

LEE ELEMENTARY SCHOOL

Student and Family Handbook

2015 – 2016



3308 Hampton Road

Austin, Texas 78705

Phone: 512-414-2098

Fax: 512-478-4463

Website: <http://www.lee-elementary.org>

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SCHOOL MISSION

Children of all cultures can learn together in a safe, challenging environment with the help of competent, caring teachers, supportive parents, and an involved community.

Dear Lee Families,

Welcome to Lee Elementary School! It's a fantastic place to learn! We are looking forward to collaborating with you to provide an excellent school year for your student. We will focus on enriching their intellectual, social, emotional and physical growth. Our goal is for each child to be successful and feel special at school every day. In order to create an excellent school year, we need your help and cooperation. The following items are policies and procedures that will be in effect at Lee Elementary. Please take a few minutes to read this booklet together with your child.

SCHOOL DAY: School begins promptly at 7:45 am and ends at 2:45 pm for all students. They will be counted tardy if they are not in their rooms at 7:45 am. Teachers are on duty from 7:30 am until 3:30 pm.

SECURITY: In an effort to increase security while your students are at school, all exterior doors will be locked at 8:00 am, and unlocked briefly at 2:30 pm for pickup. Anyone entering the school after 8:00 am must use the front door and sign-in at the office with a valid driver's license. Please bring forgotten homework, lunch money, lunches, jackets, etc., to the office.

DEPARTURE FROM SCHOOL: Please make arrangements for your child to leave the building and grounds at 2:45 pm. There can be issues when students remain in the building or on the grounds unsupervised. All children must be picked up or walk home immediately after school is dismissed every day.

BEFORE/AFTER SCHOOL SUPERVISION: Please do not leave your child at school before 7:15 am or after 2:45 pm. School personnel do not supervise students before 7:15 am or after 2:45 p.m. Unsupervised students can present a safety risk; please make necessary after school arrangements.

CHILD CARE: For those students enrolled in Lee Child care, the tuition is \$1,980.00 per year, payable in nine payments at \$220.00 per month. Child care hours are from 2:45 pm to 5:45 pm. Child care is available only to those registered at Lee. The child care number is 414-1118.

BREAKFAST: Breakfast will be served each morning from 7:15 am until 7:40 am. The cost will be \$1.50 per student meal. Adult prices are \$2.25 or a la carte.

LUNCH: Lunch will be served in the cafeteria each day from 10:50 am until 12:40 pm. Lunches prices are \$2.60 day for students. Milk costs \$.65 for a ½ pint. Adult lunch prices \$3.50. We will also have a free and reduced price lunch program for those families who qualify. Free or reduced price lunch applications can be picked up in the office.

TARDIES: Texas Compulsory School Attendance Law and AISD Board Policy require parents to help their child arrive at school on time. A student is tardy if he or she arrives after the 7:45 am bell rings or is checked out before 2:45. If students are late, they must come to the office and get a permit to enter class, even if their class is in the White House. Students will only receive an excused tardy with a signed medical note or for religious observation. Tardies will be unexcused for all other reasons. If a student is tardy 3 or more days within a four week period (or ten or more days or parts of days within a six-month period), AISD automatically sends a warning letter to parents. Excessive tardies cause undue hardship on everyone involved.

ABSENCES: Texas Compulsory School Attendance Law and AISD Board Policy require parents to monitor their child's attendance and arrive at school on time. Attendance is taken at 10:00 am. If the student arrives after 10:00 a.m., the student is counted absent. Absences will be marked as excused or unexcused. A student may be excused due to personal illness for the day. On the day that the student returns, the student should bring a note to the office signed by the parent stating that he/she was ill. If a student is absent without a written excuse for 3 or more days within a four-week period, AISD automatically sends a warning letter to parents. To report an absence from school, please send a note to the OFFICE when your child returns to school. All absences require a written note to be considered excused and must be given to the registrar within 5 days of the absence.

