

South Lexington School and Developmental Center Parent and Student Handbook 2026-2027

Bee Your Best Everyday!



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Dr. Richards, Principal

Ms. Shear, Assistant Principal

Dear Parents/Guardians:

Welcome to South Lexington School and Developmental Center!

It is both a privilege and a joy to welcome you to another school year. Returning home to serve as principal of this remarkable school has been one of the greatest honors of my career. South Lexington has always been a place where children are known, valued, and encouraged to reach their fullest potential, and I am excited to partner with you as we continue building on that tradition.

At South Lexington, we believe that every child deserves an exceptional educational experience. Our commitment is to provide a safe, nurturing, and engaging learning environment where students can grow academically, socially, emotionally, and developmentally. We are dedicated to excellence in teaching, efficiency in how we serve our students and families, and effectiveness in meeting the unique needs of every learner.

Most importantly, we believe that strong relationships are at the heart of student success. The partnership between home and school is one of the most important factors in a child's education. When parents, teachers, and school staff work together with a shared purpose, children thrive.

We ask for your support by staying actively involved in your child's education. Communicate regularly with your child's teacher, encourage daily attendance, establish routines that support learning, and celebrate both the big accomplishments and the small victories. Your encouragement and involvement reinforce the lessons learned at school and demonstrate to your child that education is a shared priority.

Our teachers and staff are committed to providing the highest quality educational experiences while fostering a caring and supportive environment for every student. Together, we can create meaningful opportunities that inspire confidence, independence, and lifelong learning.

As we begin this journey together, I invite you to become an active partner in our school community. By working side by side—with trust, open communication, and a shared

commitment to our children—we have the opportunity to build something truly extraordinary for every student who walks through our doors.

Thank you for entrusting us with the education and care of your child. We look forward to partnering with your family throughout the year and celebrating the many successes we will achieve together.

Together, we will inspire, support, and empower every child to reach their highest potential.

With gratitude and appreciation,

Dr. Richards

Principal

South Lexington School and Developmental Center

Accidents

In the event of a significant accident or emergency, we will make every effort to reach you first and then call 911 if needed. **It is imperative that you keep the school informed of any change in address or telephone numbers so that we can reach you in case of an accident or emergency.**

Allergies

If your child has any allergies, please let the school know. This includes food allergies, bee/insect sting allergies, or allergies to any other substance. **If your child needs emergency medication like Benadryl or an Epinephrine Pen due to an allergic reaction, please provide the school with the medication in its original, labeled container. We also need a doctor's signed order for the medication.**

Our school nurse can give you the necessary forms and help create a personalized health plan for your child. Please inform us about any other medical conditions your child may have so we can ensure their well-being while they are at school.



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, the 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 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.

Backpacks

The Clear Backpack Policy (Code: 5.33) The Clear Backpack Policy aims to regulate the types of backpacks and bags allowed on school premises during the school day.

1. **Backpack Requirements:** Students are required to carry backpacks made of clear plastic, vinyl, or similar transparent materials. Backpacks with colored elements, stripes, colored straps, mesh pockets, or leather-reinforced corners are allowed as long as they do not obstruct visibility.
2. **Logos and Branding:** Backpacks may include small company logos or branding, but they should not impede visibility through the backpack.
3. **Additional Small Bag:** Students may carry one additional small bag, not exceeding the dimensions of 6" x 9" x 5". This bag can be carried within or outside the backpack and should also comply with the transparency requirement.

4. **Non-Clear Lunchbox:** Students are allowed to carry a non-clear lunchbox alongside their backpack, but these lunchboxes may be subject to search by school administration or staff.
5. **Medically Necessary Items:** Exceptions may be granted for medically necessary items after proper inspection by the school administration.
6. **Athletic/Spirit Bags and Instrument Cases:** Athletic/spirit bags and instrument cases are exempt from the clear backpack requirement. However, coaches, instructors, staff, and administration direct that these bags be immediately stored in designated areas upon the student's arrival.
7. **Prohibited Items:** Prohibited items include purses larger than a clutch bag, coolers, briefcases, fanny packs, cinch bags, luggage of any kind, computer bags, and camera bags. Bags larger than the permissible size for an additional bag are not permitted.
8. It is crucial that we all play a role in implementing and enforcing this policy. We kindly request your assistance in ensuring students comply with the requirements and guidelines outlined in the Clear Backpack Policy. By doing so, we can collectively maintain a safe and secure school environment.

