

# J. MILTON LEWIS ELEMENTARY SCHOOL 2018-2019 HANDBOOK



# **WE ARE LEWIS!**



4179 Jim Owens Road Kennesaw, GA 30152

Ph 770-975-6673 • Fax 770-975-6675

[www.cobbk12.org/Lewis](http://www.cobbk12.org/Lewis)

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# Cobb County School Year Calendar and PTSA General Meetings

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## Cobb County School Year Calendar

First Day of School	August 1
Labor Day Holiday	September 3
Fall Break	September 24 – 28
Conference Week	October 15 - 19
Thanksgiving Holidays	November 19 - 23
Winter Holidays	December 24 – Jan 4
MLK Jr. Day	January 21
Winter Break	February 18 - 22
Spring Break	April 1 - 5
Last Day of School	May 22

## Lewis PTSA General Meetings

PTSA General Assembly Meeting	August 14
PTSA meeting and 4 <sup>th</sup> grade musical	November 1
PTSA meeting and Pizza Bingo Night	February 1
PTSA meeting and STEAM Night	March 7

## Welcome From Our Principal

Dear Lewis Families,

As the new Principal at Lewis Elementary, it is my pleasure to welcome you to another exciting school year. Lewis's rich tradition of excellence has evolved through the hard work, dedication and persistence of the school's staff and community. My role will be to honor all that you have accomplished, and clear the path for continued success in the future. Our Vision here at Lewis Elementary is "Every Child, Every Day" and our Mission is to challenge the entire Lewis community to reach their fullest potential every day. As both our Vision and Mission denote, we are committed to helping each individual reach their fullest potential, and with your support and assistance, this will become a reality!

I would encourage you to become involved through joining one of the many programs Lewis offers, such as PTSA, classroom or media center volunteer, or our Watch D.O.G. Program.

Regular attendance is a very important component to getting a quality education. Our day begins at 7:50 a.m. and ends promptly at 2:10 p.m. Please make sure that you adhere to this so that your child can take advantage of the educational minutes afforded them each day.

My goal for this year is to ensure that your child wakes up each morning and looks forward to coming to school. A positive elementary school experience will set the foundation for success in middle and high school. Our goal is to make this school year your child's "best year until next year!"

Sincerely,

Robert Babay

# J. Milton Lewis Elementary School

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4179 Jim Owens Road  
Kennesaw, Georgia 30152  
770.975.6673  
770.975.6675 (Fax)  
[www.cobbk12.org/Lewis](http://www.cobbk12.org/Lewis)

J. Milton Lewis Elementary opened its doors on August 26, 1986 with 392 students in grades K-5. Two years later, enrollment had grown to 834. Mr. J. Milton Lewis, for whom the school was named, was a dedicated educator for more than 47 years. His career began in 1927 at Griffin High School. Mr. Lewis' career then took him to Florida in 1936 and back to Georgia in 1952. When the Cobb County School System needed leadership, Mr. Lewis stepped in to fill administrative roles asked of him including his last position as superintendent before he retired in 1973. Mr. Lewis was most likely remembered for his decision-making skills, calm and steady approach, and how he achieved the personal touch in education by always keeping the lines of communication open between the school system and the students, parents and teachers.

Our Vision: Every Child, Every Day!

Our Mission is to challenge the entire Lewis community to reach their fullest potential every day.

We believe students thrive in a positive environment where opportunities are provided to develop academically, socially, emotionally, and physically.

We believe an environment should be provided where creativity and innovation by both students and staff is encouraged and embraced.

We believe staff who take pride in their work have the success of their students as the top priority.

We believe family and community support and engagement are critical to the success of our school.

# **Cobb County Board of Education**

514 Glover Street  
Marietta, GA 30061  
770.426.3300  
<http://www.cobbk12.org/>

All public board meetings are held at the Cobb Central Office at 514 Glover St. in Marietta. The Board meets at 8:30 am on the 2<sup>nd</sup> Wednesday of each month and at 7:30pm on the 4<sup>th</sup> Thursday of each month. There are no night Board meetings in November or December due to winter holidays.

