

Dear Lake Wylie Families,

Welcome to the 2021-2022 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 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, and personalized learning environment.

We believe:

- ◆ All students can learn at high levels
- ◆ Data guides instruction in order to personalize 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 Administrative Team

## ARRIVAL

Teachers will be ready to greet students in the classroom beginning at 7:45 AM. **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. Your child will be counted absent if you do not sign them in when they are tardy.

## AFTERNOON DEPARTURE

Parents who pick up children in the afternoon should be at school by 3:10 PM. When picking up children, parents are requested to wait inside their cars or outside the back doors of the building (walkers and Pre-K only) until the bell rings. The presence of parents in the hallway is a major distraction for children and can interrupt 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.

**Notes or calls must be sent by 12:00 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 3:00 PM. If your child has an appointment or needs to be picked up early for any reason, you must come before 3:00 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. 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 quarantine, 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. Unexcused absences are defined as any reason not covered under approved absences. **Strict consequences are enforced when students miss excessive days without an excuse.** Parents are asked to call the school office if their child has been absent for two or more days. Three consecutive days will require a doctor's note.

## BREAKFAST

Breakfast is served in the cafeteria between 7:45 and 8:15 every morning. 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 so they can get to their classrooms by 8:45 AM. Students who are car riders need to be in the cafeteria by 8:35 AM to eat breakfast. All students in PreK and Extensions will eat breakfast in their classrooms.

## 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 and approval from CMS Transportation. 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.
  - Talk in a quiet voice to the persons next to you.
  - No food or drink.
  - Other transportation is needed for class pets and large projects.
  - Properly care for the bus.
- Bus problems are handled with a verbal warning, parent contact, and finally, a bus suspension.

### **CAFETERIA**

Our cafeteria staff provides balanced, nutritious meals that comply with State and Federal regulations. Lunch menus can be found on the Child Nutrition Services page from the CMS Web site. Lunch schedules will be shared during the first week of school. Lake Wylie's meal program is a computerized system. Our cafeteria manager is willing to answer any questions you may have. If you need assistance with your child's breakfast or lunch, please contact the front office or our Cafeteria Manager.

### **CAR RIDERS**

***There is only one drop-off/pick-up lane. Students are not allowed to cross the parking lot in front of traffic by themselves.*** It is imperative that cars making drop-off/pick-ups remain in a *single* line by the sidewalk. 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.

#### **Morning Arrival**

- All students in grades K-5 are to be dropped off in the bus lot.
- ***PreK parents must park in the bus parking lot and escort their child into the building until the end of the 1st semester. Starting 2nd Semester, they will be dropped off in the car rider line (no parking).***
- Parents are asked to remain in line to drop students off.
- Students must exit the car on the passenger side for safety purposes.
- Staff members are available to assist with morning drop-off from 7:45-8:15.

#### **Afternoon Dismissal**

- 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, walk, or stay for the ASEP on a daily basis. **Notes or phone calls must be sent in by**

### **12:00 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.

- ***All Pre K carpool students will be dismissed at 3:00. Parents/Guardians must pick them up at the 100 hallway side door.***
- School is dismissed for car riders at 3:15 PM. Car riders must be picked up by 3:45 PM.
- The afternoon car rider line is in the circle in front of the school.
- **Parents of car riders must remain in their cars. Students will not be dismissed to parents waiting outside the front doors.**
- The driver should pull up as far as traffic allows in the loading zone before the car is stopped to let the child enter the car. This will allow our staff to load more children at one time and keep traffic moving in a safe and timely manner.
- For safety purposes, please have your child enter the car from the passenger side only.
- Please have your car rider pick-up tag in the window of your vehicle.

### **CELL PHONES/IPHONE WATCHES**

All cell phones/iPhone watches must remain in the off mode inside of each student's book bag until the end of the day. 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.

### **CHARACTER EDUCATION**

#### **SAIL CEREMONY**

- At the end of every quarter, parents are invited to come to the classroom to see student work. Awards will also be given for Achievement in Math, Achievement in Reading, A/AB Honor Roll, Pirate Award!(superstar student- could be for behavior, academics, good choices), Growth in Reading, Growth in Math.

#### **POSITIVE PIRATE REFERRAL**

- Students can receive a positive referral for their bus behavior and cafeteria behavior. Ms. Michaw will bring nominees to PNN and let them spin the Wheel of Wow.

#### **CLASS DOJO**

- Each class will utilize ClassDojo to track student behavior. Students can receive points for positive behaviors. Points may also be taken away for negative behaviors. Parents can track points and communicate with parents on the Class Dojo app. Parents MUST sign up for Dojo- teachers will send home communication with their class code for parents to sign up. Kindergarten and First

Grade students will earn points based on a week of behavior on the clip system. Rewards will be given halfway through the quarter and at the end of the quarter for students who met the grade level points. Students who do not meet these points will be eligible for interventions to encourage improvement of classroom behavior.

