

BOB LEWIS



ELEMENTARY SCHOOL

1000 Seascape Dr.
San Antonio, TX 78251

Office hours: 7:00-3:45

Principal: Angela Fry
Vice Principal: Lisa Gallego

ATTENDANCE AND CALENDARS

School Day Hours: 7:40 - 2:55

Tardies begin at 7:45

Tardies and Early-Outs count as absences. ALL absences require a written note upon return to campus.

ARRIVALS

Morning Supervision: 6:45 - 7:40

For safety, no students should arrive before 6:45

Students should be with their teacher by 7:40 - First Bell

Breakfast Hours: 7:10 - 7:40

Front Loop Door Drop Off : 6:45 - 7:40

Back Loop Door Drop Off : 7:15 - 7:40

Follow all safety traffic patterns and staff directions.

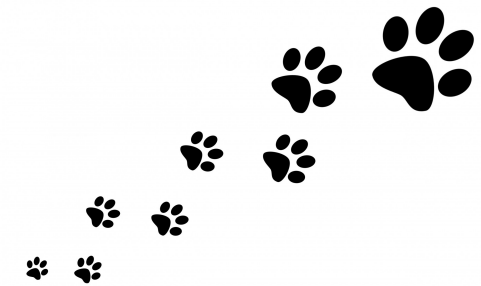
Parking lots are for legal parking only. Students are tardy if they arrive after 7:45.

DISMISSAL

All dismissal routine changes must be made by **2:15** each day.

- Front Loop Pick Up: 1st - 3rd Graders
- 4th and 5th Graders with Siblings
- Back Loop Pick Up: 4th and 5th Graders with No Siblings
- All Walkers/Bikers go to the gym and will be escorted off campus.
- Daycare students will be escorted to their proper location or van

Follow all safety traffic patterns and staff directions.
Supervision is available until 3:15 .



GENERAL OFFICE INFORMATION

All parents and campus visitors must sign in the front office using a current picture ID.

Teacher conference visits or classroom visits must be arranged prior with the teacher.

Notify the office of any address and phone number changes - including moves.

All special announcements or safety alerts will be provided by:

- School Messenger Phone System
- Texts
- Facebook
- Twitter
- Newsletter

<https://nisd.net/lewis/lewis-elementary-news>



SCHOOL WIDE RULES AND PROCEDURES



We Respect Ourselves.

We Respect Others.

We Respect Property.

We Respect Safety Rules.

Please see Teacher classroom and recess information provided at Orientation.

Office visitation may occur based on severity of an offense and the frequency of misbehavior.

CELL PHONES

Students will have phones shut off and kept in backpacks for the duration of the day unless use specified by teacher.

DRESS CODE

<https://nisd.net/schools/handbooks>

TOYS AND OTHER ITEMS

No toys, trading cards, valued personal items, fidget spinners or POKEMAN GO games will be permitted unless prior approval for games or activities is provided by the teacher.

WEAPONS

At no time may a students bring a weapon or a toy replica of a weapon on campus.

ANIMALS

For safety, animals and household pets are not permitted on school grounds.

At times, administrative approval may be given for special presenters.

SCHOOL SUPPLY LISTS

Lists are available in the office or online

<https://nisd.net/schools/info/168>



VOLUNTEERS

All volunteers must be background checked each school year. Opportunities include PALS, Watch Dogs, Mentors, PTA, and Special Event Helpers

<https://nisd.net/partnerships/volunteers>

Home Access Center (HAC)

Home Access is a valuable technology tool which allows the parent access to view student cafeteria accounts and student grades. If you need assistance, please contact the school office.

SAFETY DRILLS

Periodic safety drills are conducted to allow students to learn proper safety procedures. These include Fire Drills, Weather Drills, and Lockdown Drills. We appreciate your understanding that it is a requirement that some of these drills be held without advance notice to staff, students, and parents. In the event of a real event, you will be notified via office/administrative communication.

MEDICAL

Make sure all Emergency Card information is correct.

All absences must have a written note upon return to campus.

Nurse Morrison's Webpage is available online.

EXTRA CURRICULAR

Lewis offers many opportunities for student involvement. Information regarding these programs and clubs go home at various times during the year.

BIRTHDAYS

Birthdays are announced on the morning announcements.



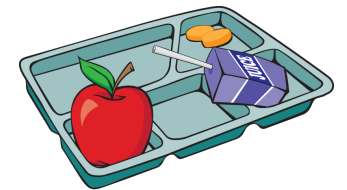
Students may pass out CUPCAKES at the end of the day.

CUPCAKES should be dropped off in the Lewis Office by 2:00.

Cake and other birthday treats or foods will not be accepted.

Lewis Discipline follows the NISD Code of Conduct

<https://nisd.net/schools/handbooks>



CAFETERIA

Breakfast Hours and Price:

7:10 - 7:40 /\$1.00

Lunch Hours and Price:

See Class Schedule /\$2.10

Parents visiting for lunch must sign in the front office prior to visiting the cafeteria.

Parents will eat with their child on the stage area tables.

Parents will sign out in the office immediately following the assigned lunch period.