

# Lewisburg Elementary

## Patriot Parent & Student Handbook

### 2020 - 2021



Dear Patriot Parents,

We look forward to a fabulous year with you and your child! Thank you so much for allowing us to be a part of your child's education and shaping his/her future. As your child develops over the last few years of elementary school, we plan to prepare him/her for the next steps in education and becoming a successful citizen. We appreciate your support very much!

We are here to serve our students, parents, and community to the best of our abilities. Please feel free to contact us if we can help you in any way.

Sincerely,

Mrs. Sherry Anderson  
Principal

Mrs. Jennifer Morrison  
Assistant Principal

## Attendance/ Excused Absences:

Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For the purpose of compliance with the **Mississippi Compulsory School Attendance Law**, absences will be determined as excused or unexcused. Each of the following shall constitute an excused absence for the purpose of this law.

1. Illness or injury which prevents the student from being physically able to attend school.
  2. When isolation is ordered by the county health officer, the State Board of Health, or an appropriate school official.
  3. Death or serious illness of a member of the immediate family, which includes grandparents, parents, brothers, sisters, stepbrothers, and stepsisters. The absences must be approved by the principal or her designee.
  4. A medical or dental appointment documented with the proper excuse from the attending physician/dentist upon return to school.
  5. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
  6. Observance of a religious event, with prior approval of the principal or her designee. (Approval should not be withheld unless, in the professional judgement of the principal or her designee, the extent of absence would adversely affect the student's education).
  7. Attendance at an authorized school activity with the prior approval of the principal or her designee.
  8. Participation in a valid educational opportunity, such as travel including vacations or other family travel, with prior approval of the principal or her designee.
  9. An absence may be excused when it is demonstrated to the satisfaction of the principal or her designee, that conditions are sufficient to warrant the child's non-attendance. However, no absences shall be excused by the principal or her designee, when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.
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- In an elementary school, students must attend 63% of the instructional day in order to be counted present.
- You do not have to call the school to report that your child is going to be absent, unless the absence is going to be more than three days.
- Each time a student is absent, checked in late, or checked out early, he/she must bring a note from the parent, or a doctor's note, stating the reason for the absence.
- **After seven (7) days of parent notes, a doctor's excuse will be required.**
- **ANY/ALL** excuses **MUST** be submitted within **2 (two) school days** of returning to school.
- When a student has received five (5) unexcused absences, the Mississippi Department of Education Attendance Officer shall be notified in writing by the school principal. Any further unexcused absences shall also be reported to the attendance officer.

\*Here is an example of our parent note.\*

\*\*If your child visits the doctor, it is always best to have a doctor's note.\*\*

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PARENT NOTE EXCUSE FORM

Student's Legal Name: \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_

School: Lewisburg Elementary School

Homeroom Teacher: \_\_\_\_\_

Please excuse \_\_\_\_\_ for being absent on the days listed above.  
Student's Full Name

Please check the reason for absence.

- 1. \_\_\_\_\_ Illness or injury.
- 2. \_\_\_\_\_ Death or serious illness of immediate family member.
- 3. \_\_\_\_\_ Court appearance.
- 4. \_\_\_\_\_ Other reason

Explanation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This excuse must be received within 2 days of your child's absence. If an excuse is not received in the time required, the absence will be considered unexcused. If you have any questions, please contact the Attendance Clerk at the school.

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_

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## Bus Transportation:

- Please notify your child's teacher (in writing) which bus number your child will ride.
- Each bus will be loaded by supervisory personnel.
- **Do not be alarmed if the buses run a little late the first few days of school.**
- You must send a note each time your child's mode of transportation changes.
- Phone calls to change your child's transportation are taken only in cases of emergencies.

## Confidentiality & Communication:

- There are many activities that occur in the office (phone calls, parents, teachers, etc.) that pertain to students and require confidentiality. For this reason, visitors will be asked to wait in the foyer after they have checked in with the office.
- Some of our parents also request that their child not be photographed. Therefore, we are asking that you do not photograph any child, other than your own, when attending school functions. This includes school parties, field trips, field day, birthday lunches, or visiting the classroom.
- Thank you for helping us to protect our students and also to respect the wishes of all parents.
- Agendas are provided for all students. The agenda is a vital tool of communication between parent and teacher in regard to assignments and conduct of the student. It is the student's responsibility to copy assignments in the agenda. Please check and sign the agenda daily.

## Dress Code:

- Please note the Dress Code Policy in the DeSoto County Schools Elementary Handbook or the DeSoto County Schools website.
- Any clothing deemed immodest or objectionable by the administration will not be allowed.
- If it becomes necessary to call the parent to bring appropriate clothing, the student will be placed in the Alternative Classroom until the change can be made.
- School staff members and parents are also required to dress appropriately while at the school.

