

Dear Lake Wylie Families,

Welcome to the 2024-25 school year at Lake Wylie Elementary! We are looking forward to a year of great success and want to challenge all students, parents, and staff to make this year their personal best.

This handbook is filled with important information regarding Lake Wylie Elementary's policies and procedures. Please take the time to review the contents with your child.

Our mission is to maximize academic achievement by equipping all students with 21st-century skills in a safe, positive learning environment.

We believe:

- ◆ *All students can learn at high levels*
- ◆ *Data guides instruction in order to differentiate learning for all students*
- ◆ *Academic achievement is measured through a variety of assessments*
- ◆ *A variety of instructional strategies should be used to support the unique learning style of each individual student*
- ◆ *Character education must be modeled and taught*
- ◆ *An effective learning environment is the shared responsibility of the home, school, and community*

We want this school year to be the best ever at Lake Wylie Elementary. Together we can and will do great things for our children.

*Together in Education,
The Lake Wylie Elementary Staff*

ARRIVAL

Teachers will be ready to greet students in the classroom beginning at 7:45AM. Students are NOT permitted in the building before 7:45 AM, as there is no adult supervision. The front doors will be locked in the morning until 7:45 AM. In order to avoid traffic congestion; please cooperate with those individuals in the car unloading area. Students are not to be dropped off outside of the supervised carpool line. If your child enters the building following the 8:15 AM bell, he/she is considered tardy. Children who are tardy to school must be signed in by an adult to gain admittance to class. Parents are not permitted in the building during morning arrival for a safe and orderly arrival.

AFTERNOON DEPARTURE

Parents who pick up children in the afternoon should be at school by 3:15 PM. When picking up children, parents are requested to wait inside their cars or outside the back doors of the building (walkers) until the bell rings. Extensions and EC Preschool will dismiss at 3:00 PM. Any adult picking up a student in the car rider line or walker **MUST** present the blue car rider tag before a child is released. Buses will dismiss as soon as all students are on their bus as close to 3:15pm. Parents must be at the bus stop at least 10 minutes prior to the student's arrival time. Pre-K students whose parents are not at the bus stop will be brought back to school. Students in Pre-K can be suspended from the bus if they are brought back to the school more than three times during the school year. Parents are not permitted in the building during dismissal for a safe and orderly dismissal. Your cooperation in waiting outside the building is greatly appreciated.

At the beginning of the school year, the teacher should be made aware if a child is to ride in a car, ride the bus, be a walker, or stay for the After School Enrichment Program on a daily basis.

*All changes must be in writing by writing a note in your child's agenda or sending the teacher a message in ParentSquare. This must be done by 1:00 PM if there are changes in daily procedures. If notes are not received, the child will follow the instructions given at the beginning of the school year.

It is our goal to maximize instruction for all students; therefore, we ask that you avoid picking your child up after 2:30 PM. If your child has an appointment or needs to be picked up early for any reason, you must come before 2:30 PM.

ASEP

The After School Enrichment Program provides a safe, fun, and nurturing environment for those children of working parents. For more information and applications, contact Mr. Ken Porter, ASEP Coordinator, at 980-343-3680. The hours for before school are 6:45 AM- 7:45 AM and afterschool hours are 3:15 PM- 6:00 PM.

ATTENDANCE

No single factor may interfere with a student's progress more quickly than frequent absences. Parents and students are encouraged to place regular school attendance as a top priority item during this school year. Every day is important. If it is necessary for a student to be absent, the following should be done:

- (1) If possible, notify the school before the absence;
- (2) Upon returning to school, send a note signed by a parent or guardian stating the exact reason for the absence. You may also submit the excusal note through the school website. Without this written note, absences are coded unexcused;
- (3) Make up all work missed during the absence.

There are three codes for coding student absences: (1) excused absences, (2) unexcused absences, and (3) suspensions and/or expulsions. Excused absences are the following: Student illness or injury, medical/dental appointments, court or administrative appearance by the student, family deaths, religious observances, and certain trips are excused absences. Trips must be of educational value and the principal must approve the absences in advance. Parents are encouraged to plan trips when school is not in session.

ABSENCES

Unexcused absences are defined as any reason not covered under approved absences. A parent note or phone call will only be allowed for 3 excused absences. Once a student has 3 parent notes indicating their absence was due to illness or injury, a doctor's note must be provided for an absence to be considered excused.

