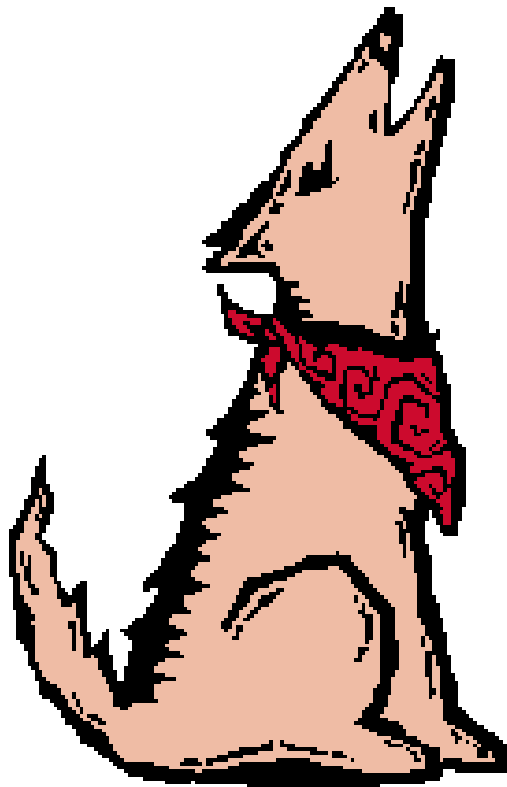


Congressman Jerry Lewis Elementary School
Student/Parent Handbook

Lewis Elementary

**“I am Lewis
United, Educated, Moving Forward...
Coyote Strong!”**

**Parent/Student Handbook
2020-2021**



1800 Black Hawk, Ft. Irwin, CA 92310

Phone (760) 386-1900

Fax (760) 386-1956

August, 2020

Dear Parents and Guardians,

Welcome to Lewis Elementary School! On behalf of the staff, I would like to welcome you to a new school year. We look forward to working with you and your child in partnership to make this a successful year at Lewis Elementary. As the principal at Lewis, I believe that quality education can be achieved through high expectations of student performance and behavior; strong family/school/community partnerships; and a dedicated, enthusiastic staff committed to providing the best education possible for our students.

We have an outstanding school that received a Title I Academic Achievement Award in 2013-2014. This is a great honor for our students, staff parents and community. Lewis Elementary was also selected as a 2014 Campaign for Business & Education Excellence Honor Roll School. We are very proud of our staff, students and families for supporting us to allow Lewis Elementary to be recognized as an Honor Roll School. We also received the Bronze Level Positive Behavior Interventions and Supports Implementation Award for the 2015-2016 school year, the Gold Level Award for the 2016-2017 school year, the Silver Level Award for the 2017-2018 school year, and the Platinum Level Award for the 2018-2019 school year.

We encourage you, our parents, to get involved in Lewis Elementary School this year. We need and depend on your participation in our School Site Council, Parent/Teacher Association, and English Learner Advisory Committee. There are also opportunities to help in classrooms and with special events throughout the year.

This handbook includes information about school policies and school activities. We ask that you discuss the contents of this handbook with your child. We will be continuing and refining our positive behavioral plan this year and want to work with you as parents to teach appropriate school behavior to our students. We will be working together to encourage proper behavior so that all students can learn at Lewis Elementary School.

After discussing the handbook with your child, please sign the back page and return it to your child's teacher.

If you have questions or concerns, please feel free to contact the school between 7:00 AM and 3:30 PM.

Sincerely,

Taryn Lamoreaux
Principal

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VISION STATEMENT

Lewis Elementary is dedicated and committed to providing a safe, nurturing environment that fosters curiosity and inquiry for every child. We are dedicated to the development of the whole child through well-balanced meaningful learning experiences with strong academic and social foundations with the support of the community, parents and staff.

**I am Lewis
United, Educated, Moving Forward...
Coyote Strong!**

IMPORTANT SCHOOL INFORMATION

Student School Hours – Transitional K-Kindergarten	8:00 AM – 2:00 PM
Student School Hours – 1st and 2nd Grade	8:00 AM – 2:25 PM
Wednesday School Hours – TK-Kindergarten	8:00 AM – 12:00 PM
Wednesday School Hours – 1st and 2nd Grade	8:00 AM – 12:25 PM
Office Hours	7:00 AM – 3:30 PM
Phone Number	(760) 386 – 1900
Cafeteria Phone Number Only	(760) 386 – 1992
Fax Number	(760) 386 – 1956
Principal	Taryn Lamoreaux
Assistant Principal	Mike Meyer
School Secretary	Erica Ouellette
Attendance Clerk	Brenda Ruelas
Library Clerk	Sandra Quinton
Health Clerk	Monica Pequeno
Cafeteria	Monica Lewallen

All children meet in the Cafeteria!