## Early Check-Outs:

- Early check-outs can result in an absence if the minimum attendance time isn't met.
- ~~STUDENTS WILL NOT BE ALLOWED TO CHECK OUT EARLY TO AVOID WAITING IN THE CAR RIDER LINE.~~ All early checkouts are counted, regardless of the reason. Only medical checkouts will be excused.

- Our teachers teach until the end of the school day. For this reason, it is important for your child to remain in class until the dismissal bell.
- If students are checked out early, they must remain in the classroom until the parent arrives. Please do not ask that your child be waiting in the office unless he/she is sick.
- NO STUDENT SHOULD BE CHECKED OUT AFTER 2:00.
- Early checkouts will be closely monitored. You will be contacted if they become excessive.

### Field Trips:

- When field trips resume, all parents may not be able to attend. Parents will be notified about each field trip attendance.
- Parents are not allowed to ride the bus on a field trip.
- Parents are NOT allowed to sign their child out at the field trip destination. You must sign them out AT THE SCHOOL after the field trip unless given prior permission from school.
- Parents who chaperone field trips will be asked to give their cell phone number to the teacher for use on the trip.

### Forbidden Items:

- The Lewisburg Elementary School campus is a controlled substance free environment. Please do not use any form of tobacco, alcohol, or illegal drugs on the campus. This includes the parking lot and the car rider line. We appreciate your cooperation in helping to set a good example for our students.

### Grading Policy/Honor Roll:

- The DeSoto County School District grading scale is as follows:
 

A..... 90-100	D.... 60-69
B..... 80-89	F..... 0-59
C..... 70-79	
- Report cards will be sent home every nine weeks. Progress reports will be sent at a mid-point in the nine weeks.
- All A's are required to be on the Principal's List. All A's and B's are required to be on the Honor Roll.

### MS College & Career Readiness Standards

- The math standards include 8 standards of mathematical practice. These standards require students to explain their mathematical thinking along with completing the procedural skill. Our quality instruction allows students to explore many strategies to solve a problem for the correct answer vs. one specific procedure/step.
- Speaking and listening standards are assessed to ensure students are completely literate and communicate effectively with others.

- The Mississippi State Standards require students to manipulate technology at various degrees throughout their education. Our students learn daily on iPads, netbooks, tablets, educational websites, etc. to aid their technology fluency.

**A student scoring at the lowest achievement level in reading on the established state assessment for 3<sup>rd</sup> grade will not be promoted to 4<sup>th</sup> grade unless the student meets the good cause exemptions for promotion.**

### **Health Issues/Concerns:**

- The Lewisburg schools have a full time school nurse on staff. She will contact you if there are any health related problems with your child.
- It is our desire to preserve a healthy environment for all our students; therefore, it is imperative that the following procedures are followed. If a student develops a fever over 100 degrees or is vomiting while at school, the parent will be called. The student must be picked up as he/she will be unable to remain in the classroom.
- **~~PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE HAS BEEN VOMITING OR HAS A FEVER OVER 100 degrees.~~**
- If it is determined that a student has head lice or nits, he/she must be picked up from school, treatment administered, and cleared through the nurse.

### **Injuries/Insect & Food Allergies, Asthma:**

- If your child has any type of allergy (food, insect, etc.), please inform the Classroom teacher both verbally and in writing. It is vital that we have the necessary information and medication (Epipen) to treat a life threatening allergic reaction. A form will need to be filled out and kept on file at the school.
- If your child has asthma and requires an inhaler, please be sure to send an inhaler (with complete instructions) to be kept in his/her Classroom.
- In case of a life threatening allergic reaction or asthma attack, the school reserves the right to call the proper medical services (EMT) and parents will be notified immediately.
- **~~PLEASE BE SURE THAT WE HAVE UPDATED TELEPHONE NUMBERS WHERE YOU CAN BE REACHED AT ALL TIMES!~~**
- **~~IF YOUR CHILD HAS A MEDICAL EMERGENCY AND YOU CAN'T BE REACHED, SCHOOL PERSONNEL RESERVES THE RIGHT TO CALL AN AMBULANCE.~~**

### **Join PTO:**

- You are encouraged to be a part of the volunteer group at Lewisburg Elementary School through the Parent Teacher Organization (PTO). We have a wonderful PTO that is a tremendous source of help and encouragement. They will inform you of various services they perform for our school and how you may be able to help.
- Like the LES PTO Facebook page.

