

Lewisville Elementary School



Home of the Cool Cats
150 Lucy Lane
Lewisville, NC 27023
Telephone: 336-703-4224
Fax: 336-945-3915
Student/Family Handbook
2019-2020
Principal: Angie Choplin

MISSION STATEMENT

At Lewisville Elementary School our mission is to provide all students with an atmosphere conducive to developing academically, emotionally, physically, and socially so that they may become productive citizens in our rapidly changing world.

School Contact Numbers

Phone: (336) 703-4224

Fax: (336) 945-3915

ADMINISTRATIVE PERSONNEL

Principal: Angie Choplin

Asst. Principal: Samantha Fitzgerald

Finance Secretary: Karen Yap

Second Secretary: Joanna Humphrey & Rita Cortese

Data Manager: Gail DuBose

Instructional Facilitator: Heather Barksdale

School Counselor: Jessica Plasencia

SCHOOL DAY 7:55 AM – 2:25 PM

School Times

- 7:25 Students may enter the building and report to the gymnasium. If eating breakfast, they may go to the cafeteria.
- 7:40 Bell rings. Students report to class or breakfast. If eating breakfast, students must report to class no later than 7:55.
- 7:55 Tardy bell rings. **Students arriving after this time must be signed in by a parent/guardian at the front office to receive a tardy pass to enter class.**
- 2:20 Prepare for dismissal.
- 2:25 Dismissal bell rings. Students will be called for dismissal. Students must be picked up by 2:25.

SCHOOL & CLASSROOM VISITATIONS

Visitors desiring school tours should contact the school and set up a time and date for the tour. Requests for classroom observations should be coordinated with the appropriate classroom teacher(s) or scheduled by the Principal, Assistant Principal, Instructional Facilitator.

You may schedule an appointment for a conference with your child's teacher at any time during the year; before school begins, during the teacher's planning time, or after the school day has ended.

THE SCHOOL DAY

The student instructional day is from 7:55 a.m. to 2:25 p.m. A student who is not in his/her classroom at 7:55 a.m. is considered tardy and must check in at the office.

Parents/Guardians who bring students late to school need to come into the office to sign in the student.

PARENTS: School Board Policy states that school personnel will not provide supervision for children who arrive more than 30 minutes prior to the start of the instructional day or who remain at school more than 15 minutes after the end of the school day. A staff member will be assigned in the school gym to supervise students who arrive between 7:25 and 7:40 a.m. Students may not go into the classrooms before 7:40 a.m. At 7:40 a.m. students will proceed quietly to their classrooms to prepare for the 7:55 a.m. beginning of the school day.

All children must be picked up by 2:25 p.m. It is the responsibility of parents to arrange or provide adequate supervision for their children before and after school hours.

*When transportation plans change for your child on a given day, write a note in ink so the teacher will know how the child will be getting home. **PLEASE NOTE: For safety and security reasons, we will not take that information over the phone, email, or by fax machine. PLEASE DO NOT email teachers with change of transportation as they often do not check email during the student's instructional time.**

ARRIVAL

- ALL students will enter through the main entrance to our school.
- One green cool cat key ring will be given to each family. It will be used for parental identification from 7:40-7:55 a.m. only. When walking children to their classrooms or any other area of the building, parents should be prepared to present the pass if requested by a school employee. Parents must sign in at the office if they do not have their pass.
- **All visitors must sign in at the office when arriving after 7:55 a.m.**
- Students are considered tardy if they are not in their classroom by 7:55 a.m. Any student that is tardy must be signed in by his/her parents/guardian.

- If you need to bring an item to your child, such as lunch, book, homework, etc., please come to the office and we will be happy to deliver the items to your child.

All visitors must report their presence on campus! Come to the office to sign in and wear a visitor's badge while you are on campus. This procedure will help tremendously with our school safety plan.

DISMISSAL

AT DISMISSAL, PARENTS ARE REQUESTED TO WAIT OUTSIDE THE BUILDING.