RELIGIOUS HOLY DAYS: According to the State Board of Education, "students shall be excused from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time, provided a written request is sent in advance by the parent or guardian." This policy includes all religious affiliations.

DENTIST/DOCTOR: If your child has a medical appointment during school hours, and arrives to school after 10:00 am, please bring the medical note within 5 days and they won't be counted absent.

STUDENTS LEAVING SCHOOL EARLY: If you need to pick up your child during the school day, please sign the register in the school office. We will ask your child to meet you in the office. No one except persons listed on the registration card will be allowed to pick up children during the school day without a signed note from a parent. To ensure child's safety, if a person other than a parent is picking up a child, identification must be presented. Students checked out before the end of the school day will be considered tardy without a note from a medical provider.

MEDICATION: Medications are monitored by Seton Health Services and we follow their policies and procedures. Please only bring prescription medication to school. Any medication to be taken at school must be sent in a labeled prescription bottle or in the original container with the child's name on it, and kept in the school office. Written permission stating instructions for administering the medications must be signed by the parent or guardian before medication can be given. Personal over the counter medications can only be kept in the nurse's office for a period of two weeks.

Please alert the nurse of any student food allergies and corresponding treatment plans.

LIBRARY: Our goal is for all children to love reading, to be successful readers, and to appreciate great literature. Each class visits the library weekly with their teacher. They hear stories, develop research skills, learn to use the library, and check-out books. They may also check-out books before and after school. Books may be checked-out for 2 weeks and renewed if needed. Our teachers and the librarian work together to integrate library and research skills into the grade level curriculum. Our PTA, parents, and community help enrich and expand our library book collection and materials.

TEXTBOOKS, LIBRARY BOOKS, SCHOOL PROPERTY: All textbooks, library books, and other school property are loaned to our students free of charge. Please help your child practice responsibility for their books. If books are lost, stolen, or damaged, the parents and/or student will be expected to reimburse the school for the cost of the books. If your child must reimburse the state for books lost or damaged we will be unable to refund your money after June 1, 2016.

HOMEWORK: Homework will be assigned every night, except Friday, to provide independent practice of material previously mastered. Homework does not reflect new skills that are currently being taught. Our goal is to provide short, daily practice to maintain skills. The following homework times are suggested:

K - 1st Grade: 20 minutes

4th Grade: 45 minutes

2nd - 3rd Grade: 30 minutes

5th - 6th Grade: 60 minutes

If it takes more than the times listed above for your child to complete homework, please contact your child's teacher. Thank you for your help and support.

STUDENT PROGRESS: Each week your child's teacher will send home completed work and work in progress. Please look at every part and be aware of the skills and concepts we're teaching and how your child is progressing. Each week, please sign the Progress Report sheet (P4) attached to the folder and return it to school the following Monday. At the end of each nine weeks, you will be given a written report of your child's progress. During the first reporting period and the third period we will conference with parents. The parents or the teacher may request a conference at any time. Please keep in close communication with your child's teachers.

GRADING: Grades K - 2: The AISD Grading Policy includes the following scale:

- 4 - Advanced
- 3 - Skilled
- 2 - Basic Understanding
- 1 - Needs Improvement

Grades 3 - 6: The grades A, B, C and F will be used. Plus and minus may also be used with A, B, and C. Developmental criteria: 4, 3, 2, and 1 will be used to reflect performance in skill and personal development. The system for translating letter grades to numerical score ranges as follows:

A - Excellent	(90-100)	A+ (98-100) A (94-97) A- (90-93)
B - Good	(80-89)	B+ (88-89) B (84-87) B- (80-83)
C - Fair	(70-79)	C+ (78-79) C (74-77) C- (70-73)
F - Failing	(Below 70)	

LUNCH: If children follow the cafeteria rules, they will have the opportunity to eat their lunch, and then go outside, weather permitting, for 10 minutes of supervised free play. They will be supervised by our child care teachers. If a child does not want to go outside, they may remain seated in the cafeteria. Our cafeteria rules are as follows.