7:25	Bus Drop Off, Breakfast Begins
7:55	Warning Bell
8:00	School Begins
10:30	Kindergarten/TK Lunch - 11:30 Ends (20 min. eat, 20 min. play)
11:00	First Grade Lunch – 11:50 Ends (15 min. eat, 15 min. play)
11:20	Second Grade Lunch - 12:10 Ends (15 min. eat, 15 min. play)
2:00	Kindergarten/TK Student Dismissal
2:25	First and Second Grade Student Dismissal

15 minute recesses will be taken with partner teachers based on schedules for 1st/2nd grades once per day.
15 minute recesses will be taken with partner teachers in both the morning and afternoon for TK/kindergarten classes.

MINIMUM DAY – Professional Learning Community EARLY OUT WEDNESDAY SCHEDULE

All children meet in the Cafeteria!

7:25	Bus Drop Off, Breakfast Begins
7:55	Warning Bell
8:00	School Begins
10:30	Kindergarten/TK Lunch - 11:30 Ends (20 min. eat, 20 min. play)
11:00	First Grade Lunch – 11:50 Ends (15 min. eat, 15 min. play)
11:20	Second Grade Lunch - 12:10 Ends (15 min. eat, 15 min. play)
12:00	Kindergarten/TK Student Dismissal
12:25	First and Second Grade Student Dismissal

TK/K Students have a 40 minute lunch.
1st and 2nd grade have a 30 minute lunch.
3-4 classes go to lunch every 5-10 minutes beginning at 10:30 and ending at 11:30.

GENERAL INFORMATION

ARRIVAL TIMES, HOURS, DISMISSAL

Students are to arrive on campus after 7:25 AM if participating in breakfast. If not, they should arrive after 7:45 AM. All students are to report to the cafeteria to begin the school day. School begins at 8:00 AM for all students. For security and safety reasons, all school gates will be locked when the bell rings at 8:00 AM. Any student arriving after 8:00 AM must enter through the school office. TK and Kindergarten student day ends at 2:00 PM. The 1st and 2nd grade student day ends at 2:25 PM. Parents should ensure arrangements are made to pick up your children on time at the end of the day.

Every Wednesday is an early release day for the school to allow teachers to participate in Professional Learning Communities. TK and Kindergarten dismissal is at 12:00 PM and 1st and 2nd grade dismissal is at 12:25 PM.

Buses depart the school shortly after dismissal times.

Office hours are 7:00 AM to 3:30 PM.

CHANGES TO DISMISSAL

If there are changes to your child's normal dismissal, a written notification (can include a hand-written note, email, or phone messaging system) needs to be sent with your child that day. Without written notification, your child will be sent home their usual way. Your child cannot be released to anyone except those listed on their emergency card. Please keep this information updated.

ADDRESS OR TELEPHONE CHANGES

It is extremely important that the school office be kept informed of all changes of address, telephone numbers or emergency contact information. Please fill out an address change form from the office any time there is a change of information.

ATTENDANCE

Attendance Phone Number: 760-386-1900, Extension 2

Please call in absences before 9:45 A.M.

Attendance is a key to school success. It is important for your child to attend school each day and arrive on time.

The State of California determines whether or not an absence or tardy is excused or unexcused.

Students will be excused for: illness, medical, dental, optometry or chiropractic appointments for the student, quarantine by health officer, or funeral of a member of the immediate family. Please provide a Dr. note for all medical appointments.

Students will be unexcused for: vacation, shopping, working, transportation breakdown, missing the bus, etc.

When a student is absent, a parent/guardian must telephone the school attendance office or send a signed note when the student returns. Absence information needs to include the student's name, date, specific reason for the absence and parent signature. Parents may request assignments for an absence through the teacher. The assignments will be ready for pick up depending on the teacher's instructions.

When a student is tardy, he/she must come into the office and get an "admit" slip to class at 8:11 am. Please do everything possible to arrive at school on time. When a child arrives late, it is disruptive to the classroom as well as your child's learning process. Please make every effort to arrive on time.

