

# La Crosse Elementary School Student/Parent Procedures and Expectations



2019 – 2020

## → School Hours

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The schools instructional hours are 8:15 a.m. to 3:25 p.m. Students that arrive after 8:15 will be counted tardy. Students that are checked out early will be counted as a tardy.

## → Schedules

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### **Bell Schedule**

- 7:45 Staff Members on duty
- 7:50 Bell to unload buses and car riders
- 8:15 Tardy Bell / Instruction begins / Morning announcements
- 8:20 Breakfast ends
- 3:25 Car Riders (Front Lobby) and Van Riders (Double Doors at new wing) dismissed
- 3:30 Pre-kindergarten through Second dismissed
- 3:35 Third, Fourth and Fifth dismissed

### **Lunch**

- |               |                  |
|---------------|------------------|
| 10:45 – 11:15 | Kindergarten     |
| 10:55 – 11:25 | Pre-Kindergarten |
| 11:00 – 11:30 | First            |
| 11:25 – 11:55 | Second           |
| 12:00 – 12:30 | Third            |
| 11:35 – 12:05 | Fourth           |
| 12:10 – 12:40 | Fifth            |

### **Specials**

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|---------------|--------------|
| 7:45-8:40     | Planning     |
| 8:45 - 9:30   | Third        |
| 9:40 - 10:10  | Pre - K      |
| 10:20 - 11:05 | Fourth       |
| 11:20 - 12:05 | Kindergarten |
| 12:10 - 12:40 | Lunch        |
| 12:45 - 1:30  | Second       |
| 1:40 - 2:25   | First        |
| 2:35 - 3:20   | Fifth        |

## Recess

1:15 - 1:40	Pre-Kindergarten/Hite
2:25-2:50	Kindergarten
1:15 - 1:35	First
3:00 - 3:20	Second
2:10 - 2:30	Third
11:10 - 11:30	Fourth
12:45 - 1:05	Fifth

## → Breakfast and Lunch

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1. Breakfast will be served **until 8:20 a.m.** Students are expected to eat breakfast upon arrival to school.
2. Lunch schedule should be adhered to in order to serve everyone in a timely manner.
3. **Students and staff are expected to help keep the cafeteria clean and attractive and to confine their eating of food to the cafeteria, whether they purchase meals at school or bring food from home.**
4. *Every student is expected to go through the lunch line to get lunch, unless he/she has brought lunch from home.* Extra milk may be purchased as the student goes through the line.

### Parents are welcome to have lunch with their child (ren) under certain conditions:

1. The students' and school's regular lunch schedules **must be strictly adhered to.**
2. Please do not bring food from outside establishments.
3. **All food and drinks must be consumed in the cafeteria,** unless an administrator grants the student special permission. Those students who bring lunch to school **are not allowed to microwave their lunch,** nor may they store refrigerated items.
4. **All lunch guests are required to report to the office before entering the cafeteria. Please do not compete with the school lunch program. We ask that you do not bring food from outside establishments. At the end of the lunch shift, parents will check out in the office.**
5. **Parents will not accompany students back to class. At all grade levels, instruction resumes after lunch.**

For the convenience of our parents, students, and staff, school breakfast and lunch menus will be sent home monthly by the student and also may be found on the school's website at [lce.mcpsweb.org](http://lce.mcpsweb.org).

## → Attendance

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- Class attendance and participation are extremely important to academic success and help build a strong foundation for your child.
- Research shows that test scores of students who are frequently absent or late for school are more often lower than those who attend school regularly.

- When your child is late or absent, he or she misses important instruction, discussion, and practice that makes the learning process more meaningful.
- If your child is only 10 minutes late to school every day, he or she will miss 30 hours of instruction, which is the equivalent of missing an entire week from school!
- Students must be at school at least 3½ hours of the instructional day (8:15-3:35) to be counted present. Children who have been present each day, will receive a Perfect Attendance certificate at the awards assembly.
- School Board policy requires that any student who is absent from school must provide an excuse note by the parent or guardian. The excuse note may be a written note signed by the parent or guardian or a verified excuse from phone contact between the parent or guardian and a member of the attendance staff. If an excuse note, either written or through phone contact, is not received by the school by the close of the second day after the student has returned, the absence is recorded as unexcused.
- It is important to note that the policy for Mecklenburg County Public Schools states, “If a student accumulates more than twenty (20) absences all year long, including days missed because of late enrollment, the student may be retained.
- A student who is tardy to school or leaves early from school, regardless of whether it is excused or not, may disrupt the learning environment for all.

Regular school attendance is extremely important, and we encourage you to make sure your child attends school every day and arrives at school on time. Your support is of tremendous importance.

**See Truancy Procedures in the Division Level Student Handbook.**

## → Communication

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Good communication between parents and school personnel is important for development of a meaningful educational program for children. A valuable way to gain knowledge of your child’s development is through parent/teacher conferences. Teachers will be happy to talk about the progress your child is making.

One day each week, your child’s teacher will send home the previous week’s work. These papers give you your best opportunity to monitor your child’s progress and potential report card grade. Please remember that grades can change quickly in the last three weeks of a grading period and teachers cannot “see the future”. That is why the weekly papers are your best way to keep up with the progress of your child. Also, La Crosse utilizes our school Facebook page, school flyers, email and/or school messenger (automated calling system).

Teachers and parents/guardians **should not use social media** to communicate school/student matters. Please use teacher email, school phone (434-757-7374), handwritten notes and/or the teacher’s cell phone if he/she provides you with the number. Emails and messages will be checked during the staff’s break or planning.

