

# ABC's of LES for Students

<b>A</b>	<b>Absences:</b> Students cannot learn when they are not at school. However, if students miss school due to illness, please send in a note explaining the absence when they return. Work that needs to be made up will be made up in class. An administrator will be notified if a student exceeds three (3) unexcused absences. After five unexcused absences, a PWC attendance officer will be contacted.
	<b>Agendas:</b> Students record homework, word study words, due dates, and important events in their agendas. Please check your student's agenda daily. Each grade level uses their own version of an agenda.
	<b>Arrival:</b> Students are not to arrive on school property prior to 8:50 AM. We do not have Staff outside to monitor students until 8:50. If they are going to breakfast, they will be admitted to the cafeteria at the first bell, 8:55. The instructional day begins at 9:05. Students are not to report to school prior to the opening unless previous arrangements have been made through an administrator.
<b>B</b>	<b>Behavior/Discipline Plan:</b> Leesylvania is using Class Dojo as our school wide behavior and communication tool. For problem behavior, students receive a verbal warning. If the behavior continues, students will receive a negative Dojo point. If a student receives three negative Dojo points within one school day, he/she will receive a "Sign and Return" discipline form. The third "Sign and Return" form will result in an Office Discipline Referral, which will be handled by Administration. It is also my pleasure to give positive Class Dojo points for hard work and displaying Quality Student behavior.
	<b>Birthdays:</b> Student birthdays will not take away from instructional time. A parent who wants to send in a birthday treat may do so and it will be distributed at lunch. Mylar balloons, balloon bouquets, bouquets of flowers, etc. are not allowed due to allergies in the building. We highly encourage special stickers, erasers, pencils, etc. in place of sweets due to student allergies. Invitations to student birthday parties will not be distributed in class, and we cannot distribute class rosters.
	<b>Breakfast:</b> Breakfast is served daily at school. Students will have a "working breakfast" in class while they complete their morning work.
	<b>Bus Behavior:</b> Students are expected to maintain proper behavior on the bus. During the first week of school, Administration will be reviewing with our students the basic rules of behavior for riding the bus. Students should understand that riding the bus to and from school is a privilege that can be revoked if their behavior is not following the PWCS Code of Behavior. Bus discipline will be handled by the Administration.



**C**

**Celebrations:** Birthday celebrations are a very special time. At the beginning of the year you should receive a birthday certificate for your student. Your student will get to choose how they would like to celebrate their birthday. Those choices include: 10 extra minutes of recess, 10 minutes of free technology time, 10 minutes of creative time, Donate a game to the classroom.

**Clinic Visits:** Any injury to a student must be sent to the Nurse's Clinic and an incident report will be completed by the teacher or supervising adult. Teachers will only notify the student's parents/guardian of minor injuries only if instructed by the office staff/school nurse to explain what happened and what action was taken. The office or nurse will notify parents of any injuries requiring that the student be seen in the clinic. All parent notifications will be documented.

**Contagious Conditions:** Any child who has been absent with a contagious condition such as head lice, ringworm, impetigo, chicken pox, pinkeye, strep, etc. should be sent to the clinic to be rechecked upon returning to school. In addition, these students should have a note from their parents/physician stating that they have been treated. Students with head lice can attend school if there are no live lice visible.

**D**

**Daily Schedule:** The first bell rings at 8:55 am. Students eating breakfast will be let in at 8:50. The tardy bell rings at 9:05. Students arriving after this time will receive a "tardy" on their attendance record.

**Dismissal Changes:** Any changes in dismissal must be requested **IN WRITING** by the student's parent or guardian. Phone calls and Class DOJO messages cannot be accepted. We will accept an email by 3:15 p.m.

**E**

**Early Dismissal:** Students must be signed out by a parent or guardian (or an adult listed on the emergency card). Please note that the front office and parking lot are extremely busy from 3:15 to 3:45. There could be a significant delay during this time. Please remember that when you pull a child out of school early, they miss critical instruction and RTI.

**F**

**Field Trips:** Students will be taking field trips throughout the year. All field trips are curriculum focused.

**G**

**Grades/Report Cards:** According to the PWCS grading policy, students will receive grades based on their grade level scale. Your child's teacher will share that with you at Back-to-School Night. Please monitor your child's grades and report cards that you will see in Parent Vue. If you have questions or concerns regarding your child's grades, please reach out to the teacher. We are a TEAM!



