



BELL SCHEDULE



New Bell Schedule

7:40-8:05 Drop –off/Breakfast Served
8:15 Tardy Bell
Pledge/Instruction
3:00 Dismissal – PK, Walkers
3:15 Dismissal- K,1,2

Lunch Schedule

PK 10:30 - 11:00
K 11:05 – 11:45
1 10:45 – 11:20
2 11:30 – 12:00

**** The school should be notified of any transportation change by 2:30 PM. ****
NO changes can be made after that time.
*******NO check-outs after 2:45*******

It is necessary for Lexington to implement security rules in order to keep our students and staff safe for the 2016-17 school year. We need ALL parents and visitors to comply with these guidelines. We appreciate your support and cooperation on enforcing these guidelines.

- Duty Teacher times: 7:40 – 8:15 A.M.
- NO students may be on campus or enter the building from their drop off point before 7:40 A.M.
- NO visitors are allowed to enter the halls.
- Parents/visitors must register for a visitor pass in the office before eating breakfast or lunch with child. All visitors must return pass to the office before leaving the building.
- Birthday Snacks: Parents need to contact your child’s teacher concerning any birthday goodies for the class. Please have the goodies brought to the school at the designated time the teacher gives.

MORNING PROCEDURES: All Lexington neighborhood walkers should enter the building on Spencer Avenue in the Morning.

PARENTS: Please do not park in the Lexington parking lot and walk your child/children to the door. Please remain in your car and go through the car line. Morning (AM) car drop off on Lexington Avenue and Kentwood will close at 8:15 AM. After 8:15, drive to the SPENCER entrance, PARK, WALK and SIGN your children in through the office

DISMISSAL PROCEDURES:

Procedure for Dismissal: Teachers instructional time is 8:15-3:15 and will not be interrupted.

- * Car Riders: PK students are picked up on LEXINGTON Ave. 3:00
- Walkers meet on SCHOLARS 3:00
- K students are picked up on SPENCER 3:15
- Grade 1 students are picked up on SPENCER 3:15
- Grade 2 students are picked up on Kentwood Avenue 3:15
- Bus riders will be supervised until bus number is called.

Procedure for Early Dismissal: All parents must report to the office and sign out their student before 2:45

Procedure for Early Dismissal for an Appointment: Parents are to send a note to the teacher requesting the child go to the office at the time requested. Student will wait in office for parent to come and sign out the student.

Other Check-Out Procedures: Parents must send a note: - if student is being picked up by someone other than parent
- if student is to ride another bus other than assigned bus
- if student has a change of after school plans

DISTRICT POLICY about ABSENCES: Please turn in all absence excuses to Mrs. Wear.

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