

# 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.wcps.net/leesvilleroades](http://www.wcps.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 messages and 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>
- **LES PTA email newsletters:** go to <http://www.lespta.com> to subscribe

### Arriving late or Picking up early

If your child arrives after 9:15, the parent/guardian 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. Students will not be called from their classrooms after 2:45 pm without prior notice to the teacher.

### 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 visibly 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 just prior to school starting and posted on the Wake County Public Schools website ([www.wcpss.net](http://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 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 and 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 or first grade student at a bus stop unless a responsible person 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 but you may want to walk your child in 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.

### **Carpool Drop off**

Morning drop-off begins 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 aid 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 turn right 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. **For safety reasons, please do not park along curbs, in fire lanes, in the bus lot, or along Country Trail Road.** When you arrive, the staff will call your child's carpool number and he/she will be asked to stand at one of five 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. Carpool numbers are assigned annually. Please do not expect that a number from a prior year will apply to the 2017-18 school year as well.

## **Early Arrival and After School Programs**

Leesville Early Arrival Program (LEAP) provides families with a safe and positive way for children to start their morning! The program is run by teachers and counselors from 6:30am-8:45am. A wide variety of activities are offered including outside play 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 2016-2017 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/>

## **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 update your file by sending contact information changes to your child's teacher or the front office as they occur. New proof of residence, (current utility bill or signed lease agreement) must be given to our Data Manager (919-870-4200 ext: 24598) for address updates. Locator cards are not used as verification to make changes in our data base.

## **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**. Please update contact information as changes occur. The school health room offers Band-Aids, 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.** Upon return to school, please send in doctor/parents note explaining absence.

## **Medications and Allergies**

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. Please contact the office at 919-870-4200 for more information. If there is no medication on hand in the event of an emergency, we will call 911.

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 (with form 1702) is submitted to the front office, the school nurse will be in touch for additional information regarding special care and cautions for your child's allergy.

## **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 1<sup>st</sup> 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 28<sup>th</sup>. Extra copies are available in the school's office. Please feel free to contact our Data Manager (919-870-4200 ext: 24598) 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, [www.wcpss.net](http://www.wcpss.net), local radio and TV stations or our school Twitter account (@LESCubNews) for updates. 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 cancelled if school closes early due to inclement weather. This includes cancellation of 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 for communication. We do our best to minimize classroom disruption 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. The office will call for the child to retrieve said item at a time that does not impact instruction and learning.

## **Staggered Entry Days**

Kindergartners will attend only one full day the 1st week of school, August 28 – August 31, 2017. In August, you will receive a letter indicating your child's staggered entry day. 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. They will also need a lunch or have their student identification number to purchase lunch on their staggered entry day. Your child will spend a full day in a Kindergarten teacher's classroom. 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, September 1st, 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 instructional 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.

## **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 or desired. 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 LES 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, other than nightly reading, 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. We ask that birthday treats, balloons, etc. are not brought to the school unless permission has been cleared through the school administration.

## **Dress Code and Shoes**

The Wake County website details our school dress code. We stress the importance of your child wearing proper shoes. He/she 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.

## **Specials**

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

## **Field Trips**

Kindergarteners usually have onsite and 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.

## School Meals and Setting up Meal Accounts

All students 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.myschoolbucks.com](http://www.myschoolbucks.com) or (855) 832-5226 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 *(subject to change in the 2017-2018 school year)*

Full Price Breakfast .....	\$1.25
Reduced Price Breakfast ...	\$ .00
Full Price Lunch .....	\$2.25
Reduced Price Lunch .....	\$ .40
Milk .....	\$ .50
Fruit/Fruit Juice .....	\$ .50
Cereal Bowl .....	\$ .75
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, kindergartners 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 at their desk while completing classroom tasks or listening to an interactive read aloud. 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 Weebly website.

## 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 and Make, Bake, and Take Club. Your child will hear about club signups during morning announcements and you will see signup sheets for some clubs in your child's folder during September.

## **Counseling and Student Services Department**

Our certified guidance counselor, social worker, school psychologist, and school nurse work with students, families, teachers, administrators, and service providers to address academic, career, and personal/social needs. Some possible reasons to contact the CASS department include an interest in community resources available, information on middle school transition, or if you child is struggling with such things as make friends at school, inappropriate behaviors, classwork/homework assignments, or nervous/anxious feelings in regards to school.

## **Technology**

Students begin the year learning safe/responsible use of school technology. Teachers then use both computer and iPad applications in the classroom to progress student comprehension with activities such as story creation, audio books, and leveled math questions. All school district devices and networks are secured using internet filters including restricted access to search engines.

## **Volunteering**

Volunteers are always needed and valued in the classroom, on field trips, in the LES library and to support PTA programs. Signups for various events will be provided during the school year. **All volunteers must register in the LES school library or front office 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. An excellent time to register is during Open House.

## **Joining PTA**

The Leesville Elementary School PTA is very active with a mission to enrich the educational experience of the children of LES through inspired parental involvement, increased staff resources and positive community participation. Our programs include staff mini-grants, cultural arts, family events, professional development for teachers, staff hospitality, backpack programs and more. In order to make these possible, the PTA coordinates fundraisers such as GoPlaySave book sales, Box Tops for Education, spirit wear sales, out to eat nights, the book fair, and our annual silent auction. A PTA membership drive is held at the beginning of each school year. Please visit the PTA web site at [www.lespta.com](http://www.lespta.com) for complete information about the PTA, including a link to sign up for the e-newsletters.

## **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.

### **Lowe's Foods**

Through the Cart to Class program, the LES PTA receives a percentage of all purchased Lowe's Foods private food labels. Visit [carttoclass.lowesfoods.com](http://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.