



A Message from the Principal

Dear Leesylvania ES Parents,

The faculty and staff of Leesylvania Elementary School join me in welcoming you to the 2023-2024 school year. We look forward to working closely with you as we provide a challenging educational program for our students. It is my belief that educational success does not occur without a strong partnership with staff, students, and families. We at Leesylvania Elementary School are committed to your child's educational excellence by providing a challenging curriculum, taught by a dedicated and knowledgeable staff who believe in a strong school/community partnership. We work hard to meet the needs of the learning and working styles of all children. Collaboration, cooperation, and open communication between home and school are keys to building a strong school community. I encourage your active support and participation as we seek to provide a safe and positive learning environment for all our students.

Communication between home and school is very important to the success of the school. I encourage each of you to remain active in your child's education. Always keep the lines of communication open with the school, your child's teacher, and reinforce the skills and procedures introduced by the classroom teachers daily. Please read carefully through this handbook. It has been created to help parents better understand what is expected of each student here at Leesylvania ES. There are procedures, processes and expectations that have been put into place to support a safe and productive learning environment. As a result of everyone's diligence, hard work, and effort, Leesylvania will rise to the top offering a "world class" educational experience. We will continue to pursue and surpass our past accomplishments of high standards of excellence. Once again, welcome to Leesylvania Elementary School - we are glad you are a part of our team and family!

Proud to be Your Principal,

Meg MacGregor

TABLE OF CONTENTS

A Message from the Principal.....	2
Attendance/Absences.....	18
Birthday Celebrations	21
Bring your Own Devices	17
Car Rider Drop-Off/Pick Up.....	12
Classroom Observations	10
Clinic/Medication.....	15
Daily Dismissal Procedures.....	18
Dress Code.....	11
Early Dismissal.....	19
Emergencies	14
Homework	10
Illness or Injury	14
Leesylvania History	4
Lost and Found.....	17
Lunch	20
Parent Teacher Organization (PTO)	7
Phone Calls	21
Physical Education	22
School Directory	6
School Hours	8
Supervision Guidelines	16
Transportation	23
Vision and Mission Statement.....	3
Visitors	9
Website/Email/Parent Portal.....	24

VISION STATEMENT

GROWING.
DETERMINED.
SCHOLARS.

MISSION STATEMENT

Grow the whole child,
encourage Grow Mindset,
create opportunities for
determined scholars to
reach their full potential.

BELIEFS

We believe that in order to be successful, we will grow the whole child by encouraging a Growth Mindset, and creating opportunities for our scholars to be determined, and be inspired to reach their full potential. We teach and encourage our students to be thinkers and doers.

LEESYLVANIA HISTORY



How we got our name:

Leesylvania Elementary School is located on land once owned by "Light-Horse" Harry Lee. "Light-Horse" Harry Lee was born at Leesylvania (meaning Lee's woods) on January 29, 1756. The estate, about 3500 acres, was one of the social centers of Northern Virginia. Its tobacco and cornfields were some of the most productive in the colony. Horses were a big part of life on the estate and Harry's ability to handle a horse was apparent at an early age. He learned to ride by age four and was training his own mounts by age 12. He was not satisfied with the life of the idle rich, but instead used the estates vast acreage to his benefit. Harry began preparing himself, at age 14, for a career in the military by putting himself on a training regime that made him one of the greatest cavalry officers in American history.

Harry left Leesylvania in August 1776 and was granted a commission as a Captain. He was given command of the Fifth Troop in General George Washington's Army. The Troop specialized in hit-and-run raids on enemy supply garrisons. Harry was also an excellent scout and General Washington put all spying activities under his direction. Harry made such a name for himself that the British made him their "most wanted." He was to be captured at any cost. It was during this time that the reference "Light-Horse" began appearing with his name. It is believed to be a reference to his skill as a cavalryman during the war.