BREAKFAST

Breakfast is served in the cafeteria between 7:45 and 8:15 every morning free of charge. Children should go from their cars or buses directly to the cafeteria before reporting to their classrooms. Since so little time is allotted for eating breakfast, it is imperative that the students eat quickly in their classrooms. Students who are car riders need to be in the cafeteria by 8:05 AM to eat breakfast.

BULLYING

If a student or parent makes a report of bullying behavior, have them complete the LWES Bullying Report Form. This will help with getting correct information to accurately investigate the student's claims. This can be completed with the support of a teacher, counselor, or administrator. Link to complete the form: <https://forms.gle/jo3fePWP3axP1ZSN9>

BUS TRANSPORTATION

Our intent is to offer safe, reliable transportation at all times. Riding the bus is a privilege that can be lost if safety rules are disregarded. Bus riders will be placed on the assigned afternoon bus unless a written note from the parent requests otherwise. A student going home with another student by bus requires written permission from both sets of parents. Please plan in advance. At all times, students are expected to respect the bus driver. Bus rules include:

- Ride only the assigned bus. Students may not change buses in the afternoon to accommodate special activities with friends without written permission from the parent and prior approval from the school.
- Keep hands, feet, and other objects to self.
- Sit quietly in the seat. No horseplay or foul language.

- Talk in a quiet voice to the person next to you.
- No food or drink.
- Other transportation is needed for class pets and large projects.
- Properly care for the bus.

Bus concerns are handled with a verbal warning, parent contact, and finally, a bus suspension, which also depends on the nature of the incident.

CAFETERIA

Our cafeteria staff provides balanced, nutritious meals that comply with State and Federal regulations. All students at Lake Wylie are able to receive breakfast and lunch from the cafeteria free of charge. Lunch menus can be found on the Child Nutrition Services page from the CMS Web site. Lake Wylie's meal program is a computerized system. If you need assistance with your child's breakfast or lunch, please contact the front office or our Cafeteria Manager. Students should only buy one dessert in the cafeteria (ice cream, chips, cookie, or other treats). Parents can add money to the student's PAYPAMS account. The teacher is not responsible for handling snack money. Students should not bring soft drinks such as Pepsi/Coke or carbonated beverages for lunch. Food service delivery is not allowed for students (Doordash, Ubereats, Grubhub, etc.). Parents are able to eat lunch with their child beginning **Monday, September 16**.

CAR RIDERS

There is only one drop-off/pick-up lane located in the front parking lot. Students are not allowed to cross the parking lot in front of traffic by themselves and all parents must remain in their car for the duration of the car rider line. Due to state law, staff members may not unbuckle or buckle children. There is a "Pirate's Loading Zone" for any parent who needs to buckle their child into a car seat. Please observe posted no parking signs during these times. We rely on parental cooperation to ensure the safety of all students. Don't forget to cross at the crosswalk and pull forward. Student safety is our first priority, and this includes during afternoon dismissal. All cars must present the blue car rider tag with student name in their dashboard to pick up a student in the car rider line. Any car that is attempting to pick up a student without the blue car rider tag will be required to park, go to the front office and present valid identification before a student is released.

For safety purposes, please have your child enter the car from the passenger side only.

CELL PHONES/APPLE WATCHES

All cell phones/Apple watches must remain in the off mode inside of each student's book bag until the end of the day. Teachers may also collect all cell phones from students and give them back at the end of the day. This is to limit texting and social media posts during school hours. Students cannot use their phones/watches to call home. A parent will need to come pick the phone up from school if the phone is taken from the student.

*In an emergency, they can use the front office phone.

CHANGE OF STUDENT INFORMATION

The school office must have the current information for students at all times. Notify the school secretary or your child's teacher when a change to an address, phone number, or emergency number needs to be made. Proof of residency is required for an address change. All parents must complete an Emergency Card at the beginning of the year.

CHARACTER EDUCATION

Character education is a collaborative effort between teachers, support staff, and families. Positive character traits such as responsibility, respect, cooperation, and trustworthiness are discussed and encouraged throughout the school year. Parents are also expected to support the development of these traits at home. Character education concepts are learned during our Social, Emotional Learning time designated at the beginning of each day. Character education is also a central component in the guidance program provided by the School Counselors. In addition, classroom and school rules regarding behavioral expectations correspond to the Lake Wylie Way.

CELEBRATIONS

Classroom teachers are responsible for working out specific details with parents for celebrations. Food for classroom events must be store-bought rather than homemade and must not contain any Peanuts.