### **PIRATE BUCKS**

- Students will have the opportunity to receive Pirate Bucks from any staff member. Staff members will look for good behaviors from students across the school to receive these Pirate Bucks. Pirate Bucks will be used at the school store on their grade levels designated day. Students in K-1 will be able to shop at the School store on Monday. Students in 2-5 will shop on Friday.

### **AARG**

- At the end of every week, Ms. Michaw or Ms. Patel will do a selfie with students who show growth in their literacy and math fluency. Teams will set goals of the growth students need to make each week. When the student has 3 AARGs they get to take a selfie.  
A- Achievement in Fluency  
A- Ambitious Goals  
R- Responsible for Learning  
G- Growth in Fluency

### **CLASS CELEBRATIONS**

We will have two classroom celebrations throughout the year: Winter Party and End of Year Celebration. Classroom teachers are responsible for working out specific details with parents. **Food for classroom events must be store-bought rather than homemade.**

### **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 afterschool activities. Students may be dismissed from afterschool activities if they are not picked up on time.

### **DAILY SCHEDULE**

7:45 Student arrival/Breakfast served  
8:15 Pirate News Network (PNN closed-circuit broadcast)  
8:25 Instruction begins  
3:15 Car riders, ASEP students, walkers, and bike riders are dismissed  
3:17 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. Hats(hoods, bonnets or du-rags) and sunglasses are not to be worn in the building. Short shorts, 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. We ask that students avoid wearing flip-flops as this is a safety concern. Rubber-soled shoes are needed for physical education classes.

### **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 **3:00 PM**. In order for a student to be picked up by someone other than a parent, permission must be given by sending a note or making some other form of identifiable contact with the office staff. Please do not be offended if you are requested to show identification. A student arriving after 11:45 PM will be counted absent. A student leaving school before 11:45 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 for system-wide announcements. Please do not call the school, as the phone lines will need to remain open for emergencies.

### **Facebook and Class Dojo**

School wide communication about Lake Wylie events can be found on our Facebook Page and in the School section of Class Dojo. Please request to join our Facebook Group(titled Lake Wylie Elementary School) and connect to your child's class dojo so you don't miss out!

### **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 in cash(exact money is required).**

### **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 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 understandings, 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 and below (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.** 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. 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 screening of children for certain problems, reports findings to parents, and monitors our records.

## HOMEWORK

Homework is an extension of classroom instruction and a valuable part of the learning process. 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.

## INSTRUCTIONAL PROGRAM

At Lake Wylie, students are taught the curriculum that is outlined for students 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.

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, Sensory Lab, and science.

At Open House, your child's teacher will provide you with an overview of the content covered at your particular grade and your child's daily and weekly schedule. We will share with you field trips, contests, and special academic events in which you may be involved. The PTSA supports our real-life, problem-based units with cultural arts activities and field trip opportunities. We are proud of the active learning environment at Lake Wylie. We thrive on relevant, purposeful lessons every day!

## 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.

While in line, either to enter or leave the cafeteria, students should refrain from talking except in quiet whispers.

- ◆ While seated at the tables students should eat quietly during the first part of the lunch period and save their quiet conversations with people seated close to them until the later part of the lunch period. This is to encourage eating rather than talking.
- ◆ Students should remain seated at their place until the group is dismissed.
- ◆ All students should clean up all spills and/or paper products on the table and floor around their chairs before leaving the seating area.
- ◆ Each class should select students who will perform certain duties each day before the class leaves the

cafeteria. These duties include the collection of silverware and the cleaning of tables and chairs. Younger students may need assistance in performing the above duties. Young or old, our students need constant supervision and encouragement so that our cafeteria is a pleasant place to eat. All classes have assigned times and tables for lunch. Please check with your child's teacher for the schedule. Parents are allowed to join their child for lunch on any day. 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.

### **MEDIA CENTER**

Students visit the Media Center both with their class and independently. The Media Center is open daily for students from 7:45 AM – 3:00 PM. Overdue fines are not charged but students are encouraged to return books promptly and to take care of all materials. The Media Center sponsors three book fairs every year and the profits are used to purchase library books and materials. The closed-circuit TV studio is located in the media center where students and the administration make a live news broadcast daily.

### **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. 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).

### **NAMETAGS**

Students and staff members wear nametags 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.

