

# Lewisville Elementary



## School

Home of the Cool Cats

150 Lucy Lane

Lewisville, NC 27023

Telephone: 336-703-4224

Fax: 336-666-2497

Student/Family Handbook

2025-2026

Principal: Anna Balser

Assistant Principal: Allison Coble

## 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) 666-2497

## ADMINISTRATIVE PERSONNEL

Principal: Anna Balsler

Asst. Principal: Allison Coble

School Finance Manager: Sabina Fitzsimmons

Data Manager: Madison Long

Instructional Facilitator: Victoria Snow

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 auditorium or cafeteria.

7:40 Bell rings. Students report to class or breakfast.

If eating breakfast, students must report to class no later than 7:55 am.

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.

## 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 or scheduled by the Principal, Assistant or 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.**

Parents/Guardians are welcome to come to school to eat lunch with your child during the class's lunch period. For safety reasons, parents/guardians may **ONLY** eat lunch with your children. Other students are not allowed to join you for lunch.

## THE SCHOOL DAY

The student instructional day is from 7:55 a.m. to 2:25 p.m. A student who is not in the building 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 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, text 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 & DISMISSAL PROCEDURES FOR THE 2026-27 SCHOOL YEAR:

We will offer 3 options for arrival and dismissal this year:

**PARK & WALK OPTION:** If you choose the “PARK & WALK” option, you must park your car in the water tower parking lot ONLY and walk with your child. This is not a drop and go zone. Parents should remain with their children during all times to ensure they are safe in the parking lot. In the mornings, you will walk from your car to the front of the school and say goodbye. For safety reasons, parents/caregivers are not allowed to walk children to their classes. For the afternoon PARK & WALK, you will park in the water tower parking lot and come to the front doors of the auditorium with your PINK CAR TAG. Staff will be at the doors to enter your student's number and your student will be brought to the door. You must have the yellow tag in order to pick up your child. If you do not have your car tag, you will be asked to go to the office to pick up your child.

**CAR LINE OPTION:** We will continue to operate the car rider line for arrival and dismissal this year. Enter the campus on Arrow Leaf Drive and exit the campus by Lucy Lane and Shallowford Road. Please have your student sit on the passenger side of the car. Students will be allowed to enter the building at 7:25 am and will be released at 2:25pm. Please do not arrive more than 15 minutes prior to our arrival and dismissal time as this backs up the traffic. Drivers who arrive too early may be asked to leave and return as we have to leave our entrances and exits clear in case of an emergency. **MORNING CAR LINE:** We use a double line and students should remain in their cars until given a signal by school staff to exit. **AFTERNOONS:** please display your PINK CAR TAG on the rearview mirror so that our staff can easily see it. Students will be brought to your car. Please follow the direction of all staff members and refrain from using your cell phones or other devices while on our campus. The safety of everyone is our number one priority!!

**BUS OPTION:** Students who live in our residential zone may get bus transportation to and from school.

#### **ARRIVAL**

- ALL students will enter through the main entrances to our school. Students will report to the auditorium or cafeteria (if they are eating breakfast)
- For safety reasons, we do not allow parents/caregivers in the building during arrival and dismissal. This allows our staff to focus on your children and get the instructional day started.
- Students are considered tardy if they are not in the school building by 7:55 a.m. Any student that is tardy must be signed in by the parent/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. All visitors on campus will need to sign in with a valid ID. Always bring your ID if you plan to check in/check out a student.**

## **DISMISSAL**

**AT DISMISSAL, STUDENTS WILL BE DISMISSED TO THE BUS, CAR LINE or PARK & WALK (AUDITORIUM).**

Bus riders will remain in the cafeteria or classroom until they are called for their bus.

If your student is not a bus rider, you can choose to pick up at the car line or

Parents will continue to follow car line procedures. Name/Number tags should be placed on the rearview mirror for student identification and students will be called. **Parents are to remain in their cars at all times.**

- If someone other than the parent will be picking up the child, they will need to have the car tag with the number. If the person does not have the car tag, he/she will be asked to go to the office to check the student out. For safety reasons, if the pick-up person does not have the car tag, they will be asked to go to the office and show ID before taking the 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 bus rider, written notice will be required to change them to a "car rider" even if just for one day. This allows us to know where all children are always located. 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.

