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Welcome from Dr. Antley

Dear Parents,

Welcome to Carolyn Lewis Elementary School! We are so excited that you and your child will be a part of our school during the 2017-2018 school year.

This year, just like every year, we will be striving to be the best school we can be. We welcome and encourage parental involvement. We hope you will be an active member of our school family this year. Take time to get to know your child's teacher, volunteer at the school, or come join your child for lunch in the cafeteria. As parent or guardian, you play a vital role in your child's education. We want to work together to ensure the success of all our students.

School newsletters are distributed electronically each Friday. If you would prefer a paper copy, please notify your child's teacher. Please take a few minutes to look over the newsletter so that you will know what is going on in our school. Newsletters can be accessed electronically by clicking on the news link on the Carolyn Lewis webpage, <http://cles.conwayschools.org>. Another way to stay informed is to follow us on Facebook. In addition to pictures of school events, we will post current news and announcements. Announcements and reminders will also be sent via the Conway Public Schools app. Be sure to go into settings and follow Carolyn Lewis Elementary.

On behalf of our entire faculty, staff, and administration we welcome you to Carolyn Lewis Elementary! We know it is going to be a great year.

Sincerely,

Tina Antley, EdD
Principal

CLE Daily Schedule

2017-2018

7:30	Building Opens
7:30-8:00	Students Report to Cafeteria; Breakfast is served for those who choose to eat at school
8:10	Tardy Bell Pledge of Allegiance, National Anthem, Moment of Silence Instruction Begins
10:45-11:15 11:15-11:30	Kindergarten Lunch Kindergarten Physical Activity
11:20-11:50 11:50-12:05	First Grade Lunch First Grade Physical Activity
11:35-11:50 11:55-12:25	Second Physical Activity Second Grade Lunch
12:10-12:40 12:40-1:10	Third Grade Lunch Third Grade Physical Activity
12:30-1:00	Fourth Grade Lunch
1:45-2:00	Second Grade Physical Activity
2:00-2:30	Fourth Grade Physical Activity
2:30-2:45	Kindergarten Physical Activity
2:45-3:00	First Grade Physical Activity
3:10	Day Care Riders Dismissed & Kg and Siblings Playground Loop
3:15	Car Riders Dismissed: 1st - 4th Grades Cafeteria
3:25	Bus Riders Dismissed to PE Room

Enrollment Forms

Ø Please remember to **resubmit any custody paperwork** which may affect who is allowed to contact your child at school. By law, we must release a child to the requesting parent unless we have a current copy of a No-Contact or Protection Order.

Ø Be sure to give **local contact numbers** of individuals allowed to pick up your child in the event of an emergency when you can not be reached.

Ø Please remember to **keep enrollment information updated during the school year** as your contact information, such as address, phone number, or place of employment, change. We use this information when we need to contact a parent. It is extremely important that this information be accurate and current.

Thank you for your assistance in helping keep your child safe and keeping you informed.

Cafeteria Information

Please, when sending money to the cafeteria, make sure that the money is in a secure envelope and labeled with the child's first and last name. You may also put money in your child's account online using: ezschoolpay.com. EZSchoolPay is also available on the Conway Public Schools app. There is a \$2.50 charge for this service.

A notice is only sent home when your child's account has a negative balance. If you have any questions or concerns about your child's account, please call our cafeteria manager as soon as possible.

If your child has special dietary needs or allergies, they must have a form completed by a licensed physician in order to make any changes or substitutions to the menu for him or her.

Prices for school meals this year will be:

- Student Lunch \$2.35
- Student Breakfast \$1.50
- Adult/Guest Lunch \$3.50
- Adult/Guest Breakfast \$2.00
- Reduced Lunch \$0.40
- Reduced Breakfast \$0.30
- Extra Water or Milk \$0.50
- Juice \$0.75

Juice and extra milk are available to purchase.