### **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.

### **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. Pre-K, Kindergarten, and Fifth-grade promotion pictures are taken in May. Flyers are sent home indicating the times, dates, and costs. Yearbooks will be for sale each spring. Payments are made directly to the photographer.

### **PIRATE NEWS NETWORK**

Pirate News Network is used as a communication tool for all students and staff. It is a closed-circuit television system that is run by fifth-grade students with help from the media specialist. The program begins promptly at 8:15 AM each day. Students are expected to be settled and listening for announcements and other information. Special events and celebrations are recognized daily through this medium.

### **PTSA OPPORTUNITIES**

Parents are partners in every aspect of the school program. Lake Wylie has an active and strong PTSA that encourages all parents to join and participate in school events. The PTSA also sponsors our Boosterthon that provides monies for computer technology, physical education equipment, and instructional materials for literacy and mathematics.

### **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 Supplemental or Intensive 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 LEADERSHIP TEAM**

The School Leadership 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](http://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, science, and sensory lab. 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 PTSA. Other days, such as hat day, are also designated as school spirit days throughout the year. Please refer to the school website 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 peaceful ways. We believe students and staff can be trusted and feel safe in our building.

At Lake Wylie Elementary School students will:

- ◆ Be courteous toward and respectful of all students and adults in the building.
- ◆ Respect school property and the property of other students.
- ◆ Keep their hands, feet, and objects to themselves.
- ◆ Walk quietly in the hallways and follow the directions of adults at all times.
- ◆ Use good manners in the cafeteria and follow all safety rules on the bus.

Our school will be using ClassDojo to communicate behaviors and incentivize positive behaviors. It is

possible to link to your child's account to see when they receive recognition for positive behaviors and to communicate with their teachers. In addition, we will have quarterly celebrations for those students that make their ClassDojo point goals.

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 do not contact the administrators concerning a behavior situation until you have first talked with the teacher.**

## STUDENT SERVICES

Guidance and counseling are available to all students by our School Guidance Counselor. The EC Resource, Talent Development, and Speech-Language teachers provide instruction for certified students in the Exceptional Children's programs. The multidisciplinary team also provides assessments of students to address individual academic, speech-language, behavioral, and social/emotional concerns. Limited English Proficient students are served through Lake Wylie's English as a Second Language (ESL) program. 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.

## TALENT DEVELOPMENT

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

## 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.

## TEXTBOOKS

All basic texts are loaned to students for use during the year. Textbooks are to be kept clean and handled carefully. Names are placed in books in case they are misplaced. We charge for abused or lost books at the end of the year.

## TITLE IX

Please review the following statement from CMS in regards to Title IX (click the link)

[W Title IX Commitment.docx](#)

### **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. Upon arrival to school, a visitor's badge will be issued to you. 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. We hope parents will come frequently for lunch. All visitors are to sign-in and to wear a visitor's badge during the visit.

### **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, Facebook, and Twitter often for the most current happenings at Lake Wylie Elementary.

# The LWES Way

	Classroom	Cafe	Hall	Playground	Restroom	Arrival/Dismissal
<b>L</b> Leadership is Key!	<ul style="list-style-type: none"> <li>Raise your hand.</li> <li>Have correct materials out.</li> <li>Complete your work.</li> </ul>	<ul style="list-style-type: none"> <li>Put first things first (eat before talking)</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the third tile from the wall.</li> </ul>	<ul style="list-style-type: none"> <li>If you see something bad happening, say something to an adult.</li> </ul>	<ul style="list-style-type: none"> <li>Hush, rush, flush.</li> <li>Silence in the restroom.</li> </ul>	<ul style="list-style-type: none"> <li>Have your backpack and materials ready.</li> </ul>
<b>W</b> We are respectful!	<ul style="list-style-type: none"> <li>Use appropriate language.</li> <li>Keep your hands to yourself.</li> <li>Follow your teacher's instructions.</li> </ul>	<ul style="list-style-type: none"> <li>Listen to the directions of the adults.</li> <li>Use a quiet voice to talk to neighbors.</li> </ul>	<ul style="list-style-type: none"> <li>Walk quietly.</li> <li>Keep your hands to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Invite others to play with you.</li> <li>Show good sportsmanship.</li> </ul>	<ul style="list-style-type: none"> <li>Respect the privacy of others.</li> <li>Stay in your stall.</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions from adults.</li> </ul>
<b>E</b> Everyone works together.	<ul style="list-style-type: none"> <li>Help your classmates if they need it.</li> </ul>	<ul style="list-style-type: none"> <li>Clean your area.</li> <li>Put your tray and trash where they belong.</li> </ul>	<ul style="list-style-type: none"> <li>Face forward to make sure you stop and start as needed and stay in your personal space.</li> </ul>	<ul style="list-style-type: none"> <li>Take turns.</li> <li>Follow the rules in games.</li> <li>Include others in playing.</li> </ul>	<ul style="list-style-type: none"> <li>Throw away trash.</li> <li>Wait quietly for the restroom.</li> </ul>	<ul style="list-style-type: none"> <li>Help your neighbors and siblings get where they need to go.</li> </ul>
<b>S</b> Safety is #1!	<ul style="list-style-type: none"> <li>Use all materials as intended.</li> <li>Keep classroom door locked.</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your seat.</li> <li>Raise your hand if you have an emergency.</li> <li>Keep your hands to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Watch out for opening doors.</li> <li>Go straight to your destination.</li> <li>Leave exterior doors closed.</li> <li>Don't open exterior doors for anyone.</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment properly.</li> <li>Watch and listen for the signal to line up.</li> <li>Keep your hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Keep your feet on the floor.</li> <li>Wash your hands.</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated until your name is called (car rider).</li> <li>Walk straight to your bus or car with an adult.</li> </ul>



