

Lexington Elementary



2023-2024
Parent/Student Handbook

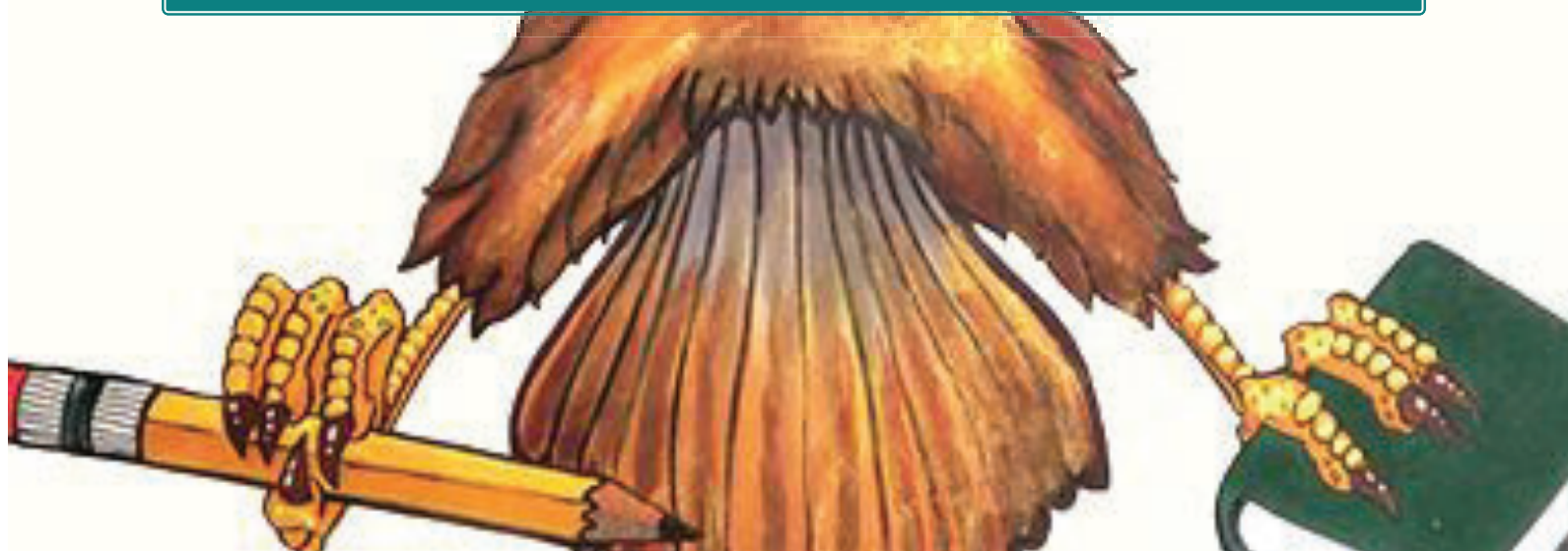


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Welcome!

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Kelso School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Kelso School District may disclose appropriately designated "directory information" (which consists of name, age and photo likeness) without written consent, unless you have advised the district that you wish to opt out of the disclosure of directory information regarding your student. The primary purpose of disclosures of directory information is to allow the Kelso School District to include student information in school related publications.

To request withholding of information pursuant to FERPA, please complete and return a Non-Disclosure Form to Services Office (601 Crawford Street, Kelso, WA 98626). Non-Disclosure Forms are available in the school office. If this form is not completed and filed with the District, it will be assumed that the directory information may be disclosed. If this form is completed and filed, it will remain effective for the duration of your student's enrollment in the District unless you notify your school office in writing that you would like to revoke the nondisclosure form .

Emergencies

In the event of emergencies, we ask that parents/guardians refrain from calling the school. We know how difficult this is when you are concerned, but in such events all of our resources are directed to ensuring student safety. Our district office staff will communicate information and instructions to parents as quickly and efficiently as possible.

