

# LEWISTOWN ELEMENTARY SCHOOL FAMILY HANDBOOK 2022- 2023



**Principal: Mrs. Belinda Fockler**  
**Special Education Coordinator: Adrienne Mayonado**

<b>LES Main Office:</b>	<b>240-236-3750</b>
<b>FAX Number:</b>	<b>240-236-3751</b>
<b>Health Room:</b>	<b>240-236-3707</b>

## TABLE OF CONTENTS

<p style="text-align: center;"><b>The Lewistown Way</b></p> 	<p style="text-align: center;"> <a href="#">Principal Message</a>  <a href="#">Mission and Vision</a>  <a href="#">Staff List</a>  <a href="#">Arrival and Dismissal</a>  <a href="#">School Hours and Attendance</a>  <a href="#">Communication</a>  <a href="#">Behavior Program</a>  <a href="#">PTA</a>  <a href="#">Parties</a>  <a href="#">Volunteer Opportunities</a>  <a href="#">School Counselor</a>  <a href="#">School Pictures &amp; Yearbook</a>  <a href="#">School Song</a> </p>
<p style="text-align: center;"><b><u>Health and Safety</u></b></p> 	<p style="text-align: center;"> <a href="#">Safety</a>  <a href="#">School Security</a>  <a href="#">Visitors</a>  <a href="#">Health Room</a>  <a href="#">Daily Screening Protocols</a>  <a href="#">Emergency School Closings and Delays</a>  <a href="#">Dress Code</a> </p>
<p style="text-align: center;"><b><u>Academics and Programs</u></b></p> 	<p style="text-align: center;"> <a href="#">Social Emotional Learning:</a>  Promoting Alternative Thinking Strategies (PATHs),  Restorative Practices and Zones of Regulation  <a href="#">Pyramid Program</a>  <a href="#">Inclusive Pre-Kindergarten Program</a>  <a href="#">School Improvement Process Team</a>  <a href="#">Instructional Program</a>  <a href="#">Assessment and Report Cards</a>  <a href="#">Grading and Feedback</a> </p>
<p style="text-align: center;"><b><u>Guidelines and Resources</u></b></p> 	<p style="text-align: center;"> <a href="#">Schoology Support</a>  <a href="#">Homework</a>  <a href="#">FCPS Calendar Handbook</a>  <a href="#">Food and Nutrition</a>  <a href="#">Student Information Cards</a>  <a href="#">Conferences</a> </p>

Dear Lewistown Families,

On behalf of the Lewistown Elementary school staff, it is our privilege to welcome you and your family to the 2022- 2023 school year! We look forward to our partnership in providing your child with the highest quality instructional program. Our goal is high student achievement and character development through effective, meaningful instruction and positive, consistent support. The FCPS mission is to “reach, challenge, and prepare” our students for future success in college and careers.

This 2022- 2023 Family Handbook has been prepared to provide you with useful information about the school’s operation. We hope that you will consult this reference throughout the year as questions arise to assist you in the areas of instructional, social emotional learning and technology support. At the beginning of the school year, you also received the Frederick County Public School System’s Calendar Handbook. Please take time to read both resources so that you can know more about system wide policies and procedures.

Our entire staff and community share the same goal of providing the best educational program for each child this 2022- 2023 school year. Lewistown’s motto is **Together we will Learn, Excel, and Succeed**. We can make this happen more effectively through an active partnership, understanding and cooperation. To enrich your child’s educational program, become directly involved through daily support. Please ask our teachers and staff members for assistance whenever needed. We are proud of the work and collaboration by our school community.

In the coming year, we will support your children academically, behaviorally, and socially. We look forward to a wonderful year at Lewistown!

Together in heart and mind,

Ms. Belinda Fockler, Principal  
#TeamLES #WeARELewistown  
Twitter: @LESFCPS @FCPSBFockler



## **LEWISTOWN ELEMENTARY SCHOOL VISION STATEMENT**

*We, the Lewistown Elementary School Learning Community, including staff, students, families, and neighbors, will strive to promote the success of all individuals. Together we will strengthen our students' future. Lewistown students will see a purpose for learning and will be challenged to reach their full potential. We will utilize our resources to best serve our children through collaborative efforts. Lewistown Elementary School is a warm, inviting place where students feel safe, accepted, and respected. Everyone's uniqueness is celebrated and valued.*