- 1) Talk softly
- 2) Stay seated in your chair
- 3) Eat your own food
- 4) Raise your hand if you need help

Austin ISD Nutrition uses www.myschoolbucks.com, a service to prepay for your child's school breakfast, lunch and a-la-carte items using your credit or debit card. You can visit the above website to check balances, view student purchases, and fund your child's account. Go to the above website and click: enroll now to create an account for your student. You may also send in cash directly to the school cafeteria to be put on your child's cafeteria account. Place your money in an envelope clearly marked with your child's name, grade and homeroom teacher.

AISD DRESS CODE FOR ELEMENTARY STUDENTS: In order to maintain a safe and respectful learning environment, and to model good citizenship, our students will attend school dressed in clothing that is appropriate to the student's age, school setting and weather conditions, and suitable for participation in physical education and outdoor activities. The AISD Dress Code states the following items may not be worn at elementary campuses: Backless Tops, Baggy Pants, Bare Midriffs, Elongated Armholes, Fake Nails and Make-up, Gang-Associated Clothing or Colors, Halter Tops, Low Cut Necklines, Oversize Shirts, Shorts or Skirts that Distract, Spaghetti Straps or Strapless Tops, Slippers, and Hats or Caps inside. Thank you for helping create a safe and respectful learning environment. For more information refer to the Austin Independent School District web page at www.austinisd.org.

AISD CELL PHONE POLICY: In order to assist students in communicating with family members, the District shall permit students to possess cell phones on school property. However, cell phones must be

turned off and must remain out of sight during the school day on school property. Students may not use any function of a cell phone during the school day on school property. If a violation occurs, the cell phone will be confiscated and held in the office to be picked up by a parent.

STUDENT TELEPHONE USE: We request that the office phone be used by students in these instances: forgotten lunch money, forgotten assignments and emergency situations.

PHYSICAL EDUCATION: Children will participate in physical activity every day. They need to wear closed-toed shoes that will provide support for their feet and safety when climbing and running. If a child is unable to participate, a written excuse signed by a parent is necessary.

LOST AND FOUND: We will maintain a lost and found cabinet in the downstairs hall near the office. Please check it periodically if your child has lost anything at school. Anything not picked up before winter break, and again after the last day of school, will be given to charity.

TOYS AT SCHOOL: Please do not let your child bring toys or items to school that will disrupt our instruction. If items are brought such as electronics, trading cards, etc., they will be collected by the teacher. We cannot be responsible for items lost at school.

WEAPONS AT SCHOOL: Even though this has not been a problem, any weapon such as blades, sling shots, etc., brought to school will be collected and turned over to the Austin Police Dept.

PERMANENT RECORDS: An active record of each student's progress is kept at school. The major items in the permanent folder include the following:

- Names of parents, siblings, child's address
- Copies of report cards
- Assessment & Standardized Test data
- Reading progress

UPDATE SCHOOL RECORDS: If you change your address, phone number, or e-mail address, please contact the school immediately so we can update our records. It is extremely important that we be able to contact you in a timely manner in the event of an emergency.

WITHDRAWING FROM SCHOOL: We hope your child will not have to move during the school year. However, if you should move, please notify the office at least two days before your child plans to withdraw from school. We need to be certain that all library books and textbooks are returned and all fees are paid. Grades also need to be prepared and student records updated.

HARASSMENT: AISD has required that all students be provided with the following information: Please review and discuss this with your child as appropriate. Lee Elementary is committed to creating a safe, healthy learning environment for all students that encourages respect, dignity, and equality among students. Thus, verbal, physical, and sexual harassment of students, teachers, and staff will not be tolerated at school or school-sponsored or school-related activities such as field trips or special events. Bullying is name calling, put downs, racial slurs, threatening to hit someone, pushing, hitting, cornering, telling mean jokes, rumors, excluding or isolating. Sexual harassment is unwanted and unwelcome sexual behavior. It can be physical, verbal, gestures, displays, can happen once, several times, or on a daily basis and interferes with the target's academic and social life. These aggressive behaviors can interfere with learning, at which point the school must act to protect the rights of all students to a quality education. It is prohibited in public school by state and federal laws. The staff of Lee Elementary is committed to creating a climate where bullying and harassment are not welcome, and where no child's learning is impeded because of hostile actions of another student. Students and/or parents are encouraged to discuss their question or concerns about this area with a teacher, counselor, or principal if a child is being bullied or harassed, a teacher must be notified immediately. You can help us by discussing bullying and harassment with your child, and by reviewing together the AISD Student Code of Conduct.