Evacuations, unscheduled dismissals and pertinent emergency information will be broadcast as follows:

Text & Emails – please ensure we have your current information on file

Kelso School District website – www.kelso.wednet.edu

FlashAlert System: <http://www.flashalert.net>

Harassment, Intimidation or Bullying

All Kelso schools take the Harassment, Intimidation and Bullying (HIB) of students very seriously. The majority of students in Kelso schools indicate that they feel safe at school. The Kelso School Board has recently updated district [policy](#) and [procedures](#) regarding HIB to strengthen our prevention and reporting of HIB. Any student, parent or other interested adult can report an incident of HIB using the Kelso Incident Report Form (which is available on the website and in all school's main office).

Harassment, Intimidation or Bullying (HIB) is an intentional electronic, written, verbal, or physical act that:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

If you have any questions about this policy please contact the principal of your child's school, or the Director of Supervision and Student Services at the Kelso district office.

School Rules & Safety

Our Eagles SOAR

Super Respectful - Outstandingly Responsible - Always Safe - Really Kind

Classrooms strive to create conditions that focus on 4 main expectations. Students participate in fostering these practices through weekly class meetings. Teachers use behavior concerns to create "teachable" moments to assist students with taking responsibility for their actions. Students who present a danger to the safety of others or a significant disruption to the positive learning environment are issued a written referral with a parent notification. At that level we use progressive discipline in the hopes we can achieve positive outcomes at a very low level. First offenses result in a conference with the principal or dean of students with subsequent referrals involving a loss of privilege, which can include suspension from school.

The district's *Rights and Responsibilities Handbook* is available on the district website and provides detailed information on more serious offenses. Parents are considered an important part of the discipline process and will be included in the planning for corrective action.

Daily Schedule

Campus is OPEN	8:15am
School Begins	8:45am
Breakfast in Classroom	8:45 am
Grades K & 3 Recess	9:55-10:10
Grades 1 & 4 Recess	10:10-10:25
Grades TTK, 2 & 5 Recess	10:25-10:40

Grade 1 & 4 Lunch / Recess	11:15-11:40	11:40-12:10
Grade K & 3 Lunch / Recess	11:45-12:10	12:10-12:40
Grade TTK, 2, 5 Lunch / Recess	12:15-12:40	12:40- 1:10

Grades K & 3 Recess	1:40-1:55
Grades TTK, 2 & 5 Recess	1:55-2:10
Grades 1 & 4 Recess	2:10-2:25

Students Dismissed	3:25pm	Wednesday's 1:55pm
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Family Access

We recognize that parents would like to play a greater role in their student's education. To make it easier to get involved, we are providing you with the ability to access information anytime online, day or night, as it relates to your student. The Family Access website is accessible from the Kelso School District website – www.kelso.wednet.edu, then click Family Links in the upper right corner.

Medicine

If your child requires medicine at any time during the school year they will need all three of these:

- a doctor's note for the medication and
- a signed "Permission for Administration of Oral Medications" form with parent's signature and
- medication in original container with pharmacy label attached.



Parents need to transport medication to and from school. Medication is **NOT** to be handled by students. If you have any questions please call the Health Room at 360-501-1453

Breakfast / Lunch Accounts

Kelso School District will operate under a Community Eligibility Provision (CEP) Program this year. This allows all students one complete breakfast and one complete lunch free of charge each day school is in session without collecting school meal applications.

Prices:	Breakfast	FREE
	Lunch	FREE
	Milk only	\$0.50



Absence Guideline

Please call 360-501-1450 before 8:30am if your child will be absent or late for school. If your child will be late, please indicate whether they will need a hot lunch. The answering machine is available between 4pm and 8am for your convenience.

Tardies	5-7 Tardies = phone call home 7-9 Tardies = 1 st letter sent home 10+ Tardies = 2 nd letter sent home requesting a meeting with principal
Absences	10+ Absences = letter sent home 20+ Absences = letter sent home, doctor's note required for further absences.

For the districts policies please see the Student Right & Responsibilities Handbook; Compulsory Attendance Policy #3121 and Excused and Unexcused Absences Policy #3122.

All tardies and early releases count against your child's attendance.

Please sign in and out at the office if you are taking or returning your student during the school day.

Pre-arranged Absences

Pre-arranged absence slips are available in the office. A slip needs to be completed any time you know in advance that your student will be absent. We appreciate knowing well in advance that your child will be away from school. The classroom teacher will make every effort to provide work for the time the student will miss. It is difficult for the teacher to predict the pace of the learning ahead of time. This means there may be additional assignments to complete when the student returns.