## **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

instructional day while 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.

### **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 cumulative days during the school year. The Educational Leave Form must be submitted at least TWO WEEKS prior to the trip for approval 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 less than 100.4 for at least 24 hours without medication.**
- 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 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. When arriving late from a medical/dental appointment, please submit a note from your child's provider.

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 to be counted present for the day.

### **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 the 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 medication 3 times a day (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 parent to drop off and pick up medicine from the office. 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 to telephone numbers or people 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.

### **EMERGENCY SAFETY DRILLS**

During the school year we practice monthly fire drills, several tornado drills, earthquake, and safety drills. Safety drills include HOLD, SECURE, LOCKDOWN, EVACUATE,

SHELTER. 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
- Toys
- Laser pointers
- Handheld games
- Radios
- Ipads, tablets, or other electronic devices
- Trading cards (such as Pokemon)
- Fidget spinners
- Rolling backpacks
- Any other items that may disrupt the learning environment
- Metal water bottles (such as Stanley, Yeti, Owala)

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. Smart Watches are considered an extension of the cell phone and should not be used during the school day (phone calls, texting). If a student or parent needs to contact each other, they should do so via the classroom teacher or school office. WS/FCS recently updated [Policy Code 1111: Use of Cell Phones and Wireless Communication Devices](#) updated June 2024.

The only time students should bring toys, games, etc. to school is when their teacher instructs them to show and tell or do other special activities. 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. To promote healthy lifestyles, equity among our student body and prevent loss of instructional time, we will set aside one day per month to celebrate the student/staff birthdays for that month. Along with the PTA, the school will provide a birthday treat to all students and staff to celebrate their special day. **Parents/Guardians are prohibited from bringing special treats for the entire class to school to celebrate students' birthdays or surprise parties for students/teachers.**

### **COMMUNICATION**

#### **Current Student Information**

Please help us keep in touch, especially in 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.**

### **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 buses to assist in monitoring the behavior of students.

### **SCHOOL BUS DISCIPLINE PLAN**

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.

[CLICK HERE for WS/FCS bus expectations](#)

Bus misconduct will be addressed by the bus driver and if necessary, a bus misconduct notice will be submitted to school administrators.

## **TRANSPORTATION: CAR RIDERS**

Students who come to school via car will enter the campus from Arrowleaf Drive and turn onto Lucy Lane. Please follow the direction of staff members and traffic crossing guards as you enter and leave the campus. **Please do not arrive on campus and park more than 15 minutes prior to arrival and dismissal. Drivers who do this may be asked to leave and return at a later time.** This is for safety reasons as we must keep our entrances and exits clear for staff and emergency traffic.

## **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.**

## **EARLY DISMISSAL/LATE ARRIVAL 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 in the mornings because 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, the WS/FCS webpage and social media for an early school dismissal announcement.**

## **AFTER SCHOOL PROGRAM**

If the school is closed due to a holiday, inclement weather, early release day, or an in-service day, our after-school 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 **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 the 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. Students are discouraged from wearing flip flops or shoes without straps to school.

## **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.

**Parent chaperones/volunteers must be approved volunteers to accompany a class on a field trip. THERE ARE NO EXCEPTIONS!**

**We will follow the WS/FCS Board of Education guidelines and procedures related to school volunteers and chaperones. Click here for the link to Policy 4114.5 Volunteer Screening Procedures: <https://www.boardpolicyonline.com/bl/?b=forsyth&s=191027>**

## **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 Homework Policy**

At Lewisville Elementary School, we believe that homework is a valuable tool to reinforce classroom learning, build responsibility, and foster good study habits. Our homework policy is designed to support students' academic growth while respecting the importance of family time, play, and rest.

#### **Daily Reading Expectation**

All students are expected to read each night as part of their daily homework routine.

- **Grades K–1:** At least 10–15 minutes of reading with a parent, guardian, or independently (as appropriate)
- **Grades 2–3:** 20 minutes of reading with a parent, guardian, or independently (as appropriate)
- **Grades 4–5:** At least 30 minutes of independent reading

Students may read books of their choice, including fiction, nonfiction, or assigned texts. Families are encouraged to engage in discussions about what their child is reading to support comprehension and a love for reading.