## **Opportunities for Public Participation at Board Meetings:**

Prior to the beginning of each meeting, the Board shall convene to an open session not to exceed thirty minutes to hear from interested employees and citizens of the school district. A sign-in session for the public speaking forum shall be held between 8:00 a.m. to 8:30 a.m. for all work sessions and between 6:30 p.m. to 7:00 p.m. for all regular meetings. The open session shall begin promptly following the sign in session. Participants who do not sign in during those times will not be permitted to speak. Specific land, legal and personnel issues may not be discussed during the open session.

## **Superintendent**

Mr. Chris Ragsdale  
Phone: 770-426-3453  
[chris.ragsdale@cobbk12.org](mailto:chris.ragsdale@cobbk12.org)

## **School Board Member Post 1**

Randy Scamihorn  
[rscamihorn.boardmember@cobbk12.org](mailto:rscamihorn.boardmember@cobbk12.org)

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## **Report School Violence Pronto (R.S.V.P.)**

Call (770) 499-3911 or call 911

**TELL SOMEONE!**

**1-877-SAY-STOP**

Safe schools Hotline (Anonymous/Confidential)

Report drugs, weapons, bullying, threats or other safety issues. 24 hours a day / 7 days a week

**2018 – 2019 Lewis Elementary Staff**

**Robert Babay – Principal**

**Angela Lumsden – Assistant Principal**

**Karen Osterhoudt – School Leadership Intern**

<b>Kindergarten</b>	<b>First Grade</b>	<b>Second Grade</b>
Amy Boyette Pam Huber Marylea Remkus Donna Sill	Jacqueline Cormier Laurie Edwards Lisa Fries Jennifer Nicklis	Chastity Buckley Monica Carlton Lavondria Jones Sheila Kloss
<b>Third Grade</b>	<b>Fourth Grade</b>	<b>Fifth Grade</b>
Brooke Apodaca Patty Dalglish Stephanie Fuchs Stephanie Moore	Kayla Cannon Stephanie Clifford Heather McIntosh Randy Smith	Kourtney Jones Kari Reeve Carol Rothrauff Christy Stanley
<b>Special Education</b>	<b>Specialists &amp; Target</b>	<b>Reading Lab</b>
Mallory Anderson Samantha Cato McKenzie Gay Ryann Henderson Jessica King Belinda Lunceford Kimberly Pair Anne Pearce Chaura Ross Michelle Sledge Christina Thomson	Debbie Collins – ESOL Holly Kirkpatrick - ALP Kari Reeve - ESOL Krista Lewis - Art Ken Grebe - Music Kathy Richardson - PE Rebecca Roberts – Science Lab Diane Searles- ALP Cole Sproat - Media Specialist	Lori Larson - Reading Lab  <b>Speech Pathologists</b> Lori Martell Karen Parris (Preschool)

<b>Counselors</b>	<b>Paraprofessionals</b>	<b>Office</b>
Missy Monstrola Lisa Hiers  <b>Itinerant Personnel</b> Bonnie Balboa - Occupational Therapist Patrick Ball - School Social Worker Ilisha Auld - Psychologist Marna Crane - Special Ed. Supervisor	Jennifer Anderson – Special Ed. Laurel Brown – SN Pre-K Sharon Darby – SN Pre-K Regina Duvall – Kindergarten Debbie Fain – Special Ed. Karen Gettinger - Kindergarten Laura Layde – P.E. Cami Lemr – Media Center Marie Moon – SN Pre-K Jenny Moore – Computer Lab Darin Rager – Kindergarten Sandra Smith – Special Ed. Lori Strickland – Special Ed.	Laura Lynch- Secretary Roxana Rowland - Clerk Janice Towns - Bookkeeper Mary Weaver – Nurse  <b>Lunchroom Monitors</b> Jessica Harris Deniece Oehmsen
<b>ASP</b>	<b>Custodial Service</b>	<b>Food Service</b>
Lori Strickland - <b>Director</b> Yvonne Reid - Account Clerk Jennifer Sutton - ASP Bookkeeper	David Bacon – <b>Head Custodian</b> Steven Dearborn Nezdad Katardzic Muho Prozorac	Nicole Chastain – <b>Food Service Manager</b> Susan Short Britton Stilwell Linda Wyche Staci Young



## 2018 – 2019

### Lewis Elementary PTSA Officers

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We are excited about this new school year and the opportunities to get involved. We encourage everyone interested in assisting us this year to please contact any PTSA member or email our volunteer coordinator at [volunteer@lewispta.com](mailto:volunteer@lewispta.com).

