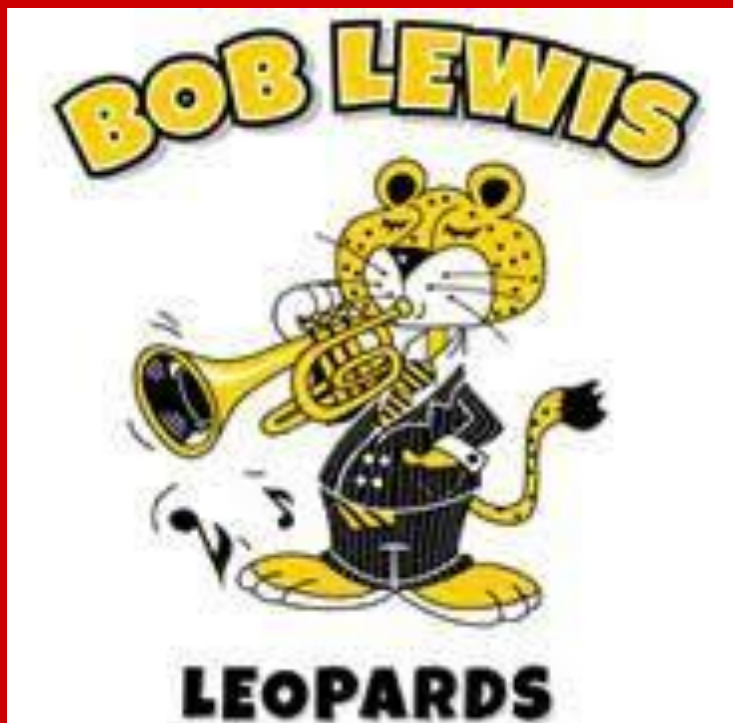




**Principal
Kendra Merrell**



**Associate Principal
Shane Murnin**



PARENT HANDBOOK

BOB LEWIS ELEMENTARY

2023-2024

Admin Message

Lewis Mission

Learning Expectations

BLE Staff

Discovery Time

Counseling

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LEWIS ADMINISTRATION

Welcome to BLE Presentation

- Message from Principal Kendra Merrell
- Meet Principal Merrell
- Meet Associate Principal Murnin
- Message from Associate Principal Mr. Murnin

LEWIS MISSION AND CORE VALUES

Lewis Elementary's Strategic Framework



Mission

We are committed to fostering confident, curious, and capable students through rigorous learning opportunities.

Vision

Every day, every student is empowered, while learning in a safe and challenging environment.

Learners will be:

Creators	Leaders
Collaborators	Learners
Communicators	Innovators
Critical Thinkers	Solution-Finders

Core Beliefs

- Each student deserves a quality education which honors their voice and prepares them to engage, contribute, and succeed.
- Students' health, safety, engagement, challenge, and support is directly linked to their academic achievement and future success.
- Meaningful relationships among students, families, educators, and the community are vital to student success.
- Classroom teachers have the most impact on student achievement followed by campus principals.
- Public schools are essential to foster community and develop engaged citizens.

OUR CORE VALUES

1. We respect ourselves.
2. We respect others.
3. We respect property.
4. We respect safety rules.

Safety

*New SRP (safety, response, protocol)

terms

*Officer Malapo will be here DAILY to walk the halls & multiple daily drive bys

*Weekly door checks by AP Murnin

*We have a panic button that alerts Police, SWAT, Bexar County, FBI etc.

*Run hide fight video will be 09/29

*Not getting an armed guard

Safety Website

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

Attendance

- Attendance is **IMPORTANT**, we want you here :-)
- Class starts at **7:45!** This does not mean that we are walking in the door at 7:45.
- Early outs. . . please limit them to absolute necessities. Please contact administration with any questions.
- **90%** is still the expectation and will be monitored daily.



Texas Compulsory Attendance Law

Students must attend class **90%** of the school year



Unexcused & Excused Absences

ALL absences count! Students who have **more than 17 total absences are at risk of not being promoted.** Parent/Guardians may also be issued a municipal court warning and possibly pay a fine.



Medical Appointments

Appointments must be at the **start** or **end** of the school day to be counted as **HEALTH** and not as an absence. If the student is out the **entire day**, they are absent.



Why do I need to send a note?

If a student's attendance case is sent to court, a committee will take into consideration how many absences were excused and unexcused.