Free and reduced lunch application forms are included in the student enrollment packet and are available in the school office and through the EZSchoolPay information above. You may also apply online at www.EZMealApp.com. Please complete and return the form as soon as possible. ***Parents/guardians must pay for your child's breakfast and/or lunch until the application has been approved. Please plan accordingly. Students may bring meals from home to avoid charges in the cafeteria.***

Additionally, the cafeteria computer system will not allow any charges over **\$9**. This means that if a child already owes money, he/she may be given an **alternate meal** if the amount owed plus the cost of additional meals would exceed the \$9 limit.

We welcome you to eat with your child at any time. However, if you wish to eat a school meal, please let your child's teacher know that morning so that we can be sure to prepare enough food.

This year the district is offering families the option to have school menus sent to them via email. You can sign up for this service at <http://www.schoolnutritionandfitness.com/index.php?page=automenu&sid=2110111640152639> or by clicking on the Food Service Link under the Parents tab on the Conway Public Schools homepage.

Cafeteria Guests

We love having parents and other special people come eat with students. Please help us by adhering to the following guidelines:

- If you are eating a school lunch please notify your child's teacher or the school before 9:00 so that the cafeteria will have enough prepared.
- To protect the privacy of our students, please do not take pictures of children other than your own.
- Other children besides your own may not eat with you unless we have permission from the other students parents or guardians.
- Please be a role model for your child and all our students by following directions and instructions from the cafeteria paraprofessional.

Traffic Patterns

Morning

It can sometimes be difficult to get all students who are brought to school into the building by 8:10 each morning. To ensure the safety of all our students and to ease congestion, the following traffic patterns must be followed:

Turn into the northern Carolyn Lewis entrance. This loop will take you in front of the cafeteria. This loop will be where you will drop off all students. Please drop off in the lane next to the building. The left lane is a drive-thru lane. For the safety of our children, do not drop off in this lane. Do not pull into the south entrance as it is reserved for busses only.

If you choose to park in the parking lot rather than going through the drop off, you must get out of your vehicle and walk with your child all the way across the drive. Drop off in the parking lot is not allowed due to safety concerns.

All students who arrive at the school before 8:00 will wait in the cafeteria for the 8:00 bell before going to their classrooms. ***Students who arrive after the 8:10 bell are tardy and must be signed in through the office by a parent or guardian before they will be allowed to proceed to their classrooms.***

Afternoon

Car rider dismissal will begin at 3:15. Turn into the northern drive from Old Military Rd. The right lane is for pick up of kindergarten students and siblings from the back playground area. The left lane is for pick up of the first, second, third, and fourth grade students from the cafeteria. Pull forward in line to designated cone and allow your child to get in. Teachers will be on duty to assist you in loading your child or children. We are able to load 6 cars at a time. The line moves very quickly. ***Do not park and get out.*** This will only add to the congestion and slow down afternoon pick up for everyone.

Day care and bike riders will also exit doorway at the north end of the building.

Walkers will exit through the front doors. To be released as a walker, ***the student must walk off campus***, not to a car in the parking lot or other place on campus.

Bus students will wait in the PE room with duty teachers and will load buses as directed by the teachers on duty.

Please be aware that according to Act 37, passed during the 2011 legislative session, it is illegal to talk or text on a handheld mobile phone while driving in a school zone.

Party Guidelines

There will be two parties and one end-of-the-year activity per grade level. The two parties will be Christmas and Valentine's Day.

- In accordance with Act 1220, snacks and refreshments served at parties should include, but do not have to be limited to, nutritious choices such as fresh fruits and vegetables. Additionally, they should ***not include any peanut products*** due to the danger these present to students in our school who have peanut allergies.
- Parents will be asked to provide party refreshments prepared in a facility approved by the Health Department. No homemade food or beverages may be served.
- Christmas and Valentine's Parties will also serve as birthday celebrations for students who have birthdays during the months of December and February.
- Christmas parties are tentatively scheduled for Friday, December 15th. If activities are planned, please keep them simple.
- Valentine's parties are tentatively scheduled for Wednesday, February 14th. Students may not give Valentine's gifts, such as jewelry or boxes of candy, to individual students at school. Anything brought must be shared with the entire class.
- Dates and/or times of parties may change if scheduling conflicts arise during the school year.
- The end-of-the-year activity will be scheduled by the teachers later in the school year and parents will be notified.