- Bus riders will remain in their classroom until they are called over the intercom.
- Car riders and "walkers" are separated for afternoon pick-up. A walker is considered a student whose parent(s) parks his/her car and walks to the building to pick up his/her child.
- Car riders will be dismissed from the gymnasium. Parents will continue to follow car line procedures. Name tags should be placed on the rearview mirror for student identification. Students will be called by a teacher on the walkie-talkie. **Parents are to remain in their cars at all times.**
- Walkers will be dismissed from the back of the auditorium. Parents will walk to the outside entrance of the auditorium and will request the staff member in charge to dismiss their child.
- It is imperative that parents notify their child's homeroom teacher which mode of transportation their child will be using.
Please note this example: If your child is typically a car rider, written notice will be required to change them to a "walker" even if just for one day. This also applies to changes in bus transportation. This allows us to know where all children are located at all times. This is for the **safety of our children.**

LATE ARRIVALS AND EARLY PICK UP

The Winston-Salem/Forsyth County Schools make every effort to provide six and one-half hours of instructional time for our students every school day. Students arriving to school late or leaving school early miss out on part of their instructional day. In addition, these comings and goings interrupt teaching and learning.

The State and Local Boards of Education Policy No. 5110 allows students to be excused for late arrivals or early withdrawals only under certain conditions. They

include: illness or injury, medical and dental appointments (**please bring a school excuse from the doctor/dental office**), death in the **immediate** family (**3 days allowed as excused**), court or administrative hearings, and valid educational opportunities (related to the NC Common Core Standards) such as travel, **if approved in advance by the principal.**

REQUEST TO LEAVE SCHOOL EARLY

Local Board Policy, No. 6112, prohibits the early release of students from school for private lessons, tutoring, or other similar instruction (i.e. dance lessons, gymnastic lessons, etc.) unless the student is certified as a Child with Special Needs and the tutorial program is included in the student's Individual Education Plan (IEP). There is also no provision in State or Local Board Policy that authorizes the early withdrawal of a student simply for the convenience of the parent. It is the duty of parents under the NC Compulsory Attendance Law to require their child or children to attend school for the entire period of time which school is in session. If a child must be dismissed from classes early, a written request should be sent with the child on the morning of the early dismissal. The date, time, and reason for leaving early should be included in this written note. Except in emergencies, medical and dental appointments should be made outside school hours.

A CHILD WILL BE RELEASED ONLY TO PARENTS UNLESS THE SCHOOL HAS BEEN NOTIFIED IN WRITING BY THE PARENT OR GUARDIAN THAT THEY HAVE GRANTED PERMISSION FOR SOMEONE ELSE TO PICK UP THEIR CHILD. THIS PROCEDURE IS FOR THE SAFETY OF THE CHILD.

The parent, guardian, or authorized person must come into the school office and present identification when signing the child out. We will call your child to the office. Teachers have been instructed not to release any child without authorization from the office. Do not go to the classroom and interrupt the class to pick up your child

If you need to take your child from school during the school day, **we request that students not be dismissed between 2:00 p.m. and 2:25 p.m. because this time is too close to dismissal time.** If your child needs to leave school for an afternoon appointment, please pick him/her up before 2:00 p.m.

ATTENDANCE

The N.C. Compulsory Attendance Law requires all children between the ages of 7-16 to attend school. Parents who enroll their child in Kindergarten at age five must also adhere to the N.C. Attendance Law. Children are expected to be in attendance for the entire instructional school day except in cases of emergency or for excused reasons as explained in the following Excused Absence code.

EXCUSED ABSENCES

1. Personal illness or injury - The school may require a doctor's note if it is deemed advisable or if absences are excessive.
2. Quarantine – The absence is limited to the time fixed by the health official.
3. Death in the immediate family – the absence is usually limited to three days unless the parent or guardian contacts the school for an extension.
4. Medical and dental appointments – when possible, medical and dental appointments should be made outside of school hours.
5. Court proceedings. *
6. Religious observations. *
7. Educational opportunities. *

* Place these requests in writing to the principal **PRIOR** to the absence to be coded as excused. Absences due to family vacation trips will be coded unexcused, unless approved by the principal.

STEPS TO FOLLOW WHEN ABSENT

1. The parent or guardian should write an excuse giving the student's name, date, days of absence, reason for absence, and parent or guardian signature.
2. The student should present the written excuse to the teacher the day he/she returns to school.
3. The student should ask the teacher for any make-up assignments. Assignments that are not made up will be reflected in the student's grade. (Each student is responsible for seeing that make-up work is completed.)

