

LEWISTOWN



ELEMENTARY SCHOOL FAMILY HANDBOOK 2019-2020

| | |
|-------------------------|---------------------|
| LES Main Office: | 240-236-3750 |
| FAX Number: | 240-236-3751 |
| Health Room: | 240-236-3707 |



Dear Lewistown Families,

Welcome to Lewistown Elementary. We look forward to serving you and your child. The FCPS mission is to “reach, challenge, and prepare” our students for future success in college and careers.

This family handbook has been prepared to provide you with a reference for how the Lewistown Elementary School operates. It describes some of the programs we offer. At the beginning of the school year, you will also receive the Frederick County Public School System’s Calendar Handbook. Please take time to read both resources so that you can know more about system wide policies and procedures.

Lewistown’s motto is **Together we will Learn, Excel, and Succeed**. We can make this happen more effectively if you are our partners. Volunteers are valued tremendously and are always needed. Please visit your child’s classroom, volunteer in the school, attend special events and programs, participate in the PTA, chaperone field trips, and join your child for lunch. Please communicate with your child’s teacher and attend conferences as well to show your commitment to your child’s future. We are proud of the work and collaboration by our school community.

In the coming year, we will we will support your children academically, behaviorally, and socially. We look forward to a wonderful year at Lewistown.

Dana Austin, Principal and the LES Staff

#TeamLES #WeARELewistown #OneTeamOneGoalNoLimits #TogetherWeCan



LEWISTOWN ELEMENTARY SCHOOL VISION STATEMENT

We, the Lewistown Elementary School Learning Community, including staff, students, families, and neighbors, will strive to promote success of all individuals. Together we will strengthen our students' future. Lewistown students will see a purpose for learning and will be challenged to reach their full potential. We will utilize our resources to best serve our children through collaborative efforts. Lewistown Elementary School is a warm, inviting place where students feel safe, accepted, and respected. Everyone's uniqueness is celebrated and valued.

LEWISTOWN ELEMENTARY SCHOOL MISSION STATEMENT

Our mission statement is, **Together We will Learn, Excel, and Succeed.**

FREDERICK COUNTY PUBLIC SCHOOLS STRATEGIC GOALS

1. FCPS will equip each and every student to be an empowered learner and an engaged citizen to achieve a positive impact in the local and global community.
2. FCPS will hire, support, and retain staff who champion individual, professional, and student excellence.
3. FCPS will pursue and utilize all resources strategically and responsibly to achieve identified outcomes and inspire public confidence.
4. FCPS will nurture relationships with families and the entire community, sharing responsibility for student success and demonstrating pride in all aspects of our school system.
5. FCPS will promote a culture fostering wellness and civility for students and staff.

LES SCHOOL IMPROVEMENT PROCESS TEAM

The SIP Team at Lewistown Elementary is comprised of the administration, staff members, and parents. This team is responsible for establishing school direction and monitoring school improvement. A SIP Plan is developed and revised annually. This plan is available upon request. If you are interested in serving on this committee, please contact the school.

LEWISTOWN STANDARDS AND CONSEQUENCES- OUR PBIS PROGRAM

We utilize a school-wide behavior system called Positive Behavior Intervention and Supports. Routines, rules, and consequences give the children the basic foundation for understanding how to function cooperatively in our society. It is our goal to recognize those students who demonstrate the ability to follow the rules of our school. There will be specific consequences for those who do not comply. These progressive actions will include re-teaching, re-direction, warnings, time-outs, reflection, loss of privileges, parent conferences, up to and including referrals to the principal.

The PBIS discipline system reinforces the positive behaviors that students are demonstrating in school, and in their community. It is expected that every member of our school community—staff, students, parents, and visitors demonstrate respect. You will see posters that communicate Lewistown's Roaring Behaviors. We show roaring behavior when we:

- **R**espect ourselves, others, and property
- **O**wn our actions and our words
- **A**ttend school everyday
- Show **R**esponsibility for our learning

SOCIAL AND EMOTIONAL LEARNING- OUR PATHS Program

Beginning this coming school year, all elementary schools with Grades PreK through 2, will implement the Tier I social emotional learning program called Promoting Alternative Thinking Strategies (PATHS). A few elementary schools, including LES, will implement the program at all grade levels.