AISD RESOURCES: AISD has a variety of resources to help us successfully meet our student's needs. Some of these include the following: Gifted and Talented Programs, English as a Second Language, Deaf Education, Dyslexia, 504, Fine Arts, Guidance and Counseling, Health, Homebound, Language Arts, Math, Occupational and Physical Therapy, Partners in Education, Physical Education, School to Career, Project Help, Science, Seton Health Services, Social Studies, Special Education, Speech/Language, Technology, Transportation, and Visually Impaired. Please contact your child's teacher or principal if you need more information about AISD resources.

AISD WELLNESS POLICY: Elementary campuses may not distribute, provide access, or give students FMNV's (Foods of Minimal Nutritional Value) or candy on campus during the school day. Birthday treats will not be allowed on campus in order to comply with this requirement. Elementary campuses are not allowed to sell food and/or beverages as a fundraiser during the school day unless it's during one of the three exempted days allowed under the Texas School Nutrition Policy. All campuses may choose 3 events in which students may consume food and/or beverages with the exception of FMNV's. However, these events may not be held in the cafeteria or areas where meals are consumed during meal times and may not prohibit student's access to school meals. This does not apply to food items brought from home for the sole consumption by the student.

LICE/NITS: We are trying to provide a healthy environment for your child after school. All students identified with live lice will be sent home at the end of the school day after contacting the parent. The parent will be advised to treat their child for head lice. The name of the treatment product must be provided to the school. After treatment has been completed, the student can return to school. If only nits (lice eggs) are present, you will be notified with suggestions for resolving the problem. Please check your child's head weekly for signs of lice.

BIRTHDAY GIFTS AND INVITATIONS: Please do not pass out birthday invitations or bring gifts to be distributed at school. It can cause conflict and hurt feelings for those not included.

GEOGRAPHY DAY: During the year, all students will participate in Lee's Geography Day. They will select a country to visit and learn about the geography, economics, foods, religion, dress, celebrations, government, and education in a mixed age group. We appreciate parent and community help with ideas, materials, and resources to help provide an exciting and enriching learning opportunity for our children.

STUDY TRIPS: Study trips will be made throughout the school year. These trips will be made during school hours. You will be notified when your child's class is planning a study trip through the weekly newsletter or a note from teachers. All study trips are co-curricular activities that relate directly to and enhance student learning of the basic curriculum through observation, demonstration, participation and illustration.

PHOTOGRAPHS/VIDEOS: Please take photos and videos only of your child. Please remember that any videos and photographs you make are for personal, private use only. Texas law protects the rights of privacy for children. We cannot issue authorization for any public use of video or photographs featuring Lee students.

PETS, SIBLINGS, RELATIVES, FRIENDS: Our challenge is to ensure the safety and success of each of our children every day. Please do not bring pets, younger brothers or sisters, friends or relatives to the school playground from 7:45 am - 5:30 pm on days when school and child care are in session.

STUDENT VISITORS: Students who are not enrolled at Lee are welcome to visit our school with their parents, but will not be allowed to stay for the day.

PLAYGROUND: You are welcome to enjoy the playground after 5:30 pm, Monday – Friday and all day on weekends. The playgrounds are used by our 100+ students who attend Child care classes from 2:45 - 5:30 pm, Monday - Friday.