## **LEWISTOWN ELEMENTARY STUDENT VERSION OF VISION STATEMENT**

*We, the students of Lewistown Elementary, will do our best at school to be good citizens to strengthen our future for ourselves and our community, to accept and value our differences, and to Learn, Excel, and Succeed.*



## **LEWISTOWN ELEMENTARY SCHOOL MISSION STATEMENT**

*Our mission statement is, Together We will Learn, Excel, and Succeed.*

# LEWISTOWN ELEMENTARY SCHOOL STAFF

2022- 2023

Principal Mrs. Belinda Fockler  
Special Education Coordinator Ms. Adrienne Mayonado  
Front Office Secretary Mrs. Kim Little

School Counselor Stacy Bokinsky  
Math Specialist Kaitlyn Graybill  
Literacy Specialist Julie Chappell  
BCBA (Behavior Analysis) Sara Rogers

Pre-Kindergarten Ashley Hood  
Kindergarten Michelle Keegin  
First Grade Bev Lawson  
First Grade Katie Hardy  
Second Grade Pam Kindred  
Third Grade Emma Jozwiak  
Fourth Grade Mary Hoffman  
Fifth Grade Melissa Sweeney

Special Education Teachers Rachel Nelson  
Brandy Baptiste  
Alyssa Barlow  
Katherine Tucker  
Karly Parson  
Jonathan Hastings

Therapists Julie Ferguson  
Missy Phillips  
Carla Bunner

English Language Learner Diana Gable  
Speech/ Language Pathologist Morgan Spurrier  
School Psychologist Wesley Allen

Art Elizabeth Jenkins  
Media Beth Bowen  
PE Franklin Phillips  
Music Logan Shippee

Program Assistant Ellen Laramore  
Occupational Therapist Sharon Mather  
Physical Therapist Stacy Benner

Instructional Assistant Joyce Rockwood

Pre-Kindergarten Assistants  
Special Education Assistants

Christy Clayton, Megan Clark, Lindsay McNamara, Ellen Laramore  
Lauren Silverman, Melanie Muncy, Tamara Saylor  
Crystal Baer, Noah Leadore, Ginny Johnson, Hannah Kaas, Robert Simone,  
Mike Fyock, Jasmine Flores, Leslie Randolph, Kim Jenkins

Health Technician  
Health Nurse

Aileen Wisner  
Laura Moser

User Support Specialist  
Technology Support

Jeremy Kraeuter  
LuAnne Ewing

Custodians

Clay Waite, Liz Burriss, Lucas Young

## **THE LEWISTOWN WAY**

### **ARRIVAL AND DISMISSAL**

#### **SCHOOL DAY**

Our school building opens its doors at 8:15 am. Classroom instruction begins promptly at 8:45 and the school day ends at 3:15 pm. Morning pre-kindergarten classes begin at 8:45 am and end at 11:15 am. The afternoon session begins at 12:45 pm and ends at 3:15 pm. Children arriving by car later than 8:45 a.m. must be escorted into the building and parents/ guardians are to report to the office for your child to receive a late pass. The impact of coming to school just ten minutes late every day equates to your child missing 30 hours of valuable instructional time in one school year! The partnership between families and school staff benefits children in so many ways. To maximize instruction, please be vigilant in getting your child(ren) to school on time.

#### **Arrival and Dismissal:**

- **Bus-** Bus riders unload and load in the front of the school building.
- **Car-** The car rider line is located in the back of the school near the gym doors. Parents will be provided with a sign with your child's name at the beginning of the school year. When you pull up to the drop off area, please remain in your car. Staff members will be on duty to assist students. Please have your child ready to exit the car on the **passenger side only** when at the "drop off area". Do not allow children to exit on the driver's side of the vehicle. To ensure the safety of everyone, all vehicles enter the school grounds only at the far right hand driveway. The center driveway for the front parking lot is only for exiting vehicles.
- **Dismissal-** Car riders are dismissed from the gym area of the school. If parents need to pick up their students early, they will need to come into the building to sign out their student. Only bus riders and walkers will be dismissed from the front of the building. Staff monitor the traffic to support safe flow in and out of the back parking lot.

#### **BUS SAFETY**

There are student behavior expectations for the safe and efficient operation of the FCPS transportation system. Please refer to the [FCPS Calendar Handbook](#) for specific bus rules and expectations. Riding the bus is a privilege. This privilege may be temporarily denied or permanently revoked if the behavior of your child jeopardizes the safety of your child or others on the bus. Bus rides are considered an extension of the school program. It is all of our responsibility to ensure that students understand the importance of bus safety.