If the student is absent and the reason is identified in the code as excused, the absence will be recorded as excused (lawful). If the reason is not identified in the code as excused, the absence will be recorded as unexcused (unlawful). If a student fails to bring a

written excuse, the absence is automatically recorded as unexcused (unlawful).

RETURNING TO SCHOOL AFTER AN ILLNESS

In the school environment many communicable diseases are easily transmitted from one student to another. A healthy environment involves prevention, early recognition of illness and symptoms as well as prompt diagnosis and treatment. Children who are not feeling well have a difficult time concentrating and therefore do not benefit from the instruction they are receiving during that time. Please do not send an ill child to school. The Public Health Department requires that you keep your child home if any of the symptoms are present:

- **Fever: 100.4 degrees Fahrenheit or higher. The student may return to school when his/her temperature has been 100.4 or less for at least 24 hours.**
- Vomiting: The student may return to school when he/she has not vomited for a period of 24 hours unless determined by a doctor to be from a non-communicable condition.
- Diarrhea: Three or more watery or loose stools in a 24-hour period is considered diarrhea. The student may return to school when resolved for 24 hours without the use of medication.
- Eye Discharge: Thick mucus draining from eyes (commonly known as Pink Eye). The student may return after receiving treatment from a doctor.

TARDIES

Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. Students with repeated tardies will be asked to make up any work missed and may be asked to make up the time missed. Any student arriving to the classroom after 7:55 a.m. is tardy and must report to the office for an admission slip. When a parent or guardian brings a student to school after 7:55 a.m., the parent must sign the student in at the office. After the fifth tardy, the teacher will refer the student to the attendance office for parent notification. All tardies are unexcused except those reasons listed under the attendance code policy. Five unexcused tardies equals one unexcused absence.

Excessive absences will be reported to the school Social Worker who is required to investigate the student's absences and to report any noncompliance of the N.C.

Compulsory Attendance Law to the school office and legal authorities.

If a student misses more than half of the student instructional day, he/she will be counted absent for the whole day. A student must be in attendance for 3 hours, 15 minutes.

EDUCATIONAL OPPORTUNITIES

AR 5110 Attendance and Make up Work regarding Educational Trips: **Educational opportunity.** A student may be granted an excused absence to take advantage of a valid educational opportunity such as travel, an internship or a legislative page. To be approved, the student or the student's parent must submit a written statement (Educational Leave Form) explaining how the experience will enhance the student's knowledge or understanding of one or more subjects contained in the North Carolina Standard Course of Study. In addition, the student must agree to write a paper or produce some other work product that evidences the knowledge he/she has gained from the educational experience. **Educational Leave Forms are located on our school website or may be requested from your child's teacher. There is a limit of five days during the school year. Requests must be made at least TWO WEEKS prior to the trip.**

MEDICATION AND MEDICAL FORMS

Parents should immediately notify the school in writing of any allergy or medical condition that may affect a child's participation in any school activity.

If your child has asthma, diabetes, seizures or other chronic health conditions, make sure you pick up a medical school health action plan from the office. These plans will be kept with the teacher and in your child's school record for emergency use only. If a physician has prescribed medication that your child must take during the school day, the following requirements must be adhered to:

An Authorization for Medication Administration Form must be completed by parent and your child's health care provider to administer any medication at school. This form must be on file in the office before we can administer any medication.

The medicine must be sent to school in the original prescription bottle. A daily record of medications

administered will be kept in the office. If your child is prescribed a 3 times a day medication (ex: antibiotic) it must be given at home. It can be administered prior to school, after your evening meal, and at bedtime. It is the responsibility of the student/parent to pick up medicine from the health room. Any student who has emergency medications is allowed, by school policy, to carry inhalers and epi-pens on their person. A special form, which is kept in the school office, must be completed by the doctor before the child can carry such medications.

EMERGENCIES

When an accident or illness occurs, every effort will be made to contact the parent or guardian. Please inform the office of any changes in telephone numbers or persons to contact in case of emergencies. The green form entitled "Permission to Secure Medical Care" will be sent home to parents to complete to give us information and permission to adequately care for the child in case of extreme emergencies.

