

Accidents

In the event of a significant accident or emergency, we will make every effort to reach you first, and then call 911 if needed. **It is imperative that you keep the school informed of any change in address or telephone numbers so that we can reach you in case of an accident or emergency.**

Allergies

Please inform school personnel if your child has allergies of any kind. This can include allergies not only to food, but to bee/insect stings and any substance. If your child is exposed to an allergen and requires emergency medication such as Benadryl and/or Epinephrine Pen, please provide the school with the medication in the original, labeled container. We also require a signed doctor's order form for the medication. The school nurse can provide the necessary forms and assist in developing an individualized health plan for your child. **Please inform us of any medical conditions your child may have so that we may safely manage his/her care while at school.**

Admission to School

According to North Carolina laws governing school entry, parents have 30 days after the first day of school to provide:

1. Birth certificate
2. Physical examination
3. Immunization Record
4. 2 proofs of residence (ex: rent receipt, electric bill, telephone bill, Medicaid card)

According to North Carolina State Law, G.S. 130-A-440, every child in this state entering kindergarten in the public schools must have a current health assessment and be up to date on all immunizations. It is important to note that your child could be suspended from school if these documents are not provided.

Attendance/Absences

It is important that your child attends school every day. You will receive written notice of absences when your child misses 3, 6, and 10 days. Students must bring a written excuse from their parent or guardian stating the reason for the absence. Failure to do so will result in the absence being recorded as unexcused. When students have more than 10 unexcused absences, it is a violation of state mandatory attendance law and parents can be taken to court. Attendance is one component of the Lexington City Schools Promotion/Retention Policy, which can be found in the School Board Policy Section of this handbook.

Backpack Tags

Students who ride buses will have a color coded tag attached to his/her backpack. The color of the tag and the information on the tag help us with safety procedures during dismissal time. If you notice the tag is missing or contains incorrect information, please inform school personnel.

Behavior and Discipline

To maintain a safe environment, it is important that all students follow basic school rules.

1. Show respect and kindness to everyone
2. Walk in the halls and on the sidewalks
3. Try your best each day
4. Treat others the way you want to be treated

Teachers have a plan in place to deal with most minor problems in the classroom. When problems are severe or students repeat the same behavior continuously, the teacher will send a behavior report to the office. Consequences of an office referral can include conference with an administrator, parent conferences, temporary placement in another class, out of school suspension in extreme circumstances, or other appropriate actions. In all of these situations, parents will be notified by phone. If parents can't be reached at any of the provided contact numbers, a written report will be mailed to the home address and another copy will be sent home with the child.

Birthday

If arranged with the classroom teacher, a parent may bring small treat to celebrate a student's birthday. All food items must be store bought rather than prepared at home.

Students are not allowed to receive gifts, balloons or flowers. Please contact your child's teacher to schedule; all celebrations need to be planned after 2:00.

Breakfast

All students are offered a free breakfast each day.

Bus

Students who ride the bus are expected to follow rules that will be discussed the first week of school. When a child breaks a bus rule, the bus driver submits a report in to the school office. All reports will be investigated by an administrator. Consequences can include a warning, a parent conference, or a possible bus suspension. Riding the bus is a privilege that can be taken away from students who continuously misbehave, disrupt and cause an unsafe environment for passengers or the driver. Parents will be notified in advance if severe misbehavior results in suspension or expulsion from the bus.

Calling the School

To maximize instructional time, teachers will not leave their classrooms to take phone calls except in emergencies. An office staff member will be happy to take a message for the teacher. We also encourage you to send notes or emails when possible. Children are not allowed to receive calls directly at school.

Cancellation of School

If bad weather causes school to be delayed or closed, an announcement will be made on the local radio station WKOQ-FM/WLXN-AM and on television stations WGHP Piedmont Channel 8, WXII Channel 12, WXLV Channel 45 and WFMY Channel 2. If it becomes necessary to close school during the school day because of bad weather, an announcement will be made on the local radio and TV stations as well. A School Messenger telephone call

will also be made to inform parents of a cancellation or delay. This will also be posted on the district's website: www.lexcs.org

Car Riders

Morning: Morning car riders should line up on Federal Street and enter the lower parking lot. For safety reasons, students should remain in their cars until a staff member opens the car door. Students will be admitted to the building through the lower entrance from 7:30 to 8:00. After this time, students must be driven around to the front entrance and escorted to the office by a parent to receive a tardy pass.

