

Toni McCarty  
Principal

Katherine Flowers  
Assistant Principal

**Lexington Elementary School**  
1905 Spencer Avenue  
Monroe, Louisiana 71201  
Phone: 318-322-9753 Fax: (318)-361-5170  
[www.lex.mcschools.net](http://www.lex.mcschools.net)  
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“Where Tigers Earn  
Their Stripes”



Founded 1952

## **WELCOME TO LEXINGTON ELEMENTARY**

### **2019-2020**

(Revised 6/5/19)

We want to foster the love of learning in our students at Lexington Elementary by helping your children to be successful in all things. We encourage and welcome your participation in the education of your child. Below are items of information about our school that will be helpful to you.

#### **SCHOOL TIME** 8:15-3:15

- Lexington opens the doors at 7:40 a.m. Someone will be on duty to receive your child(ren) from the cars. ***Please do not drop your child(ren) off and leave them outside unattended.*** By law our child(ren) are too young to be left by themselves.
- Breakfast closes at 8:10. Students eating breakfast need to be in the cafeteria no later than 8:10. ***Students are to go DIRECTLY to the cafeteria upon arrival to school, then to their classroom.***
- The TARDY BELL rings at 8:15. All students should be in their classrooms by 8:15. Duty personnel have been instructed to leave their duty post when the bell rings at 8:15. Anyone left in the car line will need to drive to the front office to sign their child(ren) in and receive a ***tardy slip.***
- **STUDENTS CANNOT BE CHECKED OUT AFTER 2:45 PM.** If you have early appointments, please make sure you are here to check your child out before 2:45.
- All students should be picked up from school by 3:25. After 3:25 you must come to the front office to sign your child(ren) out.

#### **ATTENDANCE**

- Students are allowed only 9 unexcused absences for the year. Monroe City School policy requires us to refer **3 or more unexcused absences** and **5 or more unexcused tardies** to Monroe City Police Truancy Department. Five tardies equal an absence. Students will not receive perfect attendance once they have 5 tardies or 5 early checkouts.

#### **TRANSPORTATION CHANGES**

- In the event a student's transportation needs to be changed, a written note signed by the parent will need to be sent in the morning with the child. NO phone calls, emails, texts, fax or reminds will be accepted.

#### **CAR RIDERS**

- **MORNING ARRIVAL:** Please use your designated drop-off zones for your child(ren) in the morning. ***PLEASE do NOT drop-off children at SPENCER.*** That area is designated for BUSES and handicap ONLY in the morning!
  - **PK and Second Grade**- 7:40-8:15 on Kentwood
  - **Kindergarten and First Grade** - 7:40-8-15 on Lexington Ave.
- **AFTERNOON DISMISSAL:** THERE WILL BE NO WALKING UP TO GET YOUR CHILD, if your child is a car rider, you must remain in your car to pick them up. ALL CAR PICK UPS MUST have a CAR VISOR SIGN. Please make sure you get the number of signs needed for any and all people picking up your child. Please abide by this and help us keep all of our students safe. Extra Car Visor Signs are \$5.
  - **Pre-Kindergarten** - 3:00—Lexington Ave. by the gym

- **Kindergarten & First Grade** - 3:15—on Spencer Ave.
- **Day Care & Second Grade** – 3:15 —on Kentwood

### **BUS RIDERS**

- MORNING ARRIVAL- Spencer Ave. Front Entry- 7:40-8:10
- AFTERNOON DISMISSAL- Seated in the gym by 3:10. **Parents MAY NOT receive their children from the buses in the gym.** They must go to the bus stop to retrieve their child.