ATTENDANCE AWARDS

Attendance awards are given quarterly for the following: **Perfect Attendance Award – Students with 0 (zero) absences.** We recognize that children do get sick and need to stay out of school. Students who are ill and contagious should not come to school. This award recognizes students who have perfect school attendance.

EMERGENCY SAFETY DRILLS

During the school year we practice monthly fire drills, several tornado drills, and intruder drills. These drills are done to promote safety and to familiarize the students with emergency procedures.

BRINGING THINGS TO SCHOOL

The following items are **NOT** allowed at school:

- Any type of weapon, real or a toy
- Yo-Yo's
- Laser pointers
- Handheld games
- Radios
- MP3/CD players
- Trading cards
- Fidget spinners
- Any other items that may disrupt the learning environment
- Rolling back packs

Teachers may take any unauthorized items, label them and hold them for parents to claim. Cell phones are not to be seen and are not allowed to be turned on during the school day.

The only time students should bring toys, games, etc. to school is when their teacher instructs them to for show and tell. The student will assume full responsibility for any item brought to school.

PARTY POLICY/BALLOONS & FLOWERS

Invitations, party favors, gift bags and gift baskets are not to be passed out at school. Balloons or flowers are not to be delivered or brought to school, unless you agree to pick your child up from school. Balloons and flowers are not allowed on the school bus. **During the school year each class is permitted two class parties.** These are to be scheduled with the classroom teacher and PTA room representative. The dates and times for the end of the year functions will be chosen by grade levels. Birthdays may be recognized; but, please schedule with the classroom teacher at least 1 day in advance. Individual store bought snacks may be brought to share with the class at lunch or snack time (example: cup cakes, cookies). Please do not bring drinks or punch.

COMMUNICATION

Our school's monthly calendar of events is posted on the Lewisville Elementary website located on the district's website: <https://www.wsfcs.k12.nc.us/>

Current Student Information

Please help us keep in touch, especially in the case of an emergency, by making sure that your home, business, and cell phone numbers as well as your email address and mailing address are current. Please notify the office of any changes as soon as possible. A verification of address must be presented to the office in order to make an address change. This can be in the form of a deed/lease or current utility bill. We will be happy to make a copy for your child's records.

CHILD CUSTODY

It is the responsibility of parents to inform the school of child custody information.

AN OFFICIAL COURT ORDER MUST BE ON FILE IN THE OFFICE IF A PARENT IS TO BE DENIED ACCESS TO HIS/HER CHILD.

LUNCH AND MILK PROGRAM

Hot lunches are served at school every day. The cost is \$2.80 (price subject to change). Free or reduced-price lunches are available for those students who qualify upon parent completion of a written application form. Reduced price is \$.40. Milk is available for purchase for those students who choose to bring their lunch from home. We request that parents not send carbonated drinks with their child's lunch. Only one (1) dessert may be purchased, and students are not allowed to take food out of the cafeteria. Adult lunches are a la carte priced if you wish to join your child for lunch. Our current lunch breakfast/lunch prices are listed below. **These prices are subject to change.**

Breakfast:

Regular Price

\$1.90 per day

\$9.50 per week

\$38.00 for 4 weeks

Reduced Price

\$.30 per day

\$1.50 per week

\$6.00 for 4 weeks

Lunch:

Regular Price

\$2.80 per day

\$14.00 per week

\$56.00 for 4 weeks

Reduced Price

\$.40 per day

\$2.00 per week

\$8.00 for 4 weeks

Desserts (\$.50 - \$1.45) are offered each day
Adult Lunch – a la carte pricing

TRANSPORTATION: BUS

1. Arrive at your bus stop in adequate time to catch the bus – due to weather conditions; you need to allow 10 minutes before or 10 minutes after the established bus pick-up time.
2. Bus drivers cannot blow the bus horn or wait an excessive length of time at the stop.
3. The only adults allowed to ride or enter the buses are school system employees or other adults authorized by the principal.
4. There should be no saving of seats. Once seated, do not change seats during the route.
5. The driver or school administrator may assign student seats as necessary.
6. Do not stand up in the bus until it comes to a complete stop.
7. When your bus arrives at school, sit quietly until dismissed by your driver. **WALK** quietly to your classroom or the cafeteria.
8. You must be seated when the bus is moving.
9. Keep arms and all other parts of your body inside the bus at all times.
10. Follow all bus rules as instructed by your driver.

