



Lindsey Elementary

Parent Handbook

2019-2020

1st Grade

**Everyone, Every Day...
Leading and Learning the Lone Star Way!**

School Mission:

The mission of Lindsey Elementary is to inspire students to excel as life-long learners equipped with the skills, character, and values necessary to make a positive contribution to the world.

School Mascot:

Lindsey Lone Star



School Colors:

Red, White, and Blue

Lindsey Elementary... A Leader in Me School

The Leader in Me is a process we will use to empower our students with leadership and life skills they need to thrive in the 21st century. Our goal is to help students develop the skills and self-confidence they need to lead their lives in school and beyond.

Become self-reliant

Take initiative

Plan ahead

Set and track goals

Prioritize their time

Manage their emotions

Be considerate of others

Resolve conflicts

Find creative solutions

Value differences

We will integrate leadership development into existing school programs, curricula, and traditions. Specifically,

The Leader in Me will provide opportunities for our students to participate in:

Goal setting

Data tracking

Student leadership roles

Conferencing



Lindsey Elementary's Namesake

Lois Murphy Lindsey has dedicated her life to serving children, teaching grades 1, 2, 3, 5, 8, and 9 for a combined total of 42 years. Twenty-two of those years were in Allen at Reed Elementary. While at Reed, Lois was a recipient of the PTA Lifetime Membership Award, a charter member of the Allen ISD Drug Prevention committee, a first grade team leader, and was recognized for her work on the district professional development planning committee as well as serving on numerous committees at the district and local level. Lois mentored and was a valuable resource to countless teachers. Even today, her wisdom is sought out by many educators.

Lois inherited her love of education from her mother, Roxie Taylor, at a young age. Roxie raised Lois with a clear understanding that education was very important. To Roxie, the teacher held the highest significance in the community. Her legacy was the beginning of the "family business" in which three of Roxie's four children became school teachers. Today, Lois takes tremendous pride and joy from the fact that most of her children are working as educators as well.

Lois was raised in Ohio and graduated from Ohio State University in 1958 with a Bachelor of Science in Education. While attending OSU Lois was a member of the Zeta Tau Alpha Sorority. She was selected for Chimes, the junior women's honorary and for Mortar Board, the senior women's honorary. She had her first taste of politics at OSU when she became the social secretary of the Ohio State University campus. Lois also served as a judge on the Ohio State University appeals court. She was an avid supporter of Woody Hayes' OSU buckeyes which established a foundation of appreciation for the culture of the Allen Eagles when she arrived to teach in Allen a lifetime later.

Lois first taught in the same school she attended as a child. During her career in Ohio, Lois opened both of the town's new elementary schools, Shawnee Elementary and Woodlands Elementary. In 1969 Lois earned a Master of Education degree and Mid-Management Certification from Kent State University while teaching full time and raising 4 daughters. During these years Lois became the resource teacher for the fifth grade in the Huron district, mentored countless other teachers, and wrote the curriculum. She also was part of the Huron Local Education Association as it evolved from a "tea and cookies" organization to a primary force influencing education in the state of Ohio. Lois served in many offices of the organization and was president for two years.

Upon her retirement in 2006, Lois decided to continue her work in education and was elected to the Allen ISD School Board of Trustees. Her work in education will not cease, as she plans to continue volunteering at Reed and Lindsey Elementary. Like her mother, Lois Lindsey's legacy will be to share her love of education and a belief in teaching as among the highest of callings.

Unexcused Absences/Partial Day Absences:

The majority of the learning that takes place at school is through teacher instruction and classroom discussion. Therefore, it is extremely important for your child to be at school each day and arrive on time. School begins promptly at 7:45.

- Students arriving after 7:45 a.m. must sign in at the reception desk and obtain a pass **before** coming to class.
- In the event of an absence, parents should call the school office. Messages can be left on the school answering machine before and after office hours.
- **A parent note explaining the absence with a parent signature should be sent with your child upon return to school within three days. Please be aware that not all absences are considered excused. For more information, please see the Allen ISD Student Handbook.**
- Students can receive a partial day absence whenever they are absent for more than 20 minutes of the school day. This can occur by arriving late, leaving early, or being absent for a portion of the day between school hours. If your student will be gone for longer than 20 minutes of a school day please provide a parent note with signature, doctor's note, etc. once they return to school.

ARRIVAL:

Lindsey Elementary opens each day at 7:25 a.m. and classes will begin promptly at 7:45 a.m. Students should not arrive prior to 7:25 a.m. because no school staff will be available to monitor them.