AWARDS ASSEMBLIES

Awards assemblies are held monthly at Lewis Elementary School. Students are honored for Academic Achievement, Good Character and Student of the Month. Every trimester, Attendance Awards are also given to the students. Perfect Attendance Awards mean no absences, no tardies, no lates and no early departures. Outstanding Attendance means no absences but up to 3 lates, tardies or early departures combined.

SARB PROCESS

Students who are absent from school without a valid excuse for three full days in one school year or absent for more than any 30-minute period during the school day without a valid excuse (see above) on three occasions in one school year, or any combination thereof, will be considered truant and could be subject to disciplinary procedures. The staff will work to help students and families solve attendance problems. Information will be mailed to parents/guardians of pupils with excessive absences (excused and unexcused), tardies or early outs. Students with excessive or unexcused absences/tardies will be referred to the School Attendance Review Board (SARB). Please schedule appointments at times that do not interfere with student learning if at all possible.

SHORT TERM INDEPENDENT STUDY

Parents/guardians of students who must be out of school for five or more consecutive days due to family emergency or other business should request short-term independent study. This allows students to complete assignments and receive credit so as not to interrupt their academic program. Requests should be made through the Attendance Office at least 48 hours in advance. Assignments must be completed by the students and ***returned on the day stated in the contract*** in order for the child to receive credit. Lewis Elementary School can authorize one week of school work for the age group served by the school, per school board policy. All student work, along with the parent copy of the signed contract, must be returned to the Attendance Clerk on the day specified on the contract.

STUDENT CHECK OUT

If a student needs to leave campus early for any reason (i.e. doctor or dentist appointment), a parent or guardian must come in to the office and **show I.D.** to sign the student out. **The person signing a student out of school must be on the emergency card and must have valid picture identification.** If returning the same day, students must check in at the office before going back to class.

MOVING, WITHDRAWAL, OR TRANSFER

It is very important that you inform the school office as soon as possible prior to your PCS move. This will give the school time to close out and collect records as well as complete a report card or progress report. The school will contact your child's teacher, library clerk, cafeteria, and attendance clerk for all pertinent information. The parent/guardian should come to school on the student's last day to check the student out. Please see the health clerk if you have medication to pick up. "Students in K-8 transferring out of the district more than 10 days prior to the end of the semester will receive withdrawal grades but will not be promoted to the following grade." (SVUSD Board Policy #5118)

BUS INFORMATION

Buses are assigned according to district guidelines. It is important to remember that riding a school bus is a privilege. This privilege can be revoked when misconduct occurs. Only students assigned to ride the bus are allowed on the bus. Please see the front office for bus paperwork and contact Bus Transportation at (760) 254-3850 for any questions.

Student Behavior on School Buses

Pupils transported in a school bus shall be under the authority of the bus driver. Students are responsible for their conduct while they are on the bus or being escorted across the street, highway or road. Continued disorderly conduct or persistent refusal to follow the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus in route between home and school or other destinations.

- All students shall be properly seated, except when loading and unloading at the proper bus stop.
- Students shall sit upright, face the front of the bus, keep feet on the floor in front of them, and in no way interfere with other students.
- Students are prohibited from creating any disturbance that would distract the driver. If the driver has to take his or her eyes off the road, it impedes the safety of all the students.
- The bus driver shall have jurisdiction over students' conduct in the bus and shall report infractions of rules to the parent and the school.
- The parent/guardian shall be liable for any damage to the school bus by a student.

All of these rules apply when riding to and from school, but also to all school related functions where transportation is necessary.

KISS AND RIDE

Many students are transported to and from school in private vehicles and everyone must work together for the safety of the children. There are two entrances and two exits in the drop-off area. **Please pull your vehicle forward and allow a Lewis staff member to assist your child out of the vehicle. Please have your child exit on the passenger side where the adult is located.** If you need to exit your vehicle, please park in a designated parking space. These are the only areas where students should be dropped off. These areas are supervised by adults and allow us to help your child get in to school safely. Do not leave your vehicle unattended in the drop off area **at any time**.

During afternoon pick-up, please stay in line and with your vehicle. Pull forward with the flow of traffic and a Lewis staff member will release your child to walk to the car. If you are picking up students during both dismissal times, please be courteous and pull back around for the second dismissal so that everyone can pull through during the first dismissal.

If you choose to park and pick up your child outside the school, you must park in a legal parking spot in the parking lot. Please do not allow your child to walk through the parking lot unattended. Please do not pull through or use the bus loading and unloading area which is the second large circular driveway.