### **HANDICAP**

- MORNING ARRIVAL-Spencer Ave., Cafeteria Entry- 7:40-8:10
- AFTERNOON DISMISSAL- Lexington Street at Mrs. Boutwell’s door at end of parking lot at 3:00

### **DRESS FOR SCHOOL**

- Our students wear uniforms. **NO LOGOs** will be allowed on clothing except the Lexington Tiger.
  - Tops are knit polo style in either navy, red, or white.
  - Slacks, shorts, skirts, jumpers, or skorts are either khaki (tan) or navy blue.
- Pants with belt loops must be worn with a belt.
- All shirts need to be tucked inside pants. Please help your child learn to tuck their shirts in.
- Coats/Jackets: Lexington Hoodie, solid black, navy, red or white sweater or hoodie may be worn in the classroom. Other coats and jackets will be removed once students are in the classrooms.
- **Shaved designs or outlandish colors may NOT be worn in the hair.**
- NO sandals, crocs, open-toed or backless shoes, and no stacked heels. **Tennis shoes are highly recommended daily and must be worn for a child to participate in PE.**

### **SPIRIT DAYS & READ-A-THON DAYS**

- Spirit shirts can be worn on Fridays with uniform bottoms.
- On our Read-A-Thon days, students are allowed to dress according to the theme for the day as long as it is within the Monroe City School Dress Code Policy.
- Uniforms are always appropriate to wear even on Spirit Days or Read-A-Thon dress days.
- Throughout the year, special **JEAN** days will be announced.

### **CONCESSIONS K-2 only**

- Popcorn is sold for \$.50 on Tuesday and Thursday.
- PTO will sell popsicles on Fridays. Items will be \$1.00.
- **NO MONEY WILL BE ACCEPTED IN THE OFFICE FOR CONCESSION.** Students must bring the money with them when they come to school.

### **LUNCHES**

- STATE LAW requires that all **Lunches/Drinks brought from outside the school must be in lunch bags or boxes or thermos.** Lunches will not be allowed in that are in fast food bags or containers (Ex. McDonalds, Canes, Subway, etc.) No glass containers or carbonated drinks. **This pertains to ALL people (students and adults) entering the cafeteria.**

### **FIELDTRIPS**

- Conduct requirements for each field trip are stated at the bottom of the Daily Student Behavior Report. Students must maintain a “C” or better in conduct for the two weeks prior to the field trip. Students are not eligible to go if they receive a Louisiana State Referral during the 6 or 9 weeks of the field trip for grades PK/K and 1<sup>st</sup>/2<sup>nd</sup> respectively.
- Fieldtrip money is to be sent to the teacher by the deadline set by the teacher. All parents sign fieldtrip permission upon registration of school (emergency pink card). This will allow all students to go on

fieldtrips as long as money is paid and conduct is within the guidelines. It is the parent's responsibility to tell the teacher if they decide not to allow their child to attend a specific field trip. **Money for the fieldtrip cannot be reimbursed if it is required by the fieldtrip destination for the school to pay prior to the day of the fieldtrip because they will not reimburse the school.**

- Parents are welcomed to attend field trips. However, parents are responsible for their own transportation and any required fee(s). Because of liability issues, parents are not allowed to ride the school bus. No student will be released to parents on a field trip. If you wish to take your child home after the trip, you must report to the school to check your child out. Every child that rides the bus, with the teacher, is required to return with the teacher.

### **VISITING THE SCHOOL**

- Parents are always welcome to Lexington Elementary. All visitors who arrive on campus must come to the office to get permission and a visitor's pass to enter the building. School visits should not interrupt instructional time.
- Conferences: Parents should schedule a conference with teachers or the principal by calling the school. Teachers will schedule conferences that do not interrupt the instruction of their students.

### **SCHOOL DELIVERIES**

- NO Balloons/Flowers/Presents etc. will be accepted at the school.
- For Birthday treats contact your child's teacher if you would like to send something. We cannot use our instructional minutes for a birthday party.

### **END OF YEAR AWARDS-each award is given a certificate with their take home package.**

- Principal's List: Student must have an A each Nine Weeks on the report card. No B's, C's, D's or F's in the academic subjects.
- A-Average: Student must have an A average at the end of the year. No D's or F's in the academic subjects.
- Honor Roll: Student's final average for all academic subjects must be an A or B. A student that acquires a "D" or "F" in any of the academic subjects will not qualify for honor roll status.
- Perfect Attendance: Five (5) tardies or 5 early checkouts will result in not receiving perfect attendance.
- Good Citizenship: One boy and girl chosen by teacher or class
- A+ Tiger: Students must maintain all A's in conduct.