

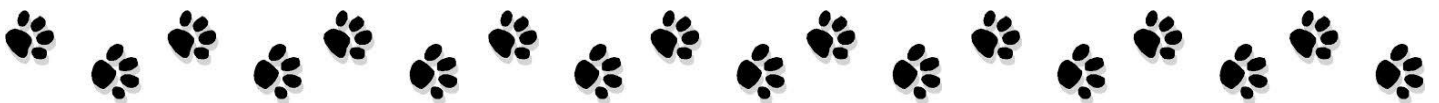
PARENT HANDBOOK

2018-2019



3440 W. MAPLE
WICHITA, KS 67213
316.973.9900

www.usd259.org/lawrence



@LawrenceUsd259

WELCOME TO LAWRENCE ELEMENTARY!

We are excited to work with you to create a positive learning environment for you and your family. The purpose of this handbook is to inform parents and students of important policies, procedures, and information relating to Lawrence.

SCHOOL HOURS:



LAWRENCE OFFICE HOURS	8:00 A.M. – 5:00 P.M.
BREAKFAST	8:30 A.M.
FIRST BELL	8:50 A.M.
SECOND BELL	9:00 A.M.
DISMISSAL	4:10 P.M.

The remainder of this handbook is listed in alphabetical order to ensure ease of locating items/topics.

ATTENDANCE:

Regular school attendance is extremely important to help children become successful in school.

When a student is unable to attend school, please call the office at (316)973-9900. Please leave the student's name, teacher's name, and reason for being absent.

Being on time is an important life skill. When students are late to school, they miss important instructional time. School begins promptly at 9:00 a.m. Students arriving after 9:00 a.m. will be counted tardy.

Parents who know that their child(ren) will be absent for 3 or more days are expected to complete a "Notification of Extended Absence" form available in the office.

Unexcused absences will receive a call from Parent Link.



IF YOU DON'T READ ANYTHING ELSE IN THIS HANDBOOK...

- It is vitally important for all children to attend the full school day everyday! Students who habitually arrive late and/or leave early miss valuable instructional time!
- Parents should call as early as possible the day a child will be late or is absent. Leave a message on voicemail if no one is available to answer the phones.
- Parents must update address and emergency contact information every time such information changes.
- The front driveway is reserved for buses and daycare vehicles from 8:40 – 9:00 every morning and 4:00 – 4:20 every afternoon (1:20 – 1:40 on early dismissal days).
- There is no supervision before or after school for children other than those enrolled in the Lawrence School Age Program (Latchkey).
- Students are not permitted to possess medication at school.
- Children will imitate their parents and the adults in their lives. Thank you for showing respect for our school, the rules and our employees. By doing so, you are a role model for all of our students.

ARRIVAL AND DISMISSAL PROCEDURES:

BREAKFAST:

Students who need to eat breakfast may enter through the front doors at 8:30 a.m. Staff is not available to supervise any students arriving prior to 8:30 a.m.



Breakfast will not be served after 8:55 a.m. Food servers are not available after this time.

MORNING DROP-OFF:



Teachers are on duty beginning at 8:50 a.m. when the first school bell rings. Students not enrolled in Latchkey or eating breakfast are not supervised prior to 8:30 a.m. Our school day officially starts at 9:00

When dropping off your child, please remember these steps:

1. Please do not park in any drop-off zone. If you would like to park, you may park in Mayberry parking lot or the tennis courts.
2. To maximize use of the drop-off lane, please pull as far forward as possible.
3. Be careful as you pull away from the parking lot. Remember, taking a few extra minutes to follow procedures correctly may save the life of a student!

DISMISSAL:

School is dismissed at 4:10 p.m. For the safety of our students, we ask that parents wait outside for students to be dismissed. Students will be dismissed in designated grade-level areas with their teachers.