BIRTHDAY CELEBRATIONS

Parents may bring store-bought cupcakes to celebrate a birthday. We ask that you only bring one treat for each student in the class. Please work with the classroom teacher to schedule a 20-minute time to bring a birthday treat that is nut-free. We ask that parents refrain from bringing in juice boxes or balloons.

CLUBS

Extracurricular clubs extend learning opportunities for students and will be announced throughout the school year. Students must be picked up on time after all before & after-school activities. Students may be dismissed from clubs/activities if they are not picked up on time.

COMMUNICATION

All parents and teachers will communicate via the Parentsquare App messaging feature, email, or phone. Teachers and administration will return parent requests within 24 hours. Please schedule a meeting by calling the school first when possible. If you have a concern that needs to be addressed, please contact the staff members in the following order:

1. Classroom teacher
2. Grade level counselor
3. Assistant principal
4. Principal

School staff will also respond to parent concerns in the order above within 24 hours of a concern received.

CUSTODY ARRANGEMENTS

Please make sure that the school has on file a current custody arrangement arranged by the court if there is one present. This will help in situations where clarification is needed with regard to pick-up/dismissal. Communicate family requests with your child's teacher, school counselor, and administrator.

DAILY SCHEDULE

7:45 Student arrival/Breakfast served
8:15 Morning Announcements/Instruction begins
3:00 Extensions and EC Preschool dismissed
3:10 Car riders, ASEP students, and walkers dismissed
3:15 Bus riders dismissed

DRESS CODE

It is important that students wear appropriate, comfortable clothing to school. It is suggested that sweaters or jackets be worn to accommodate the changes in temperature and air conditioning. Head coverings (unless for religious reasons) and sunglasses are not to be worn in the building, this includes bonnets and du-rags. Short shorts/skirts/dresses, crop tops, and T-shirts with derogatory messages are considered inappropriate attire. A good rule to follow regarding shorts would be that shorts should not be shorter than your child's arm length when standing and their fingertips cannot touch the skin. Flip flops and slides are prohibited. All shoes must have a back to support students as they move throughout the building. Athletic shoes are needed for physical education classes.

Parents:

We request that all parents follow the school dress code policy when visiting the school as well. Crop tops, revealing workout attire, bonnets, etc. are not appropriate dress when handling school matters for your child. We want to model excellence for all Pirates.

EARLY DISMISSAL

Any parent wishing to pick up a student early must first come by the office to sign out the student. We ask that you sign your child out prior to 2:30 PM. In order for a student to be picked up by someone other than a parent, permission must be given in writing to the office staff. We will ask for all ID when picking up a student. This is for your child's safety. A student arriving after 12:15 PM will be counted absent. A student leaving school before 12:15 PM and not returning to complete a half-day will be counted absent for the day.

EARLY DISMISSALS DUE TO WEATHER

In the event that school closes during the day, buses will run. We will need emergency plans on file for each child in the case of early dismissal for any reason. These dismissals are rare but may occur with bad winter weather or major facility problems. Please listen to radio/television stations/Connect-Ed/Parentsquare/Lake Wylie Facebook for system-wide announcements. Please do not call the school, as the phone lines will need to remain open for emergencies.

FIELD TRIPS

Field trips are valuable learning experiences. Teachers plan trips away from the building that directly relate to concepts of the curriculum. Written parent permission must be received for a child to leave the school campus. Costs are kept to a minimal amount; no student is penalized because of cost. All costs for field trips are to be paid online. Teachers will send home information on how to pay online. Siblings are not allowed to accompany parents on field trips because supervision of students is the highest priority. Parents that accompany children on field trips must register as a CMS volunteer in advance by two weeks of the field trip day.

FIRE DRILLS/ALERTS

Fire drills are held once a month. Tornado drills and lockdowns are also conducted throughout the year. Alerts are explained to students during the first week of school. A plan is also in place in case of an emergency at the Catawba Nuclear Station. In the event we experience unwanted persons entering the school, apprehending a school occupant and/or threatening violence, we have in place an established lockdown crisis plan. We will secure the building by locking all doors (classrooms, offices, cafeteria, gym, and entrances). Then, we will await assistance from the police department and the CMS Central Office staff. We are prepared to handle a variety of emergencies.

GRADING SCALE

Kindergarten through Second Grade:

(D) Developing- Student demonstrates a basic level of understanding of standard with support.