In order to have a smooth dismissal, there are a few procedures we ask our families to follow:

- If there is a change in the way that your child travels home from school, please send a note that morning to inform the school of the change.
- In an **emergency situation only**, school principals may approve a parental request allowing a child to ride another bus. Bus drivers can honor the request only if they receive a parent note that is also signed/approved by the school administration.
- If you are walking to school to pick up your child, please check in with the office to put your child's name on the walkers list.

Thank you in advance for your cooperation with these procedures. This enables us to ensure that all students arrive safely at their final destination. To reach the FCPS Transportation Office: 301-644- 5389 or [Transportation@fcps.org](mailto:Transportation@fcps.org)

### **SCHOOL HOURS AND ATTENDANCE**

Regular attendance is vital for your child to meet with success in school since research shows that student achievement is directly related to attendance. The school instructional day is as follows:

Grades K- 5                    8:45 - 3:15

We will begin instruction promptly at 8:45 and continue through 3:15. If your child arrives later than 8:45 am, they will need to sign in at the office.

We ask that you schedule your child's medical appointments before or after school, however, if you need to pick up your child during the school day, you must report to the office. No child will be dismissed directly from the classroom. No child will be allowed to leave school property with anyone other than the parent or legal guardian, **unless written permission is presented in the school office**. All individuals with whom a child leaves during the school day must "sign-out" in the office and proper identification will be required. To ensure your child's safety, we may ask to see picture identification or give a courtesy call to confirm pick up.

Maryland Law requires that a written excuse be provided each time that your child is absent. The excuse should be received by the school within two days of the absence and include the date of the absence, your child's first and last name, the reason for the absence, and the signature of you as the parent/guardian. Without this information, the absence is classified as an unlawful (unexcused) absence. A written excuse from the physician is necessary for long-range restriction from physical education activities. Anytime your child will be absent from school, please either send in a handwritten note or email **[LEW.attendance@fcps.org](mailto:LEW.attendance@fcps.org)**.

Notification of Excessive Absences: Families of students accumulating excessive absences will be notified routinely by letter. With continued absences, a doctor's verification may be required for additional days beyond the monthly and quarterly maximum. [FCPS Regulation 400-98](#) includes definitions and procedures related to attendance.

**IMPORTANT NOTE:** Students who are granted out-of-district status and do not comply with school rules and regulations (including: attendance, truancy, tardiness, and behavior) may have their out-of-district status rescinded or denied according to [FCPS Regulation 400-15](#).

Vacations: Vacations taken during the school year are not encouraged. They can be a disruption to your child's academic achievement. Students who take trips with parent/guardian approval may be excused a maximum of five days per school year with prior written notice to the principal or designee. If vacations are planned, the

principal should receive a letter from the parents at least two weeks before the leaving date. This allows time to inform teachers and to organize their expectations of missed schoolwork.

### **COMMUNICATION**

We value the communication between home and school! Parent/Guardian email addresses provided to our school via your child's Student Information Card are entered into the FCPS Student Information System and uploaded to the FCPS FindOutFirst service to receive school and system-level email messages such as when schools are closing unexpectedly due to inclement weather or other emergencies. Your FindOutFirst (FOF) record will automatically reflect your child's school and grade level. From FOF you will receive instructions about how to log in to add a mobile phone number to get emergency-closing text messages. **If you change your email address during the school year, notify our school office.**

For daily updates and important notices, "Like" FCPS on Facebook, follow us on Twitter and Instagram, subscribe to our YouTube channel, watch us online or on Comcast TV Channel 18, visit [fcps.org](http://fcps.org) and add your mobile phone number and carrier to your FindOutFirst account for emergency-closing text messages! You can also access our [FCPS Lewistown School Website](#).

There will also be a bi-weekly [TIGER Times Family Newsletter](#) by administration sent electronically via Find Out First. You also can expect regular communication from your child's teacher. School communications will be sent home in our Thursday Tiger folder every Thursday. Please ask your child for their folder each Thursday and return back to school on Friday morning.

Please take the time to review these communications as they have important and pertinent information. You can also follow Lewistown Elementary on Twitter @LESFCPS and Mrs. Fockler @FCPSBFockler.