BICYCLES, ROLLER BLADES, SKATEBOARDS AND "HEELIES"

Students who ride their bikes, scooters, rollerblades and skateboards do so at their own risk. California Vehicle Code mandates children under the age of 18 wear a helmet. Citations may be issued for non-compliance. Please review safety instructions prior to the first day. Bicycle racks are provided. Students must provide individual locks for their bikes and must lock their bikes in the bike area. **Lewis Elementary and Silver Valley Unified School District are not responsible for any lost, damaged, or stolen items.**

****STUDENTS THAT ARE UNDER THE AGE OF 7 ARE NOT TO WALK TO AND FROM SCHOOL OR THE BUS STOP WITHOUT DIRECT SUPERVISION DUE TO FORT IRWIN POLICY #2****

ANIMALS: Animals are not allowed on campus without permission.

DRESS CODE

As a guide to parents and students, the following guidelines are considered appropriate for school. Factors such as safety, neatness, and non-distraction of a learning environment are included in these guidelines. *Please remember the children spend 85% of their day in air-conditioned or heated buildings.*

- All clothes must be neat, clean, and mended.
- Footwear must be worn at all times. No **flip-flops** or bedroom slippers may be worn. **Sandals must be worn with socks.**
- Shoes need to have laces, straps and/or Velcro closures. Shoes must have a back or strap on the back.
- Hair must be neat and clean.
- Logo free hats or ball caps may be worn with the bill forward. No hats are to be worn in the building.
- All pants must be hemmed.
- Halter tops and bare midriffs will not be permitted.
- All skirts should be an appropriate length (may be worn with shorts underneath.)
- Inappropriate words or advertisements will not be permitted, i.e. beer, cigarettes, gangs, or gang symbols, etc.
- Clothing articles are to be worn no more than one size larger than the student's appropriate size and length (no baggy or sagging clothing).
- Pajamas are not to be worn.
- Belts are to be an appropriate length, tucked into loops with no letter buckles or inappropriate logos.
- Tennis shoes must be worn for physical education (PE) classes. If another type of shoe is worn, you will need to bring tennis shoes for PE class. No straps, roller skates or chunky soled shoes are allowed in PE.

EMERGENCY/ EMERGENCY DRILLS

In the event of an emergency, your response could save your life or the lives of others. It is extremely important that practice drills be taken seriously. Be certain you know exactly what to do and where to go.

Remember, there is absolutely no talking during drills. In an emergency, students will report to a designated safety area. In severe situations, it is possible that students could be at school for up to 72 hours. It is recommended that parents have an emergency plan for family members. Students will only be released to a parent/guardian, or person listed on their emergency card. There will be a central release area where parents may check out their student (This information will be shared with parents in the event of an emergency).

Earthquake Drills will begin with an announcement from the school office. Students should get under their desk immediately, duck and cover, and wait for instruction from their teacher to evacuate the building.

Fire Drills will commence with several short bells. Please evacuate the classroom by the designated door and follow directions of the teacher in charge to the designated area.

Lockdown Drills will start with an announcement indicating lockdown. Students hide in designated areas, all doors are locked and lights are off. Follow the directions of the teacher.

ILLNESS

When a child is in need of first aid or ill, the students are sent to the office by school personnel. If the student is too ill to remain at school, a parent or guardian will be called. If your child is injured (head injury or other serious injury), you will also be called. Students that are sent home with a fever, vomiting or diarrhea may return to school after being 24 hours fever, vomiting, and diarrhea free. **It is important to keep emergency cards up to date in case a parent or guardian needs to be contacted.**

MEDICATION

Students are not to have any medication in their possession, including aspirin, cough drops, nasal sprays, and inhalers. If it is necessary for a student to take medication during school hours, it must be prescribed by a physician, and administered by school staff. The required procedures are as follows.

Silver Valley Unified School District Regulation for Administering Medication:

Administration of medication to students shall be done only in exceptional circumstances wherein the student's health may be jeopardized without it; when medication cannot be adjusted so that all doses are given at home; and only when such administration has been requested and approved by the student's parent/guardian and physician.

- Parent authorization forms must be obtained in the health office, filled out and returned. This request must be made on a yearly basis.
- Medication must be brought to school by an adult and in a prescription bottle labeled with the student's name, physician's name, method, amount of medication and time.
- Any special instructions for storage or likely side effects must be noted.
- The student should be instructed to report to the office to take the medication at the appropriate time.
- A logbook of students needing medication during school hours, including type of medication, dosage and time given shall be maintained and kept in the health office.
- Under no circumstances are school personnel to provide aspirin or any other medication to students.