Tardies

Students who arrive after 9am are considered **ABSENT**. **This does not mean your child should stay home.** Staying home will make your student fall behind by missing an entire day of instruction.



Communication

If your child is ill and will be out of school for **more than 1 day**, please inform your child's classroom teacher. They should be your first line of communication.



Special Circumstances

Every student's situation is different. If there are barriers keeping your student from being at school, reach out to your campus. There are resources and people to help.

LEARNING EXPECTATIONS

- Seek help when needed (teachers, counselors, principals).
- Attend class daily.
- Demonstrate learning with completion of assignments.
- Actively engage and participate in class.
- Communicate with your teacher.
- Follow Our Core Values.
- Reach out to your teachers if you need help.
- Communicate with peers and adults using respectful language and behaviors.
- Support each other in learning.
- Be patient with yourselves and your teacher.

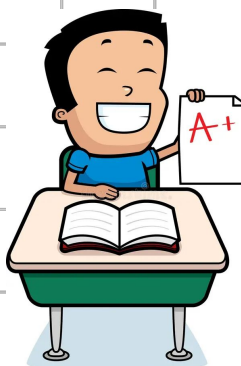
HAC- page 2

HAC or Home Access Center is an incredible tool that will help you stay informed and up to date with how your child's grades are progressing throughout the school year.

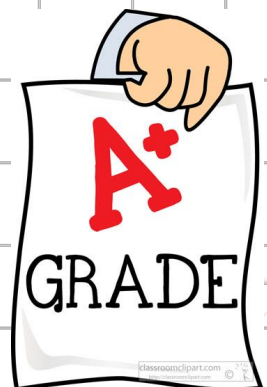
HAC can be accessed from home and as many times as you need!

For Directions on How to set up your HAC account: [Click here!](#)

We encourage you to set up your account and keep a close eye on your child and their progress. Feel free to reach out with any questions. :-)



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classroomclipart.com

GRADING- page 3

Timely feedback will be:

- Provided by the teacher to the student
- Learning objective oriented
- Specific and goal oriented
- Shared in various formats
(conferencing, support discussions,
assessment checks)

SPECIAL UNITS

Click the link below to meet your teacher!

[Mrs. Pruski-Speech](#)

[Mrs. Fonseca- AU IA](#)

[Mrs. Burke COLLAB IA](#)

[Mrs. Salazar - ALE TEACHER](#)

[Mrs. Gomez ALE IA](#)

[Mrs. Ralston - ECSE/AU](#)

[Mrs. Coffey ECSE/AU-IA](#)

[Mrs. Salazar -BMC](#)

[Mrs. Gonzales- BMC IA](#)

[Mrs. Alvarez AU/IA](#)

[Mrs. Perez ECSE AU IA](#)

[Mrs. CARRILLO ALE IA](#)

Admin Message

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ECSE/PRE-K - page 2

- School Supply List

Grade level slideshow

- Click the link to meet your teacher!

Mrs. Blische

Mrs. Rojas Pre k IA

Mrs Macheck ECSE IA

Mrs. Paz ECSE IA

Mrs. Covarrubias - ECSE

KINDER - page 3

- [School Supply List](#)

- [Meet the Teacher Presentation](#)

- Click on the link to meet your teacher!

[Mrs. Branch](#)

[Mrs. Coletto](#)

[Ms. Moey](#)

FIRST GRADE - page 4

- [School Supply List](#)

- [Meet the Teacher Presentation](#)

- Click on the link to meet your teacher!

[Mrs. Harmon](#)

[Ms. Garcia](#)

[Mrs. Sandoval](#)

[Mrs. Acevedo](#)

SECOND GRADE - page 5

- [School Supply List](#)

- [Meet the Teacher Presentation](#)

- Click on the link to meet your teacher!

[Ms. Burrell](#)

[Mrs. Doyle](#)

[Mrs. Hay](#)

THIRD GRADE - page 6

- [School Supply List](#)

- [Meet the Teacher Presentation](#)

- Click on the link to meet your teacher!

[Mrs. Boyett](#)

[Mrs. Butler](#)

[Mrs. De La Garza - Special Education](#)

[Mr. Gomez](#)

[Mrs. Lindberg Torres](#)

FOURTH GRADE - page 7

- [School Supply List](#)

- [Meet the Teacher Presentation](#)

- Click on the link to meet your teacher!