The PATHS program is a comprehensive Social Emotional Learning (SEL) curriculum that is evidence-based and proven effective. It is grounded in the science of children's brain development, which has determined that children experience and react to strong emotions before developing the cognitive abilities to verbalize them. PATHS elementary school curriculum has been shown to significantly improve children's social and emotional skills which underlie both effective behavior and academic success.

THE PYRAMID PROGRAM

The Pyramid Program at Lewistown Elementary is a specialized special education program that serves elementary aged children who have significant social and emotional needs.

Students are placed in this program through a County Individualized Education Program (CIEP) Meeting. These students, in grades K through 5, come from various Frederick County schools and while in the program continue to work towards a high school diploma. Intensive special education and therapeutic services are provided in a small structured learning environment. As students are successful in the Pyramid Program, they have opportunities for inclusion in general education classes with non-disabled peers.

THE LES PTA

Lewistown Elementary has a very active PTA. Meetings are held each month and are advertised in the Thursday newsletters. Families and staff are encouraged to participate in the PTA and to attend school functions that are sponsored by this wonderful organization. Our PTA is responsible for providing cultural arts programs, field trips, educational materials and supporting the PTA mission "*To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.*" More information can be found at: <http://les.sites.fcps.org/pta>.

PTA President: Amber Delcid

PTA Vice President: Sarah Kuhn

PTA Treasurer: Brenda Genemans

PTA Secretary: Amy Adkins

WHAT WE TEACH

The Common Core State Standards and the FCPS Essential Curriculum define the standards and objectives our students will be held accountable for learning in each content area. These standards and objectives address knowledge that your child will need in order to be college and career ready upon high school graduation. This knowledge includes but is not limited to skills such as effective communication, problem solving, critical and analytical thinking, citizenship, and social cooperation. You may review the Common Core State Standards and Essential Curriculum at any time. You may go online to www.fcps.org, or mdk12.org.

Art, music, and instrumental music will provide learning experiences and curriculum that develop an appreciation and knowledge in the fine arts area. These classes also expand upon various concepts and content areas being introduced in the classroom. Physical education classes provide activities

that will help develop strong, healthy bodies, a sense of fair play, and life-long habits for good physical well-being.

HOMEWORK

Purpose: Homework has different purposes at different grade levels. For elementary students, it should foster positive attitudes and good habits. At the elementary level, homework should provide practice of skills and concepts that will help students refine and strengthen those skills taught in class.

Homework requirements increase gradually with each grade level. General guidelines for frequency and duration follow. Details are in Regulation 500-15 (see the Calendar Handbook).

Guidelines

Grades 1 & 2: about 15 minutes maximum per day Monday-Thursday

Grade 3: About 30 minutes maximum per day Monday-Thursday

Grades 4 & 5: about 45 minutes maximum per day Monday-Thursday

Weekend and holiday homework is not generally recommended.

ASSESSMENT

Throughout the school year, students are assessed on the curriculum in language arts, math, science, and social studies. The purpose of these assessments is to evaluate learning so that instruction can be adjusted to meet student needs and thus improve learning.

There are several methods that we utilize to determine your child's mastery of the curriculum. These could include running records, on demand writing pieces, benchmark math assessments, and additional formal and informal assessments based on students' levels and needs. The assessments show whether schools, teachers and students have met the standards and objectives outlined in the curriculum. These tests mirror instruction in the classroom and emphasize tasks students will do in real life situations.

MCAP assessments are designed to measure whether students are on track to graduate and be ready for college and careers. They are given in English language arts/literacy and mathematics in grades 3-8.