WEEKLY COMMUNICATION: Each week families will receive an electronic weekly newsletter called the Roadrunner Rundown. If you have information on meetings, exhibits, and items of interest for our community, please e-mail the information to the Lee PTA, for approval.

PRINCIPAL'S BREAKFAST: Periodically, you are invited to visit informally with the Principal and share coffee and conversation. This will be an open opportunity to visit when you bring your child to school. Please let us know of any questions or concerns. Specific dates and times will be announced in the weekly Roadrunner Rundown.

CAC: The Campus Advisory Council is an important advisory group made up of teachers, parents, administrators and community members. The CAC meets on a monthly basis to plan for the future of our school and address the diverse needs of our students.

PTA: Lee Elementary has a very supportive Parent Teacher Association who assists with the planning and development of important campus programs. Our school would not be the fantastic place that it is, if it were not for our amazing PTA volunteers. Please join the PTA today!

LEE WEBSITE: Our recently renovated website, <http://www.lee-elementary.org> has valuable information that you may need during the school year. It includes our current calendar, parent newsletters, school supply lists, lunch schedule and menu, plus many other helpful topics.

DISCIPLINE POLICY: The Lee Elementary Staff works very hard to maintain a positive atmosphere that is conducive to learning. One of our main goals is to teach students to be responsible for their actions. We will treat each child with respect and try to be very consistent and impartial in our dealing with all students. There will be consequences for all students who violate school or district policy.

Our basic behavior guidelines for student are:

1. Follow our school rules and procedures.
2. Respect yourself, others and property.
3. Do your Roadrunner Best.

ATTITUDE BEHAVIOR LEARNING ENVIRONMENT: If your child has a serious problem maintaining appropriate classroom behavior, they will work in a supervised environment until their work is completed and they are able to exhibit appropriate classroom behavior. Parents will be notified about the program and we will work together to help prevent the problem from occurring again. Our goal is for classroom instruction to be appropriate and for the academic learning time to be uninterrupted for children and teachers.