SYSTEM-WIDE BEHAVIOR RULES FOR BUS RIDERS

1. Obey the bus driver.
2. Stay seated and obey school rules for classroom conduct.
3. Do not eat or drink on the bus.
4. Help keep your bus clean and do not damage the bus.
5. Keep all parts of your body and other objects inside the bus.

Video cameras may be installed on school busses to assist in monitoring the behavior of students.

SCHOOL BUS DISCIPLINE PLAN

The first offense will be discussed with the offender and at the time, a verbal warning is given by the driver.

If the warning is not heeded, the driver will issue a first bus conduct ticket to the student. The ticket is given to a school administrator, who will send it home for the parent's signature. The signed ticket is to be returned to the school administrator the next day.

The second offense, the parents will be notified and a second bus conduct ticket will be issued to the student to take home for the parent's signature. With the second bus conduct ticket, the parent is notified that a third bus conduct ticket may result in suspension from the bus.

The third offense, the parents will be notified in writing and a third bus conduct ticket will be issued to the student to take home for parent's signature. The student will be suspended from riding any NC school bus for three school days.

With the fourth and any additional bus conduct tickets, the student may be suspended for three or more days or if a significant time has passed between bus conduct tickets, a less severe action may be taken. The parent will be notified of each offense and asked to sign any bus conduct ticket.

With each suspension the parents will be notified orally and in writing, the student will be issued a bus conduct ticket and the student will be removed from the privilege of riding any NC school bus.

The stated procedure concerning bus discipline will apply in most cases. In cases of a major infraction of

discipline, the Principal or designee may take direct action without following the regular sequence. Serious repeated offenses may result in long term suspensions or suspension for the remainder of the school year. In case of suspension from the bus, the student will be allowed bus privileges the same day unless arrangements are made between the school administrator and parent.

RIDING A SCHOOL BUS IS A PRIVILEGE AND NOT A RIGHT. This privilege can be denied for misbehavior or for any other reason the principal or assistant principal feels necessary.

When a student is suspended from riding the school bus, the student is still legally required to attend school. Any absences due to bus suspension will be coded unexcused.

TRANSPORTATION: CAR RIDERS

DO NOT UNLOAD OR PICK UP CHILDREN IN THE BUS LOT, TEACHER PARKING LOT, OR LEWISVILLE COMMUNITY CENTER. Private vehicles are not allowed on the school bus lot.

TRANSPORTATION: WALKERS

Students may be picked up in the auditorium. The person picking up the child should be prepared to present proper identification according to our dismissal procedures.

CHANGE IN TRANSPORTATION

Any changes in mode of transportation must be in writing from the parent. We cannot allow students to ride a different bus or change from car to bus transportation (or from bus to car) without a written note from the parent. Please send the written note to the classroom teacher to make any changes in transportation. The written notification must be for any changes – permanent or temporary. Please do not assume a student can ride a different bus. Changes must be approved and will depend on space and bus route.

For safety and security reasons, we will not take information over the phone, email or fax machine.

EARLY DISMISSAL DUE TO INCLEMENT WEATHER

If there is a 2-hour delay, Lewisville students may enter the building at 9:25 - classes would begin at 9:55. Please do not drop your student off early on the mornings of a delayed opening. We do not have the staff available to supervise early students. **If bad weather develops during the day, please listen to local radio/television stations for an early school dismissal announcement.**

EXTENDED DAYCARE

If the school is closed due to a holiday, inclement weather or an in-service day, our **Extended Daycare program will be closed as well.** Please check the district calendar for dates students are not in attendance.

WEAPONS AT SCHOOL

Possession of a weapon on public school property is one of the most dangerous situations that can occur at school. It is a violation of state law and a violation of School Board Policy 5131.

Under state law it is a felony punishable by up to five years' imprisonment for anyone (student or adult):

- To possess firearms on school property
- To possess powerful explosives on school property
- To aid a minor to possess a firearm or powerful explosive on school property.