OFFICE/CLASSROOM PHONES

The telephones in the school office and classrooms are for the use of the office and school staff. Students will not be allowed to call home for homework, books, jackets, etc. on a regular basis. If your child has forgotten his/her lunch, is involved in an emergency, or becomes ill at school, the office personnel or teacher will contact you.

INTERNET USE AND TRAINING

Silver Valley Unified School District is on a Wide Area Network. All students have access to the Internet when they receive parent permission and school training. Access to the Internet and on-line subscriptions will not be permitted unless the form is signed and returned. The Internet will be used school-wide as an important instructional tool and for assessment and research. There is blockage on the area network to inappropriate sites and policies and procedures are in place. All staff receives training and is updated on the safe use of the Internet.

LIBRARY

Students are able to check books out of the Lewis Elementary Library each week. Students and parents are responsible for the cost of the book if it is lost.

LUNCH

Hot lunches are available to students. Parents are encouraged to send lunch money for the entire week or month instead of sending money on a daily basis. PayPams is available to pay online. Free and reduced lunch forms are available in the school office. Families must meet guidelines in order to qualify. Students previously qualified for free or reduced lunches must fill out a new form every year. Students with a negative balance may not receive a lunch. Prices for breakfast and lunch for Lewis students are as follows:

Breakfast – \$1.75 full pay	\$0 reduced and free
Lunch - \$2.85 full pay	\$0 reduced and free

PARENT VISITORS AT LUNCH

We love having our parents come in and visit their children at lunch. We have designated tables for parents and their children to sit at. However, we ask that you only sit with your own child(ren). Unless you are a cleared volunteer, adults should not be sitting with and interacting with other children besides their own. We truly appreciate your understanding with this as it is for the safety of all students.

FREE AND REDUCED LUNCH

California has changed the way public schools are funded across the state. One factor that affects funding is the number of students who qualify for free/reduced lunch. The additional funding we receive based on these numbers greatly enhances the programs and services we can provide to our students. Therefore, we are asking every family to complete the districts free/reduced lunch form. Even if you don't plan on taking advantage of the free/reduced lunch it will help us continue to provide great programs and services for all our students. Please remember, your BAH is not included in the income you provide. Thank you for your help!

SNACKS

Students may bring a snack to eat at designated teacher times. Please make sure it is nutritious. Candy, gum and soda pop are not needed during the school day. Snacks must be eaten in a designated area before going out to play. Your child's teacher will inform you if there are any food allergies in the classroom to keep every student safe.

LOST AND FOUND

Items that are lost will be held in the main office. Three times per year, unclaimed articles will be given to charitable groups designated by the administration. To avoid this problem, make sure items are labeled with your child's name so that if they are misplaced or lost, they can be returned when found.

PERSONAL BELONGINGS

Problems may arise when personal items are brought to school. Students should avoid bringing toys, money, electronics and other valuable items to school. Teachers will grant special permission for certain items but will arrange it with the parent/guardian. All students should check with their teacher before bringing items to school. Even if permission is granted, the school is not responsible if personal items are stolen, broken, etc. **Absolutely no knives, guns, weapons or any replicas are permitted on campus at any time.**

SMOKE FREE ENVIRONMENT

Lewis Elementary School is a smoke and drug free environment. Smoking is not allowed on campus during the day or during evening events.

TEXTBOOKS

Textbooks are loaned to students who must take full responsibility for their care and condition. All books have a barcode ID number and their physical condition is recorded. Students/parents will be required to pay for damage, graffiti, unusual wear, or missing textbooks. Replacement textbooks will be given only when payment for lost texts is made.

Damage costs are as follows:

Corners - \$5 Damaged Spine - \$10 Writing of any kind - \$1 each page

Torn page with no missing pieces - \$1 each page Torn page with missing pieces - \$5 each pg.

Missing Barcodes - \$5 Broken Spine/Fluids spilled in book/Lost books – Full price of book.

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COMMUNICATION

CONFERENCES

Teachers are always glad to speak with parents regarding their child's academic progress and behavior. We encourage all parents to meet and stay in contact with their child's teachers. To arrange a teacher conference, you may call or email the teacher to set up an appointment. Parent/Teacher conferences are scheduled twice a year, the first in November and again in March.

PHONE COMMUNICATION

Phone calls are always welcome, but **teachers will not be interrupted during instructional time**. If you need to speak with a teacher, the office staff will take a message or have you call voice mail and teachers will return phone calls as soon as possible. Please make sure you have the teacher's extension number in order to leave a message during instruction.

