

# Leesville Road Elementary School Kindergarten Handbook



*Figure 1. Picture of a tree and a boy reaching for an apple.*

## **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: 919-589-6765  
Office Hours: 8:00 a.m. – 4:30 p.m.  
School Hours: 9:15 a.m. – 3:45 p.m.  
[www.wcpss.net/leesvilleroades](http://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 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 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 to MemberHub

### Arriving late or Picking up early

If your child arrives after 9:15 a.m., 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 p.m., 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 p.m. without prior notice to the teacher.

### Checking In and Out

We welcome your visits. Leesville requires you to sign in on a computer in the front office. We will also use this computer for you to check your child and yourself in and out for the day. 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 first to check in. **You must visibly wear** the printed nametag while in the building. We also ask you to tell our friendly front office staff where you are going and visit only those locations. Please remember to sign out.

## **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 p.m.) in order to be counted as present for that day.

## **WCPSS Bus Transportation 919-805-3030**

Students who live one and a half miles or more from the school, and are not classified as "transfer" students, are eligible to take the school bus. When you registered with our data manager, she submitted your transportation request for you. 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)). If you do not receive a bus assignment and you need a seat on the bus, please reach out to Mrs. Lay.

Each bus is assigned a name and a corresponding tag will be attached to your child's backpack with the crossroad drop and school phone number. All kindergarten bus tags are RED. This signals the bus driver that your child may need more assistance due to the age. For safety reasons, we ask that you leave this tag on your child's backpack for the entire school year. If you need a new tag, please let your child's teacher know.

Kindergarten students usually sit in the first rows; but, may be assigned a seat next to a sibling if a request is made to the driver. When your bus arrives at school in the morning, staff will direct your child to his/her classroom. After school, children stay in the classroom until their bus is called. Students in the 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. When this happens, the transportation department will notify our school. A staff member will contact you to let you know that you will need to make arrangements to pick up your child at the school once the bus has returned.

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. During the first few weeks of school, bus routes may be delayed as drivers and passengers settle into their new routes. Please be patient with this process. The best way to track your child's bus is to download the "Here Comes the Bus" app on your device. Please use the WCPSS school code (67500) and enter your child's student ID number. While this process is not 100% accurate every day, many families find it helpful for planning.

If you have questions about bus transportation, please call Jodi Lay at 919-870-4200.

## **Carpool Drop off**

Morning drop-off begins at 8:45 a.m. 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 to 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. If your child arrives after 9:15 a.m., 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 Dismissal**

All walkers will exit through the side doors located on the right side of the school and a parent or guardian must be present. Walkers are released in two groups. The first set of walkers, released at 3:45 p.m., are those whose parents give permission for their student to exit the walker doors on their own and do not wish to present ID. A pink dot is added to the walker tag attached to the student's backpack to indicate this permission. All remaining walkers (without pink dots) will be called for dismissal at 3:50 p.m.. This allows us to check that these students safely exit the building with a parent approved pickup person. Written permission may be given in order for your child to be picked up by another person. **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 p.m..**

## **Carpool Dismissal**

Kindergarten carpoolers move to a common meeting area at 3:40 p.m. and begin the dismissal process at 3:45 p.m.. All carpool students will exit through the front doors. 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 couple of weeks and will speed up as students, parents, and staff establishes a routine

## **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 following school year as well.

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

Leesville Early Arrival provides families with a safe and positive way for children to start their morning. The program is run by teachers and counselors from 6:30 am - 8:45 am. A wide variety of activities are offered, including outside play. Leesville After School Program (LAFS) provides childcare from 4:00 pm - 6:00 pm. 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 dates have not yet been released for the 2020-2021 school year, but you can check for updates throughout the summer on the Before and After School program website (<https://www.wcpss.net/domain/669>). A link can also be found on the LES website under Academics & Programs.

## **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. LES is outfitted with electronic security systems including burglar alarms, digital video recorders, access controls and

a computerized keying system. We have an Emergency Response Team focusing on prevention and reaction to incidents, and a Crisis Intervention Team to provide support to students and staff should an incident occur. If you have any questions or security concerns, contact the WCPSS security department at 919-431-7777 between 8:00 a.m. and 5:00 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 locator 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 needs to be fever free with a temperature of 100 degrees or less (without meds), for 24 hours before returning to school. Nausea, vomiting or diarrhea should be symptom free for at least 12 hours.** Other reasons to keep a child home from school include severe headache, red watery eyes with yellow drainage, and undiagnosed rash. Students with an undiagnosed rash need to visit a doctor to obtain medical clearance in order to return to school. Upon return to school, please send in doctor/parents note explaining absence.

If your child has a chronic illness such as diabetes, severe asthma, severe allergies or seizures, please contact your school nurse. A health care plan can be developed indicating steps to be taken if your child requires medical care at school.

## Medications and Allergies

By following WCPSS policy and using [form 1702](#), 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. This includes Tylenol, cough syrup, Benadryl, Calamine, and topical ointments. 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 online). 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. The medication form and the pharmacy label information must match.

