

Elementary Handbook Supplement

Bryan • Morton • Pershing • Sandoz

This Handbook provides information unique to Lexington Elementary Schools and is supplemental to the District Student/Parent/Activities Handbook.

School Day

The school day begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 30 minutes before the school day begins and 35 minutes after the school day ends. There will be no supervision provided by the school before or after these times. Law enforcement will be notified for any student not picked up by 4:00 p.m.

Absences/Tardies

Elementary: Students must not acquire more than the equivalent of 20 school day absences, excluding absences identified below, in a school year. Mandatory attendance at summer school (considered a part of the preceding regular school year term) is required for students who have acquired more than the equivalent of 20 school day absences in a school year. Students who acquire more than the equivalent of 3 school day absences in mandatory summer school may be referred to the county attorney. Students may appeal assignment to mandatory summer school to his/her building principal.

*Absences caused by the following circumstances shall not be counted against a student: a) Physical or Mental Illness - Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester. Time necessarily missed due to medical appointments or procedures confirmed in writing from a credentialed health professional shall also not count against a student. The documentation from the professional must be turned in within seven (7) calendar days of the last day of absence, otherwise the absence will count toward the 20 days of absenteeism resulting in contact with the county attorney as described in Lexington Schools district policy.

Parents are encouraged to get their children to school on time so that they do not miss out on instruction and cause a disruption to the learning of others. For purposes of calculating absenteeism, a student who comes to school after 10:00 a.m. shall be counted as a half day absent (morning). A student who leaves school before 2:00 p.m. shall be counted as a half day absent (afternoon). Tardies may be excused for specific situations that are explained in board policy.

Cell Phones and Other Electronic Devices (Policy 6025)

No electronic devices, text watches (any device capable of texting), earbuds, headphones, cell phones, MP3, laser lights, personal computers, etc. are allowed for student use during the school day.

Telephone calls to the elementary building should be limited. Teachers or students should not be called to the telephone during class periods except when an emergency occurs. The telephone is for business and emergency use only. Cell phones are not permitted in the classroom. Any cell phone misused will be taken by the principal and must be picked up by a parent or guardian. We encourage families to have a daily plan of action prior to children coming to school. By bringing cell phones and other electronic devices to school, the student and parent(s) consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

Students are prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or other form on a computer, cell phone, or other electronic device. The principal has authority to adjust discipline actions on an individual basis.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Additional information about cell phones is provided in board policy.

Field Trips

Each grade level will attend at least one field trip per school year. To ensure student safety and accountability, students will ride to the field trip and home on the field trip using school-provided transportation. The only exception to this rule is if a written note is provided to the school giving permission for the student to ride home with a designated adult. Parents/guardians may be asked to assist with these field trips, provided they pass a background check through the central office.

Electronic Devices: The school's Cell Phone Policy remains in effect during field trips. Students are generally prohibited from using cell phones or electronic devices at school-sponsored events unless specific permission is granted by the principal.

Items That Are Not Allowed at School

- Toys that have not been approved through child's IEP
- Caps, hats, bandanas, hoods, and other head coverings are not permitted inside the school building during the school day unless worn for approved religious, cultural, or medical reasons.
- Candy, gum, and any food items unless they have prior permission from their classroom teacher.
- Additional playground equipment (soccer balls, volleyball balls, equipment, etc.)
- Weapons or look alike weapons as defined in Policy 5035
- Electronics (see additional guidelines above)

Cafeteria Rules

- All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container.
- Students are not allowed to share food in the cafeteria.
- Forks and spoons should be placed in the pan with water.
- Students are to use proper manners.
- There will be no throwing of food or other items.
- Students should remain at their tables until they are dismissed. Students are expected to eat lunch at school.
- Students must treat lunch personnel with respect.
- Students who violate the above rules will be disciplined.
- Outside food may be delivered for students to eat in the cafeteria. No soda or outside drinks will be allowed.

Parents are welcome to eat with their child during their lunch period. To ensure a safe and organized environment, we limit visitors to two people per child and allow visits only 2 days per week. Visitors who wish to purchase a school lunch must communicate with the office 24 hours in advance of the visit. Please remember that all cafeteria rules apply to visitors as well, including maintaining proper manners and treating lunch personnel with respect.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. We encourage payments to be made online at www.lexschools.org or through the office.

Grades

Kindergarten. Kindergarten students will be evaluated using a checklist that incorporates standardized test score data, basic numeration and phonemic skill levels, and behavioral and attendance information.

Grades 1-5. Students will be evaluated using the following categories for their academic core classes.

Advanced	95%-100%
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Proficient	80%-94%
Progressing	70%-79%
Beginning	0%-69%

Skills and Behaviors That Support Learning

These are effort grades that demonstrate behaviors the student can do in the classroom.

The student: Listens attentively, follows directions, uses time appropriately, completes work on time, demonstrates consistent effort, produces neat and legible work, works independently, works cooperatively with others, participates in large group activities, follows rules, shows self-control, accepts responsibility, respects self and others, and respects authority.

4 = Consistently shows effort

3 = Usually shows effort

2 = Sometimes shows effort

1 = Rarely shows effort

Physical Education (PE): The following categories are utilized for evaluation of performance in Physical Education: Advanced, Proficient, Progressing, or Beginning.

Illness

Students with severe coughs and sore throats should remain at home. Those with temperatures that exceed 100.0°F will be excluded from school and should not return until the temperature is 100.0 degrees or less for 24 hours without the aid of medication. If a child has a fever in the evening, please keep him/her home the next day. If a student must be absent, please contact the school as soon as possible on the morning of the absence. If a student becomes ill during the school day, the school nurse or office staff may determine that the student should be sent home.

Musical Performances

Each class has one required musical performance per school year. Each student is expected to participate in all rehearsals up to the performance date and learn all the music, musical terms, and choreography the performance requires. Students who cannot perform due to religious beliefs are expected to complete work as determined by the music teacher and/or building administrator. This will allow the student to receive full credit on their final evaluation of music class for the grading period in which the performance occurs.

Parents who do not want their child(ren) to participate in a musical performance for religious reasons must write a letter to the principal.

Playground Rules

Students must follow these rules to keep the playground safe:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.

3. Students must play away from the school windows.
4. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
5. Students must use the playground equipment properly and in a safe manner.
6. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention and/or other consequences.

School staff supervise the playground during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

Recess and PE Participation

Recess and PE many times will be held outside and parents/guardians need to make sure students are prepared (e.g. possess boots, hats, gloves, and coats) for cold days. Parents/guardians can expect that their children may go outside any time the windchill factor is above 10° F. Requests by parents to keep children indoors due to cold weather will not be honored unless the principal receives documentation from a medical provider or personally observes that the child is ill, or receives sufficient documentation that the child has extenuating medical conditions that necessitate s/he be kept inside.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots and coats worn to school must be marked with the student's name.

Transportation Between Buildings

Students in grades K-5 may ride district buses between elementary buildings in both the morning and after school. Please contact Keri Fagot in the business office at 308.324.1203 to make arrangements and be issued a bus badge. Parents are expected to pick up their children promptly after school.