### **LEWISTOWN BEHAVIOR PROGRAM**

Everyone has the right to feel respected and be treated with dignity at Lewistown! Frederick County Public Schools' (FCPS) discipline philosophy is based on the goals of fostering, teaching and acknowledging positive behavior. At Lewistown, our teachers establish clear behavior standards and make every effort to be aware of problems, provide proper guidance and supervision and consistently and fairly enforce policies. We utilize a school-wide behavior system called Positive Behavior Intervention and Supports (PBIS). We consistently recognize students who demonstrate the ability to follow the rules of our school with Tiger Tickets, Kind Kids, Golden Tickets and Top Tiger awards! Lewistown Elementary School utilizes a variety of disciplinary interventions. Interventions can include, but are not limited to, re-teaching, restorative practices, re-direction, warnings, time-outs, LES Reflection or Think Sheets, loss of privileges, parent conferences and office referrals. Disciplinary actions are followed in accordance with FCPS Policies and Regulations.

We are **committed to a positive behavior system** at Lewistown Elementary School! The PBIS discipline system reinforces the positive behaviors that students are demonstrating in school, and in their community. It is expected that every member of our school community—staff, students, parents, and visitors demonstrate respect. You will see posters that communicate Lewistown's ROARing Behaviors. Students following ROARing behaviors are celebrated in our announcements!

## **We show ROARing behavior when we:**

- Respect ourselves, others, and property
- Own our actions and our words
- Attend school everyday
- Show Responsibility for our learning

## **THE LEWISTOWN PTA**

Lewistown Elementary has a very active PTA. Meetings are held each month and are advertised in our Tiger Times. Families and staff are encouraged to participate in the PTA and to attend school functions that are sponsored by this wonderful organization. Our PTA is responsible for providing cultural arts programs, field trips, educational materials and supporting the PTA mission *“To make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.”*

More information can be found at: <https://edu.fcps.org/les/pta-0> or the Lewistown PTA Facebook Page.

**PTA President:**

**PTA Vice President:**

**PTA Treasurer:**

**PTA Secretary:**

## **PARTIES**

In accordance with the FCPS policy, two class parties are held each year. In cooperation with the classroom teacher, families may help to plan the party. Specific information will be sent home as the school year progresses.

Unfortunately, we will be unable to celebrate birthdays with parties. Due to the large number of food allergies that our students are experiencing, we are unable to allow birthday treats at any time during the school day. It puts students in serious jeopardy when they are exposed to foods that they are allergic to. Also, in order to prevent a loss of instructional time and hurt feelings, students may not distribute invitations for private parties at school. These should be mailed/delivered from home. Thank you in advance for understanding.

## **VOLUNTEER OPPORTUNITIES**

We are so fortunate to have many dedicated volunteers who support our students and school community! This service can occur in many ways: working directly with children in the classroom, preparing materials to enhance instruction, helping our specials teachers, and so much more. Our staff would be most grateful for any time you can offer. An orientation will be held in the Fall. All volunteers are required to complete the FCPS Volunteer Training and Registration annually prior to working in the school building. Links for training and registration can be found on the Lewistown website. Questions can be directed to Stacy Bokinsky, the Lewistown volunteer coordinator, at 240 236 3750 or [stacy.bokinsky@fcps.org](mailto:stacy.bokinsky@fcps.org).

## **SCHOOL COUNSELOR**

The LES school counselor works with students in a variety of settings: total class, small group, and individually. Areas of focus are social emotional skills, academic growth, career development, and personal and school growth. Stacy Bokinsky, our school school counselor, also coordinates with community agencies and shares knowledge of various resources available to students and their families. If you would like to speak with our school counselor, please call the main office.

## **SCHOOL PICTURES AND YEARBOOK**

During the school year, Lewistown contracts with a professional photographer to take both group and individual pictures. Individual pictures will be taken in the fall and group pictures in the spring. The school receives a percentage of the income from the sales. This money is used for a variety of needed materials not provided for in any other budget area. A yearbook created by PTA representatives will be published each year and will be available for sale in the late spring. Purchase of pictures and yearbook is optional.

## **LEWISTOWN SCHOOL SONG**

We are the tigers we come to learn  
Oh when the tigers come to learn  
Oh I am proud to be at Lewistown when the tigers come to learn.  
Oh I am proud to be at Lewistown  
We are the tigers NUM BER ONE!!!

