

Lee Elementary

**1026 N Pioneer Dr.
Abilene, Texas 79603
(325) 671 - 4895**



School Mascot: Lion
School Colors: Black and Gold

Principal – Melissa Scott
Assistant Principal –Janaye Wideman
Instructional Coordinator – Suzanne Cottrell
Counselor – Debra Taubert
School Nurse – Wendi Hancock
School Secretary -Susy Castañeda
Parent Coordinator – Tammy Garrard
Office Assistant – Bobbie Perez
Cafeteria Manager-Kimberly Chandler

Lee Elementary Mission Statement:

As Lee Lions, we will encourage, empower, and engage all students, staff and families. We will celebrate a diverse community of leaders who strive for excellence and demonstrate respect and compassion for others.

Lee Elementary School Motto:

Strong Minds, Kind Hearts, Helping Hands

Dear Parents and Guardians,

Welcome to Lee Elementary! We are honored to partner with you in your child's education. We are dedicated to academic excellence and preparing your child to reach their full potential. We are here for you and your child! Please let us know how we can help; we are committed to a successful school experience for all Lee families.

Melissa Scott, Lee Principal

Lee specific information for 2020-2021

Arrival, Dismissal and Traffic Procedures

Early Arrival

Early arrival is between the times of 7:15a.m. – 7:40a.m. All students may begin arriving at 7:15a.m. through the front gates. Only Lee students will be allowed to enter the school at this time.

Students will walk to the cafeteria and will be seated at a designated table with their homeroom class. All students will be picked up from the cafeteria by their homeroom teacher at 7:40a.m. All students will have the opportunity to eat breakfast in the classroom. This is free, but participation is optional. Breakfast is served from 7:40a.m. – 7:50a.m.

Arrival

All students will enter through the gates from 7:15a.m. – 7:50a.m. After 7:50a.m., students are considered tardy and will check in through the front office. Breakfast will not be served to students who arrive after 7:50a.m.

Students inside the school building will be supervised at all times. Parent and guardians will not be allowed to enter through the gates after the first day of school. All visitors must be checked in through the front office and issued a visitor's badge that must be worn at all times. The safety and security of our students is of utmost importance. See the "Visitor" section for more information.

School Dismissal

All grade levels will begin dismissal at 3:15p.m. For the safety and security of our students, parents must wait outside the school gates. Students will only be released to adults listed on the TEAMS/FRONTLINE contact information.

All cars using the drive through must have a **yellow student pick up card** in the front passenger window clearly visible to school personnel. Please pick up your yellow student pick up card in the front office.

If you do not have a yellow student pick up card, please park in the main parking lot outside the front entrance of the school and walk to the school gates. Your child's teacher will release your child to you at this time.

Traffic and Parking

Please allow for plenty of time in the morning to get through the parking lot and circle drive while dropping students off. Please be watchful of students who are walking to and from school. Please also observe the painted crosswalks and do not stop or park in the crosswalks. Remember that it is against the law to use cell phones in a school zone. Our primary concern is for the safety of your children, and your cooperation is appreciated.

*Students walking must use the crosswalk on N. 10th.

*The parking lot off of N. 10th, by the cafeteria is reserved for buses, deliveries and trash removal. No parent parking allowed.

*The parking lot off of N. San Jose is reserved for staff parking.

*Anytime you need to get out of your car, even momentarily, please park in the parking lot by the main entrance of the school.

*Traffic through the circle drive is one-way. Please enter through the north opening and exit through the south opening.

Change in after school plans

If there is a change to your student's dismissal plan, please call the front office by 2p.m. This will help us ensure that your child's teacher is notified of the change. Only parents and guardians will be allowed to call and make changes to student dismissal plans.

If we do not receive a phone call from the parent or guardian, students will be sent home their normal way (bus, daycare van, etc.). We cannot rely on the oral information from the student, because they sometimes do not reflect the parent's intentions.

Absences and Tardies

Reporting Absences

Should your child be absent, please call the office at (325)671-4895 so that we can notify your teacher. Please report your child's absence before 9:15a.m. or you will receive a call inquiring about the absence from the automated "call out" system. If your child is absent for three or more days without notification, the attendance officer will be sent to your residence. A parent note and/or doctor's note will be required for every absence. All notes must be turned into the office in a timely manner. Texas Law requires that students be in attendance 90% of the school year in order to be promoted to the next grade.

Tardies

Please make every effort to see that your child gets to school on time. We maximize every minute that your student is at school for instruction and academic growth. It is very important that they arrive by 7:50a.m. If they should happen to be tardy, your child will need to come to the office for a tardy slip. Breakfast will not be served to students who arrive after 7:50a.m. Tardies are recorded on report cards for each six weeks and chronic tardies are reported to the school attendance officer. Please provide all documentation for any appointments so that we can keep on file.

Release and Return of Students During the School Day

Students need to be signed out through the front office. **Students will only be released to those adults listed on the TEAMS/FRONTLINE contact information.** We ask that you keep the office current with the most updated information. If you have a change of address, telephone number or employment, please contact the office as soon as possible with those changes. Adults must show ID and sign students out from the front office.