It is a misdemeanor carrying a prison term of up to two years and/or a substantial fine:

- For a minor (under 18) to possess or carry a handgun at any time or place off school property. (Possession on school property is a felony.)
- For anyone to possess other weapons on school property.
- Selling or giving weapons to minors.
- Failing to store a firearm safely and properly in accordance with the law for the protection of a minor residing in the home.

School Board Policy 5131 outlines the school disciplinary guidelines for possession of weapons on school property. Those guidelines include the following disciplinary actions for possession of weapons on school property: exclusion, long-term suspensions, or short-term suspensions.

Under School Board Policy a student may be suspended for up to ten days for possession of a "look-alike" weapon such as a plastic gun, water pistol, rubber knife, or other similar weapons. School property includes the buildings, grounds, athletic fields, buses, or any other property owned or used by a local Board of Education.

Please read this information carefully and discuss the seriousness of weapon possession with your child. Please join our school staff in a commitment to safety at Lewisville Elementary.

BULLYING & HARASSING BEHAVIOR

- Students shall not engage in bullying or harassing behavior at school or during a school activity or school-sponsored function, whether on or off campus, or on the school bus.
- No student or school employee shall be subjected to bullying or harassing behavior by school employees or students.
- The term "bullying or harassing behavior" shall be defined as any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that:
- Places student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.
- Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic:
- Race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability;
- or by association with a person who has or is perceived to have one or more of these characteristics.

Types of prohibited bullying or harassing behavior include, but are not limited to:

- Repeated and deliberate making of obscene gestures, pushing, shoving, hair pulling, and any other unwelcomed physical contact intended to create an intimidating and hostile environment; and/or
- Acts of verbal bullying including, but not limited to:

- hurtful name-calling, teasing, or intimidating.
- defaming or spreading false rumors about another person to cause the victim to be disliked, humiliated or disrespected by their peers;
- persuading, encouraging or leading other students to exclude or socially isolate the victim in order to cause emotional harm;
- extorting money, property or services from another student; and/or
- making derogatory, demeaning or hostile comments about another student’s actual or perceived differentiating characteristic(s) as set forth herein above.
- No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior.
- School employee, student or volunteer who witnesses or has reliable information concerning a student or school employee subject to any act of bullying or harassing behavior shall report the incident to teacher, Principal, Assistant Principal or, if the employee committing the behavior is the Principal, to the appropriate grade level Assistant Superintendent.
- Reports may be made anonymously or with the condition of anonymity to the extent allowed by law.

STUDENT ATTIRE

Students are to dress in attire that is conducive to learning. The following are not allowed.

- Bare midriffs. See-through clothing.
- Hats and caps (worn inside). Short shorts.
- Clothing advertising alcohol, tobacco or any illegal substance. Clothing with profanity, disrespectful words or graphics. Spaghetti straps.

Students who wear clothing or appearance enhancements that are disruptive or distracting to instruction will be sent home to change or given clothing from our clothes closet to wear.

FOR SAFETY REASONS, tennis shoes (sneakers) are required for participation in PE classes and should be worn during recess/playground activities.

FIELD TRIPS

Field trip fees and permission slips must be returned by the date of the teacher’s request. We cannot accept permission slips after the request date.

Parents that volunteer to chaperone field trips need to know younger siblings are not allowed to accompany them on field trips.

Some field trips are limited to the number of parent chaperones allowed to accompany students.

RESPONSIBLE USE OF TECHNOLOGY

All students, staff, volunteers and parents are expected to follow WS/FCS Policy Code 6161: Responsible Use of Technology. If a student or employee violates a WS/FCS policy or administrative regulation in the course of using school technology resources, that person may be disciplined according to WS/FCS rules/procedures and/or prosecuted in accordance with state and/or federal law. In particular, students and employees should be aware of the following policies and regulations while using school technological resources:

AR 1111, Use of School Mail, Cellular Telephones, Fax and E-mail. **Policy 1170**, Civility Policy. **Policy 1311**, Political Activities in Schools. **Policy 1324**, Soliciting Funds From and By Students By Charitable Organizations. **Policy 1325**, Advertisement and Promotional Activities. **Policy 4116.10**, Standards of Professional Conduct. **Policy 5125**, Privacy of Student Records. **Policy 5131**, Student Behavior. **AR 5131** Code of Student Conduct. **Policy 5131.1**, Discrimination, Harassment and Bullying. **Policy 6161.1**, Website Policy. **Policy 6161.3**, Selection Standards for Supplementary Textbooks and Use of Other Instructional Materials.