#### **Co-Presidents**

Amy Nicholson and Sarah Bosnak

[ajnic2004@gmail.com](mailto:ajnic2004@gmail.com) and [sarahbosnak@gmail.com](mailto:sarahbosnak@gmail.com)

#### **Co-Vice Presidents**

Andrea Crouse and Missy Howell

[Forrest.cj17@gmail.com](mailto:Forrest.cj17@gmail.com) and [willmiss@hotmail.com](mailto:willmiss@hotmail.com)

#### **Secretary**

Jennifer Bourne

[Bourne2bake@gmail.com](mailto:Bourne2bake@gmail.com)

#### **Treasurer**

Audrey Zohner

[audreyvzohner@gmail.com](mailto:audreyvzohner@gmail.com)

#### **Parliamentarian**

Kyli Tubbs

[kylimarie@hotmail.com](mailto:kylimarie@hotmail.com)

## PTSA Information

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**Mission Statement:** 1. To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children; 2. To assist parents in developing the skills they need to raise and protect their children; and 3. To encourage parent and public involvement in the public schools of the nation.

**Local Unit:** Our local PTSA unit, the J. Milton Lewis PTSA, Inc. was incorporated in 1999. The PTSA Board is committed to carry out its activities in accordance with the PTSA bylaws, set forth by the National PTA. We are committed to managing PTSA programs and activities to meet the needs of Lewis students, and to be an active voice in community concerns and legislative issues. Guidelines and program aids are offered to local units by the National and Georgia PTA. Our local PTSA unit chooses the appropriate programs to meet our needs.

**Council:** Lewis PTSA is part of the Tom Mathis, Sr. Council, which includes area PTSA groups. It offers leadership and assists local units, and coordinates activities between local units and state.

**District:** We are part of District 9, a geographic group that unifies local units and councils within the state. It coordinates efforts between the council/local units and state/national organizations.

**State:** Organized in 1906, Georgia Congress of Parents and Teachers is the direct link between the local units and the National PTA. Through this connecting link, more than 350,000 Georgia PTA members have the opportunity to help direct and formulate PTA efforts and activities; anyone who becomes a member of a local unit automatically becomes a member of the Georgia and National PTA.

**National:** The PTA organization was founded in 1897 originally as the National Congress of Mothers. The National Congress of Colored Parents and Teachers was founded in 1926 in Atlanta. The two organizations were united in 1970 to serve all children equally.

**PTSA Membership:** Your membership entitles you to be a supportive partner and a voting voice in the decision-making process that can affect your student's education and well-being. You can be involved in today's students and be an active member by:

- Attending PTSA General Meetings
- Volunteer for planned committees/projects
- Exercise your right to vote on important issues
- Offer suggestions and opinions

## **JOIN THE LEWIS PTSA**

**Parents, students, grandparents, friends and members of the community  
are able and encouraged to join the PTSA.  
Annual membership dues are \$5, payable to Lewis PTSA.**

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### **Tom Mathis, Sr. PTA Council**

President: Jenny Bradley  
jennybradleyptsa@gmail.com

### **PTSA District 9**

District Director:  
Irene Barton  
irenebart@gmail.com

### **Georgia PTA Headquarters**

114 Baker Street, NE  
Atlanta, GA 30308-3366  
404.659.0214 or 800.PTA.TODAY  
www.gapta@bellsouth.net  
Lisa-Marie Haygood, President  
Presgapta@bellsouth.net

### **National PTA Headquarters**

National PTA Headquarters  
1250 N. Pitt Street  
Alexandria, Virginia 22314  
Phone: (703) 518-1200  
Toll Free: (800) 307-4PTA (4782)  
Fax: (703) 836-0942  
E-mail: [info@pta.org](mailto:info@pta.org)

## Partners in Education

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Partners in Education is a collaborative effort of school and business in support of education. Our Principal, Robert Babay, along with our liaisons and PTSA, is working with area businesses as “PARTNERS”. Please extend a “Thank You” for all they do to enhance our children’s educations.