- If you are driving your student to school, you may drop off at either the east side or front of the building. Please follow the flow of traffic around the parking lot and drop your student off curbside.
- Please remember when dropping students along the curb to pull your car as far forward as traffic will allow so a greater number of cars can safely drop students at one time. By doing so, parents can exit the parking lot faster.
- Parents may choose to park and walk students to the school. **Parking along the front and east curbs is prohibited during morning arrival and afternoon dismissal.** Parents should use the east parking lot. School staff members, serving as crossing guards, will assist students and parents in crossing safely to the sidewalk.
- **Please do NOT drop students off in the parking lot and allow them to walk alone to the crosswalk. This can be very dangerous.**
- Parents should allow extra time in the mornings so that navigating arrival traffic doesn't result in students being late to class.
- Students walking or riding bikes, scooters, or skateboards to school must cross city streets and our school parking lot at designated crossing areas only. Students must walk bikes, scooters, and skateboards once they reach the sidewalks on school grounds. Bikes should be locked on the bike racks near the gym or west side of the school during the school day.
- Daycare vans and school buses will use the bus lane located on the west side of the school. **Cars are prohibited from using this area during morning arrival.** Bus routes and schedules are available, if needed, on the Allen ISD website at www.allenisd.org. Students arriving to school in daycare vans or school buses will be greeted by school staff and escorted to either the cafeteria or gym depending on their grade level.
- Students may purchase breakfast from 7:25-7:40 a.m. each day in our cafeteria.
- Students arriving between 7:25 and 7:35 should meet in the cafeteria or gym depending on the grade level. Teachers will gather students and take them to class at 7:35. Students arriving after 7:35 should proceed directly to class.
 - Students in kindergarten, 1st and 2nd grades will meet in the cafeteria.
 - Students in 3rd, 4th, 5th and 6th grades will meet in the gym.

BIRTHDAYS:

Student Birthday Treats – In accordance with Allen ISD FFA (local), **edible individually wrapped birthday treats** are allowed to be given out at dismissal and are to be consumed outside of the school day and while leaving school premises. However, we encourage you to send non-edible items such as pencils, bookmarks, stickers, etc.

It is also important to note, due to district policy, students will not be allowed to hand out birthday party invitations at school.

CELL PHONES:

For safety purposes, the school district permits students to possess cell phones, however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. If a student chooses to use a cell phone during prohibited times, the cell phone will be collected by the teacher and brought to the principal’s office. Parents may pick up phones from the office.

CLASSROOM SNACKS:

We highly encourage each student to pack **ONE** snack. Please make sure snacks are healthy without lots of extra sugar and won’t be a mess to eat since students may be eating and completing work at the same time. We have nut free classrooms; therefore, refrain from bringing any nut products for snacks in the classroom. We also encourage you to send water as opposed to juice or other drinks as it helps keep the room from getting sticky if there is a spill.

COMMUNICATION:

We want to ensure that we are able to share important school news with you. Please ensure that you notify your child’s teacher and the school office should your phone number, email and/or home address change during the year.

We also encourage you to contact us via phone or email with any questions or concerns during the year. We are also always appreciative of the opportunity to visit face-to-face. Please feel free to request a conference if needed.

Teacher Name	Email Address	Twitter Account
Mrs. Duckworth	Amy.duckworth@allenisd.org	@MrsAmyDuckworth
Mrs. Foster	Jasha.foster@allenisd.org	@MrsFostersFoxes
Mrs. Jackson	Dalissa.jackson@allensdisd.org	@jammers_j
Mrs. Martin	Tracy.martin@allenisd.org	@Martin_Firsties
Mrs. Smith	Megan.smith@allenisd.org	@smithlonestars
Ms. Thomas	Jeanne.thomas@allenisd.org	@ThomasTabbies

CURRICULUM:

Each school in the Allen School District is required by the State of Texas to cover specific objectives that have been developed for each grade level by the Division of Curriculum of the Texas Education Agency. These objectives are referred to as TEKS – Texas Essential Knowledge and Skills. A list of these objectives can be found at www.tea.state.tx.us.

DAILY FOLDER:

Your child will bring home a red folder each day that contains a communication log for the teacher and parents as well as any daily assignments that need to be completed. Please check this folder each evening and return it the following day.

TUESDAY FOLDER:

Tuesday Folders contain weekly graded papers as well as district and school notes. These folders are sent home on Tuesdays and must return by the end of the week. Please be sure to sign the form indicating you received and reviewed your child's graded work and return the form in the Tuesday folder.

DISMISSAL:

Classes are dismissed each afternoon at 2:55 p.m. We greatly appreciate your partnership as we work to make afternoon dismissal safe for students and easy for parents. We will work quickly and safely to dismiss students each afternoon. Your patience during this time is greatly appreciated.

*****If your child has a transportation change, email the homeroom teacher, or a phone call to the office is necessary for the teacher to make that change in transportation. Please ensure you contact the school BEFORE 2:00 if at all possible. This provides us enough time to notify the appropriate staff of the transportation change.***

Car Riders-

Parents picking up students by car in grades K-1 (and students with siblings in grades K-1) in the afternoons should follow the flow of traffic around the east side of the building.

