

Carolyn Lewis Elementary 2018-2019

ARRIVAL:

- Our bell rings at 8:00 to begin classes each day.
- 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 at the cafeteria doors before 7:30. Students should stay in car rider line with parents until 7:30.
- If a child eats breakfast at school, he/she should arrive no later than 7:50.
- The tardy bell rings at 8:10. It is disrupting to the class for a tardy student to arrive after this time. Please help us to avoid unnecessary interruptions by having your child at school on time.
- Parents must come inside with their students after the 8:10 tardy bell to sign them into school.

DISMISSAL:

- Because of classroom interruptions and dismissal procedures, please try not to conduct student checkouts after 2:45.
- All transportation changes should be received 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. You may also fax the school office at 450-4896.
- 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 administration.
- Car rider loop-Pull up to the furthest cone in the drive. Do not block the drive at any time.
- All parents must display their car rider tag when going through the car rider line in order to pick up a student. If you do not have your car rider tag, you will need to park and come into the office to pick up your child. 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.

ATTENDANCE:

- 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.

IMPORTANT:

- Parents should check-in through the office for all campus visitations and wear a visitor's name tag. If a visitor does not have a tag, they will be asked to go to the office and sign in.
- Visitors will be buzzed into the school. Visitors ring the bell to the right of the front doors. Visitors will identify themselves to the office staff and then be buzzed in. Please have your picture ID at all times.
- 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.html>.
- No parents will be allowed to eat lunch with their child until after Labor Day. This will allow us to establish routines and procedures for all students in the cafeteria.

PARENTS ON THE PLAYGROUND

Parents are unable to attend recess with their child on the playground. If you wish to stay with your student during recess, you may stay in the cafeteria or at the picnic tables out front. All students must return to class when recess time is over. WatchDog Dads or volunteers may be assigned to the playground as part of their volunteer duties.

LUNCH:

Parents may come for lunch with their students after Labor Day holiday beginning on Tuesday, September 4th.

WALKING STUDENTS TO CLASS:

Kindergarten parents may walk students to class during the first week of school. If there are medical or extreme circumstances you should visit with Mrs. Francis or myself.

CLASSROOM VISITS:

If you need to visit with your child's teachers please email or send message. If you would like to meet with your child's teachers please set up a meeting.

*Parents coming first thing in the morning disrupts the teacher from getting their students on task and ready to learn for the day.

COMMUNICATION:

Facebook/Social Media and School APP-Communication-We post events and updates
Communication folders-Parents need to check for them on a daily basis.

Grade level newsletters and individual teacher communication about your child's classroom.

Class Dojo is used for parent communication and behavior. You may download the free app in the app store depending upon your wireless carrier. Your child's teacher will be sending you a code to sign up your child.

PICK-UP ROUTES:

Kindergarten families will pull around behind the school to the gym for afternoon pickup.

*If older siblings attend CLE, they will go to the gym to be picked up with the kindergarten student.

1st-4th grade students will be picked up in front of the cafeteria. Daycare vans will pick-up beside the cafeteria. If any older students arrive from other campuses by bus, please pick up your CLE student as normal and pull into the main parking lot to wait for your older student to arrive from the shuttle bus. All cars must have the CLE car tag. If it is not visible, you will be asked to park and check-in at the front office with ID.