In the following years, Harry was elected to the House of Delegates in Virginia and served three consecutive terms

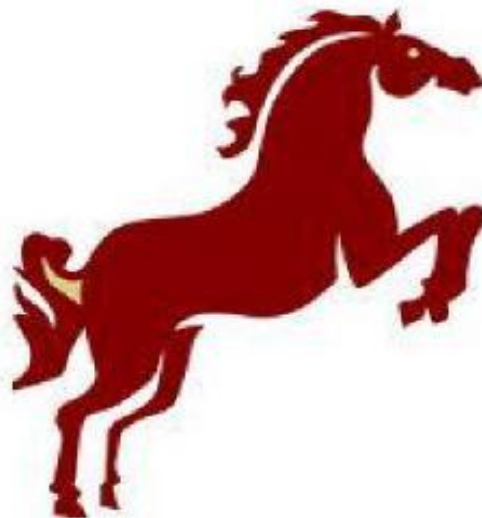
as Governor. He married Matilda Lee, a distant cousin, and had

three children. Sadly, Matilda died during his term as governor. Harry later married Anne Carter who gave birth to five more children.

The last Lee child, born in January of 1807 was named Robert Edward Lee. Not a particularly doting father, Harry lavished much time on this last child. He taught the very small boy to ride and shoot, to prize intellect and honor above all else. This child would be his enduring legacy.

As time passed, Harry repeatedly had financial troubles and proved to be a much better military man than a manager of his personal finances. "Light-Horse" Harry Lee died on March 25, 1818 and was buried with full military honors. His son, Robert E. Lee, continued to distinguish the Lee name with honor and military prowess.

Today, a small part of the Lee acreage is preserved inside Leesylvania State Park located on the Potomac River just a few blocks from Leesylvania Elementary School.



SCHOOL DIRECTORY

**Leesylvania Elementary School
15800 Neabsco Road
Woodbridge, VA 22191**

Office:	703-670-8268	Attendance:	703-670-8268
Clinic:	703-670-8268	Cafeteria:	571-368-3510
FAX:	703-670-9235	Alphabest:	703-453-7544

**Principal
Margaret B. MacGregor**

**Assistant Principals
Maggie Leon and Meaghan Gasiorowski**

Office Staff

PRINCIPAL'S SECRETARY/REGISTRAR.....Pat Sumers

SCHOOL PARENT LIAISON.....Virginia Aguilqar
FINANCE SPECIALIST.....Tammy Chabot
SECRETARY.....Deborah Jaquess
LIBRARIAN.....Amanda Heincer
LIBRARY MEDIA ASSISTANT.....Lori Dunn
NURSE..... TBD
GUIDANCE.....James Dickens
Tabatha Robinson

Support Staff

CAFETERIA MANAGER.....Jackie Tiller
CAFETERIA HOSTESSES.....Karen Watts
Yvonne Bush
BUILDING SUPERVISOR..... Denis Whelan
CUSTODIANS.....Natividad Lucio
Amilcar Lopez
Laurel Durand
ATTENDANCE OFFICER.....Robin Judge



Annual Dues \$10.00 per family

The PTO is open to all parents and teachers at Leesylvania Elementary School. All members are invited to attend monthly meetings which are held on the first Tuesday of the following months: October, December, February, and May. We are presently looking for parents who would like to volunteer for PTO!

PRINCIPAL'S ADVISORY COUNCIL CHAIR: Vanessa Olson

PAC is open to all parents and teachers at Leesylvania Elementary School. All members are invited to attend monthly meetings which are held on the first Tuesday of each month.

SCHOOL



HOURS

BELL SCHEDULE

9:05 a.m. - Breakfast

9:10 a.m. - First Bell

9:20 a.m. - Tardy Bell

4:00 p.m. - Dismissal

INCLEMENT WEATHER

When inclement weather causes hazardous road conditions or does not allow us to clear our parking lots, schools may be closed for the entire day. Information will be provided in the fall of each year to assist you in understanding the procedures for school closings. When your child brings this information home please read it carefully and keep it handy for future reference.

Any decision to close school will be made available via local media outlets (radio, television news, etc.). You may also call 703-791-2776 for a recorded message about school closings, or access the Prince William County School website at www.pwcs.edu. PWCS strives to post notification for school closings by 5:30 a.m. on school days.