Afternoon: Car riders will be dismissed at 2:45. Please line up on Federal Street at the entrance to the lower parking lot and stay in your car. We will give you a sign with your child's name on it to display in your window to assist us in a safe and fast dismissal. Please pull up close to the curb. Staff members will assist with loading students into the vehicles. Parents without a school issued car tag will be asked to come to the office to sign your child out. **Please do not park and walk across the lane of traffic to get your child.** These procedures are in place for the safety of all children at South Lexington School.

Kindergarten car riders: Kindergarten parents, we ask that you use the lower entrance of the school to pick up your children in the afternoon. This dismissal procedure is provided for your convenience and the safety of your child. Preschool students must be signed out in the office, but this requirement does not apply to kindergarten students. If you have a kindergarten and pre-k child attending our school you may sign both children out in the office. Thank you for adhering to this policy.

Child Protective Services

State law requires any person who suspects child abuse or neglect to make a report to Child Protective Services. Regardless of where a report is made, social workers are permitted to come to the school to interview children. School personnel are not at liberty to discuss any reports made to Child Protective Services since all calls are confidential and many are made anonymously.

Conferences – Parent/Teacher

Parent/Teacher conferences are held in the fall and spring. Parents are strongly encouraged to attend these conferences. Transportation and interpreters are available upon request. Additional conferences may be requested if your child is struggling to master academic content or experiencing behavioral difficulties.

Contact Information

Home/school communication is an essential component of your child's success. Please provide several contact numbers in case of an emergency. **If we can't reach you in the case of a true emergency (children left at school, medical emergencies, etc.), we will contact local law enforcement officials or Child Protective Services for assistance.**

Dismissal

Buses will leave the upper parking lot at 2:45. Developmental Center students will be dismissed at 2:00 from the lower parking lot. Cars for the South Lexington students may not enter the lower parking lot until 2:20 to pick up the students.

Dress Code

STANDARD MODE OF DRESS (SMOD)

Purpose

All students in Lexington City Schools (LCS) are required to wear Standard Mode of Dress (SMOD). The Lexington City School Board of Education believes a safe and disciplined learning environment is essential to maximize student achievement and to ensure that students reach their full potential. The implementation of SMOD will promote respect for oneself and others, build school spirit, decrease unhealthy competition involving fashion trends, reduce the strain on parental clothing budgets, and allow for easy identification of intruders on campus.

Information Dissemination

School officials will communicate with parents/guardians information concerning the uniform policy through newsletters, parent meetings, parent/student handbooks, media (newspaper, TV, and/or radio), flyers, and posters.

Appearance

The principal will implement the SMOD policy in a manner that is developmentally appropriate. Good judgment in considering age, developmental stages, and body type are expected of all students, parents, and guardians in the selection of school attire and overall appearance. SMOD must be neat, clean, properly fitted, age-appropriate and suitable for the learning environment. In addition to being required to wear SMOD, all students are expected to be groomed and dressed appropriately for school activities. A student's dress and/or appearance will:

- (1) support, not disrupt, the learning environment;
- (2) constitute no threat to health or safety;
- (3) not be provocative or obscene; and
- (4) reflect practices of good hygiene and cleanliness.

Waiver/Opt-out Requests

Reasonable consideration will be given for students who request a waiver of a particular guideline for dress or appearance because of a sincerely held religious belief or medical issue. The parent or guardian must submit a waiver request in writing on the Waiver Request Form to the school principal or the principal's designee on an annual basis. In considering a waiver request, the principal and/or principal's designee have the right to request additional documentation from medical officials and/or religious leaders.

Reasonable Accommodations

The principal or the principal's designee will make reasonable accommodations for students involved in special duties, activities, or projects approved by the school. This could include but not be limited to athletics, career and technical education, physical education, special events, and other activities that require non-conforming dress on a school campus during a school-sponsored event. Students

may be excused from wearing SMOD during special school events such as Homecoming, Spirit Day, Picture Day, or others as named by the principal or designee. SMOD will be optional for students who attend the South Lexington Developmental Center .