## Labeling, Lunch Money & Library Policy:

- ~~LABEL ALL OF YOUR CHILD'S BELONGINGS!~~ We have many coats, sweaters, hats, backpacks, lunch boxes, notebooks, etc. that are never claimed. Some students may have identical items. It's hard to know where an item belongs when both students think it belongs to them!
- If you wish for your child to receive free or reduced lunch, you must fill out the appropriate lunch forms that will be sent home with your child the first week of school or apply online. You will be notified by Food Services at the district office if you qualify for the free or reduced lunch prices.
- Labeling money. Please include:
  - Student Name
  - Grade & Homeroom Teacher
  - Amount
  - Reason for the money

This will help the teachers & PTO! 😊
- You may pay for your child's lunches at [www.mypaymentsplus.com](http://www.mypaymentsplus.com) or send cash/check to the school.
- You may check the balance to your child's lunch account by calling 1-800-607-4385. You will need your child's ID number. You may obtain this number by calling the office at 662-895-8750.
- Also, check out the MyPaymentsPlus app and manage your child's account from your smart phone.
- Library check-outs are postponed at this time. When it resumes, all students are eligible for checkout of library materials unless they have lost or damaged items, or their parents/guardian have requested borrowing privileges be withheld.

## Make-Up Work & Medication:

- Students who miss less than three consecutive days of school can make up work when they return.
- Parents can also request make-up work by calling the school (in the morning) and request work to be picked up that afternoon.
- The office staff will not interrupt class to get make-up work.
- Teachers are not required to give make-up work or tests for frequent early checkouts.
- If your child takes daily prescription medication (Ritalin, Adderall, etc.) this medication must be brought to the school by a parent. The parent must also sign the appropriate form provided by the school nurse. This medication will be administered and documented by the school nurse. The nurse will not administer any medication that is brought by students.

## Parent Procedures:

In order to provide a SAFE, SECURE learning environment for your child, the following procedures must be observed.

1. EVERYONE MUST check in through the office and receive a visitor's pass before entering the building. This includes visiting for lunch. Our staff members have been instructed to stop anyone who is not wearing a pass. Please do not be offended. It is for the protection of your children and our students. Due to student confidentiality and congestion in the office, visitors will wait in the foyer until the appropriate time.
2. NO STUDENTS may arrive before 7:00 AM. There is no supervision before that time. There will be an administrator and a staff member on duty to tell you when it is time to let your child out if you arrive early. **DO NOT DROP YOUR CHILD OFF AND DRIVE AWAY BEFORE 7:00. NO CHILD MAY EVER BE LEFT ON THE PORCH OR UNSUPERVISED BEFORE 7:00 A.M. PLEASE COMPLY BY THIS RULE. THIS IS FOR THE SAFETY OF YOUR CHILD. THIS PROCEDURE WILL BE STRICTLY ENFORCED.**
3. Staff members will begin regular car rider duty at 7:00 AM. For your child's safety, please drop your child off beside the sidewalk. NEVER DOUBLE LINE OR HAVE YOUR CHILD CROSS IN FRONT OF OTHER CARS.
4. ~~STUDENTS WHO ARE NOT IN THEIR CLASSROOMS BY 7:50 AM ARE TARDY. (EVEN IF DUTY PERSONNEL ARE STILL ON OUTSIDE DUTY).~~
5. Outside doors are secured at 7:50 AM. After that time, all students who are tardy must be checked in through the front office.
6. Afternoon car riders – Please leave name card displayed until your child is in the vehicle!
7. Special treats, birthday items (food items only) are to be dropped off in the front office and need to have been approved by the teacher. ALL FOOD ITEMS MUST BE STORE BOUGHT WITH THE INGREDIENTS LISTED ON THE PACKAGE, IF POSSIBLE. THIS IS TO PROTECT STUDENTS WHO HAVE FOOD ALLERGIES. Due to the emphasis on health and wellness in our school district, we suggest that you bring a healthy treat.
8. Teachers are required to have prior permission for pizza parties and other celebrations. No birthday parties are allowed in the classrooms and no birthday invitations will be distributed unless ALL students in the class receive one. (Exception: gender based requests from parents.)
9. All grades may have a Christmas Holiday party and a Valentine's Day treat. Again, we suggest healthy treats. The teacher and Room Mom will coordinate these parties and other small celebrations throughout the school year. Parents are invited to attend the December party. (NO SIBLINGS) This is to be a special time for the students in that classroom. Thank you for your cooperation with this. ☺
10. Until further notice, no visitors will be allowed at the school during school hours.
11. When visiting resumes, please return directly to the office to sign out after eating lunch with your child. Do not go to your child's classroom unless it has been prearranged with your child's teacher.
12. Please do not visit with your child or your child's teacher on the playground. For safety reasons, only school employees may be on the playground at the same time students are playing.
13. Car riders will dismiss at 2:25 PM. If an emergency arises and you will be late picking up, please call and inform the school of your estimated arrival time. If you are late, your child's



teacher will be required to stay with your child until you arrive. We do not have employees available to supervise students after 2:45 p.m. **PLEASE BE ON TIME!** Please keep name card visible the entire time you are in the car-rider line.