VISITORS (Policy 926)

Parents and interested citizens are invited to visit our school to observe the instructional program and related activities. Parents are especially encouraged to visit the school on scheduled days for conferences with teachers, special school programs, luncheons, parent-teacher meetings and back to school night.

All visitors are required to report to the main office, with a valid picture ID, upon entering the building to sign in as an authorized visitor. IDs on phones will not be accepted. A visitor's pass will be issued upon receipt of photo identification. The identification will be returned at the time the visitor departs. School principals will ensure that no visitors, either invited or uninvited, engage in activities on school property which are disruptive to the educational program, detrimental to health, safety, or property, or in conflict with School Board policies or administrative regulations.

Visitors are reminded that teachers expect to continue the regular class routine during visits and that unscheduled conferences which interrupt the instructional process are strongly discouraged. While morning hours are generally reserved for teaching basic skills, observers who wish to visit a specific class need to schedule the visit with the individual teacher and administration prior to visiting the classroom.



CLASSROOM OBSERVATIONS

The following steps should be taken if you would like to observe your child in the classroom:

- Schedule an appointment with an administrator at least 24 hours in advance.
- An administrator will be present during the observation.
- Observations should last no more than 30 minutes.
- No more than one observation per month.

Following these guidelines will help minimize disruptions to classroom instruction.



The work assigned for home study supplements the work done in school. It is a natural extension of the classroom instructional program and reinforces those skills learned in the classroom. The responsibility for homework in the elementary school gradually increases for grades K-5. All homework should be done by the student. The amount and type of work is determined by the classroom teacher who considers the maturity and ability of the child. If you feel that your child is spending an undue amount of time on homework, please contact your child's teacher to discuss the matter.

Parents are responsible for ensuring that students complete their assignments. Homework may be graded. Students and parents will be made aware of how homework will be used in determining grades.

Parents can supplement school instruction by helping children study their spelling words and math facts, encouraging them to read at home, and working with other assigned activities. A routine of daily reading beyond formal homework requirements is strongly encouraged at all grade levels. Families may visit the county library for additional sources of reading materials.

DRESS CODE

Students shall be appropriately dressed for school as determined by the dress code which is developed by PWCS. Student dress and overall appearance must meet basic standards of health, safety, cleanliness, and decency. Students are not permitted to wear or display items which represent drugs, alcohol or tobacco products, gang membership, or which promote violence. Students are not permitted to wear long trench coats or bulky, oversized coats within a school building.

Dress/appearance/hygiene which disrupts or interferes with orderly operation of the school/classroom will not be tolerated.

If dress/appearance/hygiene violates school standards, the student may be required to remove the offensive item(s), change into something appropriate, or the principal/designee may send the student home to be properly prepared for school. Extreme or repeated violations may result in more serious corrective measures. The following items are considered improper dress. Principals have the right to include additional items as they deem necessary.

- Hats, scarves, skull caps, headbands, visors, or any other type of head covering unless related to one's religious beliefs or practices.
- Sunglasses
- Beachwear
- Sleeping apparel
- Undergarments worn as outer garments.
- Garments which are excessively short
- Sheer "see-through" garments
- Clothing with lewd, obscene, offensive, or sexually suggestive signs, slogans, pictures, or messages
- Garments which expose the midriff
- Garments which are too revealing, expose undergarments, are excessively tight and form-fitting or which have very low necklines.
- Jewelry or other items which could be regarded or used as a weapon (i.e., studded belts or collars, large rings, etc.)
- Tops with oversized arm openings, strapless tops, tube tops, tops with spaghetti straps, tank tops.
- Bare feet, bedroom slippers, stockings/socks only, flip-flops
- Cleats (except while at athletic activities)
- Gloves
- Non-jewelry chains attached to clothing.
- Gang related clothing, jewelry, or paraphernalia
- Shoes containing roller skates.



“KISS AND RIDE” LINE

The circle in the front of the school is where car riders and daycare van riders are dropped off and picked up. Since this is a very small area and we have only one way in and out of the school, this can become very congested with cars and daycare vans. We assure you that with your patience, things will go well. We would like to enforce a safe and speedy transition when dropping off and picking up your child from school. Please follow the directions of the staff members performing car duty.

