

Southwest Elementary Global Academy

Student Handbook 2023-2024



Principal: Jihan Harvey
Assistant Principal: Elizabeth Younger
200 Biesecker Rd. Lexington, NC 27295
336-242-1546

Vision:

Southwest Elementary Global Academy will integrate global studies into our curriculum. We will utilize 21st century skills to create global citizens in a smaller world who will embrace cultures, traditions, and languages.

Values:

At Southwest Elementary Global Academy we value relationships, diversity, and our students. Our purpose is to provide our students with a superior academic program and maintain high expectations. Through a balanced academic curriculum, we will enable our students to gain a global perspective and knowledge of diverse cultures. We are committed to preparing each student to become a respectful, caring, and successful citizen in an ever-changing global society.

Mission:

Southwest Elementary Global Academy will make a better world one student at a time by empowering our students in a global society. We will empower students by focusing on diversity, growth, rigorous instruction, learning experiences, and the integration of technology.

Accidents/Allergies

In the event of an accident or emergency, we will contact the Davidson County Ambulance Service to transport the student to the hospital and notify the parent or guardian. **It is imperative that you keep the school informed of any change in address or telephone numbers so your child can be treated promptly. If your child has any known allergies, please let us know.**

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.

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 based on our Student Code of Conduct. **Lexington City Schools' Code of Conduct** has been adopted and approved by our School Board ([HERE](#)).

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.

Birthdays

If arranged with the classroom teacher, a parent may bring a small treat to celebrate a student's birthday. All food items must be store bought. Please contact your child's teacher to schedule. Parents are NOT allowed to attend the birthday celebrations.

Breakfast

All students are offered a free breakfast each day. Breakfast is served between 7:00am-8:00am.

Bus

Students who ride the bus are expected to follow bus rules that will be discussed the first week of school. When a child breaks a bus rule, the bus driver will submit a report to the school office. All reports will be investigated by an administrator and if need be the transportation office and Mr. Miller, Assistant Superintendent.

Consequences can include a warning, disciplinary action, and/or bus suspension as deemed appropriate by the administration. Riding the bus is a necessity to get our children to and from school. However, when safety is compromised, riding the bus can be taken away from students who continually misbehave, disrupt and cause an unsafe environment for passengers and the driver. Students who continue to misbehave could be suspended from the bus for the rest of the school year as deemed necessary by administration. **(See additional Bus Safety information at the end of this handbook).**

*****NO TRANSPORTATION CHANGES WILL BE MADE AFTER 2:00.*****

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. Cancellations will also be posted on LCS twitter account, and will be sent out on Class Dojo. 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 in the front of the school. For safety reasons, students should remain in their cars until a staff member opens the car door. Students will be admitted into the gym through the back entrance from 7:00 to 7:30.

After this time, students must be escorted into the front entrance by a parent to receive a tardy pass.

Afternoon: Car riders will be dismissed at 2:15. Please line up in the front of the school building and stay in your car. We will give you a car rider's tag/sign to display in your window to assist us in a safe and fast dismissal. Staff members will assist with loading students into the vehicles. **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 Southwest Elementary Global Academy. Staff members will assist with loading students in vehicles. Students not picked up by 2:45pm must be signed out from the front office. If your student has not been picked up by 3:00pm and **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.**

Cell Phone Policy: We will adhere to the **LCS policy 5.3.4.7** Radios, CD/DVD Players, Ipods, Beepers, Cell Phones or Other Electronic Communication Devices. Additionally, any student who chooses not to abide by this policy will receive the necessary consequences as deemed by administration. Should an item be confiscated from the student, the parent **MUST** come to the school to retrieve it.

Telephones

Students are not permitted to make telephone calls. In emergency situations, parents will be contacted by the school office.

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. 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

Car riders will be dismissed by 2:15 pm. Bus riders will be dismissed at 2:20pm. For safety reasons, students will not be dismissed from the bus lot area or from the bus line. You must come into the office, present picture identification, and sign your child out. It will count as an early dismissal if your child is signed out before 2:00 pm. We will not dismiss from the main office after 2:00pm, you will have to wait in the car rider line for your student.