## **HEALTH AND SAFETY:**

### **SAFETY**

#### **WEAPONS**

*"It is unlawful for students to possess or use any weapon on school property. Students who have or use a weapon on school property will be suspended from school, and the police will be notified of the incident. A weapon is any object designed to harm another physically or an object which is used in a way that can physically harm another. This school is committed to providing each of you with a safe environment, and we will do all we can to carry out that responsibility including, if necessary, conducting searches of student lockers."*

#### **Students Reporting Security Concerns**

"See Something, Say Something™" and "Don't repost it. Report it™" – Encourage students to report security concerns to a trusted adult (parent, school staff member, school administrator, SRO, or a local law enforcement agency). Students may also anonymously report concerns using the Safe Schools Maryland Tip Line at 833-MD-B-SAFE. **In an emergency, call 911.**

### **SCHOOL SECURITY**

Students will be released through the office only to a parent, guardian, or other authorized person listed on your emergency card. Please be prepared to share a picture identification. The principal must approve exceptions to this policy. All doors to the building will be locked. This, and other specific school security and safety procedures, are addressed in both the Frederick County handbook and in the Lewistown Local Crisis Plan. Please know that even though certain procedures may seem time consuming, they are in place for the sole purpose of establishing a safe environment for your child. Families will learn about Lewistown Emergency Procedures via the Tiger Times and Back to School Night.

### **VISITORS**

Parents and guardians are always welcome to visit the school and join their child for lunch. Extended visits should be arranged in advance with the classroom teacher or administration. Upon entering any school or FCPS building, visitors will be required to present an ID, which will be entered into our visitor-management system. If someone does not have a US government-issued ID, the person can show another form of

identification. The system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders, who are not permitted on school property. No other data from the ID is gathered or recorded. Once entry is approved, the system will issue a visitor badge. A visitor's badge will not be necessary for those who visit simply to drop off an item in the office or pick up paperwork.

### **HEALTH ROOM**

The Health Technician, under the direction of a Health Department Registered Nurse, is on-site to provide the following services:

- Administration of medication
- Provide health care services
- Monitoring immunization records

If a child sustains a serious injury, is vomiting or shows an elevated temperature, the parents/guardians or your emergency contact will be notified. For this reason, your correct current address and telephone number must be on file in the office by the end of the first week of school. Please notify the school if your child has any health problems or contracts a communicable disease. In addition, if your child has any restrictions for play due to health related issues, the school should be informed.

In instances where your child needs to take medication during the school day, Frederick County Public Schools policy states that:

- No medication (prescribed, over-the counter) will be administered in school without the parent/guardian's written authorization and a physician's statement or prescription. Parental consent and a physician's statement or prescription label are required for each illness and each medication order.
- The parent/guardian must bring the medication and forms directly to the school health staff. All medication must be in the original container
- The first full day's dosage of any new prescription must be given at home.
- The school must have on file a specialized health form available from the school Health Tech or at [www.fcps.org](http://www.fcps.org) by clicking on the Forms tab.
- The parent must submit a new form to the school each time there is a change in dosage or time in administration
- All medications will be stored in a secure area in the school and accessible only to authorized personnel.
- Parents/guardians must retrieve any unused or expired medication. Medication not claimed by the parent/guardian within one week after the end of the school year will be destroyed.
- The administration of non-prescribed medication is discouraged by the school system. In some cases, it may be preferable or necessary for the child's parent to come to school and to administer the medication. No child is allowed to keep any medication on his/her person.

### **DAILY SCREENING PROTOCOLS**

#### **FCPS COVID-19 Procedures (8/2022)**

- All persons who test positive for COVID-19 or who have suspected COVID-19, regardless of vaccination status, are not permitted in school and offices.
- Individuals and parents are responsible for following our screening guidelines if they or their child have primary COVID-19 symptoms or are positive for COVID-19. Primary COVID-19 symptoms include:
  - Fever of 100.4 or higher

- Sore throat
  - Cough
  - Difficulty breathing
  - Diarrhea or vomiting
  - New onset of severe headache
  - New loss of taste or smell
- FCPS is enforcing isolation of positive/symptomatic individuals and will continue to send individuals with Primary COVID-19 symptoms home and require isolation or testing before they return. FCPS is accepting the results of COVID-19 Home Test Kits.
    - [COVID-19 Home Test Kit Form and Instructions](#)
    - [Formulario de Prueba y Instrucciones de COVID-19](#)
  - All individuals who test positive for COVID-19, regardless of vaccination status, are to isolate at home for at least 5 full days from the onset of symptoms. If returning before the 11th day of symptom onset, a face covering must be worn at all times when indoors on days 6-10 except while eating or napping. Those who are unable to mask may return unmasked with documentation of a negative COVID-19 test on day 5 or later.
  - Class letters are sent home when a report of a positive case of COVID-19 in the classroom/cohort is received.
  - The Maryland Department of Health confirms COVID-19 outbreaks in a school community. An approved COVID-19 outbreak communication is then sent, via Find Out First, to that school's community.
  - FCPS is no longer contact tracing or responsible for enforcing quarantine of close contacts. If you or your child have been in close contact with a positive individual please follow the appropriate masking guidelines appropriate for your level of vaccination.