Thank you for helping us to exercise a conservative approach to parties and holiday celebrations. We appreciate your cooperation as we try to maintain a fun environment for our students while guarding valuable instructional time and complying with legislative mandates.

Birthday Celebrations and Snacks

To be in compliance with Act 1220 and mandates by the State Board of Education, the following guidelines for the way our school celebrates birthdays and special occasions must be adhered to. Please read the following guidelines carefully:

- We will have birthday snacks for students only ***one*** time per month. This will be the ***last Friday of each month***, except December and February. In December and February, birthday snacks will be combined with class parties. This is the ***only*** time each month when birthday snacks may be served to students.
- Please make other family members and friends aware of this guideline. Snacks sent to classes at any other time will have to be refused.
- No foods may be served to a class 30 minutes before, during, or 30 minutes after lunch. For example, this means pizza may ***not*** be brought for an entire class for lunch.
- **Please do not bring any products containing peanuts.**
- Food must be prepared in a facility that is approved by the State Department of Health. We are sorry, but we cannot serve homemade snacks to the students.
- If you choose to send or bring a snack for a birthday, please send individual items, such as cookies and cupcakes. Individual juice/drink boxes may also be sent. Teachers do not have plates, cups, serving utensils, etc. in their classrooms to serve birthday cakes and drinks.
- Please do not send or bring birthday balloons, flowers, etc. to students at school.
- Students may not bring birthday parties invitations to school to pass out unless every child in the classroom is invited.
- Also, in response to Act 1220, we are not allowed to sell snacks from a cart or school store. If your child's class has a snack time during the school day, those snacks must be brought from home.
- For children in older grades, please drop snacks off in the front office or send them to school with your child. Third and fourth grade teachers do not need help setting up snacks.
- Remember that snack times are not class parties. Please do not plan games and activities. We appreciate your helping us protect instructional time.

We understand that birthdays are an important part of childhood, but these guidelines are state mandated and must be followed. We are sorry, but *no exceptions* can be made. Please do not ask.

Party and Snack Dates for the 2017-2018 School Year

September 29

October 26

November 17

December 15

January 26

February 14

March 30

April 27

May 18

These dates are subject to change due to extenuating circumstances which may arise during the school year.

District Rules and Regulations for Elementary Physical Education

A. Rules

- a. Wear appropriate shoes; no sandals or boots.
- b. Wear appropriate clothes for physical education activities. If a student wears a dress they must wear shorts underneath.
- c. After three (3) consecutive notes for health related problems from a parent, a doctor's note must be obtained.

B. General Information

- a. At the beginning of each school year, we will have a two week grace period. Students will be informed about the days they will have physical education and what clothing to wear.
- b. Anyone who continues to break the rules will face disciplinary action.

Prohibited Items

Certain items are not allowed on a school campus at any time. These include any type of weapon, including toy weapons, such as guns, knives, water pistols, dart guns. **Laser pointers** are also prohibited. Possession of such items may result in disciplinary action, including suspension from school.

Library Media Center

Library Classes

All students attend one library class each week. Each time a class comes to the library media center, they have a skill lesson that meets the standards required by the state of Arkansas. The weekly skills for each grade level are posted in the media center. After the lesson, the students check out their books. Students who do not return bring their book to the library will not participate in maker-stations.

Book Check Out

Kindergarten and first grade students check out one book at a time. Second, third, and fourth grade students may check out two books at a time. They must return at least one of the two books to check out another.

Free flow

Students may come to the library on their own without the whole class for “free flow” between 8:10 and 3:00. During free flow, students are allowed to choose their own book from the shelves. Kindergarten students are only allowed to check out books from the Easy section.