REPORTING SYSTEM

Frederick County Public Schools uses a reporting system that includes interim reports and the report card. Interims may be issued at any time between regular reporting dates to indicate notable achievement, improvement, or unsatisfactory work. These must be signed and returned to school within five school days. Report cards are issued four times each year.

SERVICES AT LEWISTOWN

CAFETERIA

Breakfast and lunch are served every day that school is in session. Upon arrival, students who wish to purchase breakfast go straight to the cafeteria. At lunch, students will remain in the cafeteria for 30 minutes. Students may bring a bag lunch from home or purchase a lunch from the cafeteria. If buying a lunch, a student may pay cash daily or put money on an account. This works like a debit account.

You may send in check or money for any account. You may also log onto, www.myschoolbucks.com and pay for lunches online. Your child can purchase breakfast, lunch, snacks, and ice cream with that account. If you only want your child to purchase lunch with that money, you will need to write in the memo line, "lunches only". Children that bring their own lunch may buy milk, ice cream, and specialty items separately. Cash or a student account may be used for these items. If your child brings a bagged lunch, please do not send in canned soda.

If the need arises, students will be permitted to charge **up to 4 meals**. Families are expected to pay for the charges. Until the charge is paid, students will receive a bologna sandwich and a cup of water. You will receive notification from the cafeteria if a lunch is charged.

Free and reduced cost meals are offered to those families who qualify. Meal Benefit forms and guidelines are sent home with all students on the first day of school. However should a hardship arise, you may fill out a form when necessary.

2018-2019 Meal Prices:

Breakfast \$ 1.60 Lunch \$ 2.65 Milk \$ 0.60

HEALTH ROOM

The Health Technician, under the direction of a Health Department Registered Nurse, is on-site to provide the following services:

- Administration of medication
- Provide health care
- Monitor the health room and chart each student's visit
- Head check process for Pediculosis control

If a child sustains a serious injury, is vomiting or shows an elevated temperature, the parents/guardians or your emergency contact will be notified. For this reason, your correct address and telephone number must be on file in the office by the end of the first week of school.

Please notify the school if your child has any health problems such as asthma, allergies or food allergies, or if your child contracts a communicable disease such as measles, chicken pox, etc... In addition, if your child has any restrictions for play due to health related issues the school should be informed. A physician's note may be required.

In instances where your child needs to take medication during the school day, Frederick County Public Schools policy states that:

- No medication (prescribed, over-the-counter) will be administered in school without the parent/guardian's written authorization and a physician's statement or prescription. Parental consent and a physician's statement or prescription label are required for each illness and each medication order.
- The parent/guardian must bring the medication and forms directly to the school health staff.
- The first full day's dosage of any new prescription must be given at home except for emergency medications.
- The school must have on file a specialized health form available from the school Health Tech or at www.fcps.org by clicking on the Forms tab.
- The parent must submit a new form to the school each time there is a change in dosage or time in administration
- All medications will be stored in a secure area in the school and accessible only to authorized personnel.

- Parents/guardians must retrieve any unused or discontinued medication. Medication not claimed by the parent/guardian within one week after the end of the school year will be destroyed. No medication(s) will be sent home with students.
- The administration of non-prescribed medication is discouraged by the school system. In some cases, it may be preferable or necessary for the child's parent to come to school and to administer the medication. ***No child is allowed to keep any medication on his/her person.***

SCHOOL COUNSELOR

The LES school counselor works with students in a variety of settings: total class, small group, and individually. Areas of focus are academic growth, career development, and personal and school growth. If you would like to speak with our school counselor, please call the main office.

SCHOOL PICTURES AND YEARBOOK

During the school year, Lewistown contracts with a professional photographer to take both group and individual pictures. Individual pictures will be taken in the fall and group pictures in the spring. The school receives a percentage of the income from the sales. This money is used for a variety of needed materials not provided for in any other budget area. A yearbook created by PTA representatives will be published each year and will be available for sale in the late spring. Purchase of pictures and yearbook is optional.