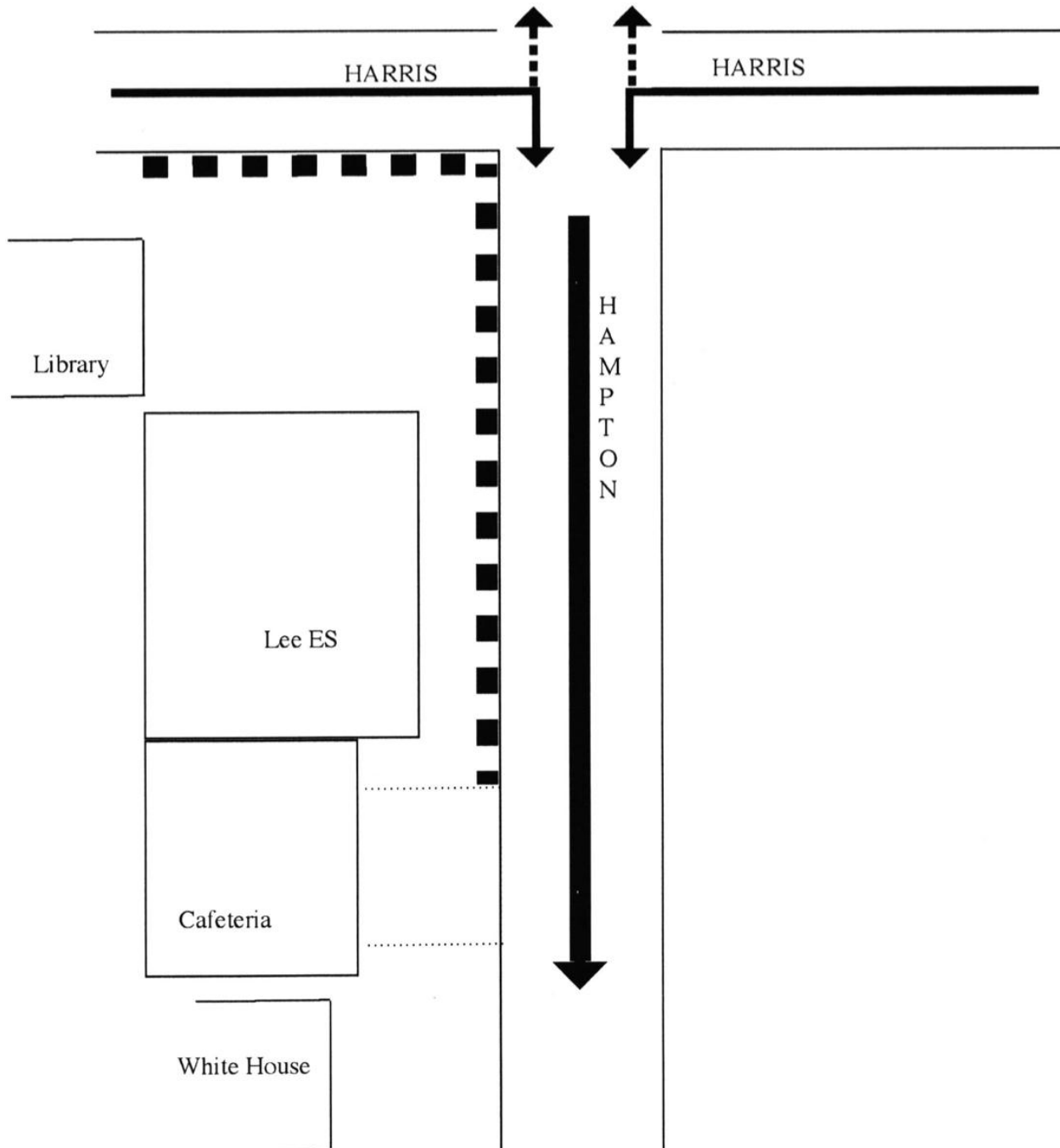
COUNSELOR: Our counselor works with every student individually, in small groups and in their classroom throughout the year. As part of her effort to maintain consistent and clear lines of communication with parents, she will inform you if your child is repeatedly requesting to see her. The goal is to meet with your child regularly at first and then slowly decrease services to an "as needed" basis or give you referral options. We want to help your child be successful both academically and socially, so please feel free to contact her with any background information you'd like to provide. Her website is <http://mssepp.blogspot.com>

We are very excited about this school year and look forward to working with you and your student. Our goal is to make every child feel successful and provide a quality education for all our students. If at any time you have questions or suggestions regarding information in this handbook, or anything at Lee Elementary, please feel free to contact me. Your input is always welcome.

John Hewlett - Proud Principal of Lee Elementary School

Lee Elementary Morning Arrival

For the safety of all Lee Elementary students, please observe the recommended traffic flow during the peak traffic periods of 7:30-8:00 a.m. and 2:30-3:00 p.m. Please do not park in the drop-off or pick up zones (dashed lines) during these peak traffic times. Thank you very much!



Guidelines and Expectations for Students and Volunteers

We are very appreciative for all who are willing to commit time, energy and resources to make Lee Elementary even better. Lee Elementary is very fortunate to have both wonderful students and adults that volunteer for many functions on campus. As we work together on behalf of our school, we must become more aware of how we all respond to expectations for both students and adults.

As a volunteer, you become a role model for students by maintaining an attitude of respect, loyalty, patience, integrity, courtesy, tact, and maturity. Your volunteer experience will enable you to share the many positive things that students and staff are doing as well as contribute to the school. Volunteers work under the direction of school staff and shall respect the authority of the school administration and district guidelines.

Expectations for students at Lee Elementary:

- Students are expected to demonstrate courtesy and respect for others
- Students should respect property
- Students are expected to respond to appropriate requests from adults
- Students should stay within the view of the supervising adult(s)
- Students must utilize playground or other equipment as intended and safely
- Students should respect others and keep hands and feet to themselves.
- Students are expected to use appropriate language
- Students are expected to include all peers in an activity – no exclusivity
- Student conduct is governed by the Austin ISD Student Code of Conduct

Expectations for adults and/or volunteers at Lee Elementary:

Volunteers represent the school: As a volunteer, you not only serve the needs of the children, you also provide an important link between the school and the community. Students, their parents and the community will view you as a representative of the school so please comply with the guidelines and expectations for Lee Elementary volunteers.