- **If you must call to make a change in how your child will go home, please try to do so before 1:00 pm. This will allow us plenty of time to contact the teacher prior to dismissal beginning.**
- Parents/legal guardians must **send a note** to the teacher if there is to be a change in the way a child is to go home. If a child does not have a note, he/she will go home in the usual manner. We will not take the child's word that there is a change in the way they are to go home.

Early Dismissal

Students at Southwest Elementary Global Academy will dismiss at 11:30am on those days. Lunch will be served before dismissal.

Early Sign-Out

Southwest Elementary Global Academy students who must leave school before 2:00 pm 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. Please make sure you have an ID (driver license, passport etc) to sign your child out.

Grade Placement

According to NC state law, the principal will consult with the classroom teacher, parent, and any other adult who serves that particular student to discuss grade placement.

Make-up Packets

Student make-up packets will no longer be given at the end of the school year. When a student has returned to school from any absence, the teacher will give make-up work and allow the student the opportunity and time to complete it. The teacher shall communicate a deadline for the submission of missed assignments (within the same quarter) of days missed, if possible. (i.e. 5 days, 10 days, etc.) *Other provisions may be put in place to make up for instructional "seat time" (i.e. tutoring)

Health Problems

A Health Department nurse will be in our school on designated days. During the year, we will give routine sight and hearing tests to students. The nurse will contact the home when she feels medical attention is needed. Medical care is the responsibility of the parent/guardian. 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

Please encourage your child with homework assignments each night as assigned by the teacher. You can help your child with homework by establishing a consistent homework time in a quiet place. Be helpful, but be careful not to do the work yourself. Students will be expected to do all assigned homework as well as read each night (Monday-Friday).

Insurance

If you wish to purchase school insurance for your child, please contact the school office for more information. There is an online enrollment form for **voluntary student insurance**. www.lexcs.org: (1) click students (2) click on student insurance information.

Head 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

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. Lexington City Schools has adopted the Community Eligibility Provision Program which allows each student to eat lunch free of charge. **Please note: Soft drinks and glass containers are strongly discouraged for student lunches.** Adult lunch is on a “price per item” basis. If students wish to purchase snacks they may do so with a charge.

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. **We can only administer medication if we have a medication form completed by the physician for that medication.** Children are not allowed to carry medications in their backpacks or on the bus. Prescription medications must have a complete label on the bottle and be brought into school in the original package. A copy of a medication form is in the back of this handbook. It must be filled out and given to your child’s teacher or school nurse before any medication can 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 the 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.

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.

North Carolina Read To Achieve:

House Bill 950 S.L. 2012-142 Section 7A

The North Carolina Read to Achieve program is a part of the Excellent Public Schools Act which became law in July 2012 and applies to all schools at the beginning of the

2013-2014 school year. The law can be accessed through the following link:

<http://www.ncleg.net/Sessions/2011/Bills/House/PDF/H950v7.pdf>

The goal of the State is to ensure that every student reads at or above grade level by the end of third grade. Any 3rd grader not reading at a proficient level on the end-of-grade tests will go through the following process:


1. Students will be retested (If the student fails to reach proficiency on the 2nd test then...)
 2. Students will be invited to a free summer reading camp to help improve their reading skills.
 3. Students will be tested at the end of camp. If a student is still not proficient, then they will receive a retention label and be placed in a class for the following year where they will receive 90 minutes of uninterrupted reading instruction daily.
- Enrollment in Summer Camp is the decision of the parent. If the choice is not to enroll in Summer Camp, the student maintains a 3rd grade placement label until all RTA requirements are met.

Positive Behavior Referral

Bee Somebody

Students may be referred to the office for exhibiting outstanding behavior, character or manners. These students will be recognized by having their names announced over the intercom and will receive a certificate. Students are frequently referred for their outstanding behavior for the **BEE SOMEBODY AWARD** throughout our system and they are recognized at our monthly board meeting.