Financial Considerations

Parents and/or guardians who have concerns about the affordability of a school uniform should contact the school guidance office. The guidance counselor will assist the family with identifying community resources. Students who enroll in Lexington City Schools during the school year will be given support during the enrollment process to assist with immediate compliance to the SMOD Policy. The school system will not be responsible for funding SMOD for students. Each school will maintain a SMOD Closet to provide appropriate attire when students are not dressed in SMOD, to assist new students, and to facilitate the recycling of SMOD garments within the school community.

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SMOD Requirements

A. Shirts, Sweaters, Sweatshirts, and Coats

1. PK-12 students must wear shirts with a collar and sleeve and may choose from the following solid colors: white, gray, navy blue, royal blue, or orange.
2. With the exception of school insignia/logos, shirts may not have logos, labels, words, or pictures larger than one square inch.
3. Shirts must be appropriately sized and must hang no more than three inches below the hip bone. Shirts with "tails" or uneven bottoms, or any shirt that hangs more than three inches below the hip bone must be tucked in. Shirts must be long enough to cover the midriff.
4. Undergarments may not be visible at any time.
5. Students may wear a SMOD -colored T-shirt or SMOD -colored turtle neck under the SMOD collared shirt.
6. No see-through or mesh clothing that will reveal the body or undergarments will be allowed.
7. Clothing will be worn appropriately (not inside-out or backwards, not partially on, etc.).
8. Students may wear a SMOD colored sweater or SMOD colored sweatshirt over the SMOD shirt.
9. Coats may not be worn inside the classroom. Exceptions may be made by the principal or designee in the case of heating malfunction.

B. Pants, Skirts, Skorts, Jumpers, Capri Length Pants, Shorts

1. Colors: solid khaki, navy blue, or black
2. With the exception of school approved logos, pants, skirts, jumpers, capris and shorts may not have logos, labels,

words, or pictures larger than one square inch.

3. All must be free of graphics, laces, and embroidery.
4. Shorts, skirts, skorts and jumpers will be no shorter than three inches above the top of the knee when standing.
5. No splits or slits in skirts or pants will be allowed.
6. No jeans or overalls will be allowed.
7. No cargo pants or cargo shorts will be allowed.
8. Form fitting or skin tight material, bedroom pants, lounge pants, or exercise pants will not be allowed.
9. Clothing must be appropriately sized. No baggy or sagging pants or shorts are allowed. No "low rise" clothing is allowed. Pants with a waist below the hip bone must not be worn.
10. Pant bottoms cannot have ragged or torn edges and cannot drag on the floor.
11. Clothing will be worn appropriately (not worn inside-out or backwards, no rolled up pants legs, or no pants tucked into shoes or socks).
12. No see-through or mesh clothing that will reveal the body or undergarments will be allowed.
13. If worn, belts must be appropriately sized, buckled and not hanging below belt loops. Buckles should be plain and regular size, no larger than a credit card. Students will be given a belt to wear during the school day if pants are not appropriately sized.

C. Footwear

1. Shoes that have laces must be laced and tied. Laces must match shoe color or be black, brown, or white.
2. No bedroom shoes, "Heelies," spike heels, or any shoes with heels greater than three inches will be allowed.
3. No flip flops for students in grades PK-5.
4. Sock colors: black, brown, gray, navy blue, white, and SMOD colors
5. Socks must match each other and, if worn, must be worn on both feet.

D. Accessories

1. Jewelry cannot be a distraction to the learning environment or present a safety hazard.
2. Jelly bracelets are not permitted.
3. No adornment is allowed that reasonably could be perceived as or used as a weapon (such as chains or spikes).
4. No sweatbands, head wraps, hats, doo-rags, skull caps, bandanas, picks, or combs will be worn inside school buildings.

5. If worn, ties may not have any logos, labels, words, or pictures.
6. Leggings in any SMOD color may be worn only as an accessory under skirts, skorts, dresses, shorts, pants, or capris that meet SMOD requirements.
7. No pins, buttons, stickers, or other items which are patently vulgar, lewd, offensive, or which materially and substantially interfere with the education process are permitted to be worn on a student's SMOD. Any allowable pins, buttons, stickers, or other items shall be no more than 3 inches in diameter.
8. Sunglasses may not be worn inside the building.

E. Hair

No "cut-ins" in hair or brows will be allowed.