### **Parent Teacher Conferences**

Parent teacher conferences will occur once in the Fall (October 23<sup>rd</sup>) and once in the Spring (March 25<sup>th</sup>). Parent/Teacher conferences may occur at other times of the year but it is required to schedule those with the teacher. We will not interrupt instruction for unannounced visits.

### **School Messenger**

School Messenger is a rapid notification system used by the division and schools in Mecklenburg County that quickly provides telephone notification messages for multiple reasons such as school closings due to weather. Therefore, it is important that accurate phone records are provided to the school and this information is kept up to date.

## → Field Trips

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The purpose of a field trip is “to extend the learning opportunities provided in the regular instructional program.” Class field trips are a valuable and important part of the learning experience at La Crosse Elementary School. The first and foremost consideration in any activity is the safety of our children.

Teachers and chaperones are responsible for all children. Chaperone(s) will be assigned to each group. Students must be supervised at all times while at school-sponsored events. Students must ride the bus with the class to the field trip destination. However, if parent/chaperone chooses for his/her child to be transported home via personal vehicle, a written note must be provided from the parent/guardian has been sent to the child’s teacher and approved by the principal in advance of the field trip. All school rules apply on school-sponsored events.

- Students will only be allowed on a field trip if parents have returned signed permission and requested funding.
- Electronic devices are not permitted on field trips
- Only students enrolled at La Crosse Elementary School in the grade attending a field trip are allowed to participate.
- Siblings and other family members will not be allowed to accompany students on a field trip.
- Parents/Guardians are not allowed to bring other children or family members when volunteering to chaperone.

## → Instruction

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Instructional time is important at all levels. Therefore, it is important that students are in attendance each day during the designated school hours. Parents are requested to schedule appointments with teachers. We will not interrupt instruction for parent visits or conferences.

## → School Pictures

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La Crosse will take pictures on the following dates:

Friday, September 6, 2019 (Individual pictures / All students)

Tuesday, March 31, 2020 (individual and group pictures / pre – paid)

## → PTO

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La Crosse Elementary School has an active Parent Teacher Organization. To function effectively, the PTO needs volunteers with a broad range of talents and skills. All parents and family members are urged to join the PTO. PTO membership dues are \$5.00

PTO Officers are:

President – Tracy Bugg

Vice President – Anthony Hightower

Treasurer - Melanie Winter

Secretary - April Clary

Fundraising – Nicole Whitten and Georgia Franck

## → Personal Property

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Students are encouraged to not bring items that are not part of his/her academic program to school. La Crosse Elementary and Mecklenburg County Public Schools cannot be responsible for such items if they are lost or stolen.

## → Visitors

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All visitors must report to the main office and sign in. Visitors are only permitted in the area that they signed in for. When visiting and eating lunch, visitors are not permitted to go to the classrooms after lunch.

## → Classroom Parties

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Holiday parties are limited to Halloween, Christmas and Valentines. Teachers may contact you to supply goodies for the party. Please understand that all items must be store bought and not homemade. Check with your child's teacher in advance in case there are any food allergies.

## → Custody

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If there is a custody order involving a student, the parent or legal guardian is required to bring the proper legal documentation into the school office. Once documentation is received in the office, the information is placed in the student's folder.

## → Morning Announcements

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Announcements are made each day after the 8:15 bell. The Pledge of Allegiance as well as a moment of silence will be recognized at this time.

## → School Programs

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During the school year, Mrs. Barton will work with students in assigned grade levels to perform a play after the PTO meeting.

## → Awards

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Students will be recognized for outstanding achievement in several areas at the end of the school year. The awards schedule for La Crosse Elementary is as follows:

Grade Level	Date	Time
Pre-Kindergarten	May 26, 2020	1:30
Kindergarten	May 26, 2020	6:00
First and Second	May 27, 2020	9:00
Third and Fourth	May 27, 2020	1:30
Fifth	May 27, 2020	6:00

## → SOL Testing Schedule

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Standards of Learning test are administered to students in third, fourth and fifth grade. The pass rates for these test determine the schools accreditation status. Please plan appointments and other activities around these days. The schedule for these test are:

Date	Test	Grade Level
May 11, 2020	Virginia Studies	Fourth
May 11, 2020	Science	Fifth
May 13, 2020	Reading	Third, Fourth and Fifth
May 14, 2020	Retake/VA Studies and Science	Fourth and Fifth
May 15, 2020	Retake Reading	Third, Fourth and Fifth
May 18, 2020	Math	Third, Fourth and Fifth
May 20, 2020	Retake Math	Third, Fourth and Fifth

**Retake test are only for students that scored 375 – 399 on any given test. SOL passing score is 400.**

## → Field Day

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Field day is scheduled for May 22, 2020. This is a fun filled day for students and volunteers are much needed. However, Field day is for students enrolled at La Crosse. Younger siblings or siblings from other schools are not permitted to attend or be on campus during field day.

## → VTSS/PBIS

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A school-wide discipline program is critical in establishing and maintaining an orderly, respectful, and safe school environment. Every student begins each day on a positive note. The success of this program is dependent on each teacher's consistent monitoring and use of good classroom procedures. Classroom as well as school-wide expectations will be shared and modeled with students during SURF time for the first week of school.

## → Transportation

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**Buses:** Students riding Mecklenburg County Public Schools transportation are required to follow the rules and regulations set forth by the county and school. Public transportation is a privilege. La Crosse Elementary School buses will load and unload in the side parking lot off of Canaan Church Road.

**Car Riders:** Car riders will load and unload at the main entrance. Car Riders will enter the campus off of Hall Road and loop to the right through the parking lot facing the school building.

**Changes to Transportation:** In an effort to ensure your child's safety, please put changes in transportation in writing. We will not accept emails or social media to communicate any change. This is information the office needs at the beginning of the school day.