### **EMERGENCY SCHOOL CLOSINGS AND DELAYS**

For the fastest, most reliable information, check the following:

- [www.fcps.org](http://www.fcps.org)
- Social Media: [FCPS on Twitter](#) and [FCPS on Facebook](#)
- Email/Text Messages: Sign up for [FindOutFirst email and emergency-only text messages](#)
- FCPS TV: Comcast Channel 18 (Frederick area)
- Mobile App: FCPS, free via Google play or App store

### **DRESS CODE**

Students have the responsibility to dress and groom themselves in a manner that is safe, healthy, non-disruptive, and appropriate to elementary classroom and school procedures. In accordance with FCPS [Policy 439](#), clothing should not depict activities or situations that depict violence, advertise alcoholic beverages or drugs, and should provide adequate covering. If a student wears an article of clothing that is inappropriate, he/she may be asked to turn the shirt or shorts inside out. Students will be asked to hang up their hat and put down their hoods upon entering the classrooms. Clothing must provide adequate covering. Hats are not to be worn in the building except on special, announced occasions. Flip-flops are strongly discouraged because of the potential for injury during play. In the event that a child has a spill or accident and requires dry clothes, it is good practice to send in a change of clothes for our pre-k and kindergarten students that teachers can leave at school.

**Items not permitted in school:**

1. Valuable personal possessions
2. Toys
3. Tobacco products- Smoking is not allowed at ANY time on school property.
4. Alcohol and drugs are prohibited on school property.
5. Weapons or look-alike weapons are prohibited on all school property.

\*At the elementary level, possession of a cell phone in school is only permitted with the approval of the principal. If you would like your child to carry a cell phone, a device permission form must be signed. Please see the regulation for more information and a copy of the necessary documentation.

<https://apps.fcps.org/legal/doc.php?number=400-18>)

Safety of our students and staff is our number one priority. A comprehensive emergency management plan has been developed and reviewed by staff. Several types of safety drills are conducted throughout the year. Two bus evacuation drills are also held each year, one in the fall and one in the spring.

## **ACADEMICS and PROGRAMS**

### **SOCIAL AND EMOTIONAL LEARNING**

#### **PATHS- PROMOTING ALTERNATIVE THINKING STRATEGIES**

All elementary schools implement the Tier I social emotional learning program called Promoting Alternative Thinking Strategies (PATHS). The PATHS program is a comprehensive Social Emotional Learning (SEL) curriculum that is evidence-based and proven effective. It is grounded in the science of children's brain development, which has determined that children experience and react to strong emotions before developing the cognitive abilities to verbalize them. PATHS elementary school curriculum has been shown to significantly improve children's social and emotional skills which underlie both effective behavior and academic success.

#### **RESTORATIVE PRACTICES**

Lewistown Elementary School participates in restorative practices to build relationships. All the restorative practices we use are practices that students can go on to use themselves, giving them ownership of conflict resolution and self-regulation. Restorative practices represent a positive step forward in helping all students learn to resolve disagreements, take ownership of their behavior, and engage in acts of empathy and forgiveness.

#### **ZONES OF REGULATION**

The Zones of Regulation framework teaches children self-regulation and emotional control. There are four groups or "zones" that are used to describe how your brain and body feel. These involve four phases of alertness and emotion- Blue, Green, Yellow, and Red. This framework associates behaviors with a specific zone and teaches appropriate replacement behaviors within each zone.

### **THE PYRAMID PROGRAM**

The Pyramid Program at Lewistown Elementary is a specialized special education program that serves elementary aged children who have significant social and emotional needs.

Students are placed in this program through an Individualized Education Program (IEP) Meeting. These students, in grades K through 5, come from various Frederick County schools and while in the program continue to work towards a high school diploma. Intensive special education and therapeutic services are

provided in a small structured learning environment. As students are successful in the Pyramid Program, they have opportunities for inclusion in general education classes with non-disabled peers at Lewistown.