E-MAIL

All teachers have access to e-mail and will check e-mail on a daily basis. Parents are encouraged to use this form of communication to stay in touch with their child's teachers. Phone extension numbers and email addresses are at the back of this handbook.

SCHOOL COMMUNICATIONS

Flyers, notes, newsletters, reports and other important information will be sent home in your child's folder or backpack if at all possible. Please watch for communications from the school on a regular basis.

REPORT CARDS/PROGRESS REPORTS

Report cards and progress reports are used to encourage academic achievement and keep parents informed about their child's progress in school. Lewis Elementary School operates on a trimester system for all students. Progress reports will be given out to all children during the first trimester. These are given approximately in the middle of a reporting period. During the second and third trimesters, students that are struggling will receive a progress report. Report cards are given out three times per year approximately every twelve weeks. **Report cards and progress reports will only be sent home with your child if you indicate that they have permission to bring them home as indicated on the "Report Card/Progress Report Notification" form that comes in the first day of school packet.**

HOMEWORK

The staff at Lewis Elementary School believes that homework helps children learn a sense of responsibility. It applies and reinforces skills that have been taught and allows for completion of projects. A portion of homework for Lewis students is always **reading or being read to** every day.

Responsibility of students:

- Listen carefully to all directions.
- Ask questions if the assignment is not clear.
- Take homework assignments home.
- Spend time each night on homework.
- Seek help from parents if needed.
- Return homework on time.

Responsibility of teachers:

- Plan homework related to common core standards.

- Explain homework.
- Assign homework which is at the student's ability level.
- Recognize differences in students and adjust assignments to meet student needs.
- Check for progress on long-term assignments.
- Review and evaluate returned homework.
- Inform parents when a student repeatedly fails to complete or return work.

Responsibility of parents:

- Provide a quiet time and place for homework.
- Spend a few minutes each night helping your child or checking their work. Track progress with long-term projects or assignments.
- Help your child develop a routine for organization of their work and process for returning the homework on time.
- Contact your child's teacher if assignments are not arriving home or if your child had difficulty understanding assignments.
- **Encourage reading and read with your child.**

Expect no more than 30 minutes of homework nightly which includes reading time.

FIELD TRIPS

Some field trips from Lewis Elementary School are walking field trips while others will take buses off post. A signed permission slip will be required for each separate outing. All school rules apply when on field trips. If a permission slip is not received the day before the field trip, a student may not be allowed to participate.

PARTIES

Parents/students wanting to bring a small treat to school for birthdays should make arrangements with the child's teacher ahead of the date so that the teacher can plan for this activity. Birthday treats will be done at the end of the day for no more than 10 minutes. Balloons and party favors are not allowed. Other holiday parties such as Valentine's, Fall, Winter or end of year parties will be announced in advance. **No home baked goodies are accepted for use in classroom parties. Please provide store purchased goodies only.** We recommend the small bites items for our age students.

The district's Student Wellness policy BP 5030 (c) states:

“School staff shall encourage parent/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional parties and by limiting foods or beverages that do not meet nutritional standards to no more than one food or beverage per party. Class parties or celebrations shall be held after the lunch period when possible.”

STUDENT SUCCESS TEAM

Students who are having academic or behavioral difficulties may be referred to the Student Success Team (SST). The SST is composed of the child's parents, teachers, administrator or designee and if needed, a school district psychologist. The purpose of the SST is to look at the individual needs of the student and develop strategies to meet those needs where they are having difficulty.

PARENT TEACHER ASSOCIATION

PTA serves as a support group for Lewis Elementary. It is a forum where parents, teachers, administrators and community members discuss ways to promote quality education and expand or promote quality programs for the school. The Lewis Elementary PTA has been very supportive of the school and its programs.

Facebook page: Lewis Elementary PTA- Ft. Irwin, CA

SCHOOL SITE COUNCIL

The California Education Code requires schools to develop a school site council made up of parents or community members, teachers, other school personnel and the principal. This advisory council helps develop a Single Plan for Student Achievement and annually revises it in order to plan, monitor, implement and evaluate programs and categorical budgets for the school. Parents are elected by parents to serve on this council. Any interested parents may attend the SSC meetings throughout the year to give input to the council.

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

The California Education Code requires schools with 21 or more English Learners to form an ELAC at the school site. Parents of students that are English Learners are encouraged to become a part of the Lewis Elementary ELAC. Parents are elected by parents to serve on this committee. Any interested parents may attend the ELAC meetings throughout the year to give input to the committee.