#### **Additional Homework**

In addition to nightly reading, teachers may assign homework in other subjects such as math, writing, or science at their discretion. These assignments will be purposeful, developmentally appropriate, and designed to reinforce skills taught in class. Students may also be required to finish incomplete classwork for homework.

#### **Student and Family Roles**

- **Students** are expected to complete homework to the best of their ability and return it on time.
- **Parents/Guardians** are encouraged to provide a quiet space, support good routines, and encourage independent effort.
- **Teachers** will clearly communicate homework expectations and provide timely feedback when appropriate.

If a student is having difficulty completing homework, families should reach out to the teacher to discuss adjustments or support. Our goal is to create a balanced approach that encourages academic success and well-being for all students.

## **What is Positive Behavior Interventions & Support (PBIS)?**

**At Lewisville Elementary we have 3 core values and our students know them as our “RIRs”:**

- **RESPECT**
- **INDEPENDENT**
- **RESPONSIBILITY**

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 3-tiered 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 support 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.

At Lewisville Elementary, we will adhere to the WS/FCS Code of Character, Conduct, and Support.

**Districtwide Rules** are a set of explicit, enforceable regulations that govern conduct, which refers to the way a person behaves on a particular occasion or in a particular context. Rules create a sense of order, calm, and purposefulness, and they promote a safe and positive learning environment. A rule can be broken. Naming something a rule comes with the obligation to enforce it consistently. Schools are public places. When we gather in schools, we come to agreement about rules that help us navigate shared spaces. Supporting students to follow districtwide rules requires effort from each and every adult to promote, support, and equitably enforced. Sharing an understanding of the rules and the interests behind them creates structure and clarity for all members of the school community. Rules that are fairly and consistently applied, and that are clearly understood by students, staff, and parents/caregivers enable students to take responsibility for their choices and strengthen essential life skills such as self-management and social efficacy. The rules foster a sense of community, create safety for all students, and promote a positive school climate. Districtwide rules promote consistent standards of behavior across all schools. The following five rules cover the most frequent behavior violations. More specific descriptions of behavior violations are found in the Behavior Violation and Consequence Matrix. \*\*\*Refer to “Determining Disciplinary Response” section for additional information on considerations of special factors for rule application.

**RULE 1: I respect others’ personal space.**

What It Looks Like: Keep your hands and body to yourself.

Examples of Rule Violations: 1. Running, playfighting, yelling in public space (hallways, cafeteria, etc.) 2. Unwanted physical touch or invasion of personal space 3. Verbal and physical threats, physical aggression, and/or physical assault directed toward adults 4. Verbal and physical threats, physical aggression, and/or physical assault directed toward students 5. Inappropriate sexual behavior, sexual harassment, sexual assault

**RULE 2: I respect and value everyone (Pre-K-5). I respect and value everyone’s individual and collective dignity and identity (grades 6-12).**

What It Looks Like: Make an effort to understand others. Accept that people may have different viewpoints other than their own. Refrain from committing incidents of harassment, discrimination, bias or inequity.

Examples of Rule Violation: 1. Harmful teasing and name-calling 2. Bullying and harassment 3. Bias related incidents, prejudicial actions, or abusive or threatening speech or writing that expresses prejudice against a particular group 4. Treat everyone with kindness and respect

**RULE 3: I arrive on time, stay in class, and have a pass/permission to leave class (Pre-K-5). I arrive on time, stay in class, and have a pass/permission to travel in common areas (grades 6-12).**

What It Looks Like: Enter the classroom before the bell rings. Ask for a pass/permission from an adult to travel in common areas during class time or lunch. Remain on school grounds and be in appropriate spaces during the school day.

Examples of Rule Violations: 1. Skipping school or class 2. Leaving school or the classroom without permission 3. Unexcused late arrival to school 4. Unexcused tardy to class during the school day 5. Being in unauthorized areas on school campus.

**RULE 4: I listen, acknowledge, and respond to directions and requests.**

What It Looks Like: Follow instructions, procedures, and rules. Ask questions if confused. Accept help, feedback, correction, and direction. Respond respectfully to reasonable requests or directions from school personnel.

Examples of Rule Violations: 1. Noncompliance with classroom procedures and routines 2. Engaging in disrespectful or argumentative speech 3. Persistent refusal to follow directions and requests

**RULE 5: I communicate respectfully and use school-appropriate language.** What It Looks Like: Listen for understanding by asking questions. Respond respectfully by using nonaggressive language and appropriate body language.