When picking up your child, please remember these steps:

1. Please do not park in any drive-thru lane. If you would like to park, you may park in Mayberry parking lot or the tennis courts.
2. To maximize use of the pick-up lane, please pull as far forward as possible.
3. Older siblings will be waiting with the youngest siblings for pick-up.
4. Staff members will assist students into their vehicles when all members of the family are present.
5. Be careful as you pull away from the parking lot. Remember, taking a few extra minutes to follow procedures correctly may save the life of a student!

Any student not picked up by 4:20 p.m. will need to be picked up and signed out in the office.

WEATHER CONDITIONS:



Should severe weather occur at dismissal, parents are allowed to park in the drop-off/pick-up zone to enter the building and pick up their child(ren).⁴

BEHAVIOR EXPECTATIONS:

Lawrence staff supports students in utilizing a consistent approach to classroom management designed to reduce student misbehavior, increase responsible behavior and increase motivations.

CHAMPS:

The CHAMPS model is a proactive, positive and instructional approach that is utilized throughout the building. CHAMPS ensures we understand the expectation and we are all successful.



C - CONVERSATION	What is the voice level?
H - HELP	How do I ask for assistance?
A - ACTIVITY	What is the activity?
M - MOVEMENT	What does the movement look like?
P - PARTICIPATION	How will I interact with others?
S - SUCCESS	How will I know I am successful?



L.I.O.N.S. GUIDELINES FOR SUCCESS:

Lawrence is committed to having a school environment that is focused on high academic and behavioral standards.

- LEAD BY EXAMPLE
 - Be kind, respectful, and considerate of others' thoughts, feelings, and belongings.
- IMPROVE EACH DAY
 - Be on time, work hard, and be safe.
- OWN YOUR PERFORMANCE
 - Be responsible for their own behavior.
- NEVER GIVE UP
 - Show commitment and a positive attitude.
- STRIVE FOR SUCCESS
 - Follow school rules and procedures.



POSITIVE BEHAVIOR SUPPORT:

Lawrence staff strives to support students in developing and learning social, emotional, and behavioral competence. As a staff, we will develop positive, predictable, and safe environments that promote strong interpersonal relationships with students through teaching, modeling, and encouragement.

Some examples of these supports include:

- Social and Emotional Learning Curriculum
- Student of the Week
- LION links
- Individual classroom initiatives



The Lawrence staff is committed to ongoing partnerships with families to develop positive behavior for lifelong success. Communication between the staff and families is an essential component for individual student success. Thank you for supporting your child and the Lawrence staff in these efforts.

BIRTHDAYS:



To maximize instruction, student birthday parties must be coordinated with the classroom teacher. Parties should be no more than 15 minutes in length. Please be sure to check with your child's teacher to learn if any students have food allergies prior to bringing treats. Students are not allowed to pass out birthday party invitations at school unless the entire class is invited to attend the party.

CELL PHONES AND PERSONAL DEVICES:

It is recommended that students keep all valuable (monetary or otherwise) personal items at home. Additionally, per BOE Policy 1464 (#11), during the school day, any personal electronics (including cell phones) are to be out of sight and powered off. The school is not responsible for any personal items that are brought to school that may be damaged and/or lost. Leaving all valuable items at home will protect families from financial loss.



DRESS CODE:



We have a regular dress policy for all our students. Students are not allowed to wear clothing that distracts from the learning of others, is vulgar, offensive, frightening, sexually suggestive, or gang/alcohol/drug related. Parents/guardians are expected to use good judgement in sending students to school properly dressed or groomed.

TOPS

- Shirts must cover and not reveal stomach and undergarments.
- Sheer shirts must not reveal stomach and/or undergarments.
- Tank top straps must be wider than 2 finger widths.

BOTTOMS

- Pants and shorts must be at fingertip level when arms are extended down.
- Pants and shorts shall be worn at the waist – No sagging will be allowed.

OTHER GENERAL EXPECTATIONS

- Hats, ball caps, bandanas, and other types of headgear are not to be worn during the school day.
- Head coverings due to religious and medical purposes are acceptable, as are appropriate headbands/scarves for holding back long hair.