K-2 Offense Type	Tier 1	Tier 2	Tier 3
<b>Description of Offense</b>	<ul style="list-style-type: none"> <li>Off task behavior (talking, playing, not following directions) after a warning/redirection has been given.</li> <li>Not following expectations above.</li> <li>Excessive horseplay.</li> <li>Classroom disruptions.</li> </ul>	<ul style="list-style-type: none"> <li>Repeated Tier 1 offenses.</li> <li>Threatening behavior / bullying.</li> <li>Inappropriate touching or physical contact- hitting/ pushing.</li> </ul>	<ul style="list-style-type: none"> <li>Physical fighting.</li> <li>Inappropriate contact Title IX/Vandalism .</li> <li>Theft (money/ more valuable items).</li> <li>Repeated Tier 2 offenses.</li> </ul>
<b>Possible Consequence</b>	<ul style="list-style-type: none"> <li>Conversation with the classroom teacher.</li> <li>Teacher document incident.</li> <li>Less than 5 laps.</li> <li>Time in buddy classroom.</li> <li>Teacher calls parents.</li> </ul>	<ul style="list-style-type: none"> <li>Tier 1 consequences.</li> <li>Call to parents.</li> <li>Bounce to another classroom.</li> <li>Office referral.</li> <li>Organized recess (independent activity).</li> </ul>	<ul style="list-style-type: none"> <li>Tier 2 consequences.</li> <li>Office referral.</li> <li>Parent teacher conference.</li> <li>In School Suspension.</li> <li>Out of School Suspension.</li> </ul>

3-5 Offense Type	Tier 1	Tier 2	Tier 3
<b>Description of Offense</b>	<ul style="list-style-type: none"> <li>Off task behavior (talking, playing games on Chromebook, sleeping, drawing) after a warning/redirection has been given.</li> <li>Not following the expectations above</li> <li>Cursing (1st time).</li> <li>Disrespect- first offense.</li> <li>Excessive horseplay.</li> <li>Classroom disruptions.</li> <li>Inappropriate comment.</li> </ul>	<ul style="list-style-type: none"> <li>Cursing (repeated).</li> <li>Repeated disrespect.</li> <li>Threatening behavior.</li> <li>Inappropriate touching or physical contact- hitting/ pushing.</li> <li>Vandalism (1st time).</li> <li>Theft (1st time).</li> <li>Repeated misuse of technology.</li> <li>Cheating.</li> </ul>	<ul style="list-style-type: none"> <li>Physical fighting.</li> <li>Inappropriate contact of a sexual nature (Title IX).</li> <li>Repeated inappropriate comments of a sexual nature.</li> <li>Vandalism (repeated).</li> <li>Theft (repeated).</li> <li>Repeated Tier 2 offense.</li> </ul>
<b>Possible Consequence</b>	<ul style="list-style-type: none"> <li>Conversation with the classroom teacher, counselor.</li> <li>Teacher document incident.</li> <li>Less than 5 laps.</li> <li>Time in buddy class.</li> <li>Teacher calls parents.</li> </ul>	<ul style="list-style-type: none"> <li>Tier 1 Consequence.</li> <li>Call parents.</li> <li>Time in buddy classroom.</li> <li>Silent lunch at round cafeteria table.</li> <li>Organized recess.</li> <li>Teacher student conference.</li> <li>Office referral.</li> </ul>	<ul style="list-style-type: none"> <li>Office referral.</li> <li>Parent teacher conference.</li> <li>In School Suspension.</li> <li>Out of School Suspension.</li> <li>Tier 2 consequence.</li> </ul>