SCHOOL SAFETY

Acceptable Student Backpacks:

- *Clear Plastic Backpacks
- *Clear Vinyl Backpacks
- *Mesh Backpacks
- *Backpacks with Transparent Panels
- *Backpacks with Colored Elements/Stripes
- *Backpacks with Leather Reinforced Corners

Note: All backpacks must maintain visibility inside.

Available at the following locations:

- *Walmart *Academy Sports
- *Target *Hibbett Sports
- *Kohls *Office Depot
- *Amazon
- *Belk




Mesh


Colored Elements


Clear Plastic


Clear Vinyl



LEXINGTON
CITY SCHOOLS

Backpack Tags

Students who ride buses will have a color-coded tag attached to their backpacks. The tag's color and information help us with safety procedures during dismissal time. Please inform school personnel if you notice the tag is missing or contains incorrect information. The tags should remain on student backpacks throughout the school year.

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 a conference with an administrator, parent conferences, temporary placement in another class, out-of-school suspension in extreme circumstances, or other appropriate

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actions. In all of these situations, parents will be notified by phone or Class Dojo. 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. **Students are not allowed to receive gifts, balloons, or flowers.** Please contact your child's teacher to schedule; all celebrations need to be planned after 2:00.



Breakfast

All students are offered a free breakfast each day.

Bus



Students who ride the bus are expected to follow bus safety rules that will be discussed during the first week of school. Parents must be visible to the Bus Driver before a child can exit the bus. When a child breaks a bus rule, the bus driver submits a report to the transportation office, which then sends the information to the school. All reports will be investigated by a school 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 – Mrs. Tracey Dalton at 336-242-1527 ext. 1109

Buses for Developmental Center students will be dismissed at 2:00 from the lower parking lot at the Developmental Center, and buses for Kindergarten students will be dismissed at 2:45 from the lower parking lot.

Calling the School

Teachers cannot leave their classrooms to take phone calls except in emergencies to maximize instructional time. An office staff member will be happy to take a message for the teacher. We also encourage you to send notes, class dojos, or emails when possible.

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, as well as a class dojo notification. This will also be posted on the district's website: www.lexcs.org



Car Riders - Kindergarten/ Pre-K/ Developmental Center



Morning: Kindergarten and Preschool car riders should line up on Federal Street and enter the lower parking lot. **For safety reasons, students must remain in their cars until a staff member opens the car door.** Students will be admitted into the building through the lower

entrance between 7:30 to 8:00. After 8:00, students must be driven to the front entrance and signed in by a parent to receive a tardy pass.

Afternoon: Car riders will be dismissed at 2:30 at the upper entrance, from the cafeteria. 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. Please pull up close to the curb. Staff members will assist with loading students into the vehicles. **Parents without a school-issued car tag will be asked to come to the office to sign their child out.** Please do not park and walk across the traffic lane to get your child. These procedures are in place for the safety of all children at South Lexington School.



Children cannot be dismissed from the office after 2:00 p.m. Parents must join the car rider line for dismissal.

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

You can schedule Parent/Teacher conferences at any time if your child is having trouble with their schoolwork or facing behavioral challenges. It's highly recommended that parents attend these meetings. If you need an interpreter, just let us know—we're here to support you and your child's success together.

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

- violates a reasonable dress code adopted and publicized by the school
- is substantially disruptive
- is provocative, or obscene; or
- 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.

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 that 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. When arms are positioned naturally along the side, garments should be below the student's fingertips. 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 when students are present on school property or in attendance at the official, school-sponsored event. Cross References: G.S. 115C-47, -390.2

Spare Clothing: Because accidents happen, Pre-K/ Kindergarten/ Developmental Center students need to leave a change of clothes in their bookbag or at school (teacher discretion).



Early Dismissal

There are 6 Early Dismissal Days designated for students during the 2024-2025 school year.

September 16th, October 28th, December 18th, February 3rd, April 28th, and May 21st.

Students at South Lexington School and Preschool will dismiss at 11:45 on early dismissal days. South Lexington Developmental Center Students will dismiss at 11:00. Lunch will be served before dismissal.