### **OMEGA LEARNING CENTER**

5330 Brookstone Drive, Suite 320  
Acworth, GA 30101  
770-792-7431

### **NORTHSTAR CHURCH**

3413 Blue Springs Rd.  
Kennesaw, GA 30144  
(770)420-9808

### **STEBI B’S PIZZA**

3335 North Cobb Parkway  
Acworth, GA 30101  
(770)529-4404

### **CHICK-FIL-A**

3295 Cobb Parkway  
Acworth, GA 30101  
770-966-8918

### **DEPEW ORTHODONTICS**

2748 Watts Drive  
Kennesaw, GA 30144  
(770)422-3939

### **KONA ICE**

[www.Kona-ice.com](http://www.Kona-ice.com)  
(404)271-5887

### **LIBERTY MUTUAL**

3161 Cobb Parkway, Suite 130  
Kennesaw, GA 30152  
770-974-0272

### **GODDARD SCHOOL OF KENNESAW**

3190 Blue Springs Road  
Kennesaw, GA 30144  
770-975-7555

### **PUBLIX**

2774 N Cobb Pkwy Suite 201  
Kennesaw, GA 30152  
770-426-3240

### **COBB FOOTBALL LEAGUE**

114 Town Park Dr. Suite 400  
Kennesaw, GA  
770-790-4404  
678-428-2367

### **GYMNASTICS ACADEMY OF ATLANTA**

2995 N. Cobb Pkwy.  
Kennesaw, GA 30152  
(770)975-8337

### **CHRISTIAN BROTHERS AUTOMOTIVE**

3408 Cobb Parkway NW  
Acworth, GA 30101  
(770)966-1599

### **PRESTIGE SALON**

4200 Wade Green Rd. NW  
Kennesaw, GA 30144  
(770)425-5668

### **SILVERBACH LAW**

(770)544-0527

## Cobb County and School Information

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### Admission to School

Children must be age 5 by September 1<sup>st</sup> to enter Kindergarten, and age 6 to enter First Grade. Children entering Kindergarten and those new to First Grade must present a birth certificate. Those entering a Georgia school for the first time must present a GA certification of Immunization (Form 3231) and a Certificate of Dental Health (Form 3300). These are obtainable from the Health Department or private physician. Social security number is required. A student who moves to another state and returns to Georgia must meet “New to Georgia” requirements. New students must present official records from the previous school showing last grade/level completed. In situations where courts have decided custody, an official statement of custody is requested.

### After School Program (ASP)

The After School Program (ASP) operates each school day beginning at the end of the school day and ends at 6:00pm. The schedule includes time for homework, snack, and fun activities. Children must be signed out daily by a designated adult. ASP does not operate on teacher workdays. The cost is \$7/day or \$35/week. An annual registration fee of \$10 per child is required. Prepayment is required. A late pickup fee (\$1/minute) will be charged for each child picked up after 6:00 p.m. You may reach Lori Strickland, Director, in the ASP office at 770.975.6673 ext. 245 from 3:00 p.m. to 6:00 p.m.

### Attendance/Tardiness

Regular school attendance is required by law. Regular attendance means actual attendance of a pupil during the entire day of school. If a child comes to school after 11:15am or leaves before 11:15am, he/she is counted absent. A tardy student must be signed in by a parent in the office. Students who are constantly tardy miss critical instruction time. **Please help teach responsibility by arriving on time. Our official start time is 7:50, however, the TV newscast starts at 7:45 a.m.** The new CCRPI rating penalizes a school when a child misses more than **5 days** in a year. Please do not schedule family vacations during the school year.

### Behavior

The Cobb County Board of Education is dedicated to sound behavior practices. For specific details of the behavior code, please consult policy JDCA-R. A copy is located on the district website at [www.cobbk12.org](http://www.cobbk12.org). In order to insure a good learning climate, appropriate school rules are essential.

### Bus Conduct

1. Students must show respect for school bus drivers at all times and follow the “**The Safe Rider Program.**”
2. **Insubordination:** All students shall comply with reasonable directions or commands of any Cobb County School District Employee.

