

Carolyn Lewis Elementary 2019-2020

Back to School Success

ARRIVAL:

- Our bell rings at 8:00 to begin classes each day. All students should be in class by 8:00 AM.
- It disrupts the class for students to arrive late. Please help us to avoid unnecessary interruptions by having your child at school by 8:00 AM.
- Parents must come inside with their students after the 8:10 bell to sign them into school.
- Children should report to school between 7:30 and 8:00. Supervision of students does NOT begin until 7:30, so no students should arrive before this time.
- Students **can not** be dropped off before 7:30. Students should remain in the car rider line with parents until 7:30 or when elementary bus students begin walking down the sidewalk.
- If a child eats breakfast at school, he/she should arrive no later than 7:45.
- Car rider arrival should be done quickly so that traffic flows. Have your child practice getting out of their seatbelts and opening the doors by themselves. If you need more time pull up past the cones toward the flagpole.
- All students should get out on the passenger side of their vehicle.

DISMISSAL:

- Because of classroom interruptions and dismissal procedures, please try not to conduct student checkouts after 2:45.
- All transportation changes must be received in writing by 2:15 PM. If you wish to change the way your child goes home, we must have a note; otherwise we will require them to go home as usual. You can send a note, email your child's teacher, or email one of our secretaries. Make sure he/she replies acknowledging receipt of the email.
- No changes in transportation will be taken over the phone.
- The school day ends at 3:10. Parents must pick children up by 3:30 at the latest. In the event of an emergency which will prevent you from picking your child up on time, please call the school office at 450-4835.
- No walk-up pick-up is permitted due to the safety of our students and staff. The only exception is for an appointment or after school therapy sessions. These must be approved by the administration.
- **Kindergarten Car Riders Only:** Pull into the car rider loop and take the right lane designated for Kindergarten that goes around the back of our building. Pull around toward the gymnasium and leave minimal space between each car so that we can get as many cars as possible on the gravel.
- Front Car rider pick-up: Pull up and move to the farthest cone available. The left lane must remain open at all times. This will allow daycare vans, emergency vehicles, etc to have access to the front of the building.
- All parents must display their car rider tag when going through the car rider line in order to pick up a student. You may not pick up any other students unless a note has been provided in advance.
- A "walker" is a student who walks off campus.
- Do not park and get out of your vehicle in front of the building at any time. You must park in a designated parking spot to prevent congestion.
- Please be patient with us throughout the first weeks of school as we work to alleviate traffic congestion before and after school as quickly as possible. Students will be safely delivered to your vehicle after school if we follow these guidelines. If you can't wait in the car rider line, you can utilize Conway Public Schools' bus for transportation.
- Parents of students who ride daycare vans **MUST** inform the daycare and your child's teacher when their child will NOT be riding the van.
- Parking lot and car rider areas: There is never a reason to be in a rush in our parking lot. Please use proper etiquette and be courteous to others at all times.

CELL PHONES: The use of cell phones in a school zone is now a primary offense. Please refrain from using your cell phone while on school property as you could be given a ticket.

BUS TRANSPORTATION:

- It is imperative we know exactly how your child goes home each day
- Attempt to keep your child's method of transportation consistent. Frequent changes lead to confusion on both the child and our faculty.
- Bus Stop: Please make sure that you are at the bus stop early to pick up your child. Failure to do so may result in the bus bringing your child back to school.
- If you have questions or concerns in regards to transportation, please contact them directly at 450-4892.

ATTENDANCE:

- All parents new to the Conway Public School District should review the Student Handbook which can be found at <http://www.conwayschools.org/student-handbook-discipline-policy.html>
- Parents will receive notification when a student has five unexcused absences.
- When a student exceeds ten absences in a semester, the district shall notify the prosecuting attorney and the parent.

SCHOOL VISITORS:

- School safety/security is our top priority.
- All visitors will show their ID to the camera beside the doorbell before entering the building.
- All visitors must be buzzed in the front doors before entering the office area.
- Visitors should never access hallways or classrooms from the cafeteria or any other entrance.
- All visitors must have their Driver's license or picture ID for every visit.
- Your ID will be scanned into our Hall Pass security system which conducts a background check.
- You will receive a visitor's badge that must be worn and visible at all times.
- Parents are not allowed on the playground unless serving as a volunteer or WatchDog Dad.
- Parents are not to enter classrooms without permission so that instructional time isn't interrupted.

COMMUNICATION:

- Carolyn Lewis Elementary Facebook page: Announcements, dates, events, etc.
- Conway Public Schools App: School and district announcements, dates, events, etc.
- Class Dojo: Allows for parents to check daily behavior and direct messaging teacher/parents.
 - Teachers will respond during their planning time, lunch, or after school.
 - If a student loses a dojo point, that doesn't always warrant a phone call or direct message.
 - If you have concerns you may message or email your child's teacher and speak with them first.
 - If you have concerns after speaking with your child's teacher please reach out to administration.
- Daily communication folders
- Email or leave a phone message with office personnel

BEGINNING OF SCHOOL YEAR:

- Kindergarten parents are allowed to walk students into their classrooms during the first week of school only. The sooner they are allowed to do this independently, the easier it is for our students.
- No parents may eat with their children until after Labor Day. This allows us to perfect our daily routines and procedures.
- After Labor Day, parents may eat lunch with their children in our private dining room.
- Friends are not allowed in the private dining room unless written permission has been given by their parents.

ACT 1220:

- Monthly snack days will be communicated by your child's teacher.
- All snacks must be store bought. We can not serve homemade snacks to our students.
- Parents are invited to attend the Valentine's Day and Christmas celebrations only.

CLASS LISTS: Any new student or returning student who has not registered will not be assigned a classroom teacher. This could result in being overflowed to another elementary school. Teacher assignments will be given during our back to school meet/greet dates.