14. Buses will begin loading at 2:15. If you have an emergency and need to pick up your child, you **MUST** notify the office staff before 2:00 p.m. We will not remove a child from a bus unless it is an emergency.
15. If you want to change your child's means of transportation home, you must send a note listing the specific dates for the change. We will not honor a note for dates other than the specific dates listed.
16. Please assist us in helping your child develop a sense of personal responsibility by not bringing forgotten items on a regular basis. Calls home are not allowed for habitually forgotten items. All money must be sent with students. We do not accept money for field trips, activities, etc in the front office.
17. Please monitor items that your child brings to school. No toys, video games, etc. are allowed. These items are very distracting and negatively affect instruction.

### **Student Contact Information:**

- **PLEASE KEEP ALL STUDENT INFORMATION (ADDRESS, TELEPHONE NUMBERS, ETC.) CURRENT! THIS IS VERY IMPORTANT! WE MUST BE ABLE TO CONTACT YOU IN CASE OF AN EMERGENCY!**
- Please send all updated information to the teacher and to the office.

### **Tardies & Transportation Calls:**

Students benefit from being at school on time and remaining at school all day. Frequent tardies and early checkouts disrupt teaching and learning.

- It is **EXTREMELY IMPORTANT** that students arrive at school and be in their classrooms before 7:50 AM. Students should remain in school all day. We will STRICTLY ENFORCE the tardy policy beginning August 17<sup>th</sup>.
- Please inform your child of any transportation changes before they come to school. YOU MUST ALSO SEND A NOTE TO THE TEACHER WHAT THE CHANGE IS TO BE. PLEASE INDICATE THE EXACT DATES THAT ARE APPLICABLE FOR THE CHANGE. WHEN THOSE DATES ARE COMPLETED, THE TEACHER WILL RESUME THE NORMAL MODE OF TRANSPORTATION.
- With continued emphasis on school safety, a verbal message is not the best way to communicate transportation changes. The office will take changes over the telephone in an emergency situation only!
- **YOU MUST CALL BEFORE 2:00 P.M. IF YOU ARE MAKING A CHANGE.**

## Visitors (JCCA):

When allowing visitors in the school resumes, the following are regulations that must be observed:

- All visitors must report to the office. (including news media)
- If the principal has any reason to question the legitimacy of the visit, the superintendent's office will be consulted.
- Teachers will not be interrupted while teaching except for emergencies.
- It is at the principal's discretion to ask a visitor to leave the campus, if he or she is causing a disruption to the environment, program, or activity to which the visitor is attending.

## Withdrawals & Website:

- The process of withdrawing a student requires time. The appropriate forms must be completed; grades must be averaged; books must be checked, etc. Therefore, parents must give the school at least 24 hours prior notice before withdrawing a student.
- All textbooks and library books must be returned before withdrawal information is given to the parent.
- All withdrawal forms must be signed by a parent or legal guardian.
- You can check out our school website for school-related information or to view specific classroom web pages at: <http://www.desotocountyschools.org/les/>

## DeSoto County Non-discriminatory Policy

The DeSoto County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Director of Student Intervention  
Title VI, Title II and 504 Coordinator  
DeSoto County Schools  
5 East South Street  
Hernando, MS 38632  
662-429-5271

Director of Federal Programs  
Title IX Coordinator  
DeSoto County Schools  
5 East South Street  
Hernando, MS 38632  
662-429-5271

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### Section 504

A parent, staff member, student, or personnel may request a Section 504 Plan. This request may be made, in writing, to the school's Section 504 Coordinator. A meeting will be scheduled, at the school, to discuss a student's possible substantial limitation to access the facility and/or educational benefit.

No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the DeSoto County School system.

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## PARENT NOTE EXCUSE FORM

Student's Legal Name: \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_

School: Lewisburg Elementary School

Homeroom Teacher: \_\_\_\_\_

Please excuse \_\_\_\_\_ for being absent on the days listed above.  
Student's Full Name

Please check the reason for absence.

1. \_\_\_\_\_ Illness or injury.
2. \_\_\_\_\_ Death or serious illness of immediate family member.
3. \_\_\_\_\_ Court appearance.
4. \_\_\_\_\_ Other reason

Explanation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This excuse must be received within 2 days of your child's absence. If an excuse is not received in the time required, the absence will be considered unexcused. If you have any questions, please contact the Attendance Clerk at the school.

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_