as buses are arriving and departing. Encourage your child to remember their carpool number. Your carpool number will be issued through the front office upon your request. When you arrive, the staff will call your child's carpool number and he/she will be asked to stand at one of four painted paws on the driveway as you pull up. Carpool lines will be slow the first weeks and speed up as students, parents, and staff establishes a routine. **If you need to change your child's method of transportation home, you must send a note in your child's daily folder, email your teacher, or call the school no later 2:30.**

Carpool Tags

Carpool tags can be assigned and picked up in the front office during staggered entry week or throughout the year if needed. Our office staff will provide you a unique number assigned to your child. Please encourage your child to remember your carpool number as your child's name will not be called during pickup.

Early Arrival and After School Programs

Leesville Early Arrival Program (LEAP) provides families with a safe, fun, and positive way for children to start their morning! The program is run by teachers and counselors from 6:30am to 8:45am. A wide variety of activities are offered. Outside play is encouraged if weather cooperates. Leesville After School Program (LAFS) provides childcare from 4-6pm and includes early release days. Students are grouped by grade level and provided an opportunity to eat a school-provided healthy snack, complete homework, and participate in a variety of crafts, games, and other activities. Registration for the programs begins at the end of the 2014-2015 school year and throughout the summer, so please check the website for updates on registration and for additional information about the programs. The website is <http://lesbeforeandaftercare.weebly.com/> If you have any questions, please feel free to contact our coordinator, Melissa Markus, at mmarkus@wcpss.net.

Attendance

The Leesville Elementary School day is from 9:15 a.m. to 3:45 p.m. and doors open at 8:45 a.m. A student is counted tardy if he/she is not in class by the 9:15 a.m. bell. If your child is absent from school, please send a note or email of excuse to the teacher. Please note your child must attend a half day of school, (arrival by 12:30 PM) in order to be counted as present for that day.

School Safety

Our school system has plans and procedures in place to protect your child and communicate with you in the event of an emergency. Our security department works with school staff, local law enforcement and other public health and safety leaders to make our campuses safe places to learn. If you have any questions or security concerns, contact the WCPSS security department at 919-431-7777 between 8 a.m. and 5 p.m.

Emergency Contact Information

The office keeps a record of your emergency contacts, telephone numbers and addresses so that parents (or another emergency contact) can be reached in case of illness or injury. This card will be sent home in your child's folder once school begins. Please return this card as soon as possible and send any changes to this information to your child's teacher or notify the office so that your file will be updated. New proof of residence, (current utility bill or signed lease agreement) must be given to our Data Manager, Ellen Dupre', (919-870-4185) for any address updates. Locator cards are not used as verification to make changes in our data base.

Allergies

We understand the danger some children face with allergies. If your child has an allergy, please notify the school health nurse as well as your teacher during staggered entry or Meet the Teacher. If an Epi-Pen is submitted to the front office, the school nurse may be in touch for additional information regarding special care and cautions for your child's allergy.

Illness

If your child becomes ill or is injured during the school day, he/she will be sent to the office and you will be contacted for pickup using your emergency contact card on file. The school health room offers bandages, taking temperatures, soap and water, TLC and an ambulance in an emergency. Notification may be sent home in your child's folder if someone has been in contact with an illness such as chicken pox or head lice. **IMPORTANT REMINDER: Don't forget your child should remain at home until fever free without medication (100.5 or lower) for 24 hours. This also applies to vomiting and diarrhea.**

Medications

You can arrange to have medication (including over the counter medications) given at school if your child requires a dosage that cannot be scheduled outside of school hours by following WCPSS policy and using the correct forms available online. This includes Tylenol, cough syrup, Benadryl, Calamine, topical ointments or lotions for rashes or poison ivy. Before the medicine can be given, you and a physician must sign and return to the front office a "Parent Request and Physician Order for Medication" form (form 1702, available in the front office or <http://www.wcpss.net/Page/167>). The medication must be in the container dispensed by the pharmacy and be clearly marked with your child's name, name of the medication, the date of the prescription and the directions for administering. **Medications cannot be brought to school by a child.** It should be placed in the hands of an adult staff member by the parent. If you need further information, please contact the office at 919-870-4200. If there is no medication on hand in the event of an emergency, we will call 911.

Immunizations and Physical Examination

The law requires that every child in the state be immunized against diphtheria, tetanus, pertussis (whooping cough), poliomyelitis, rubella (red measles) and rubella (German measles). All students entering school must present proof of having received the following in order to attend school:

- * Diphtheria-Tetanus-Pertussis (DTP or DTaP) Vaccine: 3-4 doses. If the 4th dose was given on or after the 4th birthday, the series is complete.
- * Polio Vaccine (OPV): 4 doses of oral polio vaccine. If the 3rd dose is given on or after the 4th birthday, the series is complete. Two doses of Inactivated Polio Vaccine (IPV) may be substituted for 2 doses of OPV.
- * Measles Vaccine: 2 doses received at least 30 days apart: one dose at or after the 1st birthday and a second dose before enrolling in school (K-1) for the first time. (Commonly given as MMR)
- * Rubella Vaccine and Mumps Vaccine: 1 dose of each on or after the 1st birthday. (Commonly given as MMR)
- * Haemophilus influenzae type b Vaccine (Hib): 1 dose at or after 1st birthday or the complete series. Hib is not given if the child is 5 years or older.
- * Hepatitis B Vaccine (HBV): 3 doses (children born on or after July 1, 1994)

The blue form for the physical and the immunization record was included in the material you received at kindergarten registration. This must be provided to the school before August 24th. Extra copies are available in the school's office. Please feel free to contact our Data Manager, Ellen Dupre', at 919-870-4185 if you have any questions.