### **INCLUSIVE PRE-KINDERGARTEN**

Frederick County Public Schools offers a unique pre-kindergarten educational program. These classes are offered at Lewistown Elementary School, educating all students using pre-academic standards while implementing Individual Education Programs (IEP) for eligible children who have been identified with a disability. Participation in this program provides opportunities for all students to strengthen their social and academic skills through an inclusive preschool setting.

Inclusive Pre-K Classrooms are available for 3 and 4-year old students who will attend ½ day sessions. Students must be 3 or 4 by September 1st. Applying for a student to participate as a peer in this program does not guarantee enrollment and students must reapply every year. Parents must provide transportation to and from school and may apply to any location, regardless of residence.

### **SCHOOL IMPROVEMENT PROCESS TEAM**

The SIP Team includes administration, staff members, and parents. This team is responsible for establishing school direction and monitoring school improvement. A SIP Plan is developed and revised annually. This plan is available upon request. If you are interested in serving on this team, please contact the front office.

### **INSTRUCTIONAL PROGRAM**

The Common Core State Standards and the FCPS Essential Curriculum define the standards and objectives our students will be held accountable for learning in each content area. These standards and objectives address knowledge that your child will need in order to be college and career ready upon high school graduation. You may review the Common Core State Standards and Essential Curriculum at any time by visiting [www.fcps.org](http://www.fcps.org) and [mdk12.org](http://mdk12.org).

Art, music and instrumental music will provide learning experiences and curriculum that develop an appreciation and knowledge in the fine arts area. These classes also expand upon various concepts and content areas being introduced in the classroom. Physical education classes provide activities that will help develop strong, healthy bodies, a sense of fair play, and life-long habits for good physical well-being.

### **ASSESSMENT**

Throughout the school year, FCPS informal and formal assessments are used to measure student progress. The purpose is to evaluate student mastery of content and skills so that instruction can be adjusted to meet student needs and thus improve learning. For more information on Maryland State Assessments, visit <http://marylandpublicschools.org/about/Pages/DAAIT/Assessment/index.aspx>. These assessments are designed to measure whether students are on track to graduate and be ready for college and careers. State assessments will also be given each year, which includes the Maryland Comprehensive Assessment Program (MCAP) for grades 3, 4, and 5. The MCAP encompasses all state assessments and is designed to provide information that helps strengthen instruction and improve performance.

The Maryland Integrated Science Assessment (MISA) is designed for grade 5 at the elementary school level. English language proficiency assessments are administered to English learners in grades kindergarten through 12 upon their entry into the school system and annually during a testing window in the second semester. The assessments measure a student's English language proficiency in the areas of listening, speaking, reading, writing, comprehension and literacy.

## **REPORT CARDS**

Frederick County Public Schools uses a reporting system which includes interim reports and the report card. Interims may be issued at any time between regular reporting dates to indicate notable achievement, improvement, or unsatisfactory work. Report cards are issued four times each year.

## **GRADING and FEEDBACK**

FCPS uses a reporting system which includes interim reports and report cards. Interims may be used at any time between regular reporting dates to indicate notable achievement, improvement, or unsatisfactory work. Report cards are issued four times each year according to the FCPS schedule. Grading practices follow FCPS Regulation 500-06: Grading, Reporting, and Intervention. You can expect:

- one graded assignment per subject per week
- parent view of Schoology gradebook
- Media and social & emotional learning lessons are not graded.

[Understanding the Primary Grade Report Card](#)

[Understanding the Grades 2-5 Report Card](#)

## **GUIDELINES and RESOURCES**

### **SCHOOLGY SUPPORT**



The Schoology Learning Management System will be utilized by all staff for course management. Each student has a Schoology account. Parents wishing to access and review student work will need to create a Parent account. Follow the steps outlined under Parent Connectivity and Support on the [FCPS Schoology page](#). Your personal parental access code is also included in the "Schoology Parent Access Letter."

#### **Important links for at-home support for families:**

[Lewistown Schoology Self Paced Checklist](#)

[Schoology Troubleshooting Guide](#)

[Schoology Support Resources for Families Website](#)

[Parent Quick Links](#)

## **HOMEWORK**

Purpose: Homework has different purposes at different grade levels. For elementary students, it should foster positive attitudes and good habits. At the elementary level, homework should provide practice of skills and concepts that will help students refine and strengthen those skills taught in class.

Homework requirements increase gradually with each grade level. General guidelines for frequency and duration follow. Details are in Regulation 500-15 (see the Calendar Handbook).