Intervention is in place to support the development in mastery of standard.

(P) Progressing- Student demonstrates progress toward developing mastery of standard. Student applies limited understanding in familiar situations.

(M) Mastering- Student demonstrates mastery of grade-level standard multiple times and in multiple ways. Student applies understanding of standard in familiar and unfamiliar situations.

(E) Exemplary Mastery- Student demonstrates advanced mastery of grade-level standard. Student seeks to deepen understanding, engage in higher-order thinking skills, and apply thinking to new and uncommon situations.

(N/I) No Indicator- No indicator of this standard at the time of the report.

Third through Fifth Grade:

A 90-100 (Excellent Performance)

B 80-89 (Very Good Performance)

C 70-79 (Satisfactory Performance)

D 60-69 (Low Performance)

F 59 -50 (Unsatisfactory Performance)

HEALTH SERVICES

The health room provides emergency first aid and special services for students who become ill or are involved in minor accidents. If a problem warrants medical attention, the parent is contacted immediately. Students who have a temperature of 100.0 degrees or above or vomiting must be picked up from school. Current phone numbers to contact you or a responsible adult at all times are essential. Emergency cards must be completed at the beginning of the year and updated as needed. Once contacted, parents are encouraged to be prompt in picking up their sick child. Parents are to make the school aware of any medical problems/conditions that warrant special care. All medication must be updated with the school nurse. Students with severe allergies/medical condition(s) will have a meeting with the classroom teacher, nurse, administrator, and parent to complete necessary paperwork related to their allergies/medical condition(s). Do not send children to school if they have fever, nausea, or other symptoms of illness. A child must be fever-free for 24 hours without medication if sent home early from school. The school nurse oversees the screening of children for certain problems, reports findings to parents, and monitors our records. Parents should ensure that all medical records (student shot records, health physicals, medications that should be taken at school, ect) should be up to date.

HOMEWORK

Homework is an extension of classroom instruction and a valuable part of the learning process. Teachers will communicate homework policies. Parents are asked to work with the school to see that all assignments are completed. Reading is expected to be part of every night's assignment. Major projects and book reports are assigned over a period of time, requiring students to plan ahead. Questions regarding homework should be addressed promptly to the child's teacher. Students will utilize Thursday folders and agendas to communicate as well.

INSTRUCTIONAL PROGRAM

At Lake Wylie, students are taught the curriculum that is outlined by the district and by North Carolina Standard Course of Study or Essential Standards. The Charlotte-Mecklenburg Schools and the state have also developed additional documents that support the planning and delivery of instruction.

Teachers at Lake Wylie plan a yearlong course of study in Math, Science, Social Studies, and Literacy. The grade-level teams work together to develop the plan, which is constantly being revised and improved so that it meets the needs of our students. The state and CMS provide teachers with a number of assessment tools, which help teachers to determine exactly what children know and do not know. The emphasis is on teaching the specified curriculum, but at the instructional level that is appropriate for the students to succeed at high levels.

Classes will have a SAIL Ceremony at the end of each quarter to showcase student work and present awards for students with high academic achievement/growth.

While the academic program is our central focus, we address the total child's needs through enrichment and cultural arts activities. Our staff includes certified teachers for physical education, art, music, media, and science.

LOST AND FOUND

The Lost and Found area is located in the gym. Items are held for at least one month and then donated to a charity. To help minimize lost articles, students' names should be placed on lunch boxes, coats, and sweaters.

LUNCH

Lunch is served daily and students have approximately 25 minutes to eat. Many people use the cafeteria during the course of the school day. It is very important that certain guidelines be followed in order to ensure a pleasant and clean place to eat.

All classes have assigned times and tables for lunch. Please check with your child's teacher for the schedule. Parents may begin visiting their child for lunch beginning **Monday, September 16**. There are designated lunch tables for visitors in the cafeteria. For safety reasons, students may not have their classmates sit with them at the parent table.

Each student is assigned an account number. Desserts, snacks, and bottled drinks are not a part of the regular meal but are available at an additional cost. They are priced individually. Students may purchase only one dessert during lunch. Desserts include snacks, chips, cookies, and ice cream.

MEDIA CENTER

Students visit the Media Center weekly with their class. Overdue fines are not charged but students are encouraged to return books promptly and to take care of all materials. The Media Center sponsors two book fairs every year and the profits are used to purchase library books and materials.