Book Responsibility

One of the first lessons taught each year is book care and responsibility. Proper book care helps keep our collection in good shape so the books last longer. However, occasionally accidents happen and books are damaged, destroyed, or lost. If this happens, please let Mrs. Toney know of the problem so that we can work together to find a way to repair or to pay for the book.

Volunteers

Volunteers are always welcome in the media center. Parents may help by shelving books or repairing pages and books that have been damaged. Just come to the library and sign up!

Field Trips and Excursions

Conway Public Schools recognize that the first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Conway Board of Education and Conway Public Schools to encourage field trips as an integral part of the program of all of the schools.

Please assist us with the following procedures/policies:

- Students and staff are the only ones permitted to ride our school buses.
- When parents are asked to assist with field trips, they are responsible for helping with students in the class. Students not enrolled in the class should not go on field trips or picnics.
- All students must travel to events in transportation provided by Conway Public Schools, unless special arrangements have been made with the school. Parents can sign out only their child.
- The school bus safety code adopted by the Conway Board of Education will govern the behavior of students while on the bus.
- Students will be permitted to leave a field trip with his/her parent only if signed out at the location. Your child's teacher will have a check-out sheet.
- Parents can only sign-out their own child. Teachers cannot release children to anyone other than the parent or guardian.
- Any special arrangements need to be made in advance through the school office. A note to the teacher cannot be accepted in this situation.

Student Check-In, Check-Out, Tardies

School attendance is extremely important. Student tardies and early check-out are disruptive to the school day, not only for the student who is tardy, but for all students in the class, as the flow of instruction is interrupted.

Students who arrive after the 8:10 bell ***must be signed in*** by whoever brought the child to school. If it is after 8:10 and ***no staff member is on the front walk*** greeting students, then your child is tardy and must be signed in at the office. Students who are dropped off after the tardy bell rings, may not be admitted to class until the student is signed in.

Students who leave before the 3:10 dismissal bell must be signed out through the front office. **Early check-out is considered an afternoon tardy.** To ensure the safety of our students and to protect instructional time, students can only be called to the office to check out after the person checking out the student has arrived and identification has been checked. No student will be called to the office to wait. Only individuals listed on the student's enrollment form will be allowed to check out students.

The school is required to report excessive absences and tardies, including early check-outs. If a student has been tardy and/or checked out five times in a semester, parents or guardians will receive a letter. ***After 10 tardies and/or early check-outs in a semester, parents and juvenile authorities will be notified.***

If the student is tardy or checked out early for a medical or other necessary appointment, please provide the school with appropriate documentation, such as a note from the doctor's office.

To ensure the safety of our students, changes of transportation or how a child is to go home cannot be taken over the phone. Please send a note to your child's teacher if he/she is going home any way other than the way he/she usually does. We will also accept faxed notes. Our fax number is (501) 450-4896. In the event of an emergency when a written change is not possible, please contact Dr. Antley or Mrs. Williams.

Visitors

All visitors (including parents) must check-in and check-out through the front office. Carolyn Lewis has numerous doors located throughout the building. Visitors must use only the front entrance that is by the office. When signing in, visitors will be given a visitor badge which must be worn while in the school.

Our school utilizes the Hall Pass visitor check-in system. On their first visit to our school, visitors will be asked to present a driver's license which will be scanned and checked against an online database. On subsequent visits, visitors must check in at the front office and will receive a visitor badge in the office but will not have to present their driver's license.

In an effort to protect instructional time in our classrooms, we ask that parents schedule visits in advance with your child's teacher. Additionally, in the mornings our teachers are trying to greet every student and take care of student needs. This is not a good time to try to visit with your child's teacher. If you choose to walk your child to his or her classroom before school, please allow the teacher to continue her morning routine uninterrupted. Also, you must exit the building by the 8:10 bell.

To ensure the safety of everyone at Carolyn Lewis, students and staff are not allowed to open doors for anyone.