Examples of Rule Violations: 1. Engaging in unfriendly or combative responses to peers 2. Cursing, swearing, use of insulting, defaming, vulgar, or abusive language or gestures directed toward adults and students

**The Disciplinary Response Cycle** When students violate a rule and their behaviors require attention, care, and support beyond the responses of the classroom teacher, the Disciplinary Response Cycle (DRC) takes effect. It is a school-wide set of actions that involves four phases. The DRC is standardized to ensure fair, equitable, and respectful responses to students' misbehaviors and provides a continuum of support throughout the process. \*\*Through this process, a student's cultural or linguistic background or exceptionality should be taken into account (see Determining Disciplinary Responses).

1. The cycle begins with a Referral submitted by a staff member in the form of an ODR (Office Discipline Referral) or a Bullying/Harassment Incident Report. See: Guidelines for Documenting an Office Discipline Referral \*\*Please note: School Resource Officers are not an official part of the DRC; however, they may be called upon to support interventions, deescalate situations, when a crime has been committed, etc. The duty of an SRO is outlined, in detail, in the district's Memorandum of Agreement. 2. Accountable Consequences are a direct result of a student's inappropriate or unacceptable behavior. They are assigned by a school administrator or dean. Consequences signal that adults are concerned about the student's behavior and alert the student that they are accountable for their actions.

3. Restorative Interventions are accessible to all students and engage the student in some action or learning process that empowers/enables them to: a. Repair relationships and the harm they have done to others b. Restore their good standing in the community c. Learn skills and target behaviors to improve their self-awareness, self-management, and social and academic efficacy 4. Closing the Loop involves communicating with parents/caregivers and teachers to review actions taken,

facilitate a re-entry conference for suspended students, monitor student’s progress, and engage in follow-up support and interventions when appropriate. Determining Disciplinary Responses  
School administrators consult this document when determining appropriate disciplinary responses. In determining how to best address rule violations, it is necessary to evaluate the whole situation surrounding the behavior. To operate efficiently and effectively, state and federal law require that schools maintain a safe, orderly learning environment. Part of that responsibility includes the establishment of a code of conduct containing rules for behavior and specific consequences for rule violations. Please note: These factors are not to be considered on an individual basis but reviewed as a whole. Prior to determining the assignment of accountable consequences and restorative interventions, administrators consider how the following mitigating or aggravating factors below may inform the most appropriate disciplinary response: 1. The student’s age and developmental stage of maturity 2. The student’s intent and/or how the behavior impacted other students and the school environment 3. The student’s disciplinary record (including the nature of any prior misconduct and the number of prior instances of misconduct) 4. The student’s academic record Whether the student was respectful and cooperative during the investigation and/or after the offense occurred 5. The nature, severity, and scope of the inappropriate, or unacceptable behavior 6. The circumstances/context in which the behavior violation occurred 7. The student’s mental capacity, IEP, BIP (Behavioral Intervention Plan), and/or 504 Accommodation Plan, if applicable 8. Any cultural or linguistic factors that may have contributed to the behavior 9. The student’s response to involvement in a Multi-Tiered System of Supports (MTSS) process 10. The other consequences the student may be experiencing outside of school 11. The action the student and/or student’s parent have taken since the offense occurred In cases where the disciplinary situation is more complicated and/or with students who present complex needs, it is recommended that administrators consult with key school staff who possess knowledge of the student and can offer insights and information before making final decisions. Standardized disciplinary responses are embedded within six levels of accountable consequences and restorative interventions, which aim to decrease disproportionate responses to behavior violations. This ensures that all students are treated fairly and respectfully, without favor toward or against any one group of students according to a person’s age, actual or perceived ability, race, color, national origin, ethnic group, language, socio economic status, religion, body shape/type, disability, sex, sexual orientation, gender, or gender identity and expression.

## **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 people 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 2026-27 PTA Executive Board**

President.....Kendria Douglas  
Vice President of Special Events.....Sarah Tucker  
Vice President of Communications.....Rebekah Gallagher  
Secretary.....Amanda Sontag

Treasurer..... Garret Miner

You can reach out to our LES PTA at [ptaofles@gmail.com](mailto:ptaofles@gmail.com)