Early Sign-Out

If your child at the Developmental Center, or your child at South Lexington needs to leave before 2:00 PM, an adult must sign them out in the office and show proper ID. Please remember that signing students out early disrupts their learning time; so try to do this only when absolutely necessary. Also, leaving early for an unexcused reason counts toward the tardy policy. Five unexcused early sign-outs and/or tardies will equal one unexcused absence.



Children cannot be dismissed from the office after 2:00 p.m. Parents must join the car rider line for dismissal.

Grade Placement

According to NC state law, the principal is responsible for grade placement, including student retention. If retention is an option, parents will be notified and asked to attend a conference with the classroom teacher.

Health Problems

If your child has asthma or any other chronic medical condition that requires special care, please let the teacher know. If they need medication, have your doctor fill out the long-term medication form available in the office so the school can administer it. If your child needs to be partially or completely excused from physical education, we will need a written statement from their physician. Thank you for helping us ensure your child receives the care they need.

Homework

Children will have homework of some kind nightly. You can help your child with homework by establishing a consistent homework time in a quiet place. **One of the most important ways you can help is by reading with your child every night.**

Jacket Notebooks

Notebooks will be sent home each day containing samples of what your child completed in school. Any correspondence from your child's teacher will also be included. Any money being sent to school may be put in the pouch inside the notebook.

Lice

Lice are tiny bugs that live in human hair and can spread through direct contact with an infested child's hair or clothing. If we discover that your child has lice, we will call you to pick them up for treatment. Your child can return to school only after they have been treated and are free of nits (lice eggs) to prevent the spread of lice to others. Students are allowed two excused days for treatment; any additional days will be unexcused.

Important Information :

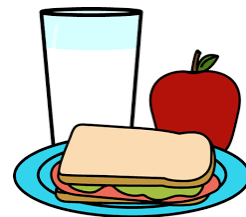
- *Regular shampoos don't work on lice. Use commercial products like **Nix or Quell**, which kill lice but not the nits.
- *Nits need to be combed out with special combs because they can hatch into new lice even after treatment.
- *Some lice might resist treatment. If that happens, the Health Department can help.



After your child has been treated, **you must bring them to the office the next day to be checked before they can go to their classroom.** If nits are still present, they will need to go home again. This policy is in place to protect all children.

Lunch

South Lexington School provides free lunch to all students. We encourage you to have your child enjoy a hot lunch with us each day, or if you prefer, your child can bring lunch from home.



Please keep in mind:

- Sodas and glass containers are not allowed at school.
- **Restaurant food cannot be brought into the cafeteria.** Students will be allowed to eat restaurant food at a designated table in the school.
- Adults will be charged per item for lunch.

Medications

If your child needs to take prescription medication at school, here's what you need to know:

- All medications must be brought to and picked up from the school office by an adult.
- Children are not allowed to carry medications on the bus.

- Prescription medications must be in their original packaging with a complete label.
- Before any medication can be administered, a medication form must be filled out and given to your child's teacher or the school nurse.
- Medications must be prescribed by a physician and provided by the parent.



For non-prescription medications, parents or legal guardians must provide written consent with detailed administration instructions. Please note that school staff cannot give any medications based on consent given over the phone.

MTSS

MTSS (Multi-Tiered System of Support) is a framework used by schools to help all students succeed academically, behaviorally, and socially.

MTSS provides support for All Students and ensures that every child receives the support they need to thrive in school, whether they need a little extra help or more intensive interventions.

1. **Tiered Support:** It organizes support into tiers:
 - **Tier 1:** Universal support provided to all students.
 - **Tier 2:** Targeted interventions for students who need additional help beyond Tier 1.
 - **Tier 3:** Intensive interventions for students who require individualized support.
2. **Data-Driven Approach:** MTSS uses data to identify students' needs and track their progress over time, helping teachers make informed decisions about support.
3. **Collaboration:** It encourages collaboration among teachers, parents, and specialists to create personalized plans for students.
4. **Progress Monitoring:** Regularly monitoring students' progress ensures that interventions are effective and that adjustments can be made as needed.
5. **Communication:** Schools using MTSS communicate regularly with parents about their child's progress and any interventions being implemented.

