

## **Pleasant Hill Elementary: Welcomes Our Great Panthers Back for the 2014-2015 School Year**

Motto: What's Best for Kids? Whatever It Takes!

School hours: 8:45-3:30 All students should be dropped off in the circle drive. Please do not park in the circle drive.

If you need to come into the building please park in the parking by the flagpoles or you may park on Oakwood Drive-north of the electric sign. Breakfast starts at 8:15 and the doors will be locked until 8:15. Students eating breakfast must arrive by 8:25 A.M. to allow them to finish breakfast prior to the start of the day.

Everyone is welcome in our building, but parking in the circle drive causes the drop off and pick up lane to move slowly not to mention making other parents upset. The front doors are unlocked and all visitors must ring the doorbell and sign in. The secondary doors remain locked.

School starts at 8:45 A.M. Students must be in their seats ready to learn. (K-5) \*\*Preschool to be determined.

We prefer students to arrive at school by 8:40, to make sure we meet our attendance goal of 96.31% ( Being tardy does count against our attendance. )

Breakfast starts at 8:15 and students enter the rooms at 8:35.

We have an early dismissal every Wednesday at 2:00 P.M. for grades K-5 (Preschool does not have class on Wednesdays)

Attendance is very important and being on time is very important also.

If your child has a fever they must stay home. (Read attendance policy in the handbook)

If your child is ill please call the office by 8:30 A.M. and let us know that your child is ill. (Please call instead of emailing.)

If your child is going to be gone for any reason please call the office prior to school starting for the day.

If your child goes to the doctor, dentist or other medical appointment please bring in a doctor's note or have the office fax it to us at 515-265-8344, until a doctor's note is received the attendance is coded as unexcused.

PreK-Kindergarten grade students are picked up in the circle drive while 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, -5<sup>th</sup> are picked up on the west side of the school. Any student grades 1-5 with PreK-or Kindergarten siblings will be picked up in the circle drive. If you prefer that your child (ren) be picked up in the circle drive please contact the office and the teacher. Any student not picked up on time from the west side of the building will then move to the circle drive to be picked up.

All Daycares pick up on Oakwood Drive or in the circle drive. Please remember not to park on Linden unless it is south of the "Y" in the road. Our DMPS bus picks up students on Oakwood just west of the electric sign, so please do not park in that area.

Open Enrollment \*\*attendance, behavior, and being on time is a requirement-all students.

\*Some Kindergarten and Preschool Information ☺

The number 1 thing you can do for your child is to read to them and with them each night. (And of course love them)

What can you do to help your child?

Talk to them, explain words and meanings, ask your child to predict and problem solve.

\*Help your child write their name (first letter capital and all the following letters small.)

\*\*Start letters at the top-top-TOP

\*Help your child count and give a set of objects. (1 to 1 counting of objects)

\*Ex. Please give me four forks

Work on taking turns

Help your child learn to tie their shoes.

\*Work on letter sounds, rhyming, and alliteration (ball, bat, butter, bus)

How to introduce themselves

Teach your child their parents' names and phone numbers

Communication is very important. (All ways)

Teamwork is key between the school and the family. (BIC process)

We are a PBIS School –Respect, responsibility, safety

Positive Behavior Intervention Supports-have high expectations, teach those high expectations

Rules and ways we treat each other. (Panthers Being Positive)

(Conduct reports, calls home, good communication, 100% conference attendance, being on time, panther paws, PBIS Celebrations)

### **LUNCH and Recess SCHEDULE:**

Grade Level	Lunch Time	Recess Time
Kindergarten	11:40-12:00	12:00-12:20
1 <sup>st</sup> Grade	11:45-12:05	12:05-12:25
2 <sup>nd</sup> Grade	12:00-12:20	12:20-12:40
3 <sup>rd</sup> Grade	12:05-12:25	12:25-12:45
4 <sup>th</sup> Grade	12:20-12:40	12:40-1:00
5 <sup>th</sup> Grade	12:25-12:45	12:45-1:05

Parents are welcome to eat lunch with the students or bring lunch in. (We do ask that students do not pack in their cold lunch pop or energy drinks.)

If a parent wants to eat lunch with their child they need to call the office by 8:45 A.M. to order the lunch. Please bring correct change to pay for lunch.

Students carry plates and put in their lunch number. Help your child learn their lunch number.

We usually have 2 options for lunch and student can bring their lunch from home.

Make sure we have your correct email, emergency phone numbers, and emergency contact numbers. The school usually sends out email weekly. If you have family members that want to receive email from the school have them send me an email [terrie.price@dmschools.org](mailto:terrie.price@dmschools.org)

If you go a week or so without getting email from the school please call the office or email, Ms. Walker our office manager: [brenda.walker@dmschools.org](mailto:brenda.walker@dmschools.org) to check. \*If you do not have email, please make sure we know this so you can get paper copies of newsletters sent home.

Infinite Campus Portal –make sure to sign up and check attendance

#### Assessment

We use assessment to guide our teaching. District wide assessments are reported out at least 3 times per year and we include norms, averages, and expectations.

Assessment is on-going and teachers have intervention groups to assist students that need more time to master a skill.

#### Reading Groups:

All students get core grade level instruction in reading and all other subjects (unless their IEP states otherwise) Students are involved in small group instruction at their individual levels.

While students are in small groups other students may be working in intervention groups or they may be involved in work stations. (Literacy and math work stations, independent reading, writing...)

#### PTO

Our school website is on the district website site

Be involved in PTO, every parent has something they can do to be involved. Daycare is provided for school age children during PTO Meetings. Volunteers are always needed and anytime is appreciated and valued.

Walk-a-thon, Can drive, box tops, fundraisers, soup labels, grant writing,

Family Fun Night, raffle tickets and class baskets,

Walk-a-thon; get donations, shirt sponsorship, prizes, ordering t-shirts, lunch together, raffle tickets

Date and time:

Electric Signs: Birthdays are put on the sign, no last names are put on the sign.

Specials: PE (make sure your child wears tennis shoes (flip flops are dangerous on PE days)\*\*we do prefer that students wear tennis shoes to recess)

Art, Music, and Guidance

#### Nurse

We have a half time nurse, Mrs. Lueder, otherwise Mrs. Walker and Mrs. Price cover health care needs. (health plans, medications, allergies)

\*Temperature is taken

We ask students to make sure they have tried to go to the restroom.

[erica.lueder@dmschools.org](mailto:erica.lueder@dmschools.org)

#### Early Dismissal Plan

[www.dmschools.org](http://www.dmschools.org)

We are a Des Moines Public School

Please make sure to check the website and TV for early dismissals or weather related cancellations. Have a plan for early dismissal and make sure your child knows the plan. Try to avoid calling the office with end of the day changes when possible.

(Calling the rooms disrupts learning for all)