



IMPORTANT CONTACT INFORMATION

MAIN OFFICE PHONE 469-713-5995	FAX NUMBER 214-626-1620	OFFICE HOURS 7:15am - 3:30pm	WEBSITE www.lisd.net/lewisville
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PRINCIPAL Lakshmi Valdes 469-713-5995 valdesl@lisd.net	SCHOOL SECRETARY Betty Guerrero 469-713-5995 guerrerob@lisd.net	
ASSISTANT PRINCIPAL Lisa Burleson burlesonl@lisd.net	ASSISTANT PRINCIPAL Stephanie Lawson lawsons@lisd.net	DISCIPLINE COORDINATOR Casey Meyer Winterroth-meyerC@lisd.net
ATTENDANCE CLERK Danielle Ramage 972-350-1714 ramaged@lisd.net	ASSISTANT ATTENDANCE CLERK Elizabeth Ramos ramosvelazqueze@lisd.net	SCHOOL NURSE Rachael Myers myersr@lisd.net
OFFICE CLERK Yolanda Vando vandoy@lisd.net	PTA INFORMATION Yolanda Vando vandoy@lisd.net	BUS TRANSPORTATION LISD Contact 469-284-8367

Attention:

We have a new front office.

Families, please note our front office area has gone through a transformation. There will be a camera outside with a buzzer. Once you press the buzzer to be let into the building an office staff member will ask, "How can I help you?" and respond with the reason for your visit. Show ID and one person at a time is allowed to the front desk.

Frequently Asked Questions

Lakshmi Valdes, Principal Office: (469) 713-5995 Fax: (214) 626-1620

Website: <https://www.lisd.net/lewisville> Facebook: <https://www.facebook.com/lewisvillees/> Twitter: #ThePonyWay

Attendance

Absences (Tardy, Planned)

What do I do for tardies, absences?

- *Tardy* - Students are tardy if they are not through the front security doors by the 7:45 tardy bell.
 - Note: By law, tardies are considered "missing parts of the day".
- *Absence* - Contact our attendance clerk, Danielle Ramage, at 972-350-1714 before 9:00 am on the day of the absence if possible. Send any medical notes with your child when he/she returns.
- *Planned absence* (not including medical)- Requests for discretionary absence must be requested in writing one week in advance for approval by the principal. Forms may be obtained from the attendance clerk.

Change in how a student gets home - You must send a note with your student; otherwise each student will go home the way you indicated at orientation. No changes can be made over the phone.

Note: All absences - tardy, pick up early or unexcused/excused absences count against perfect attendance awards per district guidelines.

Breakfast and Lunch

What is the breakfast and lunch schedule?

- Breakfast is free and served from 7:15-7:45. If students arrive late and need breakfast, we will ensure that he/she receives breakfast if needed.
- Free/Reduced Lunch program. Apply Online @ lisd.schooldish.com
- To View Lunch menus go to <https://lisd.schooldish.com/> & click menus/nutrition
- Lunch is \$2.60 and served at the following times:

Grade Level	Lunch
K	10:30 -11:00 a.m.
1	11:00-11:30 a.m.
2	11:35-12:05 p.m.
3	1:05-1:35 p.m.
4	12:05-12:35 p.m.
5	12:35-1:05 p.m.

Can I come up to school to eat with my child?

- Yes! You must provide a valid Driver's License or official picture ID to receive a visitor's badge every single visit
- You may not eat with or provide food for other children.
- Cell phone use is not permitted anywhere in the school, including the cafeteria.
- Only legal parent or guardian can eat lunch with a child
- If a visitor is not listed in skyward as a parent or legal guardian and wants to eat lunch with them, a parent/guardian sends permission (send a handwritten signed note every time with the student), then the visitor can eat lunch with child

What if my child forgets their lunch?

- We will put the lunch in the "Responsibility Cubbie" for students to pick up. Our office staff will not interrupt the classroom during instructional time to deliver items

Birthdays

Can I bring treats for my child's birthday?