SAFETY IS OUR #1 PRIORITY

To ensure the safety of your child, parents will be required to display a numbered tag in the bottom right-hand corner of the passenger side of their windshield. This will signify that they are a parent or are on the emergency card and have the authorization to pick up your child. The tag will be provided by the front office once you have completed the registration form. School staff will keep track of each family's number. A maximum of two tags will be issued to each family. If a person is picking up your child and does not have a window tag, they are required to park in a parking spot and come into the main office, with a valid photo ID, before your child can be dismissed. We will not release students to a car that does not have a tag.

It is our goal to get students safely inside of the building and into their classrooms on time. Students having breakfast may be dropped off at 9:05 a.m. All other students must remain in their cars until staff members come out to monitor the “Kiss and Ride” process.

Dismissal begins at 4:00 p.m. Parents should remain in their cars. Your students will be dismissed to you outside. All students should be picked up by 4:10 p.m.

- ALL car riders must pull up directly behind the car in front of them. The first vehicle in line should pull up to the stop sign. We can load and unload more cars at one time this way.

- **PLEASE** do not attempt to stop your vehicle directly in front of the school entrance doors even in inclement weather.
Stopping behind the car in front of you is the best way for students to be dropped off in a timely manner.
- **PLEASE** do not attempt to drop off children in the street. Once you have reached the sidewalk, your child may safely get out of the vehicle.
- **PLEASE** have your children exit on the **RIGHT** side of the vehicle only. Getting out on the left side is a safety issue.
- **PLEASE DO NOT ATTEMPT TO GET OUT OF LINE TO PASS ANY VEHICLES UNLESS DIRECTED BY A STAFF MEMBER. WAITING PATIENTLY IS A MUST. WE ASK THAT YOU TRUST THAT WE WILL DO OUR BEST IN GETTING VEHICLES TO MOVE QUICKLY.**
- **PLEASE DO NOT** attempt to get out of the vehicle to let your child out of the car. This holds up the line. If your child is in a position where they cannot open the door themselves, a staff member will open the door for them.
- **PLEASE DO NOT** attempt to drop off your child near the bus path. Busses need to be able to get through in a timely fashion.
- **PLEASE DO NOT** attempt to make any U-turns. This puts oncoming cars, busses, and pedestrians at risk. We do ask that if the line gets extremely long, that you be patient. We are working as quickly as possible to get things moving.
- **ALPHABEST PARENTS** will need to park in designated parking spaces during arrival and dismissal times. Please do not park in the fire lane.
- **IF** you must go into the school for any reason, please park in a designated parking space. Cars left unattended at the curb create major problems and delays.
- **UNDER NO CIRCUMSTANCES ARE CHILDREN TO BE LEFT IN A VEHICLE ALONE. THE POLICE WILL BE NOTIFIED IMMEDIATELY!**

Your cooperation in following these guidelines and the verbal instructions of our staff will help to keep our drop-off and dismissal moving quickly and efficiently.





- Emergency Information Cards should be on file for every student.
- The parent or guardian shall be contacted as soon as possible in cases of emergency.
- It is the responsibility of the parent/guardian to provide the school with current and correct emergency contact information.
- If the principal, school nurse, or designee believes the injury or illness needs immediate attention, and the parent or guardian is not available to take custody of the child, the 911 Emergency Medical Services will be called.
- Students who present with certain medical or physical conditions shall be excluded from school for the health and safety of the student and the remaining student population.

ILLNESS OR INJURY

Reasons for which a child may be sent home from school or for a parent to keep the child home from school are:

- Fever of 100 degrees and over - exclude until student has been fever free for at least 24 hours
- Conjunctivitis (pink eye), strep infections, ringworm, and impetigo are all infections that must be treated with medication for a minimum of 24 hours before returning to school. Please do not allow affected students back before this time so that other students are not infected unnecessarily.
- Rash of unknown origin (especially if accompanied by a fever).
- Head injury.
- Severe coughing or difficulty breathing.
- Colds - a child with thick or constant nasal discharge should remain home.
- Diarrhea or vomiting - exclude until student has been symptom free for at least 24 hours.
- Stiff neck associated with a fever and/or a recent injury.
- Inadequate immunizations.