SCHOOL STORE

Lewistown Elementary operates a school store for the convenience of families and students. The hours of operation are 8:15-8:45 a.m. on Mondays and Wednesdays. Items such as crayons, pencils, folders, paper, erasers, and note pads are sold.

STUDENT ACCIDENT INSURANCE

For a small premium, a family may enroll each child in an accident insurance plan. This plan covers the student to and from school, while school is in session, and during any school activity. An application form with complete information will be sent home with each child the first week of school.

THE LEWISTOWN WAY

SCHOOL HOURS AND ATTENDANCE

Regular attendance is vital for your child to meet with success in school since research shows that student achievement is directly related to attendance. The school day is as follows:

Grades K- 5 8:45-3:15

We will begin instruction promptly at 8:45 and continues through 3:15. If your child arrives later than 8:45 am, they will need to sign in at the office. Students with perfect or exemplary attendance for the year will receive certificates at the closing ceremony for the school year. Perfect attendance will be awarded to those students who have never been absent, arrived late, or left early.

We ask that you schedule your child's medical appointments before or after school, however, if you need to pick up your child during the school day, you must report to the office. No child will be dismissed directly from the classroom. No child will be allowed to leave school property with anyone other than the parent or legal guardian, unless written permission is presented in the school office. All individuals with whom a child leaves during the school day must "sign-out" in the office. We may ask to see picture identification, and we may give a courtesy call to confirm pick up.

Maryland Law requires that a written excuse be provided each time that your child is absent. The excuse should be received by the school within two days of the absence and include the date of the absence, your child's first and last name, the reason for the absence, and the signature of you as the parent/guardian. Without this information, the absence is classified as an unlawful (unexcused) absence. A written excuse from the physician is necessary for long-range restriction from physical education activities. We will not excuse children from recess without medical documentation.

Notification of Excessive Absences: Families of students accumulating excessive absences will be notified routinely by letter. With continued absences, a doctor's verification may be required for additional days beyond the monthly and quarterly maximum.

IMPORTANT NOTE: Students who are granted out-of-district status and do not comply with school rules and regulations (including: attendance, truancy, tardiness, and behavior) may have their out-of-district status rescinded or denied according to FCPS Regulation 400-15.

ARRIVAL AND DISMISSAL

Arrival- Students can begin to arrive after 8:15 a.m. It is imperative that all children arrive by 8:45 a.m. so instruction can begin promptly. Bus riders and car riders share their loading and unloading space. It is imperative that you wait in line for children to get out of buses and/or cars. When you pull up to the curb, please remain in your car. Someone from the school will open the car door and assist your child with getting out. If you need to assist your child in getting out of the car, please park and assist them in the parking lot.

Dismissal- To ensure the safety of everyone, all vehicles enter the school grounds only at the far right hand driveway. The center driveway for the front parking lot is only for exiting vehicles. Car riders are dismissed from the gym area of the school. Parents should slowly drive to the back parking lot and circle around the parked cars in a counterclockwise movement. They should stop at the sidewalk that leads to the gym and staff member will escort students to the vehicle. If parents need to pick up their students early, they need to park in a designated spot and come into the building. Only bus riders and walkers will be dismissed from the front of the building. Staff monitor the traffic to support safe flow in and out of the back parking lot.

In order to have a smooth dismissal, there are a few procedures we ask our families to follow:

- If there is a change in the way that your child travels home from school, please send a note that morning to inform the school of the change.
- If your child is to go home with another child and this is not their usual procedure, both students must bring in notes stating the change.
- If you are coming into school to pick up your child, please check in with the office to put your child's name on the walkers list.

Thanks in advance for your cooperation with these procedures. This enables us to ensure that all students arrive safely at their final destination.

BUS SAFETY

There are student behavior expectations for the safe and efficient operation of the FCPS transportation system. Please refer to the *FCPS Calendar Handbook* for specific bus rules and expectations. Riding the bus is a privilege. This privilege may be temporarily denied or permanently revoked if the behavior of your child jeopardizes the safety of your child or others on the bus. Bus rides are considered an extension of the school program. It is all of our responsibility to ensure that students understand the importance of bus safety.