**H**

**Homework:** Homework will consist of a reading log. Students should read for at least 20 minutes each night. Students may read from a book from the school library, the local community library, or an online resource. Students are to record their reading on the provided reading log and turn it in each week. Students are also encouraged to practice their math facts of addition, subtraction, multiplication, and division.

**I**

**Independence:** As our students move up in grades in elementary school, we encourage more independence. Students are held responsible for their work, their school supplies, and so much more. Please help your child/children by encouraging these same behaviors at home!

**J**

**Just "Checking":** Students should turn in all money and notes to their teacher each morning. This includes lunch money, picture money, and any other payments. The teacher will forward the money to the proper person. Please indicate what the money is for on a baggie or envelope.

**K**

**Knowledge:** If you have specific knowledge or skills that relates to our curriculum, please consider sharing your talents with our school. Contact your child's teacher, School Counselor or Administration with your ideas.

**L**

**Lunch:** Students may purchase school lunch. Parents may send lunch money in their child's binder, labeled with the child's name and purpose. If you feel you qualify for FREE and REDUCED Breakfast and Lunch, please fill out the application as soon as possible. You can put money on your child's account through "Schoolbooks".

**Lost and Found:** A lost-and-found rack will be maintained in the foyer area of the "walker door". Money or valuable articles found on the school grounds or in the building will be brought to the office immediately. Students should be encouraged to mark their personal items with their names and check lost and found for their missing items. Parents are encouraged to visit our Lost and Found Rack to claim missing items.