Southwest Elementary School Global Behavior Expectations

 Southwest Elementary Global Academy	Be Safe	Be Respectful	Be Responsible
Hallway	<ul style="list-style-type: none"> •Walk face forward •Keep to the right •Keep hallways clear and clean 	<ul style="list-style-type: none"> •Keep hands and feet to self •Stay quiet - classes are in progress •Stay in Line 	<ul style="list-style-type: none"> •Go directly to your destination •Set a good example •Follow directions
Restroom	<ul style="list-style-type: none"> •Wash hands •Report problems to an adult •Walk at all times •Keep water in sink 	<ul style="list-style-type: none"> •Respect privacy •Use kind words and actions •Use equipment and supplies properly •Wait your turn 	<ul style="list-style-type: none"> •Throw paper towels in trashcan •Use time wisely •Go, flush, wash
Playground	<ul style="list-style-type: none"> •Stay in designated area •Report problems to an adult •Walk to and from building 	<ul style="list-style-type: none"> •Take turns •Use kind words and actions •Invite others to play 	<ul style="list-style-type: none"> •Line up when you are called •Set a good example •Use equipment appropriately •Play by the rules
Cafeteria	<ul style="list-style-type: none"> •Walk at all times •Eat only your food •Stay Seated •Raise your hand for help 	<ul style="list-style-type: none"> •Respect other's space •Use kind words and actions •Use an indoor voice 	<ul style="list-style-type: none"> •Leave a clean table, chair and floor •Sit with feet under table
Classroom	<ul style="list-style-type: none"> •Use classroom materials appropriately •Walk at all times •Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> •Pay attention to your teacher •Follow instructions •Use kind words and actions •Raise your hand to speak •Participate 	<ul style="list-style-type: none"> •Complete your work •Organize •Be ready to learn and try your best •Stay on task
Bus	<ul style="list-style-type: none"> •Stay seated face forward •Watch for traffic when entering/exiting •Keep hands and feet to yourself •Report problems to adult 	<ul style="list-style-type: none"> •Keep noise down •Use kind words and actions •Listen for your stop •Remember your bus number 	<ul style="list-style-type: none"> •Listen to bus driver •No eating or drinking •Keep track of your belongings •Keep your backpack closed

Progress Reports will be sent home in student folders.

Progress Reports

Progress reports are sent home with your child at the midpoint of each grading period. 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.

Quarterly Assessments and EOGs

Students will be formally assessed at the end of the first, second, third and fourth nine weeks in order to monitor their academic progress.

Report Cards

Report cards are issued at the end of every nine weeks of school. The first and third quarter report cards will be given to parents during conferences. (Please note these dates would change if we have inclement weather).

PTO/FTO

We are fortunate to have a Parent Teacher Organization/Family Teacher Organization to work on behalf of our students. We encourage you to be actively involved with our PTO/FTO and your child's education.

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 drills. Please contact the school office if you have any questions.

School Day

Our school day officially begins at 7:30 and ends at 2:20. Students may enter the building at 7:00. Breakfast will be served to all students from 7:00 – 7:30 (will stop serving after 8:00) at no charge. **Students arriving after 7:30 must be accompanied to the school's front office by an adult and signed in.** Students should not be picked up prior to 2:20 except in the case of medical or dental appointments or family emergencies. 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.

Special Education Services

If you believe your child is struggling and may qualify for some help through special education services, please contact your child's teacher or the principal. The referral process will be explained and pursued if appropriate. Services for qualified students can include small class time, work on individual goals, speech/language therapy, occupational therapy, physical therapy, and other specific services as specified in an individual education plan.

Tardy

Students are tardy when they arrive after 7:30. **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, you must call the office before 1:00 pm to request a change. We will do our best working with transportation to accommodate. We ask that you keep changes to a minimum for your child's safety.

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 Mr. Christopher Weikart at the Lexington City Schools' central office located at 1010 Fair Street. For more information, please call Mr. Weikart 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.

All of our school board policies can be found on our district website. www.lexcs.org

The Family Engagement Policy is attached as well.

Please visit often and ask if you have any questions! We are here to help and

Scan Here for Handbook

support you and your child

Lexington City Schools STUDENT DRESS CODE

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits any appearance or clothing that does the following:

1. violates a reasonable, nondiscriminatory dress code adopted and publicized by the school;
2. is substantially disruptive (for information on gang-related attire, see policy 5.3.4.10 LSHS Policy on Gangs and Gang Activity);
3. is provocative or obscene; or
4. endangers the health or safety of the student or others.