DRESS CODE

Students have the responsibility to dress and groom themselves in a manner that is safe, healthy, non-disruptive, and appropriate to elementary classroom and school procedures. Clothing should not depict activities or situations that depict violence, advertise alcoholic beverages or drugs, and should provide adequate covering. Hats are not to be worn in the building except on special, announced occasions. Flip-flops are strongly discouraged because of the potential for injury during play.

EMERGENCY SCHOOL CLOSINGS AND DELAYS

For the fastest, most reliable information, check the following:

- www.fcps.org
- Social Media: [FCPS on Twitter](#) and [FCPS on Facebook](#)
- Email/Text Messages: Sign up for [FindOutFirst email and emergency-only text messages](#)
- FCPS TV: Comcast Channel 18 (Frederick area)
- Mobile App: FCPS, free via Google play or App store

FIELD TRIPS

Field Trips are planned by the teacher in accordance with FCPS curriculum. Chaperones are selected by teachers and must adhere to FCPS policies and regulations. Younger siblings may not attend field trips with a chaperone. Students are asked to keep spending money at home, and chaperones should also not be purchasing food or souvenirs.

LOST OR DAMAGED BOOKS

Families are responsible for the cost of lost and damaged books. This includes library books as well.

PARTIES

In accordance with the FCPS policy, two class parties are held each year. In cooperation with the classroom teacher, parents may help to plan the party. Specific information will be sent home as the school year progresses.

Unfortunately, we will be unable to celebrate birthdays with parties. Due to the large number of food allergies that our students are experiencing, we are unable to allow birthday treats at any time during the school day. Thank you in advance for understanding. It puts students in serious jeopardy when they are exposed to foods that they are allergic to. Also, in order to prevent a loss of instructional time and hurt feelings, students may not distribute invitations for private parties at school. These should be mailed/delivered from home.

VOLUNTEERS

We are so fortunate to have many dedicated volunteers who support our students and school community. Some volunteers work directly with students in the classroom while others may assist with preparation of materials to be used in the instructional program. Some volunteers may even provide services from home by completing tasks (cutting, drawing, etc.) or offering babysitting for other volunteers. There are numerous opportunities and ways to volunteer at LES. Our students and staff would be most grateful for any time you can offer. For more information, contact Dana Byard at dana.byard@fcps.org

COMMUNICATION

Teachers are on duty from 8:15-3:45 each day, but their times for availability differ. Please keep in mind that during arrival and dismissal times, teachers are actively involved with students and preparations of lessons. In addition, teachers are directly engaged in instruction throughout the day.

Consequently, we ask that you not interrupt the teachers or the students during the school day. Instead call, send a note or email, and our teachers will be glad to get in touch with you.

CONFERENCES

Parent-teacher conferences are held to discuss your child's progress and to allow you the opportunity to examine samples of your child's work. Check the Calendar Handbook for dates of scheduled conferences. Conferences are scheduled for 15-minute blocks of time. Please think about what you want to learn from the conference and make notes of specific questions that you have. If you think you will need additional time, please request that of the teacher prior to the conference.

Additional conferences may be held by the request of the parent, teacher and/or administrator at any time during the school year. Both parents and school staff should feel free to discuss openly and honestly any concerns that directly affect student success.

If an interpreter is needed for conferences, please notify school personnel two weeks prior to the conference so that arrangements can be made. Your positive involvement with your child's teacher and school expectations can help your child meet success.

NEWSLETTERS AND THURSDAY COMMUNICATIONS

As we value the communication between home and school, different forms of communication are used. Communications will be sent home in our Thursday Tiger folder every Thursday. Please ask your child for their folder each Thursday. Return it to school on Friday morning. There will be a place for you to sign it.

There will be a weekly Thursday Announcements sent electronically via Find Out First. You may request a paper copy, but we highly encourage you to utilize FOF. This will contain information for the upcoming week. You will also receive regular communication from your child's homeroom teacher. This could be in the form of a newsletter or via email. Our specials teachers will also send home quarterly newsletters. Please take the time to review these communications as they have important and pertinent information.