By implementing MTSS, schools aim to provide a comprehensive system of support that helps every child reach their full potential academically and beyond.

Nurse



South Lexington School has a school nurse from the Davidson County Health Department available at our school on specific days. If the nurse believes your child needs medical attention, they will reach out to you directly. While medical care is ultimately the responsibility of the parent or guardian, the nurse is here to help with routine vision or hearing screenings and to provide other health-related support to both teachers and students.

Parent Visits

We love having parents visit our school! When you arrive, please sign in at the office and get a visitor's sticker. If you'd like to have a conference or observe a classroom, please schedule it in advance.

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.

Problems or Misunderstandings

At South Lexington School, we are dedicated to providing your child with a fantastic educational experience. If you ever have concerns about a classroom issue or misunderstanding, please feel free to schedule a conference with your child's teacher. We believe in maintaining a respectful and positive environment, so we kindly ask that all conversations remain calm and courteous.



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 the progress report distribution dates.

Report Cards

Report cards are given out at the end of each nine-week period. If you or your child's teachers have concerns about their progress, they may call you in for a conference during the school year. Your child's success is important to us, and we're here to support their learning journey together.

School Day

At South Lexington School and Developmental Center, our school day starts at 8:00 AM and ends at 2:45 PM. Students are welcome to enter the building starting at 7:30 AM. Breakfast is provided free of charge for all students from 7:30 to 8:00 AM.

If your child arrives after 8:00 AM, please accompany them to the school office to sign them in. We kindly request that students not be picked up before 2:45 PM unless it's for a medical or dental appointment or a family emergency. Students with appointments may leave early with a doctor's note and permission from the principal—just remember to bring a note from the doctor.

School Property

School Board Policy states that students are responsible for proper care of all school property and buildings. The person responsible for the damage must pay for books, equipment, furniture, and supplies destroyed or damaged.

Fire and Intruder Drills(Lockdown Drills)

For safety reasons, we conduct at least one fire drill and one intruder drill every month to prepare students for emergencies. **During these drills, we will not allow outside visitors into the building or answer phone calls to simulate real emergency situations.**

Parents will receive notification through Class Dojo when we conduct an Intruder Drill (Lockdown Drill).

Tardy

If your child arrives after 8:00 AM, they will be considered tardy. It's important to understand that every 5 unexcused tardies or unexcused early sign-outs will count as 1 unexcused absence. This absence will be combined with other absences and will affect compliance with the Mandatory Attendance Law and LCS Promotion Policy. Please help ensure your child arrives on time to avoid tardiness.



Transportation Changes

If your child needs to go home differently than usual, please write a note to your child's teacher. **For emergency changes, please call the office before 1:00 PM to request the change.** To ensure your child's safety, we kindly request that you minimize these changes. Please do not inform the bus drivers directly.

Volunteers

At South Lexington, we love having volunteers at our school! Before volunteering for activities like tutoring or chaperoning field trips, all volunteers must undergo a criminal background check. The cost for this screening, which will not exceed \$13.00, will be covered by the volunteer. If you're interested in volunteering, please contact the front office for more information.

If you're unable to volunteer your time at school, there are still many valuable ways you can support your child's school community:

- Attend School Events: Show your support by attending school events such as parent-teacher conferences, performances, and sports games. Your presence means a lot to your child and the school community.
- Donate Supplies: Schools often have wish lists for classroom supplies or materials. If possible, consider donating items such as books, art supplies, or technology tools.
- Participate in Fundraisers: Support school fundraisers by purchasing items, participating in events like bake sales or auctions, or simply spreading the word to others who might be interested.
- Share Your Skills Offer to share your expertise or skills. For example, if you have professional knowledge in a certain area, you might volunteer to give a talk or workshop to students.
- Encourage Others to Support: Spread awareness about the school's needs and encourage friends, family, and colleagues to support through donations or volunteering.
- Support Teachers: Show appreciation to teachers and staff with small gestures like thank-you notes, gift cards, or contributing to classroom supplies.
- Stay Engaged: Stay informed about your child's progress, communicate regularly with teachers, and encourage your child's learning at home.

Your support, whether through time, resources, or advocacy, contributes to creating a positive and thriving school environment for all students. Every bit of support makes a difference!

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 pages that can be accessed through the system website.