Class time is extremely important and we please ask that appointments be scheduled for the end of the school day so students do not miss instruction if possible. We ask that you make every effort to return students to back to school when the appointment is completed so the instruction they miss is kept to a minimum. Students must check back into school through the front office.

Contacting the Teacher/Conferences

Contacting the Teacher- Please check our school website for teacher's email addresses and reach out if you have any questions or concerns. If you need to speak with our teachers over the phone, please leave a message with our front office staff. Our teachers will return your call during their conference period or after school. Please be checking your child's backpacks daily. Our teachers will send important information home including grades, calendar information, and other grade level or class announcements.

Conferences- One parent/teacher conference is required during the school year. Additional conferences may be initiated by either the parent or teacher, as needed. If you have

questions or concerns, please contact your child's teacher and set up a time to meet. We want each Lee Lion to be successful and we need your help and involvement in your child's education!

School Nurse

Mrs. Wendi Hancock is Lee's school nurse. Her office is equipped to handle routine medical needs. In the event of a more serious illness or injury, parents/guardians will be notified immediately. If students become ill at school, the nurse will contact the parent and guardian listed in TEAMS/Frontline. Please be sure to call our front office for any updates to your contact information! Students should not be sent to school if they have been running a fever or vomiting within the last 24 hours.

Allergies: It is very important that the school nurse and classroom teacher be informed of any allergies to drugs, food, or environmental conditions that your child might have.

Medication: If your child should have to take medication at school for any reason, please contact the nurse. All medication (prescribed or otherwise) is to be kept in the nurse's office. Medication forms must be filled out by the parent and returned to the nurse. Students are not allowed to bring any form of medication to the school. Please see AISD Medication Procedures.

Visitors

All visitors must enter through the front office. A valid driver's license or Texas ID is required to receive a visitor's badge. Identification will be electronically checked against registered sex offender databases. ID cards will be kept in the front office and returned when visitors check out to leave. Please wear your visitor pass where it is visible to all school personnel.

Visits to individual classrooms during instructional time must be approved by the principal. Visits will not be permitted if the duration and/or frequency interferes with instruction or disrupts the normal school environment.

Any visitor on your child's contact list in TEAMS/Frontline is welcome to come eat lunch with them. They will sit at our "Visitor Table". Only your child will be allowed to eat at the "Visitor Table". No other students will be allowed to join. When lunch is over, your child will be expected to leave as a class and the visitor will check out in the office.

Student Behavior Management

The staff at Lee Elementary is committed to every child reaching their full potential. We value a safe environment for all students and have high expectations for their behavior. Abilene ISD uses the CHAMPS classroom management system through Safe and Civil Schools on all elementary campuses. This program emphasizes teaching, modeling, and supporting positive and appropriate behaviors and expectations for students. All of our teachers have been trained to use a positive and proactive approach to classroom management.

We are also a Leader in Me school. We incorporate the teaching of the 7 Habits and believe that all students have the ability to lead. We work to develop these leadership qualities in all of our students throughout the school year.

In the event that a discipline referral to the office is necessary, the parent and guardian will be contacted by a member of the administration team. It is important that the student, teacher, principal, and family work together. Our desire is for every child to be successful!

Please refer to the Abilene ISD Code of Conduct for more specific information about district rules and policies. A paper copy will be available upon request.

Birthdays and Celebrations

Lee will have three classroom celebrations a year. These events will be held school-wide on the same days. Information about these celebrations will be sent home with your child!

Parents/Guardians are welcome to bring store bought birthday treats such as cupcakes to celebrate birthdays. These treats must be brought to the office before noon and will be given to the teacher. Treats are usually handed out right before dismissal (around 3:00p.m.). Teachers will decide how and when to hand them out. Please note that students are not allowed to receive flowers, balloons, cookie bouquets or gifts at school. Birthday invitations can only be passed out at school if there is one for every child in the classroom and will be handed out at dismissal. We want to avoid any hurt feelings!

Recess

All grade levels at Lee have a designated time to be outside for recess. Kindergarten through second grade have 30 minutes of recess time. Third through fifth grade have 20 minutes of recess. Recess is at the discretion of the teacher and not guaranteed to occur every day. Please note that students will not go outside if the temperatures are below 40 degrees or over 90 degrees.

Lost and Found

Lost items will be kept in a designated area near the cafeteria. We encourage students to check for their lost items. Please label all personal items with your child's first and last name. Unclaimed items will be donated to charity. We will send notices home with students before items are donated.

Dogs and animals on campus

Please note that no animals, including dogs, are permitted on campus without permission from the school principal.

PTA/Volunteering

Please contact our secretary Susy Castaneda about Lee's PTA and getting involved. We encourage parents to volunteer with our after-school events and on field trips. Please contact our parent coordinator, Tammy Garrard about filling out a volunteer form.

School Communication

We will send home all school announcements and information on bright green paper! Please check your child's backpacks and folders daily for important information from Lee's office. We will also notify parents and guardians of important information via School Messenger. This is an automated call out system.

Your child's teacher will send home information during the first week of school about how they will communicate with families. Each grade level has a different system, but our goal at Lee Elementary is to build a positive relationship with our families so that our students reach their full potential. You can locate our teacher's email addresses on our school website.