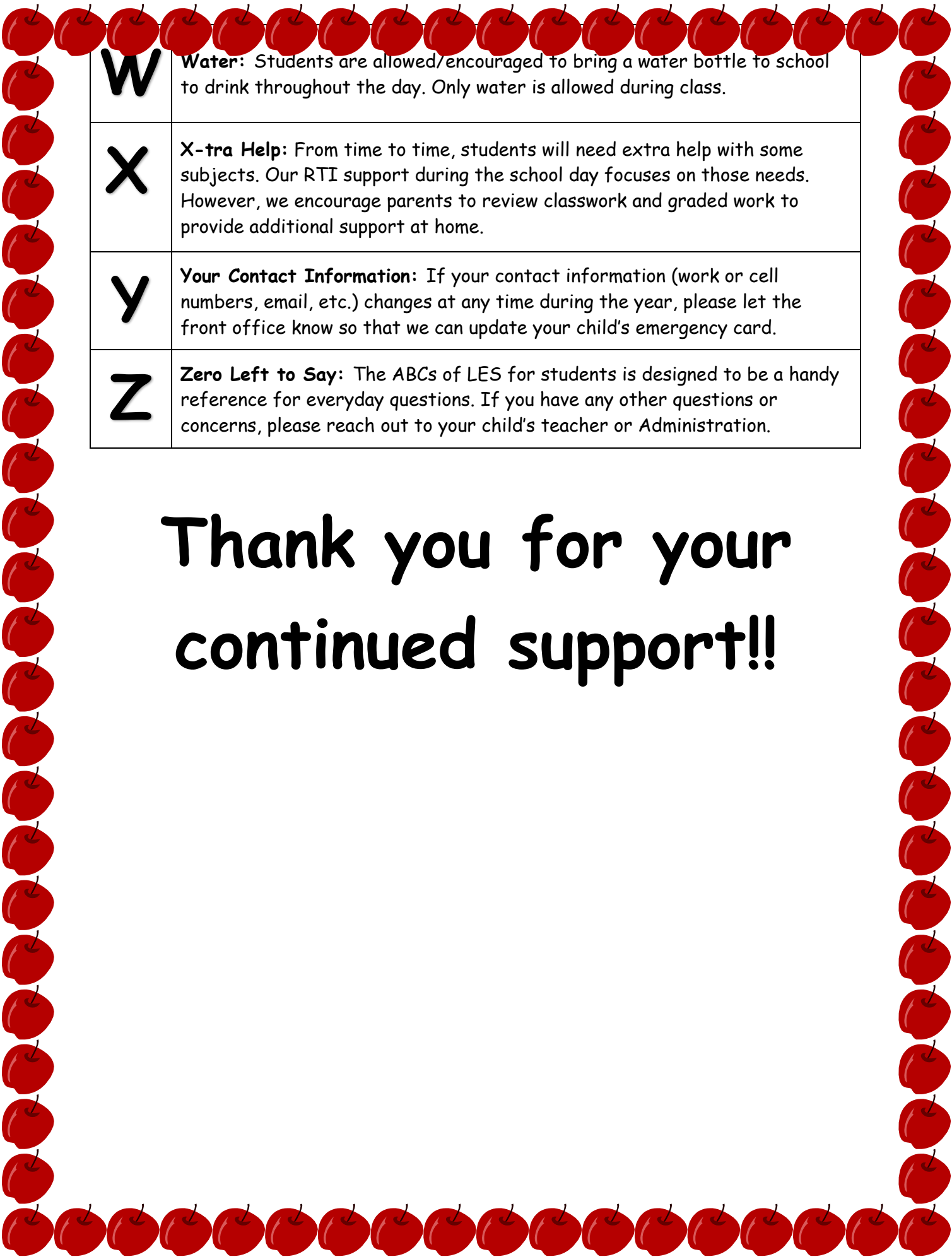
**M**

**Make Up Work:** If your student misses school due to illness or a family vacation, he/she may need to make up the graded classwork or assessment. All graded assignments and Unit Tests missed due to an absence must be completed within a certain amount of time. That deadline will be provided by your child's teacher.

**Medication:** Students who take medication during school hours **must** store the medication in the clinic and parents are required to complete a medication authorization form. Teachers will be informed about students' medication schedules and the nurse will provide training if required. Teachers are responsible for notifying the

	nurse, in advance, of field trips so she can have medications ready for sending with the teacher.
N	<b>News:</b> Please make sure you read all news and information that comes home from your child's teacher and the school. Each student is given a "school folder" that will have important information you will need to stay informed.
	<b>Notes:</b> Please send any notes about dismissal changes, excused absences, conference schedules, etc. in your child's "school folder".
O	<b>Online:</b> For information about school hours, inclement weather, or any other school wide announcements, please visit: <a href="https://leesylvanias.pwcs.edu/">https://leesylvanias.pwcs.edu/</a>
P	<b>PTO:</b> Our Parent Teacher Organization (PTO) works hard to plant fun events and raise funds for our school. Please consider joining. Dues are \$10 per family.
Q	<b>Questions:</b> If you have questions about your child's progress, grades, or any other school-related matter, please reach out to your child's teacher or Administration.
R	<b>Report Cards:</b> Report Cards are now seen in Parent Vue and are available in hard copy when requested.
S	<b>Specials:</b> This year we are using a 5-day rotation for Specials. If there is a holiday or if school is cancelled due to weather, the rotation will continue the next day. All students should be wearing sneakers on PE Day!

T	<b>Tardiness:</b> Teachers and School Counselors closely monitor students who are tardy or late for class. These incidents cause breaks in the continuity of instruction for all students, especially those coming in late. The first 10 minutes of the day is a time for morning work, breakfast and getting organized for the school day. If continued tardiness occurs, an administrator is notified for further action.
U	<b>United Classrooms:</b> A strong school community is key to student success. Our school encourages Collaboration, Participation, and Respect every day. As teachers, students, and Administration, we work every day to continue to grow a Growth Mindset!
V	<b>Volunteers:</b> We love volunteers! If you have some time and would like to make copies, read with students, etc. please contact your child's teacher. If you can help from home with assembling packets or helping prepare for a project, that is great too!



<b>W</b>	<b>Water:</b> Students are allowed/encouraged to bring a water bottle to school to drink throughout the day. Only water is allowed during class.
<b>X</b>	<b>X-tra Help:</b> From time to time, students will need extra help with some subjects. Our RTI support during the school day focuses on those needs. However, we encourage parents to review classwork and graded work to provide additional support at home.
<b>Y</b>	<b>Your Contact Information:</b> If your contact information (work or cell numbers, email, etc.) changes at any time during the year, please let the front office know so that we can update your child's emergency card.
<b>Z</b>	<b>Zero Left to Say:</b> The ABCs of LES for students is designed to be a handy reference for everyday questions. If you have any other questions or concerns, please reach out to your child's teacher or Administration.

**Thank you for your  
continued support!!**