3. **NO** student shall refuse to identify one's self upon request of any Cobb County School District Employee.
4. Students must be standing at the bus stop **AT LEAST FIVE (5) MINUTES** prior to the scheduled pick-up time. Students are to wait at the school bus stop in an orderly manner.
5. Students must **WAIT** for instructions (hand signals or otherwise) from the school bus driver **EVERY TIME** when crossing the street to board the bus or when exiting the bus. Students must be able to maintain eye contact with the school bus driver or cross in full view of the school bus driver.
6. Students must board the bus as soon as school is dismissed and not loiter in the courtyard and on the sidewalk. Once on the bus at dismissal time, the student will need the approval of an administrator to depart the bus at school.
7. Students **MUST** remain **SILENT** and **STILL** at **ALL** railroad crossings until the school bus crosses railroad tracks completely.
8. Elementary and Middle school students will be assigned a seat assignment on the school bus. (*High School at drivers discretion*)
9. Students **MUST** remain seated properly at all times unless otherwise directed by the school bus driver. (**BACK to BACK – BOTTOM to BOTTOM**)
10. Unnecessary noise is prohibited. Students must talk quietly - **NO** loud voices.
11. Student shall not talk on a cell phone and no other electronic devices can be used without headphones and must not be heard by others. Students must be able to hear bus driver at all times.
12. Due to allergic reactions and the possibility of choking - food, gum, and/or drinks are not to be consumed or opened on the school bus.
13. Name calling, harassment, intimidation, threats and bullying is prohibited on the school bus
14. Obscene language and gestures are prohibited on the school bus.
15. Fighting, pretend fighting, roughhousing or horseplay is **NOT** permitted.
16. **NO** objects (however small) are to be thrown on, in, out or at the school bus.
17. Destruction or defacing any part of the school bus is prohibited.
18. Emergency doors, windows, and hatches are to be opened **ONLY** at the direction of the school bus driver.
19. Students must keep all body parts inside the school bus at all times.
20. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces in a manner which might interfere with the operation of the school bus.
21. Weapons (*or objects that look like and/or could be used as weapons*) are **NOT** permitted at bus stop, on the school buses or school grounds.
22. Tobacco, illegal drugs and/or alcohol is **NOT** permitted at bus stop, on the school buses or school grounds.
23. Objectionable and/or dangerous items are **NOT** allowed on the school bus. (glass items, lighters/matches, animals, balloons, skateboards, perfume/cologne, aerosol cans, plastic bags, insects, straight or safety pins, sharp objects, large toys or objects that cannot easily fit on the student's lap or any other item of a questionable nature that might present a safety hazard)
24. Band instruments, sporting equipment and school projects can be transported **ONLY** if there is enough space for all students' seating requirements. Items may be placed in the seat or lap to whom they belong. This is left to the bus driver's discretion.

**25. Students will be allowed to board or exit the school bus at a bus stop other than the assigned residence bus stop ONLY with a Cobb County Transportation Bus Pass completely filled out by Parents/guardian and with school administrator approval (in writing). This written permission must be given to the school bus driver when boarding the school bus.** (Bus Pass can be denied if school bus is at capacity or if the student has a history of bus behavior offenses or becomes an offender) 1. Students must show respect for school bus drivers at all times and follow the **“The Safe Rider Program.”**

### **Car Riders**

Morning car riders are to come to the front parking lot (not the bus port). No drop offs prior to 7:15 a.m. Starting at 7:15 a.m., Lewis staff members are at morning car pool and can assist your child in exiting their car safely. Please help your child to develop some independence, and allow them to walk by themselves to class. Staff members are located throughout the building, and will be happy to assist children. Car riders can be picked up starting at 2:15 p.m.

### **Chain of Command**

In the event you or your child has an issue (whether in the classroom, Specials, lunchroom, etc.), please bring it to the attention of the teacher first. After doing that, if you feel that the issue is not resolved, speak with one of our counselors (Ms. Monstrola for 1st., 3<sup>rd</sup> and 5<sup>th</sup> grades or Ms. Hiers for Kdg., 2<sup>nd</sup> and 3<sup>rd</sup> grades). After doing that, if you feel the issue is not resolved, speak with an Administrator. After doing that, if you then feel that the issue is not resolved, contact Elementary Assistant Superintendent, Dr. Robin Lattazori at the Cobb County Central Office.

### **Child Abuse**

Please be aware that the laws of the State of Georgia require that members of such professions as medicine, nursing, counseling and teaching must report to the proper authority cases of suspected abuse. Members of these professions are held legally accountable for failure to make such reports and are protected against legal consequences when living up to this expectation.

### **Student “Home Alone” Checklist**

1. Students eight years or younger should not be left alone;
2. Students between the ages of nine years and twelve years, based on level of maturity, may be left alone for brief (less than two hours) periods of time; and,
3. It is strongly discouraged for parents to have thirteen-year-olds baby sit infants, small children, and children that require special attention due to medical conditions.
4. Children fifteen years and older can be left home alone overnight, depending on the level of maturity of the child.