VOLUNTEERS

Volunteers are greatly appreciated and needed in any school setting. In order to be a volunteer, the Silver Valley Board of Education has asked that all volunteers be fingerprinted at the district office, have a clear TB test and have basic skills proficiency. While we understand this process can be time consuming, it is well worth the effort to help support your child in the school. All volunteers coordinate their visits with the teachers.

Volunteer forms can be found at all school offices.

VISITORS

Parents are always welcome to visit Lewis Elementary School. An appointment is not necessary; however, as a courtesy to our teachers and staff, we would appreciate advance notice of your visit. Parents/Guardians may walk their children to class prior to the first bell without a pass. If you plan to remain on campus after the first bell, please report to the office to sign in and obtain a visitor's pass to wear while on the school grounds. During school hours, all visitors **must** sign in through the office and obtain a visitor badge. While visitors are welcome, we ask that you provide the least disruption as possible to the instruction in the classroom when entering.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

NOTICE TO PARENT/GUARDIANS:

COMPLAINT RIGHTS

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English Learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office, district office, or can be downloaded from the school district's or California Department of Education's website.
 - a. California Department of Education – <http://www.cde.ca.gov/>

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORT (PBIS)

To ensure the safety of all students and to create a positive school climate that is conducive to learning, Lewis Elementary is beginning Positive Behavioral Intervention and Support (PBIS).

The goal of this program is to promote student self management in a variety of environments and situations. This is reinforced by the staff through concentrated efforts to foster a warm, comfortable environment that encourages student learning, self- confidence, respect and self-discipline.

COYOTE EARS is our behavioral slogan.

COYOTE

E veryone
A cts **R**esponsibly
R espectfully
S afe

Coyote Pledge

I will do my best to come to school on time.
I will follow the directions of the school staff and volunteers.
I will be kind and courteous to others by always using proper language.
I will keep my hands, feet and objects to myself.
I will respect and take care of school property.
I will walk on the sidewalks and in the hallways.
I am a member of a Coyote Class at Lewis Elementary School.

Classroom Behavior System

Each teacher will inform you of the positive reinforcement and disciplinary interventions that will take place in their classroom. These could include warnings, discussion with students, time outs, sent to another classroom, and parent contact.

School-wide Positive Interventions

- Verbal praise and recognition
- Coyote dollars leading to Coyote store or Coyote activities
- Coyote Paws leading to Whole Class awards
- Coyote Assemblies – Includes Student of the Month, Character Award, Achievement Award and Attendance Awards
- Spirit Fridays – Students wear school shirts or colors and the class from each grade level with the highest percentage of participation receives popcorn or treats as a class.

Student Behavior Report

Our goal is to teach our students appropriate behavior choices. When a child chooses to make a poor choice or continue to make poor choices, they may receive a Student Behavior Report. This report form will be sent home for parent signature and to provide you with information about the incident. A sample Student Behavior Report is located in this handbook.

Inappropriate Behaviors that could warrant a suspension from school in accordance with education codes could include:






- Defiance of authority
- Assault/fighting
- Physical or verbal threat or action against another person
- Using, possessing or selling any dangerous or illegal drug.
- Stealing property of another or of the school
- Vandalism
- Deliberate destruction of or damage to school property or property of another person.
- Weapons – possession of any item including firearms, knives or other dangerous objects which could cause injury, or possession of replicas or imitation firearms.
- Harassment or intimidation of students or staff members.
- Using profanity or vulgarity.
- Bomb threats or false fire alarms.
- Extorting money or property by threatening, stealing, or concealing stolen property.

Parent support is extremely important when teaching appropriate behaviors. We want to work with you to provide your child with appropriate intervention and consequences for their behavior choices. Lack of support or involvement by the parent/guardian could result in the following actions. If the student is a military dependent, the Commanding Officer (in case of deployment, the Rear Detachment Commander) may be contacted. If non-military, the Intra/Inter district Transfer will be reviewed for possible revocation or non-renewal.

LEWIS ELEMENTARY SCHOOL BEHAVIOR EXPECTATIONS

EVERYONE ACTS RESPONSIBLY RESPECTFULLY and SAFE

Our School Wide Matrix of expected behaviors in each area of our campus is attached. Your child will be taught the behavior expectations in each of these areas. Please review them with your child and have them explain to you how they are supposed to behave in each area.