CLINIC/MEDICATION



Children will receive temporary first aid as needed at school. Parents should make every effort for students to receive medication outside the school day. Prince William County Schools will administer medication necessary for students' attendance when parents are unable to do so. However, administration of all medications, prescription or nonprescription, must be requested in writing in advance by the parents. In addition, parents must sign a waiver relieving PWCS from all claims and damages associated with the medications administration and provide a physician's authorization (as necessary for prescription medications). Students with asthma/allergies must also submit an asthma/allergy card that has been completed by a physician. Parents should check with the school if their child has medication that requires refrigeration to make sure that refrigeration is available. The Health Department does not allow the storage of medication in Food Service refrigerators. Please contact your school nurse to make sure all requirements have been met before assuming the medication will be administered to your child.

Students may keep certain medications such as prescription inhalers, epi-pens, glucagon kits, or other emergency medications in their possession when the need is urgent, and a delay could result in a serious health issue.

Parents must inform the school of this in advance, in writing, provide a written physician's authorization, and ensure that the student has received instructions about the discreet use of the medication, including keeping it from being used by others.

SUPERVISION GUIDELINES

The guidelines listed below are used by Child Protective Services in determining whether a situation should be investigated for possible lack of supervision.

AGE (Years)

- 0-8–A child may not be left unsupervised for any length of time. This includes leaving children in cars, at playgrounds and in backyards.
- 9-11–A child may not be left alone for more than one and a half hours, daytime only.
- 12-15–A child may be left alone during daytime hours.

*** Child Protective Services will be called ***



SCHOOL AGE CHILD CARE (ALPHABEST)

Prince William County Schools operates a School Age Child Care Center in the building for before and after school care. For more information regarding registration fees and policies, call the main ALPHABEST office at 703-583-8801.

LOST AND FOUND

Each year there are large quantities of clothing and other items left unclaimed on the buses and at school. These items are stored in the lost and found bins located at the end of the main hallway. We suggest that you use nametags, laundry markers and other means to identify your child's belongings. Unclaimed clothing will be given to a charitable organization after a reasonable period of time.



BRING YOUR OWN DEVICE

Students may possess cell phones on school grounds. The cell phone should not be visible or activated during the school day unless students are instructed by their teacher to use them for classroom instruction. They should remain in the child's backpack. The power on the phone must be turned off prior to entering the school. Leaving the phone on "vibrate", "silence" or "ringer off" is not acceptable. Students may utilize their phone after hours provided the use of the phone does not distract from or disrupt activities. All other times use is at the discretion of authorized staff.

If lost, damaged, or stolen, the school is not held liable.

Students may utilize electronic entertainment devices while traveling to and from school provided that these items are not a distraction to the bus driver and/or do not compromise safety. In addition, the use of these devices should not distract from or disrupt activities. Students may not record (audio or video) classroom activities without permission of the principal/designee. Violators are subject to confiscation of the communication device and/or other corrective action. School staff does not assume responsibility for the security of communication and/or electronic devices that are brought onto school property.

ATTENDANCE/ABSENCES



Good attendance is an important key to the success of your student. Please be sure that your student arrives to school every day and on time!

TARDIES

Students will be marked tardy if they are not in their classroom when the second bell rings at 9:20 a.m.

ABSENCES

It is the parents' responsibility to notify the school before 9:30 a.m. on the day of their child's absence. Parents may call 703-670-8268 and leave a message on the answering machine at any time. A written and signed note by the parent must be sent to school no later than two days after your child returns to school, or it can be submitted in ParentVue. If a note is not received, the absence will be considered unexcused. After five unexcused absences, parents must meet with the Principal, School Counselor, and the Attendance Officer will be notified. Students that miss ten or more days out of the school year, excused or unexcused, without making up their schoolwork may be considered for retention (unless an extended absence is certified by a physician). Parents, please remember that excused and unexcused absences are monitored so students do not get identified as a student with "chronic absenteeism".