MEDICATION

When medication must be dispensed at school, a medical release form signed by the parent AND physician is required to be on file in the office. All medical forms and medication need to be up to date with the school nurse. Students are responsible for coming to the office where a nurse, secretary, or administrator will give the medication. All medicine is stored in a locked place and records are kept of all medication that is administered. We do not dispense any medication without proper documentation. This includes prescription medication and non-prescription medication (i.e.—inhalers, antibiotics, creams, eye drops, cough syrup, Tylenol).

NAME TAGS

Students and staff members wear name tags at all times to create a sense of community and so that all staff may call students by name. Parents and volunteers also wear identification tags located in the office. Each student is given a nametag at the beginning of the school year.

PARENT/GUARDIAN CONCERNS

We understand that parent concerns may arise throughout the year. At Lake Wylie Elementary, we follow the following protocol to resolve parent concerns:

1. Parent contacts the child's teacher first via email, phone or ParentSquare. The teacher has 24 hours to respond and resolve the concern.
2. If either the parent or the teacher feels that the concern was not resolved, the parent or teacher contacts the grade level school counselor to support in a resolution.
 - a. PK, 1st, 3rd and 5th grade counselor: Kathryn Swaim
 - b. Extensions, Kindergarten, 2nd and 4th grade counselor: Michelle Bukuts
3. If upon discussing the concern with the school counselor and the teacher and the issue is still not resolved, the parent or teacher involves Mrs. Bryant, Assistant Principal.
4. If a resolution is still not reached with support of Mrs. Bryant, please contact Mrs. McAvoy via email, ParentSquare or phone.

Lake Wylie Elementary staff follows CMS district policy to respond to parents within 24 hours.

PERSONAL BELONGINGS

Toys and electronics are not intended to be used for BYOT. Please label coats, caps, sweaters, etc. to help identify them if they are lost. Students are discouraged from bringing money to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost or broken.

PICTURES

The school offers individual student pictures twice a year. In the fall and spring, individual pictures are made. Class pictures are made during the winter months.. PreK, Kindergarten and Fifth-grade promotion pictures are taken in May. Flyers are sent home indicating the times, dates, and costs. Payments are made directly to the photographer.

PTSA OPPORTUNITIES

Parents are partners in every aspect of the school program. Lake Wylie encourages all parents to join and participate in school events. The membership fee is \$10.00 for the school year.

REPORT CARDS

Report cards will be sent home at the end of each nine-week grading period as shown on the school calendar. Progress reports will be distributed between report cards as indicated on the school calendar. Grades 3-5 can access students' grades online through Parent Portal. Parents are asked to sign and send back to school the report card envelope provided. Toward the latter part of the school year, teachers and/or parents will present recommendations for the retention of students to the administration. The administration will make the final decision relative to retention on an individual basis and will always seek to do what is absolutely best for the student in question.

REPORTING STUDENT PROGRESS

Conferences for all students are scheduled at the end of the first quarter. Teachers or parents may request a conference at other times throughout the year. Teachers also send home progress reports between report cards. Check with your child's teacher to find out information about this schedule. For those students that are not performing on grade level, the teacher will develop a Tier 2 Intervention Plan. Continuous conversations between the teacher and parent will occur in these situations. Please do not contact the administrators concerning an academic situation until you have first talked with the teacher.

SCHOOL IMPROVEMENT TEAM

The School Improvement Team plays an active role in our school's improvement process. Parents and staff members work together to encourage, support and create opportunities for involvement from parents and the community. This team facilitates the involvement of the school community in designing and implementing the four-year School Improvement Plan.

SCHOOL VOLUNTEERS

School volunteers are a very important resource for our staff in support of the instructional program. You are required to register on the CMS website to be a volunteer. The address is www.cmsvolunteers.com. Volunteers can provide support in the following ways:

- ◆ Serve as a chaperone on field trips.
- ◆ Provide materials for a special classroom project.
- ◆ Call other parents and community people to have them send in children's books, games, puzzles, and magazines.
- ◆ Attend school-wide events and celebrations
- ◆ Help the teachers make classroom materials during spare time at home.
- ◆ Assist with the Physical Education Field Day event.

If you are interested in becoming a school volunteer, please call 980-343-3680 and ask for the Volunteer Coordinator. Your interest and involvement are always appreciated.

SPECIAL AREA CLASSES

At Lake Wylie Elementary School, students have instruction in a number of specialty areas: art, music, physical education, media, and science. The specialists in these content areas work with the regular classroom teachers to plan instruction that supports and reinforces what is being taught in the classroom. The special area teachers at Lake Wylie are a vital component of the effort to provide a well-rounded academic experience.