[Mrs. Bedford](#)

[Mrs. Ramos](#)

[Ms. Garcia](#)

[Mrs. De La Garza - Special Education](#)

FIFTH GRADE - page 8

- [School Supply List](#)

- [Meet the Team Presentation](#)

- Click on the link to meet your teacher!

[Mrs. Hart](#)

[Mrs. Salfiti](#)

[Mrs. Ramirez](#)

[Ms. Smith](#)

[Ms. Alvarado- Collab](#)

MESSAGE FROM DISCOVERY TEAM

- Click the link to meet your Discovery Team teachers!

[Coach Cortez](#) - PE

[Bonham](#) - STEM

[Mrs. Eversole](#) - Library

[Mrs. Gann](#) - Art

[Ms. Urby](#) - Music

MESSAGE FROM THE SPECIALISTS – page 2

- Click on the link to meet your teacher!

Gifted and Talented

[Mrs. Aranda](#)

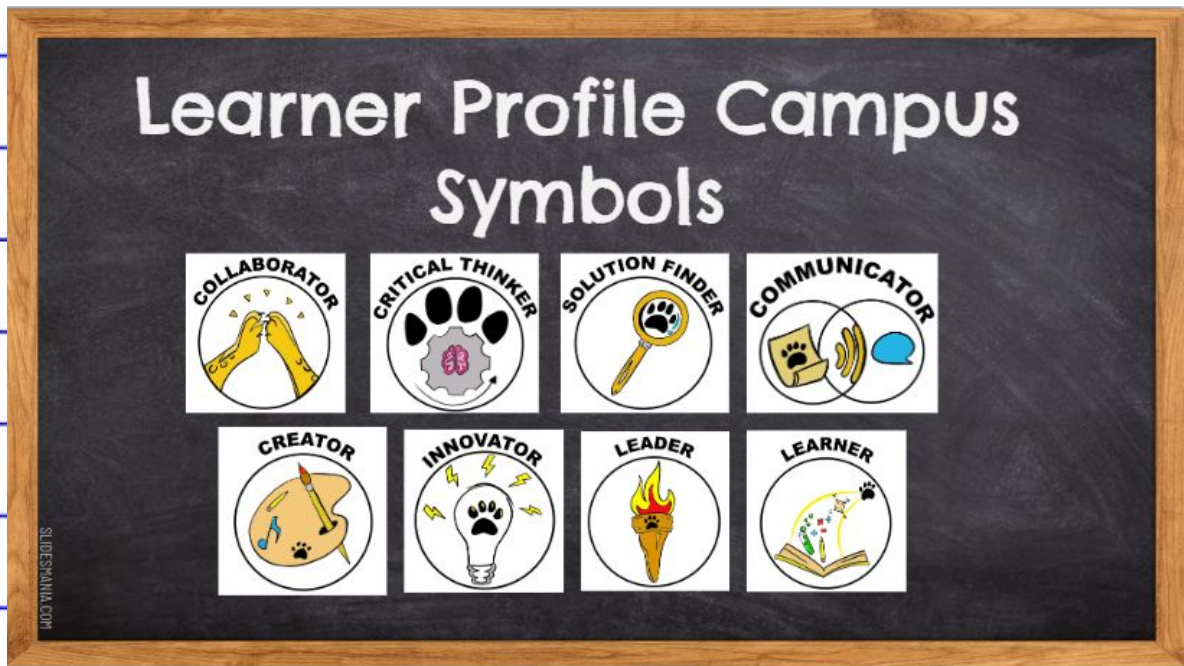
Math Specialist

[Mrs. Miles](#)

Reading Specialist

[Bailey Williams](#)

Learner Profile Characteristics



[Click here for more information](#)

MESSAGE FROM OUR COUNSELOR

Click on the link to meet the counselor!

[Mrs. Bustos](#)



Meet Your
School Counselor

Mrs. Bustos

Contact Information:
mallory.bustos@nisd.net
2103972676

Our Program

We implement a comprehensive and developmental guidance and counseling program.

- We teach guidance lessons
- We conduct individual and small group counseling
- We assist students through academic planning and goal setting
- We provide parent and educator consultation and education

Referrals

A student may be referred to the counselor by:

- Self
- Parent
- Teacher
- Principal
- Counselor

SOCIAL EMOTIONAL LEARNING – page 2

- Lessons during Morning Meetings.
- Counselor Lessons for the class.
- Counseling referrals can be made to Mrs. Bustos.