Inclement Weather

Occasionally school dismisses early or has delayed arrival for severe weather or the threat of severe weather. The local radio and television stations are the first to know if the central administration office has decided to delay arrival or send the students home early. If the weather looks threatening, check our school website and the www.wcpss.net website for updates or tune into local radio stations (e.g. 101.5 FM, 96.1 FM, 680 AM) or television stations (e.g. WTVD, WRDC, WRAL). This reduces the number of calls into our office and often the central office contacts the stations first. As soon as we are notified of a school day change, it is communicated on our school Twitter account (@LESCubNews) and Yahoo email list serve. Upon early dismissal, children will be sent home by their regular transportation. If at any time you feel concerned about your child's well-being at school because of the weather, you may come to school to pick him/her up using the standard checkout procedure. All after school programs are also cancelled if school closes early due to inclement weather. This includes no Leesville after school care and you must notify the school how you wish your child to go home that day. If your child uses an after school daycare program, please check with them for their closing policies. All children will be served lunch on early release and early dismissal days.

Teacher Communication and Preserving the Instructional Day

The best way to reach your teacher is by email. Teacher email addresses are listed within the staff directory on the LES website. Another method of communication is a note in your child's daily folder. Our classrooms use an intercom system and have no direct phone line. We do our best to minimize classroom disruption as much as possible and will use the intercom only when necessary. The school asks that you reserve telephone calls to your child for emergency purposes. The best way to bring your child a tangible item, such as a forgotten lunch, is to drop it off in the front office with his/her name and classroom.

Conferences and Progress Reports

A minimum of two parent/teacher conferences are scheduled during the Kindergarten year. The first is early in the fall semester and the second is in the spring semester. You or your child's teacher may request additional conferences throughout the year as needed. Your child will receive a report card at the end of each quarter. Progress reports will be sent mid-quarter for the second, third and fourth quarters.

Weekly Folders

Each student will take home a folder from his/her teacher weekly including work samples from completed assignments, as well as classroom and PTA announcements. Parents should keep the contents, sign, and return the folder. Principal's updates and teacher newsletters are available on the teacher's and WCPSS blackboard site found through our website.

Homework

It is assumed that homework will be done by students outside of school hours. The amount of work shall increase as grade levels increase and shall be commensurate with student abilities and source content. Total assignments should not exceed specified maximum nightly limits and no homework will be given on Fridays. K – 2nd grades: 20 to 45 minutes per day; 3rd - 5th grades: 45 to 50 minutes per day. Additionally, all students are strongly encouraged to read with someone at home every night.

Learning Experiences and School Parties

The School Board policy does not allow parties (including birthday parties) for students during school hours. Your teacher can guide you on birthday recognition opportunities. The students do participate in “learning experiences” which center around a theme and have an emphasis on education. In order to celebrate and respect the wonderful diversity represented throughout our community, please remember that holidays may be taught in lieu of celebration.

Dress Code and Shoes

The Wake County website details our school dress code. We also want to stress the importance of your child wearing proper shoes. Your child will be very active during the school day including but not limited to time on the playground, PE, and Health and Fitness. We discourage flip flops or other opened toed shoes and encourage sneakers. If your child does not have proper shoes at home, please let us know and we will check our Cub’s Closet for a pair that meets your child’s needs.

Staggered Entry Days

Kindergarteners will attend only one full day the 1st week of school, August 24 - 27, 2015. In August, you will receive a letter indicating your child’s staggered entry day. It is usually based on the first letter of your last name. Please walk your child into school on this morning and check him/her in on the Kindergarten hall. You will need to supply your child a snack and lunch or have their student identification number for lunch on their staggered entry day. Your child will spend a full day in a Kindergarten teacher’s classroom. Please note, your child’s Kindergarten teacher and classroom will probably differ from that on your staggered entry day. We encourage you to discuss this with your child beforehand. This is an excellent day to ask our front office staff about a carpool tag or drop off medications if necessary. Please do not bring your child’s classroom supplies until Meet the Teacher on Friday.

Meet the teacher

On Friday, August 28th, Kindergarten staff will be available between 12:00-2:00 to meet with you and your child. The class lists will be posted near the front doors to the school. We ask that the children bring in their school supplies, meet their teacher and teacher assistant, and see his/her assigned seat and cubby. The teacher will also send home information which will need to be completed and turned in the following school day. Your child’s teacher will call to inform you of your child’s class assignment if you are unable to attend.

