

August 26, 2015

Dear Lexington Creek Elementary Parents and Guardians,

As of today we have welcomed 567 enthusiastic children to a new school year! We enjoyed meeting you at our Kinder Camp, New Family Meeting, and/or Meet the Teacher night. We look forward to the **BEST** school year and welcome your continued involvement as we work towards every student reaching their full academic and social potential.

We ask that you follow these procedures:

1. **ALL** visitors must enter through the front entrance of the building and obtain a visitors badge by presenting their driver's license. We use the Raptor Check-In system to monitor visitors in the building for the safety of the children and employees. Staff members have been instructed to send anyone without a badge to the front office.
2. **Morning Arrival:** Parents are asked to drop their students off via the front entrance of the school. **All car riders** should be dropped off at the front entrance. There will be staff and safety patrol students to help with the arrival of students. **Please remember that you cannot turn left into the front parking lot during the school zone hours.**
3. School doors will open at 7:30 a.m. Please do not send or leave your child outside the building before 7:30 a.m. because there will not be any supervision for them.
4. Each child should have a standard way to go home each day. **Unless the teacher has a written note stating otherwise, the usual method of going home will be followed.** Please make sure your child knows how he/she will be going home before leaving for school.
5. Please check to see that your child has his/her lunch or lunch money. We encourage you to put money in your child's lunch account in the event that your child loses or forgets their lunch. **Lunch money must be turned into the cafeteria before 8:30 a.m. each day.** The cost of breakfast is \$1.25 and the cost of lunch is \$2.25 per day. You can send the money in an envelope to the attention of the cafeteria manager. Envelopes with lunch money may be placed in the lockbox in the front office or in the grade level hallway.
6. Morning announcements will begin at 8:10 a.m. each morning. School starts promptly at 8:10 a.m. and every student should be in his/her classroom before 8:10 a.m. If your child is tardy, you will be asked to come into the building and sign your child in to obtain a tardy slip.
7. Students must be picked up at the 3:10 p.m. dismissal time because there is no supervision available after school hours unless you are enrolled in the Extended Day Care program.
8. During school hours, non-school age children are not permitted in the classrooms, hallways or playground area. They may join you in the cafeteria if you are at the school to have lunch with your child.
9. Please follow traffic patterns and procedures for arrival and dismissal of the students. **You cannot turn left into the front parking lot during school zone hours.** You can be ticketed for violations of parking, standing, or stopping in signed areas and for turning left into the front parking lot during school zone hours with fines up to \$200.00. Additionally, leaving your car unattended in the painted fire zone could result in a traffic fine.
10. **No CROCS** will be allowed as children will be participating in PE and/or recess daily.
11. Regular school attendance is essential for students to make the most of his or her education. When a student must be absent from school, the student – upon returning to school- must bring a note within five days of the absence that is signed and dated by the parent. The note must describe the reason for the absence and include the parent's contact

numbers. A parent will be issued a truancy warning letter if/when a student has had 3 unexcused absences within a 4-week period. If a student has 3 or more additional unexcused absences within a 4 week period then they will receive an invitation to attend a truancy diversion program in lieu of a citation.

12. Please mark your calendar as follows:

Open House: Thursday, September 17, 2015 from 6:00 p.m. – 7:30 p.m.

This meeting is for **parents only** as the teachers will present an overview of curriculum and discuss procedures and expectations for the year. The students will be invited to attend at a later date for our Spring Open House

- 6:00 p.m. – 6:25 p.m. Welcome, staff introductions, and brief PTO meeting.
- 6:30 p.m. –7:00 p.m. Parents visit classrooms (rotation 1 - you will be free to leave after this if you only have one student).
- 7:05 p.m. – 7:30p.m. Parents visit classrooms (rotation 2 - you will rotate to another grade level if you have more than one child).

The primary goals of the staff at Lexington Creek are to continue to increase student achievement and to ensure that there will be a safe learning environment for all students. We appreciate your cooperation with our requests throughout the year.

WE ARE EXCITED about this school year! We look forward to working with an extremely talented staff and an involved, supportive parent group to provide the finest educational experiences possible for your deserving children.

Sincerely,

Lucretia DeFlora, Principal

Excellence Every Day! That's the Lions' Way!

Many Lions, One PRIDE, working together to achieve excellence!