

Elementary Handbook Supplement

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

Bicycles

Bikes are to be parked and locked in the racks until dismissal. Students are to stay away from the bike area during recess and lunchtime. The school is not responsible for damage or theft of parts while bicycles are on school property.

Cafeteria Rules

1. 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.
2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Students should remain at their tables until they are dismissed. Students are expected to eat lunch at school.
6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

Cell Phones and Other Electronic Devices ([Policy 6025](#))

Students may not use cellular (cell) phones or other electronic devices while at school, except as permitted in this handbook and board policy.

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. It is extremely disruptive to deliver messages to students while school is in session. 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.

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.

Face Coverings

Students may be directed by the principal to wear a face covering to help prevent the spread of COVID-19 in school. If so directed, students are expected to wear their face covering each day. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by the principal.

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

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 fulfill all rehearsals up to the performance date even though they cannot actually perform on stage in front of an audience. Those students will need to fill out a worksheet showing they understand all the musical terms, lyrics and the music itself contained in the selected performance. Depending on their age, students may also be required to write a five-sentence paragraph (constructed to the best of their ability) about what they learned during the program preparation time. Any students who cannot participate in the final on-stage rehearsals will be given an extra reading assignment and questions to answer in writing about the reading assignment. 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 explaining the reason. This letter must be signed, dated and submitted to the building office in advance of the musical rehearsals or within 5 days of the student(s) enrolling in Lexington Public Schools.

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. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.

5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. 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 supervises 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 P.E. Participation

Recess and P.E. will ordinarily 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.

School Day

The school day typically 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 15 minutes after the school day ends. There will be no supervision provided by the school before or after these times. Parents must make arrangements for their children to leave school promptly at the end of the day, unless children stay for Lexington Academy, the after school program.

Tardies

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 AM shall be counted as a half day absent (morning). A student who leaves school before 2:00 PM shall be counted as a half day absent (afternoon). Tardies may be excused for specific situations that are explained in board policy.

Transportation Between Buildings and Academy

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 if the children are not going to attend Academy (the district's after-school program).

Students wishing to attend Academy must do so at their building of attendance. (I.e. A fifth grade student must attend at either Pershing or Bryan, whichever they attend during the school day.) Parents must pick their children up after Academy at the building in which their children attend Academy.