Before receiving disciplinary consequences, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Policy 5.3.4 Consequences for Violations of Student Behavior Policies. The superintendent or designee shall list within the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

A. LMS and LSHS prohibit clothing which is sexually suggestive, provocative, or revealing or contain suggestive or provocative messages. Examples include but are not limited to:

- Bare midriff tops
- Halter tops, off-the-shoulder tops or spaghetti strap tops that show cleavage
- Short shorts or low-cut pants that are revealing or show undergarments
- Swim wear or tube tops
- Muscle shirts
- Pajamas and slippers with fuzz or lace
- Pants that expose undergarments, sagging or baggy Leggings without proper length covering garment

LMS and LSHS prohibit clothing that is unsafe, dangerous, or hazardous to health. This includes but is not limited to:

- Facial piercing that becomes a safety issue for other students or staff
- Socks or sock-like footwear without shoes or slippers
- Shoes that have open heels or without straps including slides and flip flops
- Sunglasses in the classroom
- Hats worn in the classroom

B. LMS and LSHS prohibits clothing and jewelry that advertise tobacco, alcohol, drugs or other illegal substances, illegal acts, weapons, or that promote violence.

C. LMS and LSHS prohibit any outward appearance of gang-related clothing that, upon specific guidance of law enforcement agencies, is considered gang-related. Due to changing trends in gang attire, clothing, jewelry, accessories, and grooming styles, restrictions may change as necessary. Examples include but are not limited to:

- Jewelry/buckles with gang symbols or initials other than your own
- Visible tattoos (gang, prison, or obscene), piercings, eyebrow cutting
- Steel-toed shoes or boots
- Shorts when worn with socks touching the bottom hem of the shorts
- Spikes or chains on any article of clothing
- Head coverings such as hats, visors, bandanas, caps, hair nets, and scarves (except for medical or religious reasons)
- Monikers or other gang markings
- Student backpacks, notebooks, folders, or other carrying bags that display graffiti, obscene symbols, signs, slogans, alcohol, drugs, tobacco, or degrading depictions.

D. Inappropriate Dress or Appearance for Elementary Students (Grades Pre K-5), the following attire is considered inappropriate for elementary students:

- Clothing or attachments that are disruptive to the teaching learning process or are revealing, indecent, vulgar or obscene.
- Clothing which promotes alcoholic beverages, or the use of controlled substances by words or symbols, or is of a disruptive nature.
- Clothing that contains profanity, nudity, depicts violence or is sexual in nature by words or symbols.
- Hats, sweatbands, bandanas, or sunglasses inside school buildings.
- Clothing that is sheer or mesh. Undergarments that are visible.
- Sagging pants which cause undergarments to be visible.
- Footwear that may present a hazard to health or safety.

The "fingertip" rule will be applied in cases of length garments that should be below the student's finger tips when arms are positioned naturally along the side. This includes shorts, dresses, skirts, and garments worn as a top over leggings and other such apparel.

This policy does not apply to school-sanctioned uniforms and costumes approved for athletics, choral, band, dance, or dramatic performances. Except as specifically noted in this policy based on an exception or accommodation, this policy applies at all times when students are present on school property or in attendance at official, school-sponsored events.

Legal references: G.S. 115C-36, -47 Adopted: April 15, 2009

Revised: June 1, 2010; June 6, 2017; June 4, 2019; January 4, 2022

EMPLOYEE DRESS CODE OMITTED

Lexington City Schools
Southwest Elementary Global Academy
HANDBOOK/STUDENT DRESS CODE
SIGNATURE PAGE

Parents/Guardians, please take time to review and discuss the information in the Southwest Elementary Global Academy handbook with your scholars. Included in the handbook is important information in regards to our school district's student dress code policy. Once you have read the handbook and dress code, please sign and return this form to the main office. Handbooks can be found on our school's website

I acknowledge that I have read and understand the Southwest Elementary Global Academy and all of its contents and I agree to abide by all the rules and regulations contained therein. Student

STUDENTS SIGNATURE

DATE

PARENT/LEGAL GUARDIAN SIGNATURE

DATE

PRINCIPAL'S SIGNATURE

DATE

****Parents and students must both sign. SIGNED FORM DUE TO THE OFFICE
BY SEPTEMBER 29, 2023.****

You can request a hardcopy through the main office