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. 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 a small treat to celebrate a student’s birthday. All food items must be store bought rather than prepared at home. Please contact your child’s teacher to schedule.

**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 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.

Director of transportation – David Burnett phone # 336-242-1527 ext. 1110

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 Mize Rd. For safety reasons, students should remain in their cars until a staff member opens the car door. Students will be admitted in the building through the side entrance from 7:00 to 7:30. 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 2:25. Please line up on Mize Rd. 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. 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 Pickett Elementary School.

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.**

**Dress Code**
**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 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

• Sunglasses in the classroom

• Hats worn in the classroom

Cross References: G.S. 115C-47,-390.2

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:

• 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

• 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

• 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 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, bandannas, 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 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 event.

Cross References: G.S. 115C-47, -390.2

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**Early Dismissal**
There will be 2 early dismissal days for students during the 2021 - 2022 school year. December 21st and May 27th.
Students at Pickett Elementary will dismiss at 11:10 on those days. Lunch will be served before dismissal.

**Early Sign-Out**
Pickett Elementary students who must leave school before 2:10 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 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.

**Insurance**
There is an online enrollment form for voluntary student insurance. [www.lexcs.org](http://www.lexcs.org)
(1) click students (2) click on student insurance information.

**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 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 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 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.

**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.

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

**School Day**
Our school day officially begins at 7:30 and ends at 2:10. Students may enter the building at 7:00. Breakfast will be served to all students from 7:00 – 7:30 at no charge. **Students arriving after 7:30 must be accompanied to the school office by an adult and be signed in.** Students should not be picked up prior to 2:10 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.

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 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 Dr. Weikart at the Lexington City Schools’ central office located at 1010 Fair Street. For more information, please call Mrs. Johnson 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.