PRE-ARRANGED ABSENCES

Parents are encouraged to pre-arrange absences when the reason does not correspond to the type of excused absence listed in the Code of Behavior. Notes for such absences must be presented through a meeting with the Principal for approval two weeks before the absence.

PWCS Regulation 724-1 requires that any child who is absent from school for 15 consecutive days or more be withdrawn officially from school. Upon the child's return, the parent must provide proof of residence and a photo ID to re-enroll the student. Teachers are not expected to provide class work for pre-arranged absences. Students will be given an opportunity to make-up missed work when they return. Although these are pre-arranged, they are calculated into the chronic absenteeism rate.

DAILY DISMISSAL PROCEDURES

Strict accountability for students at dismissal time is essential. Teachers may not release students to ANYONE who appears at the classroom door directly before dismissal. The individual will be escorted to the office to sign out the student. Photographs of Driver's Licenses will not be accepted.

The following dismissal procedures will be adhered to:

- Preparation bell rings at 3:50 p.m.
- Afternoon announcements will begin at 3:50 p.m. (end-of-day routines should be completed and students should be seated quietly).
- Bus patrols should report to the exit door near their stations at 3:55 p.m. They are to remain inside until a staff member arrives.
- ALPHABEST, car riders, walkers, and day care vans will be dismissed prior to the dismissal of buses.
- When buses have arrived, students will be dismissed by grade levels. Teachers will escort their students around the bus loop to their buses.
- A final announcement that "all buses have been called and all students have been dismissed" will conclude dismissal.
- Should a student miss the bus, parents will be called to arrange for pick up.

Any notes regarding dismissal changes must be sent to the office as soon as they are received by the teacher. No dismissal changes by phone or email will be accepted.

If your student is riding a different bus home, they will be given a bus pass, signed by the front office, to give to the bus driver. If a student does not have a note from a parent, they **MUST** ride their regular bus home.



EARLY DISMISSAL

When a child is to be picked up during school hours, the individual picking up the child **MUST** come into the main office, with photo identification, to sign the student out. If someone other than the parent/guardian is picking up the child, please send in a note stating who will be picking up the student and make sure you let them know they must have an ID.

NO EARLY DISMISSALS WILL BE MADE AFTER 3:30 p.m. UNLESS A NOTE WAS RECEIVED PER THE PWCS REGULATION 724-3.

If any adults are legally prohibited from picking up a student, the proper legal documentation must be on file in the main office.

Students requesting to go home with a friend after school **MUST** have a note from their parent/guardian and from each family involved. Notes should be sent to the office on the morning of the day permission is requested.

NO DISMISSAL CHANGES WILL BE ACCEPTED BY TELEPHONE OR EMAIL.



LUNCH

School Food Services offers students a nutritious, high-quality meal at a reasonable price. A complete lunch offering includes an entrée with bread, two side dishes, and milk. Breakfast, which consists of bread and/or meat products, a serving of fruit or vegetable, and milk, may also be purchased. Menus are sent home monthly showing what will be served each day (substitutions are sometimes necessary due to availability of certain items).

This 23-24 school year, LES will be operating the Community Eligibility Provision (CEP) of the National School Lunch Program for School Year 23-24. This means that Breakfast and Lunch will be free for ALL eagle scholars regardless of household income. This will more than likely continue for your school for 4 additional years.

If you have any questions please contact the Cafeteria Manager at 703-670-9246.



PHONE CALLS

Important messages to teachers or students may be given to the main office personnel who will place the message in the teacher's mailbox. Only in a real emergency will a teacher or student be called to the telephone during school hours and instructional time. In the case of illness, the school Nurse or the office personnel will call the parent.



BIRTHDAY CELEBRATIONS

Please coordinate with the classroom teacher, in advance, if you would like to acknowledge your child's birthday with a small class treat. We recommend, due to allergies, that treats consist of pencils/stickers/erasers. To avoid interruptions to instructional time, all edible treats will be given in the cafeteria during lunch time. Please send in treats that your student will be able to hand out (fruit cups, fruit snacks, small cupcakes, pretzels, etc.) Teachers do not have lunch with their students and the Cafeteria Hostesses are not available to help serve treats.