SPIRIT DAY

The school colors at Lake Wylie are maroon and teal. The school mascot is the Pirate. Our school mascot's name is Wylie the Pirate. On Fridays, school T-shirts and sweatshirts are encouraged to boost school spirit. School apparel is available through the lakewyliespiritwear website. Purchases will be delivered to the school. Other days, such as hat day, are also designated as school spirit days throughout the year. Please refer to the school website and weekly ParentSquare posts from the principal for upcoming events.

STUDENT BEHAVIOR

Students and staff at Lake Wylie believe every person should act in a way so that teachers can teach and students can learn. We expect everyone to work as a team to learn and solve problems in restorative ways. We believe students and staff can be trusted and feel safe in our building. We will follow the [CMS student code of conduct](#) and character linked here.

At Lake Wylie Elementary School students will:

- Be Safe
- Be Respectful
- Be Responsible
- Be Ready to Learn
- Be On Time

Our school will incentivize positive behaviors using the following:

- Pirate Bucks- Our school will be using ClassDojo to communicate behaviors and incentivize positive behaviors.
- Students will redeem their bucks towards class incentives and school incentives.
- Teachers will communicate daily with parents regarding their behavior using their agendas.

The Lake Wylie School Behavior Expectations seek to teach students how to work together in a positive and productive manner. It emphasizes positive approaches wherever possible but recognizes as well that sometimes logical consequences must follow particular choices of behavior made by students. In today's world, where violent reactions to situations are all too often the norm, it is imperative that students learn how to solve problems in nonviolent ways. The expectation at Lake Wylie is that students will come to school prepared to learn. We expect our students to work in cooperation with each other and with all adults in the building toward that goal. Behavior that disrupts the learning environment for anyone will be dealt with promptly and firmly. Lake Wylie Elementary School expects excellence. Please speak with your child's teacher or school counselor concerning a behavior situation before reaching out to an administrator.

STUDENT SERVICES

- School counseling services are available to all students by our School Counselors.
- The EC Resource, Talent Development, and Speech-Language teachers provide instruction for certified students in the Exceptional Children's programs.
- The Multi-tiered System of Supports (MTSS) also provides tiered levels of support through research-based interventions. Interventions are designed to address individual academic, speech-language, behavioral, and social/emotional concerns. Administrators, teachers, and parents routinely meet with this team to address individual student's performance and needs. If you need to discuss a concern, our team is ready to help.
- Limited English Proficient students are served through Lake Wylie's Multi-Lingual (ML) program.
- School Nurse is available most weekdays. Please contact the school nurse if your child will require medications distributed at school. Students are not allowed to carry prescribed and over-the-counter medications on them.

TALENT DEVELOPMENT

The Talent Development (gifted program) students work closely with the school's TD teacher and classroom teacher to extend student learning. All students are screened at the beginning of second grade. However, screening is offered at different points in the year to grades 2nd-5th. Second through fifth-grade students work on various curriculum areas and share their work with parents throughout the school year.

TECHNOLOGY

CMS Board of Education has approved a flat fee schedule for any technology damaged or lost. Prior

to this, device charges differed based on the school. An economic hardship request is available if needed. There is a payment portal that all families can pay their fees to if needed. The fee is below:

- \$10 for new charger
- \$15 for a damaged device replacement
- \$50 for a lost/stolen device replacement
- \$5 for and other miscellaneous repair

TELEPHONES

School telephones are business phones and student use is restricted to calls of an urgent nature. Students must make arrangements to stay after school or go home with friends before arriving at school. The office staff may take messages for students when it is essential for a student to receive information. Cell phones are to be kept in bookbags and turned off. If a parent needs to get in touch with a student, they will have to call the front office. A counselor or administrator will support the phone call, in the event a student receives some upsetting news.

TEXTBOOKS

All students will receive consumable workbooks to support their math and reading curriculum. At times, novels and informational text will be sent home. It is important that students take care of the books they are sent home with and are returned in the condition they were sent home.