Other safety precautions to consider when leaving a child unaccompanied: Don't leave the child responsible for food preparation that involves the stove; have a neighbor or relative check in regularly or have the child check in with an adult; make a safety plan that includes 911, and rehearse it with the child.

## **Class Parties**

By Cobb County policy, one class party is approved per year in order to preserve instructional time. Traditionally, this is before the winter holiday break.

## **Conferences**

There will be scheduled parent/teacher conferences October 15 – 19, 2018. Teachers will share with parents the specific skills that have been introduced or mastered for a greater understanding of the student's progress. Feel free to offer information about your child's home background if it may help to understand your child's emotional or social needs. If you have questions, prepare a list ahead of time. If the need arises beforehand, you may request a conference with the teacher by leaving a message at school or sending in a note. Elementary schools will be dismissed two hours early during conference week.

## **Discipline**

Our objective is to teach students self-control and responsibility. We need and desire positive relationships between school and home. We cannot accept behavior that is distracting or disruptive. Please remember that rules at home may differ from the rules at school. Rules at school must be followed while the student is in attendance. At school, we will emphasize fairness and consistency in dealing with problems. We will attempt a positive approach to working with the student. When necessary, we will use approved methods of dealing with unacceptable behavior. These may range from isolation to removal from the class. The school will inform you when serious action is required. We wish to work with families to overcome any deficiencies in this area. The power of suspension is vested in the school principal. This action will be taken when needed. In every case involving suspension, parents will be notified.

## **Dismissal**

Children may not leave school grounds during regular school hours except through the office. No child is to be released to parents or other persons unless he/she is called to the office to be signed out by an authorized adult. Please do not go directly to the classroom. This is necessary for our children's protection. Dismissal changes must be in writing and signed by the parent. Dismissal changes may be faxed before 1:45 p.m. to 770-975-6675.

## **Bell Schedule**

7:15 a.m.	School buses begin unloading students
7:45 a.m.	TV newscast/announcements begin
<b>7:50 a.m.</b>	<b>School begins</b>
2:10 p.m.	Afternoon announcements
2:15 p.m.	Dismissal begins
2:25 p.m.	Buses leave campus
2:30 p.m.	Car riders not picked up will go to ASP
2:30 p.m.	ASP begins



**Dress Code**

Cobb County Dress Code JCDB-R states: Administrators and teachers shall enforce the dress code Rule, and the principal or his/her designee shall be the final judge as to the appropriateness, neatness, or cleanliness of the wearing apparel; or whether or not apparel is disruptive, destructive, or in violation of the dress code. Parents or students who have specific questions about a garment's appropriateness should consult the main office.

- PANTS must be worn at the natural waist and of appropriate size to fit waist and length. The hem may not drag on the ground for safety reasons.
- SHORTS are not to be shorter than mid-thigh and must be worn at the natural waistline. Spandex shorts may only be worn under dresses, skirts, and jumpers.
- SKIRTS, DRESSES, ETC. are not to be shorter than mid-thigh length and no longer than the top of shoes for safety reasons.
- HATS and SUNGLASSES are not allowed inside the building (except as designated by the teachers for certain activities).
- SHIRTS, SWEATSHIRTS, ETC. must be of an appropriate nature. Suggestive phrases or designs, profanity, advertisement of illegal substances or activities for minors are prohibited.
- SHOES must be safe and practical for physical activity. Heels no higher than 1"; laces tied; sandals fit securely; socks/hose worn (for hygiene).
- UNDERGARMENTS of age appropriateness are required.

**Emergency Dismissal**

During an emergency when school must be dismissed early, we all need to have an emergency plan. This plan should be taught to your child so they know what to do if an emergency situation arises. If no one is at home, arrangements must be made so your child has permission to go to a neighbor's house or is able to enter their house alone. In an emergency situation, the school will place all children on the bus. Parents must be prepared for this!

**Excuses**

When your child is absent, a written excuse must be sent to school upon return. Excused or unexcused absences are governed by state law. Reasons for excused absences include: personal illness, serious illness or death of the child's immediate family, recognized religious holiday observed by the children's faith, and conditions which render school attendance impossible or hazardous to the child's health or safety. These excuses must be received within 3 days of the student's return to school.