After School Transportation Plans

Please inform the school office of ALL after school transportation changes. Notices of changes can be called in, sent with student to school, or emailed to us at lexoffice@kelsosd.org. All changes need to be into the school office ONE HOUR before dismissal to ensure your student receives the notice.

Transportation changes include riding a different bus, walking home, going to a daycare or being picked-up by an adult. Without a note, your student will be required to take their normal transportation after school.



Dress Code Guidelines

The Lexington dress code is established to foster a sense of pride and provide a model for appropriate attire in the school setting.

Clothing should be clean, neat and suited to a productive learning environment. Clothing should allow for safe and active play at school and not create a disruption to the learning community.

- Articles of clothing should be free of offensive language, logos, and designs: advertising of tobacco, drugs, or alcohol is not allowed.
- The length of shorts and dresses should extend past the child's fingertips when arms are rested at their side. Pants should be firmly attached to the child by the waistband or a belt.
- Shirts should cover the child's midriff and adequately cover the chest area. Shirts must also have **wide straps** that go over each shoulder.
- Shoes should be suited for rigorous activity by being firmly attached to the foot. Flip flops or high heeled shoes pose a safety concern and cannot be worn to school.
- Chains, pointed studs and other accessories that could cause injury should not be worn.
- Make-up is not to be worn or brought to school.
- Gum and baseball caps are not allowed at school.

The final determination of appropriate attire will be the responsibility of Administration. Students will be given the opportunity to change into appropriate attire or the family will be contacted to bring a suitable alternative if necessary.



Lost & Found

Parents are strongly encouraged to label outer clothing with their child's name. In the event items are misplaced, they may be claimed in the LOST & FOUND area under the central stairwell. About once a month items will be displayed outside the main entrances for several days. Families will be notified when this happens. Items not claimed will be donated to charity. Every attempt is made to return clothing to students if their name is printed.



Deliveries



Deliveries of gifts, balloons, flowers, party invitations, etc. for individual students are not allowed at school and will not be accepted at any time.

Volunteers / Visitors



If you plan on visiting/volunteering in your child's class, help with PTO events, or chaperone a field trips, you are required to have a background check prior to volunteering.

Here are the steps to becoming a Volunteer:

1. Apply online at <https://bit.ly/KSDvolunteerapp>
2. Get fingerprinted with local law enforcement
3. Turn in your fingerprints, fingerprint payment (cashier's check, money order, or personal check made out to OSPI for \$45.25) and your proof of COVID-19 vaccination to the District Office.

The clearance process takes at least 2 weeks once all forms are submitted to the District Office.

If you have any questions about becoming a volunteer with the Kelso School District, please contact Crystal Rhodes at 360-501-1934 or at crystal.rhodes@kelsosd.org.

For the safety of our students, all visitors and volunteers are required to sign in at the office and receive a visitor's pass before going to a classroom. Any visitor on campus without a visitor's pass will be asked to return to the school office.

Non-Discrimination

Kelso School District #458 complies with all federal rules and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups listed in Title 36 of the United States Code. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Holly Budge, Director of Human Resources, the school district's Title VII Officer and ADA Coordinator. People of disability may request reasonable accommodation in the hiring process by contacting, Holly Budge, Director of Human Resources, 601 Crawford Street, Kelso, WA 98626 or (360) 501-1924.

Inquiries regarding compliance procedures regarding students may be directed to Gunnar Guttormsen, Director of Student Services, the school district's Title IX & Section 504 Coordinator, 601 Crawford Street, Kelso, WA 98626 (360) 501-1900. KELSO SCHOOL DISTRICT IS A DRUG AND TOBACCO-FREE WORKPLACE



Electronic Devices



We seek to create rigorous learning opportunities for students. The presence of electronic devices and toys creates distractions as well as security issues in the classroom. Students are asked to leave Cell Phones, and all other assorted electronics (excluding their school issued Chromebook) at home.

If there is an emergency situation that necessitates the need for a child to carry a cell phone, arrangements may be made with the school Administration. Once permission is granted, the student will be allowed to carry the phone turned off, in a backpack.