Open House

This **parents only** evening event is held approximately the third full week of Kindergarten. It is an opportunity for you to meet the teacher again and visit your child’s classroom. Your child’s teacher will provide more information on the classroom routine and efforts as the children will have started to settle into the school routine.

School Meals and Setting up Meal Accounts

Kindergarteners have 30 minutes for lunch. Children can buy a school lunch, bring a packed lunch, or bring a packed lunch and purchase milk, juice, or dessert items. Breakfast is served in the cafeteria from 8:45 - 9:10 a.m. Meals may be purchased daily or in advance. Checks for any amount may be brought to the cafeteria anytime by parents or students to create or add to a lunch account. It is recommended that you enroll online at www.myLunchMoney.com or (800)

479-3531 using your child's Powerschool ID number to deposit funds into your child's lunch account. It is very difficult for children to keep up with lunch money as well as their lunch trays. Once your account is established, you can check balances and fund the account anytime from your home computer, phone or fax. Please note, free meals and meals at reduced prices are available. Applications are sent home at the beginning of the year for this service.

We welcome you to join your child with a school or packed lunch in the cafeteria any day. No advance notice is required. Please remember to check in and wear a yellow "visitors" tag while on campus and sign out when you leave.

Elementary School Cafeteria Prices

Full Price Breakfast..... \$1.00
Reduced Price Breakfast... \$.00
Full Price Lunch..... \$2.00
Reduced Price Lunch.....\$.40
Milk..... \$.50
Adult Price..... A la carte

Accommodations for special diets can be made as ordered by your child's health care provider. Diet forms as well as the school breakfast and lunch menus are available on the Wake County Schools website (<http://www.wcpss.net/school-meals>).

Snack and Rest time

During the first quarter of school, kindergarteners will have rest or quiet time. Children should bring in a standard size towel (not a mat) for rest time. You will need to provide a daily healthy snack all year for your child. Once the children have adjusted to the school routine (typically by the end of first quarter), rest time will transition into a working snack period allowing them to eat snack at their desk. Daily schedules differ for each classroom based on lunch and specials times. Your child's daily schedule will be sent home, posted outside their classroom, and posted on the teacher's blackboard site.

Specials

Our Special classes are subject to change. Currently our specials include Art, Library, Music, Health and Fitness, PE, Project Based Learning, and Drama and Presentation Skills. Each day your child will attend one of these 45 minute classes and rotate through each in a seven day period. Technology is also incorporated into class time on a rotating basis.

Bathroom Breaks and Leaving the Classroom

All Kindergarten classrooms have an attached bathroom, sink and water fountain. This keeps our young students from being in the halls unnecessarily.

Clubs

After school clubs are available to Kindergarten students. Each is run independently and due to high demand, children are chosen by lottery for some clubs such as LEGO club. Your child will hear about club signups during morning announcements in September. You may also see signup sheets for some clubs in your child's folder after school begins.

Joining PTA

The Leesville Road Elementary PTA is very active and provides many services for the students, staff, and their parents. In addition to a variety of events, the PTA sponsors fundraisers, which raise money for classroom supplies, computers, cultural arts programs, special programs for parents, etc. Your involvement and comments are encouraged. A PTA membership drive is held at the beginning of each school year. Please visit the PTA web site at www.lespta.com for complete information about the PTA, including a link to sign up for the e-newsletters.

Volunteering

Volunteers are always needed and valued in the classroom, on field trips, in the LES library and supporting PTA events among other things. Signups for various events will be provided during the school year. **All volunteers must register in the LES school library using the WCPSS intranet at the beginning of the year. You must re-register as a volunteer each year** as this ensures safety for our school. Excellent times to register are during the summer, staggered entry, and Open House. Registration times will be limited starting in November.

Field Trips

Kindergarteners usually have onsite or offsite field trips. A form will be sent home in advance of the trip with details and requesting consent for your child's participation. Online payment is offered and will link from our school website. Please be sure to register as a volunteer at the beginning of the school year so that you may be a chaperone.

Link your Store Cards

Passive fundraising is an easy way to help LES increase opportunity for our students. Linking your store cards only takes a couple of minutes and incrementally makes a big difference.

Harris Teeter

From August 1 – May 31st, Harris Teeter will donate a percentage of your Harris Teeter Brand purchases. Simply give the cashier your VIC card and Leesville Elementary's Together in Education number (4321) during checkout. Your cashier can also look up this number if you do not have it handy.

Lowes Foods

Through the Cart to Class program, the LES PTA receives a percentage of all purchased Lowes Foods private food labels. Visit carttoclass.lowesfoods.com to sign up, or visit the touch screen computer at the customer service desk to link your Fresh Rewards card. You may choose up to 3 schools to link per Fresh Rewards card.

Target

Target® will donate up to 1% of your REDcard® purchases at Target and Target.com, and .5% of your REDcard® purchases made everywhere else Visa credit cards are accepted. Go to Target.com and designate Leesville Elementary as your donation school (School ID: 81034).