**Homework**

Homework is assigned to benefit the student in the following ways: practice, review, reference work and special projects or reports. The amount and type of homework assigned is decided by the needs of the individual student. If absent for only one day, work can be made up upon his/her return. If the absence is for several days and you would like some work so that he/she will not get behind, please call the office before 10 a.m. Work can be picked up between 2:30 and 6pm from the ASP Desk. Teachers are not obligated to provide lesson plans and/or work for students with unexcused absences. Homework faxed to school is not accepted.

### **Hours of Operation**

School hours are 7:50 a.m. to 2:15 p.m. Students are not allowed entry before 7:15 a.m. Our staff cannot assume responsibility/supervise students before this time. Children not picked up by 2:30 p.m. will go to the After School Program (ASP) and must be picked up by 6:00 p.m.; the daily rate of \$7 will be charged. Please pick up makeup work (due to absence) after 2:30 p.m. from the ASP Desk. Please note: there is no entrance to classrooms once school has been dismissed.

### **Inclement Weather**

When Cobb County schools are going to be closed due to inclement weather, the decision is made and given to radio and television stations by 6:00 a.m. Most metro area radio stations announce school closings right after the headlines, on the hour, and immediately following the weather. Plan to send your child to school unless you hear officially that Cobb County schools are closed.

### **Lost and Found**

For items left at school and found by others, Lewis provides a Lost and Found area. Items not claimed are donated quarterly to a local charity. It is recommended that items be identified with the child's name and phone number.

### **Lunch in the Cub's Café**

The FNS program offers students and adults several nutritious choices for breakfast and lunch. Students may also purchase individual items from the serving line such as a low-fat snack, milk, juice or ice cream. The Cafeteria has a separate phone number: 770-975-6674.

- Parents are invited to eat breakfast and/or lunch with their child. Sign in at the front desk and wait in front of the cafeteria. Do not go to the classroom. Parents, along with their child, are to eat on the stage in a special reserved area.
- Food from the outside sources (fast food) and carbonated drinks are NOT permitted in the Cub's Café.
- Students' breakfast costs \$1.50 and guests are \$2.00. Students' lunch costs \$2.35 per day. Non-student and adult lunches are \$3.75 per day.
- Parents are encouraged to pay for their child's breakfast and lunch by the week or the month. Prepaid lunch money is to be sent in with the student on Monday morning. Otherwise, please arrange for your child to have the appropriate amount of money each day.
- You may also pay for meals online using the convenient MealPay Plus program at [www.mealpayplus.com](http://www.mealpayplus.com). In addition to paying online, you may opt to receive email notifications when your balance is low.

## **Physical Education**

A written excuse is required for students who cannot participate in regular PE activities.

## **School Clinic**

The clinic exists for the treatment of minor cuts and bruises and the dispensing of student medication.

- Medication shall be brought to school by a parent, legal guardian, or other designated adult. Prescription medication containing controlled substances may never be self-transported by the student. Other medications (i.e., asthma inhalers) can be self-transported and remain in the possession of the student if a written order from a licensed medical provider is obtained.
- Only prescriptions in original containers may be dispensed by school personnel as authorized by the Cobb County Board of Education. Medication will be administered in the clinic, provided that the container is properly labeled with the needed dosage.
- Written parental consent for administration of medication to the student is required to be on file. Please include the time medications are to be taken as well as the prescribed dosage. It is of the utmost importance to keep a current phone number on file in the office in the event of an emergency.
- If you are called to pick your child up due to illness or injury, you must make arrangements to come to the school as soon as possible, we do not have the staff to supervise sick or injured students for a long length of time.

## **Sibling Policy**

The school administration and teachers request that parents with small children/babies make alternate arrangements for their care when assisting at school. This is in the best interest of children's safety as well as to avoid student distraction. In addition, children are not allowed in the Copier Area, Production Lab or Media Center.

## **Snacks**

Students are allowed to bring in healthy snacks such as crackers, fruit or raw vegetables to eat in the classroom. No sweets or junk food, please. Also, water bottles are allowed in classrooms.

## **Telephone Messages**

Please give your child after-school instructions before leaving in the morning. Delivering messages to the classroom is disruptive to the entire class. Outgoing calls by students must be approved by the office. In an emergency, the office will accept transportation changes signed by a parent until 1:45 p.m.