**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 no medication is 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: 5 doses. If the 4th dose was given on or after the 4th birthday, the series is complete.
- \* Polio Vaccine (OPV or IPV): 4 doses of oral polio vaccine. If the 3rd dose is given on or after the 4th birthday, the series is complete.
- \* 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 form for the physical and the immunization record was included in the kindergarten registration materials and is available in the front office. **This must be provided to the school before August 17<sup>th</sup>.** Please feel free to contact our Data Manager (919-870-4200 ext: 24598) if you have 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 method of communication with your teacher is by email or a note in your child's daily folder. Teacher email addresses are listed within the staff directory on the LES website. Our classrooms use an intercom system for communication. In order to minimize classroom disruption and we 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 an item, such as a forgotten lunch, is to drop it off in the front office with his/her name and classroom teacher's name. 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 school only two days the 1st week of school, August 29 – September 2nd. The first will be on an assigned day when your child will be with a small group from the class and the second will be on the first official day for the whole class together on Friday September 2nd. Friday, September 2<sup>nd</sup> is an early release day, so students will be dismissed at 1:15pm on this day. During the summer, you will receive a letter indicating your child's full staggered entry day on either Monday, Tuesday, Wednesday, or Thursday. Please walk in and check-in your child to the Kindergarten hall this



morning and indicate his/her transportation method home. You will need to supply your child a snack. He/she will also need a lunch or have a student number with money on their account, to purchase lunch.

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 from 5:00 to 6:00 pm on Thursday evening, September 1st. Friday, September 2nd will be your child's first official day of school.

On Thursday, September 1st, Kindergarten staff will be available in the classrooms from 5:00 until 6:00pm to meet with you and your child. Class lists will be posted near the front doors to the school. We ask that the children bring in their school supplies as they meet their teacher and instructional assistant and see his/her classroom. The teacher will also send home information, which will need to be completed and turned in as soon as possible. Your child's teacher will call to inform you of your child's class assignment if you are unable to attend. School will begin the following day on Friday, September 2nd.

### **If the school year begins in the remote learning platform**

Teachers will reach out to each of their students and their family to set a time for a Google Meet. These individual meetings will serve to introduce you to the remote learning platform and the resources involved in the instructional delivery. Periodic meetings will then be established between the teachers and their classes during the summer to practice and acclimate to the learning format. In this circumstance, remote learning school will begin for all Kindergarteners on Monday, August 29th.

### **Open House**

This parents only evening event is held approximately the second full week of Kindergarten. It is an opportunity for you to learn more specifically about your child's daily routines, processes, and learning environments. Your child's teacher will provide more information on the classroom resources and efforts as the children will have started to settle into the school routines.

### **Conferences and Progress Reports**

A minimum of two parent/teacher conferences are scheduled during the Kindergarten year, coinciding with fall and spring semesters. 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 LES website.

### **Homework**

It is assumed that homework will be done by students outside of school hours. The amount of work shall increase with grade level 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 Technology. Each day your child will attend one of these 40 minute classes and rotate through each in a seven day period.

## **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 Account**

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 am. Meals may be purchased daily or in advance. Information regarding school meals can be found on our school website (<https://www.wcpss.net/Page/7865>) 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. Information and applications for free or reduces price meals can be found on our website (<https://www.wcpss.net/Page/7866>)

### **Elementary School Cafeteria Prices** *(subject to change)*

Full Price Breakfast .....	\$1.50
Reduced Price Breakfast ...	Free
Full Price Lunch .....	\$3.00
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, 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.

### **Counseling and Student Services Department (CASS)**

Our certified school counselors, 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 available community resources, basic needs, information on middle school transition, or if your child is struggling with such things as making friends at school, inappropriate behaviors, classwork/homework assignments, or nervous/anxious feelings in regards to school.

### **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 subject to change and may be available to Kindergarten students. Each is run independently and due to high demand, children may be chosen by lottery. Your child will hear about club signups during morning announcements.

### **Technology**

Students begin the year learning safe, responsible use of school technology. They learn how to login to their personal Wake County school portal account to access school and county based programs. Students will learn how to safely navigate our school website and Wake County approved online learning resources, while focusing on using a keyboard correctly. Teachers supplement learning with various computer and iPad applications to progress all areas of student learning with activities such as letter and number recognition, reading comprehension, and leveled math questions. All school district devices and networks are secured using internet filters including restricted access to search engines.

### **Volunteering**

Volunteers are 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 using the WCPSS intranet during Open House or in the front office at the beginning of the year. You must re-register as a volunteer each year** as this ensures safety for our school.

### **Joining PTA**

The Leesville Elementary School PTA is very active with a mission to enrich the educational experience of the children 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 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 [www.lespta.com](http://www.lespta.com) for more information, including a link to join MemberHub in order to receive PTA communications.

## **Link your Store Cards**

Passive fundraising is an easy and big way to help LES increase opportunity for our students.

### **Harris Teeter**

From August – May, Harris Teeter will donate a percentage of your Harris Teeter Brand purchases. To sign up, show the cashier your VIC card and Leesville Elementary's Together in Education number (4321) during checkout. Your cashier can also look up this number.

### **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](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 link up to three schools to your account.

### **Amazon Smile**

Visit and shop at [smile.amazon.com](http://smile.amazon.com) and select "PTA North Carolina Congress Leesville Road Elementary School" to fundraise while you shop for items you already purchase at Amazon.

### **Publix**

When you create an online Publix account at [www.publix.com](http://www.publix.com) (top left-hand corner) and select Leesville Road Elementary School, the LES PTA will earn money each time you enter your phone number at the store checkout. Reenrollment occurs each July.

### **Box Tops for Education**

Our school receives funds for Box Tops collected. Simply download the app, select our school, and scan your receipt to contribute to our PTA. Unexpired, clipped paper Box Tops can still be sent to school in a baggie anytime.