Consistent Enforcement

The principal or the principal's designee will ensure that the SMOD policy is enforced in a consistent manner and require the student and the student's parent or guardian to take appropriate action to remedy situations determined to be in conflict with this policy. Disciplinary action will be taken for violation of the SMOD Policy in accordance with the LCS Board of Education Code of Student Conduct. Appropriate disciplinary actions for violations will include the following:

First Offense: Students will be informed that they have violated the policy. They will be given the opportunity to change into acceptable clothing by using available clothes at school or by calling a parent/guardian to bring clothes. If the student refuses, he/she may be placed in in-school suspension for the remainder of the day.

Second Offense: A second infraction of the policy will be considered defiance. In addition to the disciplinary actions available for a first offense, a parent/guardian conference will be held.

Third (and additional) Offenses: A third or additional infraction of the policy will be addressed according to Board Policy 5.3.3.1 entitled "Disruption of School" and disciplinary action may be imposed by the principal pursuant to Board Policy 5.3.4 entitled "Consequences of Serious Student Misconduct."

Early Dismissal

There will be 5 early dismissal days for students during the 2016-2017 school year. October 31st, January 20th, February 6th, March 29th and June 9th.

Students at South Lexington will dismiss at 12:00 on those days. Lunch will be served before dismissal.

Early Sign-Out

South Lexington students who must leave school before 2:45 and Developmental Center students who must leave school before 2:00 have to be signed out in the office by an adult. Signing students out of school early is a disruption of the instructional time, please do so only when absolutely necessary. Also, leaving early for an unexcused reason counts toward the tardy policy. 5 unexcused early sign-outs and/or unexcused tardies equal 1 unexcused absence.

FTO

We are fortunate to have a Family Teacher Organization to work on behalf of our students and staff. The FTO will meet quarterly and will sponsor other events during the year. We

encourage you to be actively involved in the FTO because all of their efforts are for our students.

Grade Placement

According to NC state law, the principal is responsible for grade placement.

Health Problems

If your child has asthma or other chronic medical problems that require special care, please provide the teacher with this important information. If medication is required, make sure to have a doctor fill out the long-term medication form (available in the office) in order for the school to give the medication. If your child is to be excluded partially or completely from physical education, we must have a written statement from the physician.

Homework

You can help your child with homework by establishing a consistent homework time in a quiet place. One of the most important ways you can help is by reading with your child every night.

Insurance

There is an online enrollment form for **voluntary student insurance**. www.lexcs.org
(1) click students (2) click on student insurance information.

Jacket Notebooks

Notebooks will be sent home each day containing samples of what your child completed in school. Any correspondence from your child's teacher will also be included. Any monies being sent to school may be put in the pouch inside the notebook.

Lice

Lice are parasites that live in the hair of human beings. They can be transmitted between children through direct contact with hair or clothing of a child whose hair is infested. When a child is found to have lice, parents are called and the child is sent home for treatment. Students cannot return to school until they have been treated and are nit-free. This prevents a child from passing the lice to another child. Students are excused for two days to be treated. Absences after that point are unexcused.

*Regular shampoos have no effect on lice. Commercial products, such as Nix or Quell, must be used to shampoo the head. This kills the lice, however lice leave behind egg sacks called nits. The nits are attached to the hair shaft and may hatch into more lice even if the child's hair has been treated. Nits must be combed from the head with special combs. Some lice become resistant to treatment.

*THE DAY AFTER A CHILD HAS BEEN TREATED FOR LICE; THE CHILD MUST BE BROUGHT TO THE OFFICE TO BE CHECKED BEFORE THEY CAN GO TO THEIR CLASSROOM. If all nits have not been removed, the child will be sent home again. Again,

this is done for the protection of all children. The Health Department can also assist with ridding resistant lice.

Lunch

Lunch is free to all students. We encourage you to allow your child to eat a hot lunch in our cafeteria daily. Your child may bring his/her lunch if you so choose. ***Please note that students are NOT allowed to have sodas or glass containers at school.**

Adults will be charged per item for lunch.

Medications

When necessary, students can take prescription medication at school. All medications must be brought to the school office and picked up from school by an adult. Children are not allowed to carry medications on the bus. Prescription medications must have a complete label on the bottle. A copy of a medication form is in the back of this handbook, and must be filled out and handed into the office for any medication to be administered at school.