Lewis Elementary School Wide Teaching Matrix PBIS			
Everyone Uses Their Coyote EARS!			
<u>E</u>veryone	<u>A</u>cts Responsible	<u>R</u>espectful	<u>S</u>afe
All Settings	<ul style="list-style-type: none"> Clean-up after yourself Do your best 	<ul style="list-style-type: none"> Be kind Help Others 	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself
Computer Lab 	<ul style="list-style-type: none"> Use equipment properly Work independently 	<ul style="list-style-type: none"> Clean-up Quiet voices Voice level 0-1 	<ul style="list-style-type: none"> Stay in your assigned seats Push in chairs
Assemblies	<ul style="list-style-type: none"> Sit Correctly 	<ul style="list-style-type: none"> Listen attentively Voice level 0 Appropriate clapping 	<ul style="list-style-type: none"> Keep your hands to yourself
Playground 	<ul style="list-style-type: none"> Return equipment Follow directions Line up when called 	<ul style="list-style-type: none"> Share Voice level 0-3 	<ul style="list-style-type: none"> Use equipment properly in the right areas
Cafeteria 	<ul style="list-style-type: none"> Use manners Raise your hand for help 	<ul style="list-style-type: none"> Clean-up Wait your turn Voice level 0-2 	<ul style="list-style-type: none"> Stay in your seat Eat your own food Walk
Office 	<ul style="list-style-type: none"> Show your pass/note 	<ul style="list-style-type: none"> Wait your turn Listen to the office staff Voice level 0-2 	<ul style="list-style-type: none"> Walk
Restrooms	<ul style="list-style-type: none"> Take turns Get back to class quickly 	<ul style="list-style-type: none"> Use stalls correctly Voice level 0-1 	<ul style="list-style-type: none"> Wash your hands
Hallways	<ul style="list-style-type: none"> Get where you need to be on time 	<ul style="list-style-type: none"> Voice level 0 	<ul style="list-style-type: none"> Walk with eyes and feet forward Hands behind your back
Library 	<ul style="list-style-type: none"> Return books on time and in good condition 	<ul style="list-style-type: none"> Wait your turn Voice level 0-1 	<ul style="list-style-type: none"> Walk Follow library procedures

Voice Levels: 0 – No Voice 1 – Whisper 2 – Normal Voice 3 – Outside Voice

Student Behavior Report

Name: _____ **Location**
Date: _____ **Time:** _____ Playground Library
Teacher: _____ Cafeteria Bathroom
Grade: TK K 1 2 Hallway Computer Lab
Referring Staff: _____ Classroom Other _____

Problem Behavior	Possible Motivation	Administrative Decision
Minor: <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical contact <input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Property misuse <input type="checkbox"/> Other _____ Major: <input type="checkbox"/> Property Damage <input type="checkbox"/> Fighting/Physical Aggression <input type="checkbox"/> Overt Defiance/Disrespect <input type="checkbox"/> Harassment/tease/taunt <input type="checkbox"/> Disruption <input type="checkbox"/> Other _____	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid task or activity <input type="checkbox"/> Other _____	<input type="checkbox"/> Loss of privilege <input type="checkbox"/> Time in office <input type="checkbox"/> Conference with student <input type="checkbox"/> Parent Contact <input type="checkbox"/> Individualized instruction <input type="checkbox"/> Out of school suspension (____ days) <input type="checkbox"/> Other _____
Previous Interventions		
<input type="checkbox"/> Pre-correct/Redirect <input type="checkbox"/> Seat Change <input type="checkbox"/> Reteach <input type="checkbox"/> Provide choice <input type="checkbox"/> Adjust work	<input type="checkbox"/> Conference with student <input type="checkbox"/> Time Out <input type="checkbox"/> Change of location <input type="checkbox"/> Parent Contact <input type="checkbox"/> Reinforce	

Others involved in incident: None Peers Staff Teacher Substitute
 Unknown Other

Explanation of Incident/Other comments:

Parent Signature: _____ **Date:** _____

*All minors are filed with the classroom teacher. Three minors equal a major.

*All majors require administrator consequence, parent contact and signature.

(White – Office, Yellow – Parents, Pink – Teacher)

Congressman Jerry Lewis Elementary School
Student/Parent Handbook

Congressman Jerry Lewis Elementary School
Student/Parent Handbook

Lewis Elementary School Student/Parent Handbook Acknowledgement

I have read the LES Student/Parent Handbook and have discussed it with my child.

Please return this acknowledgement to your child's teacher by Friday, August 21, 2020.

Student Name or Signature: _____

Parent/Guardian Signature: _____

Teacher Name: _____

Grade: _____

Room #: _____