Per FCPS Regulation number [500-15](#):

Grades K, 1, 2 & 3: Since research shows that homework is not as beneficial for students in these grades as it is for older learners, teachers should use discretion in assigning homework

Grades 4 & 5: No more than 45 minutes maximum per day Monday-Thursday  
Weekend and holiday homework is not generally recommended.

You can help at home by developing routines to establish good study habits, as follows:

- Show an interest in your child's homework by inviting him/her to share the assignment with you. Your interest will reinforce the importance of homework and of academic progress.
- Establish a regular homework time each day and a quiet place to work.
- Homework is your child's responsibility. Your child must be permitted to make a mistake in order to learn from it. If your child is consistently demonstrating a lack of understanding with assignments, contact the teacher.

## **FCPS CALENDAR HANDBOOK**

Every family receives the Frederick County School System's Calendar Handbook which contains information about the school system's policies, programs, Student Rights and Responsibilities, and a School System Directory. It should be used as a reference if questions arise during the school year. Calendar Handbooks are distributed to students in August and can also be accessed online:

- [2022- 2023 School Calendar](#)

## **FOOD and NUTRITION**

Breakfast and lunch are served every day that school is in session. Upon arrival, students who wish to purchase breakfast go straight to the cafeteria. At lunch, students will remain in the cafeteria for 30 minutes. Students may bring a bag lunch from home or purchase a lunch from the cafeteria. If buying lunch, a student may pay by cash or check or you may put money in an account.

Breakfast and Lunch menus and costs can be found on the [FCPS Nutrition Website](#). Prepaying for meals and snacks is timesaving and easy: [www.myschoolbucks.com](http://www.myschoolbucks.com). Families with limited ability to pay may qualify for [free or reduced-price meals](#). Your child can purchase breakfast, lunch, snacks, and ice cream with that account. If you only want your child to purchase lunch with that money, you will need to write in the memo line, "meals only". Children that bring their own lunch may buy milk, ice cream, and specialty items separately. Cash, check or a student account may also be used for these items. If need arises, students will be permitted to charge up to 4 meals before a printed charge letter will be sent home with the student. Families are expected to pay for the charges. You will receive notification from the cafeteria if a meal is charged.

Free and reduced-price meals are available to families with limited ability to pay. Meal Benefit forms and guidelines are sent home with all students on the first day of school and are available from the front office. You can also apply for [free or reduced-price meal benefits online here!](#)

**Elementary School:**

Breakfast \$1.60

Lunch \$2.65

Milk purchased a la carte (not as part of a meal) is \$0.60.

**STUDENT INFORMATION CARDS**

During the first week of school, parents will receive an email prompting them to navigate to the online portal to complete a SY'23 Student Information Form for each student in their household. The email will come from: FCPSNoReply<[noreplyregistration@powerschool.com](mailto:noreplyregistration@powerschool.com)>. Notify the school if any of this information changes during the school year. Accurate information is essential if an emergency arises. In addition, a copy of custodial papers must be filed with the school if there are any special arrangements or situations that impact your child while they are in our care. FCPS students are sometimes asked to be photographed or videotaped, to have their name released for electronic communication, or display their work for community or promotional purposes. The Information Card will have an area for you to give your permission or deny permission for your child's photo to be published.

**CONFERENCES**

Parent-teacher conferences are held to discuss your child's progress and to allow you the opportunity to examine samples of your child's work. Conferences are scheduled for 15-minute blocks of time in the fall. Please think about what you want to learn from the conference and make notes of specific questions that you have. If you think you will need additional time, please request that of the teacher prior to the conference. If an interpreter is needed for conferences, please notify school personnel two weeks prior to the conference so that arrangements can be made.

Additional conferences may be held by the request of the parent, teacher and/or administrator at any time during the school year. Both parents and school staff should feel free to discuss openly and honestly any concerns that directly affect student school success. If you wish to meet with school personnel, please arrange your visit in advance.

**FIELD TRIPS**

Field Trips are planned by the teacher in accordance with the FCPS curriculum. Chaperones are selected by teachers and must adhere to FCPS policies and regulations. Younger siblings may not attend field trips with a chaperone. Students are asked to keep spending money at home, and chaperones should also not be purchasing food or souvenirs. All chaperones must complete the FCPS Volunteer Training at least 2 weeks in advance of the field trip.

**LOST OR DAMAGED BOOKS and TECHNOLOGY**

Families are responsible for the cost of lost or damaged classroom books and technology (chromebooks) as well as books from the media center.