VISITORS

Parents are welcome at school at any time. When parents or other visitors wish to tour the school, we ask that you call our secretary and schedule a tour. Parents who wish to observe in their child's classroom are asked to make an appointment with an administrator. Visits during morning arrival and afternoon dismissal are unable to occur for safety reasons. Upon arrival to school, a visitor's badge will be issued to you. All parents are required to sign into our Lobby Guard system with their Photo ID. Parents cannot enter the building without a valid ID (Driver's License, Passport, etc). While visiting, it is requested that parents do not use classroom instructional time to engage in conversation with the teacher. We prioritize teaching and learning time at our school. All visitors are to sign-in at the front office using our Lobbyguard system with a valid ID and to wear a visitor's badge during the visit, including school-wide events. When visiting, you may not take pictures or video of other students.

WEBSITE

Our school's website contains a wealth of information regarding events and procedures at Lake Wylie Elementary. Additionally, there are many resources for parents to use. Please refer to our website and Facebook often for the most current happenings at Lake Wylie Elementary.



The LWES Way



	Classroom Volume Level: Varies	Cafeteria Volume Level (Red Cup): 0 Volume Level (Green Cup): 1	Hallway Volume Level: 0	Recess Volume Level: Varies	Restroom Volume Level: 0	Arrival/Dismis- sal Volume Level: 0
Be Safe	Stay in my assigned space. Keep my hands and feet to myself. Technology - use trusted websites. Follow classroom expectations.	Stay in my assigned space. Move safely. Pay attention and follow directions.	Walk quietly. Hands to my side. Face forward and walk on the second tile from the wall.	Stay in designated area in view of teacher. Keep hands and feet to myself. Use kind words and be respectful. Be inclusive.	Move efficiently and quietly. Take care of school property by using it properly. Be respectful to others' privacy.	Walk straight to class. Get ready for the day following classroom expectations.
Be Respectful	Use kind words. Be an active listener. Celebrate individual differences. Technology - Treat school property with respect.	Say please and thank you. Clean up after myself.	Be considerate of learning taking place in other classrooms. Respect student work/artwork on the walls.	Keep our play areas clean. Invite others to join my games. Show good sportsmanship. Take care of the school equipment.	Respect the privacy of others. Use materials wisely.	Bus - Stay in a seat. Be kind to fellow riders.
Be Responsible	Have materials ready for class. Attend school regularly. Technology - Travel safely, hold with 2 hands.	Clean up my area. Only eat food items that belong to you.	Be a role model. Walk with a purpose.	Take care of equipment and use it appropriately. Pick up trash. Play with friends that will help you follow playground rules.	Clean up trash. Only flush toilet paper. Give each other privacy.	Breakfast first, classroom second. Walk to my classroom.
Be Ready To Learn	Focus on learning. Maintain a growth mindset. Technology - Charge devices.	Gather all materials before you sit down (spoon, fork, napkin, etc.).	Quiet, facing forward and standing in a straight line.	Dress appropriately for the weather. Bring only recess equipment out with you.	Close bathroom stall door. Hush, rush, and flush.	Have all materials ready. Transition quickly and quietly.

Lake Wylie Elementary Classroom Consequences

1st Consequence: Whole Group Reminder
 2nd Consequence: Individual Reminder
 3rd Consequence: Student-Teacher Check-In (Restorative Conversation) I feel...when...I need...
 4th Consequence: Focus Spot
 5th Consequence: Reflection sheet in buddy classroom
 6th Consequence: Visit with an administrator to reset/restorative conversation
 **Parent/Caregiver contact can occur at any point

	Minor	Major
K-2 Possible Consequence	<ul style="list-style-type: none"> • Conversation with the classroom teacher • Teacher documents incident • Less than 5 laps • Time in Buddy classroom • Teacher calls parents • Silent Lunch at designated (up to 15 minutes) • Organized Recess 	<ul style="list-style-type: none"> • Office Referral • In School Suspension • Out of School Suspension • Admin contacts parents • Lunch Detention • Time out of classroom • Parent/Teacher/Admin Conference • Referral to counselor • Referral to Mental Health Therapist

	Minor	Major
3-5 Possible Consequence	<ul style="list-style-type: none"> • Conversation with the classroom teacher, counselor • Teacher documents incident • Less than 5 laps • Time in Buddy Class • Teacher calls parents • Time in buddy classroom • Silent Lunch at designated cafeteria table • Organized Recess • Teacher Parent Conference 	<ul style="list-style-type: none"> • Office Referral • In School Suspension • Out of School Suspension • Admin contacts parents • Lunch Detention • Time out of classroom • Parent/Teacher/Admin Conference • Referral to counselor • Referral to Mental Health Therapist