## **Transportation**

Lewis staff members will be on duty while buses and cars are loading and unloading. We strongly encourage you to allow your children to ride the bus to school. This is a safe and efficient way of transportation to and from school. For bus concerns, call 678-594-8000.

In order to keep a steady flow of traffic for car riders:

- Please pull up PAST the front door to the end of the red curb (drop off in Red Zone – do not wait to pull directly in front of the door).
- Make sure your child has everything in hand to exit the car promptly.
- Most of all - do not let your child exit on the driver's side of the car (possibly into the path of oncoming cars).
- Always follow the direction of staff members monitoring the traffic.

### **Visitors**

Lewis welcomes parents to visit the school and encourage you to have lunch with your child. All visitors must sign in at the front desk and wear a visitor sticker. It is for everyone's protection that all adults be identified. Be watchful! If you see an unidentified adult, don't hesitate to ask them to return to the office with you to be signed in. For security purposes, no parents or children will be admitted to classrooms after dismissal unless previous arrangements have been made.

## **SCHOOL COUNCIL**

Our school will maintain a School Council for the 2018 – 2019 school year. Parents and guardians of children enrolled in Lewis Elementary are invited to nominate a parent/guardian to serve, or a parent/guardian may nominate him/herself for one of two parent representative positions on the council. The A-Plus Education Reform Act (HB 1187) required all GA schools to have a council in place by October 2003.

This council will be made up of seven members – two parents/guardians, two certified staff members, two business representatives who are also Lewis parents, and the principal. This group is intended to provide advice and recommendations to the school principal and when appropriate, to the local board of education. The council can study issues including but not limited to:

- Curriculum and instructional program
- School achievement profile and accountability
- Home-school communication procedures
- Extracurricular activities
- Budget priorities, including plans for capital improvement

### **2018-2019 Lewis Elementary School Council Members**

Jenny Moore (Parent)

Debbie Collins (Teacher)

Jeff Reid (Parent)

Robert Babay (Principal)

### Specials Schedule 2018-2019

Time	Grade Level
8:10 – 8:55	2 <sup>nd</sup>
9:00 – 9:45	Kindergarten
9:50 – 10:35	1 <sup>st</sup>
10:40 – 11:25	4 <sup>th</sup>
11:30 – 12:00	Specialist lunch
12:05 – 12:50	3 <sup>rd</sup>
12:55 – 1:40	5 <sup>th</sup>
1:40 – 2:10	Specialist planning

### Lunch Schedule 2018-2019

Lunch Time	teacher	Table #s and side
10:50-11:20	King/Pair	SNPK class
10:53-11:23	Dagleish 3 <sup>rd</sup>	1
10:56-11:26	Moore 3 <sup>rd</sup>	2
11:00-11:30	Fuchs 3 <sup>rd</sup>	3
11:03-11:33	Apodaca 3 <sup>rd</sup>	4
11:06-11:36	Boyette K	5
11:09-11:39	Huber K	6
11:12-11:42	Henderson K	6
11:15-11:45	Remkus K	7
11:18-11:48	Sill K	8
11:21-11:51	Target	9

11:24-11:54	Edwards 1st	10
11:27-11:57	Lunceford (4)/Nicklis 1 <sup>st</sup>	11
11:30-12:00	Lunceford (4)/ Fries 1 <sup>st</sup>	12
11:33-12:03	Cormier 1 <sup>st</sup>	1
11:36-12:06	K. Jones 5 <sup>th</sup>	2
11:39-12:09	Reeve 5 <sup>th</sup>	3
11:42-12:12	Rothrauff 5 <sup>th</sup>	4
11:45-12:15	Stanley 5 <sup>th</sup>	5
11:48-12:18	Gay	6
11:51-12:21	Buckley 2 <sup>nd</sup>	7
11:54-12:24	Carlton 2 <sup>nd</sup>	8
11:57-12:27	Kloss 2 <sup>nd</sup>	9
12:00-12:30	L. Jones 2 <sup>nd</sup>	10
12:03-12:33	open	11
12:06-12:36	Cannon 4 <sup>th</sup>	12
12:09-12:39	Clifford 4 <sup>th</sup>	1
12:12-12:42	Smith 4 <sup>th</sup>	2
12:15-12:45	McIntosh 4 <sup>th</sup>	3
12:18-12:48	Target	4