Students who are not enrolled at Carolyn Lewis may not visit unless accompanied by an adult.

Volunteers

Volunteers are always welcome and needed to help in the schools in many different ways. Talk to the principal, the PTO, or your child's teacher about how you can be of service to the school.

We welcome parent and community volunteers at Carolyn Lewis Elementary. We appreciate the countless hours which are donated each year to support our school and our students. In accordance with state law and Conway Public Schools guidelines, all volunteers must receive a brief orientation on their first visit to the school and sign a release acknowledging the training. The only individuals authorized to provide this orientation are the principal, assistant principal, and counselor. Volunteers must sign in at the office and receive a visitor badge each time they visit our building. Thank you for understanding and continuing to give your time to help our school!

General Information

Communication Folder

Each student will have a home-school communication folder. This folder will be sent home with students daily. Please review the contents of folder, sign any necessary documents, and return the folder with your child. Additional information regarding home/school communication will be sent home during the first week of school.

Telephone

The telephone is a business phone. Students are allowed to use it for **emergencies only**. Calls to parents for forgotten assignments, projects, etc. are not considered emergencies. Please make sure your child knows what he/she is to do after school, before he or she leaves home in the mornings.

Gifts

Distribution of flowers, balloons, and gifts to students on any occasion, including birthdays is not allowed.

Toys

School is considered your child's place of business. Children should not bring toys to school because they distract from the educational process. The school and teachers cannot be responsible for the safety of toys brought from home.

Bicycles

Bicycle racks are provided for the parking of bicycles. The school cannot be responsible for the safekeeping of bicycles.

Cell Phones

State law Code 6-18-515 and Conway Public School policy misuse of cell phones on school campuses by students may result in disciplinary action. The school cannot be responsible for the safekeeping of cell phones. Parents assume all risk associated with students possessing cell phones on school property. If students bring cell phones to school, the phone must be turned off and kept in the student's backpack during the school day.

Student Dress

A student shall be free to determine his or her dress and grooming as long as the student's appearance does not substantially and directly endanger the physical health and safety of others, damage property, or seriously disrupt the educational process. Students who are dressed inappropriately may call for a change of clothing or will be given clean suitable clothing to wear.

Shorts/Pants/Skirts

- Shorts and skirts, fingertip length at least, may be worn to school. Any apparel that does not reach this length is not allowed.
- Boxer shorts, pajama bottoms, and biker shorts are not allowed.
- Shorts, jeans, or pants with holes above the knee are not permissible, even if other apparel is worn underneath.
- Sagging pants may not be worn at any time on campus or at any school-related activities.

Tops/Shirts/Coats

- Shirts that expose any part of the midriff or back are not permitted.
- Spaghetti strap and thin strapped tank tops and halter tops are not permitted.
- Clothing exposes undergarments is not permitted.
- Shirt or tank tops with deeply cut armholes are not permitted.
- Clothing with vulgarities, obscenities, advertisements for tobacco or alcoholic products, or anything deemed inappropriate by the administration is not permitted.

Head Coverings/Shoes

- All students must wear shoes at all times when in school.
- House shoes are not permitted.
- No student shall wear any type of head covering during the school day, including baseball caps, skullies, du-rags, hats, hoodies, sweatbands, sunglasses, combs, picks, curlers, or rakes.
- Extreme hairstyles or hair coloring which causes a classroom distraction is not permitted.

As you help your children choose what they will wear to school, please remember that according to Arkansas law, students are not allowed to wear clothing which reveals “underwear, buttocks, or the breast of a female”.

Concerns

If you have a concern involving a teacher and child, the following steps should be taken:

- Schedule a conference with the teacher to discuss the matter. The teacher who receives a request for a conference with a parent may request that an administrator or the counselor be present during the conference.

-

If the concern is not resolved with the teacher, the parent may contact the principal or assistant principal.

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If the principal/assistant principal is unable to resolve the difficulty, the parent may contact the Central Office at 450-4800.