LEWISVILLE ELEMENTARY SCHOOL PTA

The Lewisville Parent Teacher Association (PTA) exists to promote the education and welfare of our children. Parents are encouraged to join and participate in the activities of the PTA. We are always looking for new ideas and volunteers to assist us in carrying out our instructional goals. Grandparents, friends, and other interested persons are invited to join our PTA. At the beginning of each school year, parents will receive a PTA Handbook which lists members of the Executive Board, chairpersons for committees, goals for the upcoming year, and activities for the year.

The 2019-2020 Executive Board

- President.....Amy Foster
- VP.....Megan Vogler
- Secretary.....Tiffany Hennessy
- Treasurer.....Holli Hengler

Positive Behavior Interventions and Support (PBIS)

What is Positive Behavior Interventions & Support (PBIS)?

PBIS is a process for creating school environments that are more predictable and effective for achieving academic and social goals. PBIS will enhance our current systems and practices as well as change our culture for the better.

How does it work?

A key strategy of the PBIS process is prevention. The majority of our students follow the school's expectations, but are never acknowledged for their positive behavior. Through instruction, comprehension and regular practice, all teachers and staff members will use a consistent set of behavior expectations and rules. When some students do not respond to teaching of the behavioral rules, we will view it as an opportunity for re-educating, not just punishment.

Does it make a difference?

The PBIS model is a research based strategy that is supported by the state of North Carolina and the federal Department of Education. The 3tiered approach reduces problem behavior as a barrier to student achievement. We only have 180 days each year to advance academic progress, so instructional time is very valuable. Research shows that schools following the PBIS model recover thousands of hours of instructional time and, on average, four days of student instruction per year.

What about students that are disruptive?

Our PBIS school team has developed a documented discipline system that is integrated with the district's Code of Conduct. When problem behavior occurs, students are provided a full continuum of supports to address the behavior. If students do not respond, the intensity of the support increases. Most problem student behaviors either have an academic or social base. Properly addressing the root cause of behavior can prevent student failure later in life.

What about parents?

Parents are an important part of PBIS implementation. We encourage parents to use the same expectations and rules that the school teaches. This common language creates consistency and a unified support for expected student behavior. Parents are asked to discuss the common rules and expectations and post them at home for easy reference. Children thrive

when they have consistent, predictable expectations and consequences.

How is PBIS different from other school behavior programs?

- The program is focused on acknowledging students for consistent positive behavior.
- There are expectations for all students, parents, staff and settings.
- Teachers are acknowledged for noticing positive student behavior.
- Direct instruction of expected behaviors will occur throughout the school year.
- Routines and language with respect to appropriate school behavior are consistent throughout the school.
- Students are rewarded for expected behavior by staff with iPaw Cash that they can spend at various times throughout the school year.
- Problem behavior will be responded to with consistent consequences that are focused on re-educating the expected behaviors.

Discipline? Students will receive one verbal warning per week. If behavior issues continue, infractions will be marked on the classroom discipline form.

Classroom managed behaviors are classroom disruptions, damage/misuse of property, dishonesty, disruptive transitions, inappropriate items as school, petty theft, teasing/inappropriate language, uncooperative behavior, and unsafe or rough play.

Intervention and response strategies for classroom managed behaviors include but are not limited to: verbal correction, apology, conference with student, modeling appropriate behavior, make restitution, behavior contract, loss of privilege, time out in another classroom, student letter to parents, phone call to parents, office referral for chronic behaviors. A completed discipline form within one week will result in an office referral. Some infractions will result in an immediate office referral.

Office managed behaviors are assault, inappropriate language, fighting/physical aggression, possession of weapons/illegal substances, pulling a false fire alarm, stealing, bullying/harassment, vandalism/graffiti.

Intervention and response strategies for office managed behaviors include but are not limited to: time out, loss of privilege, conference with student, parent contact, restitution, in-school suspension, out of school suspension.