FIELD TRIPS:

Field trips within Wichita and nearby are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and introduce students to resources within the community. All field trips require the use of school buses; parents may not transport other students in their personal vehicles. For the safety of our students, siblings are not allowed to attend field trips. Parents that volunteer to chaperone a field trip must be able to stay the entire duration of the field trip.



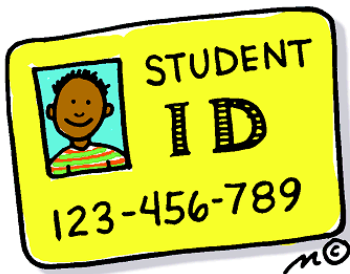
Parents will be notified of the planned field trip at least five days in advance and must sign a trip waiver in order for students to attend. If a student does not have a signed permission slip to attend, they will not be allowed to go. We will not accept verbal permission over the phone.

HOMEWORK:

According to BOE Policy P6340, the purpose of homework is to reinforce classroom learning and provide opportunities for independent study, research, and creative thinking. When a student has homework, families can help by providing a quiet, comfortable environment for the student and seeing that assignments are complete. Please contact your child's teacher with questions anytime.



ID BADGES (STUDENT):



Each student is issued a personalized ID badge upon enrollment. This badge contains a barcode that is scanned any time the student goes through the breakfast/lunch line or checks out a library book. By using the barcodes for lunch and breakfast, students do not have to go through the line in ABC order.

The badges provide us an opportunity to address student and adults by name and add a safety component to procedures when transitioning during the day. They also add efficiency to procedures.

Students are required to wear their badges on their shirt at all times during the day. A clip is provided for that purpose. Students without their badge have to be at the end of the lunch line since they have to be "looked up" in the computer rather than just scanned. Students should leave their ID badges at school each day. If a child loses their badge, the parents are responsible for purchasing a replacement badge from the office for \$2.

IMMUNIZATIONS & VACCINATIONS:

Kansas State Law requires that every student who is admitted to the public school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, and polio. A rubella/rubeola vaccination and a tuberculin skin test is also required. Students must have received their most recently required vaccine in order to attend school. Please contact our nurse if you have any questions.



LATCHKEY (SCHOOL AGE PROGRAM)

USD 259 Latchkey Programs are state licensed daycare facilities. We have certified teachers caring for your children and planning activities that are age appropriate and safe. Enrolling your child into our Latchkey program requires separate forms that must be completed prior to your child being admitted into the program. Fees are assessed for the amount of time a child is in Latchkey.

LATCHKEY HOURS

MORNING	6:30 - 8:50 A.M.
EVENING	4:20 - 6:00 P.M.

Parents are required to walk their children into Latchkey to sign them in each morning and sign them out each evening. Please contact the Latchkey director, Mr. Johnson, with any questions.



LOST & FOUND:

The school's lost and found is located in the short hallway north of the entrance commons area. Items in the lost and found at the end of each quarter will be collected and donated to a local charity. Please help reduce the number of items in the lost and found by labeling your child's belongings, such as backpacks, lunch boxes, and clothing with their first initial and last name.

LUNCH:

Breakfast/Lunch money is to given directly to our clerk, Mrs. Gleeson, in the office. Nutrition Service guidelines state that parents are responsible for any negative balances that occur. Notices will be sent home with students regarding low or negative account balances.

Milk selected in addition to a breakfast/lunch brought to school will be charged \$0.50.



LUNCH SCHEDULE

Students have a 40 minute lunch period each day - 20 minutes in the lunchroom and 20 minutes at recess.

**If you would like to take your child to lunch, please come to the office and sign them out during their regularly scheduled lunch time. You are also welcome to come eat lunch with your child in the cafeteria. You may bring outside food in or you may purchase a school lunch at the visitor price.