Please be sure all items are peanut free and store made/bought. While in the cafeteria, please do not serve treats to any child that is not in your child's class. Reactions to food-borne allergies can be life threatening. Our school is working hard to minimize the risk. If appropriate, you will receive a notice alerting you to specific food allergy concerns of a student in your child's class. It will specify products that should not be brought into the classroom. Please follow it carefully.

Please do not send party invitations for distribution at school. Social arrangements should be made from home to avoid hurt feelings to classmates and to limit distractions to the school's academic focus.



We are very pleased to have increased our PE time to 45 minutes every three days and have two certified Physical Education teachers.

If your child has been sick and needs to limit his/her activities or be excused from a class, please send a note to school with your child. If your child must be excused for an extended period of time, please send a note from your doctor. The note should state the length of time your child may not participate and/or what activities, if any, they can participate in. Please make sure your child understands that this is not a punishment. A written note is best because the PE teachers do not have convenient access to computers and may not receive your email in a timely manner. The PE teachers, as well as the School Nurse, need to be aware of chronic health issues, such as asthma, heart problems, diabetes, etc.

To participate in all fun and beneficial PE activities, your child needs to dress appropriately. This includes sneakers that won't fall off and clothes they can play in comfortably. Sandals, flip flops, high heels, sneakers with wheels or slip-on shoes, are not good for PE. Shorts should be worn under skirts and dresses.

Since two classes will be taught at the same time, PE classes will be going outside a lot more than in the past. Obviously, we will not go out during extreme cold or heat, rain, or snow, but they will need jackets, mittens, or sweatshirts on occasion.

Since it is very important to keep hydrated, plastic water bottles filled with **WATER** will be allowed in PE as long as they are not used as toys. Please, no sports drinks, juices, sodas or Kool-Aid, **WATER ONLY.**

TRANSPORTATION

TRANSPORTATION

School bus transportation is provided for Leesylvania students who live more than a mile from school. Students eligible for bus transportation may still be required to walk up to one mile to reach their regular bus stop. Bus routes are available in the main office or on the PWC website.

Procedures for safe transportation are discussed with all bus riders at the beginning of the school year and are printed in the Code of Behavior. However, it is important that parents review with their children the rules for school bus behavior and safety that came home in the First Day Packet. Please sign the form acknowledging that you have read the PWCS Bus Rules.

Acceptable standards of conduct are expected of all bus passengers. RIDING THE SCHOOL BUS IS A PRIVILEGE!



ARRIVAL AT SCHOOL

If a child walks to school or is dropped off by a parent, the student may not arrive prior to 9:10 a.m. when the first bell rings. Students coming for breakfast may arrive at 9:05 a.m. This is to ensure student safety as supervision is not available.



WEBSITE/E-MAIL

Please be sure to visit our website at Leesylvania.pwcs.edu for information about our school.

EMAIL

A quick and convenient way to keep in contact with your child's teacher is to email them or through Class DOJO. A list of all staff and faculty email addresses are on the Leesylvania website. However, handwritten notes for dismissal changes should still be sent to the teacher/office and not sent by email to the front office.

PARENT VUE

The new Parent Vue is a program set up by PWCS to allow parents access to their student's educational records online. Log onto our website for instructions on how to register for a password.

SCHOOL MESSENGER

The Principal will send out a School Status Message to the entire LES Community via phone message and e-mail every Sunday evening. All important information is communicated through School Status. There will be times when the Principal will reach out during the week for important reminders and time sensitive information.

PARENT HANDBOOK ACKNOWLEDGEMENT PAGE

STUDENT NAME:

(PLEASE PRINT)

TEACHER:

Parent/Guardian:

After reading the manual online, please sign below and return this form to your child's teacher. If you are unable to access the manual online, please request a printed copy from the front office. Please contact the Principal if you have any questions or concerns.

PARENT/GUARDIAN:

After reading the Parent Handbook, I understand the system of rules and procedures that will prompt, and guide student behavior presented in this manual. My signature below signifies that I will support my child and the staff of Leesylvania Elementary School so that my child's full potential can be realized.

NAME (Please Print)

SIGNATURE

DATE