Confidentiality: Volunteers are asked to consider confidential whatever they may see or hear while volunteering at the school. This would include discussing a student's behavior or progress with his/her own parents. The staff and students need to know they can trust you! If you have concerns discuss the matter with a teacher, counselor or principal.

Safety: Safety and security of students is our primary concern. Please utilize equipment and tools safely and don't do anything that will endanger you or others. In the event of an emergency, accident or an injury, please seek immediate assistance from school personnel.

Diversity: Each of us comes from a slightly different background and culture. We all have our own ideas and experiences about rules and expectations for children. Please accept the children as they are and be ready to accept their differences. Treat children of all races, religions, and cultures with respect and consideration.

Student Behavior: Volunteers should expect students to comply with the student established expectations and should monitor student behavior as appropriate. Volunteers should also redirect behavior as needed but should avoid any disciplinary action. Please contact staff or administration for additional assistance.

Student Discipline: Students are expected to conduct themselves appropriately and according to the guidelines. Students rarely have behavior problems while working with volunteers. However, should a situation occur that is extreme or you feel uncomfortable addressing, please notify campus officials. You should not discipline students or take measures into your own hands. Please do not take any action that could be determined as:

- Inappropriate Physical contact: such as grabbing, striking, shaking, slapping, or inappropriate touching
- Inappropriate Verbal content: such as threatening, screaming, humiliating or degrading statements

Communications: Volunteers should balance your communications regarding student behavior with positive/reinforcing comments as well as corrections/ directives. Use positive reinforcement as much as possible to emphasize, praise, and encourage appropriate behavior. Positive requests or statements:

“I need quiet so the group can hear some important information / instructions.”

“I like the way Susie is listening.”

“Thank you for walking.”

“Please remember - no running.”

“That’s not safe, so please stop now.”

Language: Just as for students, volunteers are expected to use appropriate language – no profanity at any time. Remember what is a harmless slang term to you may be offensive to another adult or student.

Thank you for joining Lee Elementary in the educational partnership!

District Policy Pertaining to Volunteers

District policy requires a criminal history record check of all prospective mentors regardless of the exceptions provided in law for all volunteers. Again, more than a Safety Check screening is required. These background checks are run through Austin Partners in Education (APIE), and you can refer volunteers serving as mentors to www.austinpartners.org. These checks are performed at no cost to the volunteer or the campus at which they will serve.

APIE will additionally run background checks on any other volunteers serving on a campus as needed. Any volunteer who will be working with students, especially including but not limited to those who may be alone with a student or students, should first have a criminal history record check performed.

When a criminal history check is performed, APIE will notify the campus of which volunteers have been cleared to work with students. Principals will also be notified if a potential volunteer on their campus has items in their criminal history record which would prevent them from working with AISD students. APIE will not be able to provide any specifics as to why an individual failed to pass the background check, but the volunteer can contact the source of APIE's data should they have any questions.

Some form of government-issued photo identification must be presented when the volunteer first arrives on campus, and for subsequent visits as needed, in order to ensure the individual entering the campus has been cleared through the criminal history check process.

It should be noted that the Safety Check screen performed on every campus visitor only checks for status as a registered sex offender and does not obtain all the criminal history record information necessary to comply with the check required by law or district policy for mentors. Campus administrators must apply state law and district policies consistently, without any form of discrimination.

GKG (REGULATION) was adopted to clearly establish the standards by which criminal history checks will be performed before volunteers begin work with students.

Confidentiality

As a reminder, it is imperative that volunteers, especially those working with student information, fully understand that they are legally required to maintain strict confidentiality to protect student privacy rights in accordance with the Family Educational Rights and Privacy Act (FERPA). The attached confidentiality agreement (available in English and Spanish) should be signed before volunteers have any access to confidential student data.