MEDICATION AT SCHOOL:



If a student needs to take medication to school, the following requirements must be met.

1. A written request from the attending physician must be provided.
2. Parent notification to the school concerning the medication's intent and anticipated time span for dosage.
3. Medication must be in a clearly identified container with the student's name, drug identification, and dosage instructions.

Medication must be stored in the nurse's office and administered by trained school personnel only. A written record is kept of the dosages given to the student.

While it might seem like a silly requirement, even cough drops need to be administered through the school nurse.

Parents can bring medication to the school to give their child. We ask that you come to the office and have the office staff call for your child to come to the nurse's office for you to administer the medication.



NEWSLETTERS & WEBSITE:

Teachers generally send home a monthly newsletter to keep you updated on academics and events occurring in the classroom and at school.

With the growing use of technology, we will be using our website as the primary source for sharing information, so please check it frequently at www.usd259.org/lawrence

Parents are also encouraged to follow us on Twitter @LawrenceUSD259 to receive important updates and see captured moments of our wonderful students!

PETS:

Pets are not allowed on school property without prior authorization. Trained dog guides or service animals in use by a person with a disability are allowed on school grounds.



SITE COUNCIL & FAMILY ENGAGEMENT:

Lawrence Site Council consists of Lawrence staff and parents. Meetings will be held quarterly.

Family Engagement consists of Lawrence staff members whom initiate community relationships and sponsors for a wide variety of programs for the benefit of our students and school. Profits from fundraising projects are returned to the school for the benefit of all students.

TELEPHONE CALLS & MESSAGES:

To help keep classroom interruptions to a minimum, we ask that you call the office if you need to get in touch with your child's teacher. The office staff will ensure the message gets delivered to the teacher and/or your child in a timely fashion.



TEXTBOOKS:

Textbooks are provided through a rental fee payable during enrollment. If a book is lost, misused, or damaged beyond measurable wear, the student will be required to provide the funds to replace the book. This also applies to books checked out from the school library.



TOBACCO:

Tobacco use is not permitted on Wichita Public School property, indoors or outdoors. This includes building entrances, outdoor athletic venues, lawns, sidewalks, and school district parking lots, even if you are in your vehicle. Vape pens are also not permitted on school grounds. We appreciate your cooperation.

TOYS & VALUABLES:

Please do not allow your child to bring toys or other non-school related items to school unless it has been approved by the classroom teacher.



WEATHER:

In order to dismiss our students on snowy or rainy days, we will use the following procedure.

- An inclement weather sign will be posted in the parking lot and students will be kept inside the building.
- Drive-through lane: We will use the drive-through lane, however, there will be staff radioing to the building to send your child out to you.
- Inside pick-up: If you regularly pick up your child from their teacher, you will enter the building and check your child out from their classroom. Grade level enter/exit doors will be unlocked at 4:10 to make entry more convenient.

Thank you for your cooperation.



VISITORS:

Parents/guardians are welcome and encouraged to visit the school. All visitors must enter through the front doors. Anyone who needs to go past the office needs to bring in a valid driver's license or ID that will be screened by our HALL PASS system and given a badge to wear while in the building. Please place the badge on your body so it is easily visible. To help reduce classroom interruptions, please come to the office when picking up or delivering items to a student.

VOLUNTEERS:

Volunteers are needed, wanted, and greatly appreciated! Parent volunteers are encouraged to take an active part in their child's school. We can use your help working as a tutor, helping with special events, helping at lunch, being a guest speaker, and much more!

The Board of Education Policy P2130 requires everyone who is interested in volunteering in the school to complete a Volunteer Registration Form and submit it to the office. After you complete this form, a staff member will contact you to get you set up to help.

To make your volunteering time the best experience it can be, we ask that you inform the teacher of the date and time you are wanting to help out. This will allow for them to plan activities that will be the most beneficial to the students and school. Just "showing up" may not be the best use of your time. We ask that you please not bring small children while volunteering your time.