You can also sign up to receive school group text using Remind 101 and follow Lewistown Elementary on instagram and twitter @LESFCPS.

STUDENT INFORMATION CARDS

During the first week of school, your child will be bringing home information cards for you to review and make any corrections. This information is kept in the school office in case you need to be contacted. Please make sure that all telephone numbers and addresses are accurate and notify the school if this changes during the school year. Accurate information is essential if an emergency arises. In addition, a copy of custodial papers must be filed with the school if there are any special arrangements or situations that impact your child while they are in our care.

FCPS students are sometimes asked to be photographed or videotaped, to have their name released for electronic communication, or display their work for community or promotional purposes. The Information Card will have an area for you to give your permission or deny permission for your child to participate in these activities.

Parent/Guardian email addresses provided to our school via your child's Student Information Card are entered into the FCPS Student Information System and uploaded to the FCPS FindOutFirst service to receive school and system-level email messages such as when schools are closing

unexpectedly due to inclement weather or other emergencies. Your FindOutFirst (FOF) record will automatically reflect your child's school and grade level. From FOF you will receive instructions about how to log in to add a mobile phone number to get emergency-closing text messages. You will also receive instructions about how to sign up for system-level email such as calendar updates, newsletters, BOE action and more. If you change your email address during the school year, notify our school office.

SAFE AND SOUND AT LEWISTOWN

EVACUATION DRILLS

To prepare the children for evacuation of the building in case of fire or other special emergency situations, a minimum of 17 drills will be held each year. These drills will not always be held on pleasant, sunny days, as we want our youngsters to be comfortable with leaving the building in all types of situations. Two bus evacuation drills are held each year, one in the fall and one in the spring.

ITEMS NOT PERMITTED IN SCHOOL

1. Valuable personal possessions
2. Portable video and audio equipment
3. Toys
4. Tobacco products- Smoking is not allowed at ANY time on school property.
5. Alcohol is prohibited on school property.
6. Weapons or look-alike weapons are prohibited on all school property.
7. Drugs are prohibited on all school property.

*At the elementary level, **possession of a cell phone in school is only permitted with the approval of the principal.** If you would like your child to carry a cell phone, **a device permission form must be signed.** Please see the regulation for more information and a copy of the necessary documentation. (<https://apps.fcps.org/legal/doc.php?number=400-18>)

SCHOOL SECURITY ISSUES

As previously stated, for the safety of your child, our policy will be to release a child through the office only to a parent, guardian, or other authorized person listed on your emergency card. Again, we may ask for picture identification before releasing youngsters in order to ensure your child's safety. The principal must approve exceptions to this policy. We ask that you use the sign-out register when you want to check your child out early.

All doors to the building will be locked. This and other specific school security and safety procedures are addressed in both the Frederick County handbook and in the Lewistown Local Crisis Plan. Please know that even though certain procedures may seem time consuming, they are in place for the sole purpose of establishing a safe environment for your child.

VISITORS

Parents and guardians are always welcome to visit the school. Upon entering any school or FCPS building, visitors will be required to present an ID, which may be scanned or manually entered into our new visitor-management system. If someone does not have a US government-issued ID, the person can show another form of identification. The system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders, who are not permitted on school property. No other data from the ID is gathered or recorded. The system is not connected to any other database and information is not shared with any outside agency. Once entry is approved, the system will issue a visitor badge. A visitor's badge will not be necessary for those who visit simply to drop off an item in the office or pick up paperwork. You may learn more about the visitor-management

system at www.raptortech.com. If you have questions, please contact the FCPS Security and Emergency Management Office at 301-696-6808.



You can follow our school on
Instagram: LESFCPS.



You can follow our school on
Twitter: @LESFCPS.

remind

Enter **240-608-6773** in the “to” section and enter **@lescom** in the “message” section of a text on your phone.