Private transportation of students

As previously stated, District-owned vehicles and approved District drivers should be used to transport students to a school-sponsored or related event whenever possible. However, if such transportation is not available, then a personal vehicle driven by a volunteer may be considered acceptable if the following requirements are met:

1. The driver is an adult and is legally responsible for his or her own actions.
2. The driver has a valid Driver's License.
3. The driver's vehicle displays current and legal registration and safety inspection stickers.
4. The intended vehicle is safe and well maintained.
5. The driver is properly insured and aware that his/her personal auto insurance is the primary coverage for the trip.
6. The driver concedes via a signed Volunteer Driver Agreement Form they understand and conform to all of the requirements above.
7. All students riding in the vehicle have a signed parental permission slip acknowledging they are riding with a volunteer driver in a personal vehicle.

The driver is responsible for ensuring that each passenger is secured by a safety belt and must refrain from use of a wireless communication device while operating the vehicle transporting students except in the case of an emergency or if the vehicle is not in motion. A new law, which took effect September 1, 2009, requires that a child under the age of 8, who is not yet 4'9" tall, be secured in an appropriate car seat. Drivers providing private transportation must adhere to this new requirement.

The campus principal or principal's designee will verify that all requirements have been met and have the authority to prevent the volunteer driver from transporting students if the safety of the student is considered compromised in any manner.

The requirements for criminal history checks apply to volunteer drivers in the same manner that they apply to volunteers serving on the campus. Parents, grandparents, and guardians are not required to have checks performed, though so long as it is uniformly applied; it is the principal's discretion to determine which types of volunteers should have checks performed to work with or drive students at that particular campus.

If private transportation is used for field trips, the Private Transportation form must be signed by each student's parent or guardian. Volunteer drivers must sign the form stating that they understand the requirements and will operate their vehicles in accordance with the guidelines.

The valuable service volunteers provide is greatly appreciated. The District could not manage without the untold contributions they make. These requirements are not meant to hinder volunteer involvement, but rather to ensure the safety and privacy of our students.

LEE ELEMENTARY
Faculty and Staff
2015-2016

Principal	John Hewlett
Assistant Principal	Kris Muehling
Counselor	Jaclyn Sepp
Secretary	Ginger Voss
Attendance Clerk	Erica Sanchez
Child Care Secretary	Chrystine Osborn
Kindergarten	Bethany Gonzales
	Rhonda Manning
	Diana Stanfield
First Grade	Celina Lopez Abrego
	Maureen Hickey
	Anna Supak
	Kathy Thomas
Second Grade	Lesley Clinchard
	Wren Nokes
	Rachel Szilagyi
Third Grade	Judd Absher
	Brenda Barreiro
	Stacey Mullane
Fourth Grade	Shelly Cox
	Melissa Jones
	Terri Rolling
Fifth Grade	Raksha Joshi
	Shannon Sands
Sixth Grade	Julie Brown
	Alex Hubbard
Resource	Paula Kellicker-Barton
	Trey Robinson
	Neil McIntyre
	Bev Brown
	Jessica De La Cruz
	Julie Maroney
	Stephanie Ledesma
	Kellie Eiler
Reading Specialist	
Reading Instructional Specialist	
Math Specialist	Roberta Duncan
Librarian	Jenny Day
Physical Education	David Huff
Music	Kathryn Stuart
Art	Kasi Kennedy
Child Care Teachers	Agar Becerill-Gomez, Andrew Fisher, Josh Hernandez, Sierra Peavy, Gloria Perez
	David Hinojosa
Band	Austin Leach
Orchestra	Ashley Johnson & Leta Adkins-Leguna
Nurse & SHA	Loren Wyatt, Lateasha Washington &
Cafeteria	Angelina Villela
	Tony Chapa, Delano Howard & Veronica Ramirez
Custodians	