- Yes! You may send store bought snacks. They will be delivered to the class by an office staff member to be distributed at the end of the day. We also **do not** allow goodie bags, presents, balloons or toys for distribution. Birthday treats are treated as a normal snack. Visitors are not allowed to stay due to the protection of instructional time.

Closed campus

Why is Lewisville Elementary considered a closed campus during STAAR?

Visitors are not allowed on campus during state testing because LISD schools want to provide a safe and secure testing environment for all students. Visitors will not be allowed in the building on any of the state testing days.

Contacting the Teacher

When can I call or come visit with my child's teacher?

- We will not interrupt instructional time for teachers to take phone calls. All teachers have a conference time where they can either return your call or schedule a conference.
- You may request a conference with teachers at any time. Teachers are required to extend an invitation to conference once in the fall and again during the second semester.

Events

How will I know what events are happening at Lewisville Elementary?

- Check out our community calendar here - bit.ly/LVEScal
- Or go to Lewisville Elementary homepage and scroll down for our calendar

Field Trips

Will the office take field trip money?

Yes, but only if the money is in a labeled envelope with the student's name and teacher.

What is the last day to turn in money or permission slips?

We are unable to accept money or permission slips after the due date provided.

Forgotten Items

What do I do if my child forgets an item needed for school?

- You may drop off a forgotten homework or needed item in the office. We will put it in the "Responsibility Cubbie" for students to pick up. As we cannot interrupt the classroom during instructional time, we will send an email to the teacher.

Meetings

What do I tell the office staff when I have a meeting?

- Let them know the person you are meeting with and type of meeting.

Type of Meeting	Person to request	Additional Notes
Teacher/Parent conference	Teacher	
RTI	Assistant Principal (Mrs. Lawson or Mrs. Burleson)	Grade Levels Lawson K, 2, 5 Burleson 1, 3, 4
504	Assistant Principal (Mrs. Lawson or Mrs. Burleson)	Grade Levels Lawson K, 2, 5 Burleson 1, 3, 4
ARD	Mrs. Brinegar	

How do I set up a meeting with an assistant principal or principal?

- Leave a message with the front office staff & the assistant principal or principal can set up an appointment within 24 hours
- Note: it is very difficult to see parents immediately, on the spot due to their schedules. However, they will always work to accommodate to your schedule and help in anyway.

Morning Procedures

Can I walk my child to class?

- In order to maintain a safe campus, students will walk themselves to class after the first day of school (Kinder the first two days).

Pickup/Transportation

Can my emergency contact pick up my child?

Yes, if you are called by the nurse or if the guardian/parent sends a note/email explaining that the emergency contact can pick up your child.

What do I do if I want to change the way my child gets home?

You must put the ride change in writing and submit it to your child's teacher (note or email). Please keep your child's Skyward account up to date with pick-up information. Your child will not be released to anyone who is not listed on your account. Remember it is very difficult to accommodate for last minute changes.

What should I do if I need to pick up my student early?

Sign your child out in the front office. The office will call the classroom and your child will come home with everything they need. Please note, if you pick up your child during the following specials times, allow 10 minutes for pickup procedures (they will travel to their classroom to gather their items).

Grade Level	Specials Times
K	12:00-12:50 p.m.
1	1:00-1:50 p.m.
2	1:55-2:45 p.m.
3	10:35-11:25 a.m.
4	9:35-10:25 a.m.
5	7:55-8:45 a.m.

After 2:30 pm parents will not be able to sign out a student they must wait for regular dismissal schedule, unless it is an EMERGENCY ONLY

Report Cards

How do I gain access to my student's grades/report card?

- Every family has been assigned a log in/password from Skyward - if you need help locating this information, come in person for this information because it is confidential.
- Now you will be able to view grades consistently
- Progress Reports will go home 8x a year/ 9 weeks Report Cards 4x
- Request your child's teacher to print an extra copy or give an update

Volunteering

How can I volunteer to help out at Lewisville Elementary?

- LISD requires each volunteer for on-site and field trip visits to complete a Volunteer Background check at www.lisd.net. - resources - parents - volunteer background check Allow 2-3 weeks to receive approval.