Medication must be prescribed by a physician and provided by the parent.

*Parents/legal guardians must provide written consent with detailed directions for administration of non-prescription medicine.

*School Staff will not give any medications based on consent given over the telephone.

Nurse

A school nurse from Davidson County Health Department is in our school on designated days. The nurse will contact the home when she feels medical attention is needed. Medical care is the responsibility of the parent/guardian. She may assist with routine vision or hearing screenings, and/or provide other health related assistance to teachers and students.

Parent Visits

Parents are always welcome at school. Upon entrance to our school, please sign in at the office and obtain a visitor's sticker. Upon entrance to our school, please sign in at the office and obtain a visitor's sticker. We ask that conferences and classroom observations be scheduled in advance.

Personal Property

Please label all personal items (clothing, lunch boxes, etc) with your child's name. Lost items labeled with a name will be returned promptly. Unclaimed items will be kept in the lost and found near the office. At the end of the school year, unclaimed items will be donated to charity or discarded.

Problems or Misunderstandings

We want your child to have a wonderful educational experience at South Lexington School. If you have any concerns about a classroom problem or misunderstanding, please schedule a conference with your child's teacher

Progress Reports

Progress reports are sent home with your child at the midpoint of each grading period. Progress reports will go home the week of October 3rd, week of December 12th, week of February 27th, week of May 8th. Please contact your child's teacher with any questions about his/her progress report. You will be informed promptly if there are any changes to progress report distribution dates.

Report Cards

Report cards are issued at the end of every nine weeks of school. Grading periods end on October 31st, January 20th, March 29th, and June 9th. The first and third quarter report cards will be given to parents during conferences. (Please note these dates could change if we have inclement weather).

Fire, Tornado, and Intruder Drills

As required by law, we will have a minimum of one *fire drill* and one *intruder drill* per month to make sure students are prepared to exit the building quickly and safely in the case of a true emergency. We will also practice severe weather and intruder drills. Please contact the school office if you have any questions.

School Day

Our school day officially begins at 8:00 and ends at 2:45. Students may enter the building at 7:30. Breakfast will be served to all students from 7:30 – 8:00 at no charge. Students arriving after 8:00 must be accompanied to the school office by an adult and be signed in. Students should not be picked up prior to 2:45 except in the case of medical or dental appointments or family emergency. Students with medical or dental appointments may be excused early with a doctor's note and the permission of the principal. Remember to bring a note from the doctor.

School Property

School Board Policy states that students have a responsibility for proper care of all school property and buildings. Books, equipment, furniture, and supplies destroyed or damaged must be paid for by the person responsible for the damage.

SSST

This is a team of educators and parents who work together to provide strategies and interventions to students struggling to master academic content.

Tardy

Students are tardy when they arrive after 8:00. Please remember every 5 unexcused tardies and unexcused early sign-outs will equal 1 unexcused absence. The absence will be added to other absences and will count toward the Mandatory Attendance Law and LCS Promotion Policy.

Toys

Students are not permitted to bring toys of any kind to school. Any items brought to school will be kept in the office until a parent is able to pick them up.

Transportation Changes

If your child needs to go home a different way than usual, please send a note to your child's teacher. If you need to make an emergency change please call the office before 1:00 to request a change. We ask that you keep changes to a minimum for your child's safety. Do not inform the bus drivers.

Volunteers

Volunteers are always welcome at our school. Lexington City Schools' first priority is to provide a safe learning environment for all students and staff. All volunteers will be asked to have a criminal background check completed prior to any volunteering activity, including, but not limited to, individual and/or small group tutoring, chaperoning field trips, etc. The fee for this screening, not to exceed \$13.00, will be the responsibility of the applicant. If you are interested in volunteering at our school, please contact Mrs. Kathy Barker at the Lexington City Schools' central office located at 1010 Fair Street. For more information, please call Mrs. Barker at (336) 242-1527.

Web Site

Please check the Lexington City Schools Website at www.lexcs.org often for district and school news. Teachers will also have their own class web page that can be accessed through the system website.

***The information in this handbook was taken from LCS School Board Policy as of July 1, 2002. Any modifications to the policy since then have been made to the Policy Manual on the Lexington City Schools Web Site. You can view the updated policy at www.lexcs.org (under parents, policy manual) or in the school office.**