Parents picking up students in grades 2-6 (without a sibling in K-1) should follow the flow of traffic around the south side of the building (front of school).

Teachers will assist students in finding their cars and monitor walkers and bike riders to ensure they leave campus safely. You should have received an important dismissal sign for you to use each day. This sign will assist school staff in matching the right student to the right car and expedite the flow of traffic. Parents walking to school to meet students during dismissal should wait in the area designated for parents and show staff your dismissal sign. Staff members will have your child sent to you.

Daycare Riders –

Students will be organized by daycare and dismissed from the cafeteria outside door. School staff will escort students to the daycare van.

Kids' Club Attendees –

Students attending Kids' Club After-School Care will meet Kids' Club staff in the cafeteria.

Walkers and Bike Riders –

Students will be escorted out of the building by school staff. For safety purposes, all students should go straight home and not stop to play on playground equipment. Students may return to campus after 3:45 to play on the playground with parent permission.

GRADING:

Grades entered for academic work will reflect student achievement. The following are examples of the kinds of assignments to which teachers will assign grades.

- Daily written work
- Daily oral work that can be evaluated to measure student progress/achievement
- Projects
- Lab work
- Presentations
- Performance requirements in alignment with course standards
- Tests
- Quizzes
- Homework

Grades are based on the following scale: A is 90-100, B is 80-89, C is 70-79, F is 69 and below. Elementary campuses use the following guidelines when establishing grading weights.

- Kindergarten & 1st Grade – **Standards based-report card (No Numerical or Letter Grades)**
- 2nd – Daily work, homework, tests and quizzes are all weighted the same.
- 3rd-6th Grades – Daily work and homework will make up 60% of a student's report card grade; tests, quizzes, and projects will make up 40% of the student's grade.

Responding When Students Fail an Assignment-

Lindsey Elementary is dedicated to ensuring that all students learn. Therefore, should students fail an assignment, quiz, or unit test, they will be provided an opportunity to relearn the academic content and allowed an opportunity to redo work. Prior to completing an assignment or test again, teachers will meet with students to reteach the content and discuss any misconceptions or mistakes students made. The highest grade students can make on an assignment that is completed a second time is 70%. Redoing work does not automatically guarantee that a student will receive a score of 70%, however 70% is the highest grade that can be earned. The grading scale for re-do assignments/quizzes/tests will be the same grading scale used for the original assignment.

HOMEWORK:

Our homework is designed to develop responsibility and offer opportunities to practice previously taught skills and objectives.

LATE WORK:

Late work is defined as any assignment that is not turned in the date it is due as long as the student is not absent that day. Ten points will be taken off per school day for late work up to three school days. Teachers will communicate with parents if students are missing assignments through the daily folder, email, or phone. We look forward to working with you as a team to ensure students complete all assignments on time.

MAKE –UP WORK:

Students will be given an opportunity to make up work missed due to an absence. There is no penalty for make-up work as long as it is returned within the school district timelines – for every school day absent, the student has one school day for completion. If your child is absent and you would like to request work for them to complete while at home, please contact your child's teacher.

REPORT CARDS:

Report cards will be sent home with students every nine weeks. You will be allowed to keep the report card, but please sign and return the envelope.

LUNCH:

Lunch prices will be **\$2.35** for children. Students should take their lunch money to the Cafeteria Manager before school starts or parents can make electronic deposits into students' lunch accounts by registering on the website at www.paypams.com. It is helpful to review the daily lunch options with your child prior to school as they will need to indicate what they will be having for lunch when the teacher takes the daily "Lunch Count". Because the cafeteria line is cash-free, your child will use a PIN number each day to pay for their lunch. Please assist your child in memorizing this number.

We invite parents to eat with their children during students' assigned lunch times at our guest table in the cafeteria, but no other students will be allowed to join you for lunch. Parents may not bring food for any students other than their own child.

MEDICATION:

Our school nurse is on campus to assist with medications or minor medical care during the school day. Below are a few reminders about medications at school:

- Any medication that a student takes at school needs to be cleared through the clinic. Prescription medication needs to be in the original, properly labeled container (type of medication, prescribed to student, doctor's name, and dosage).
- Non-prescription medications need to be labeled with the student's name and the parent's name and phone number.
- Non-prescription medication will require a doctor's authorization for continuance after 10 consecutive school days following the initial request. When in doubt, please contact the school nurse.

PTA:

The Lindsey PTA is a great way to become involved in your child's education! For more information about how to join PTA or how to volunteer as a part of the organization, please visit our school website and click on the "Parents" tab at the top of the page. <https://lindseypta.membershiptoolkit.com/membership>

STUDENT DRESS CODE:

Please refer to the Allen ISD Student Handbook for complete information about student dress and grooming information. A few common dress code questions involve the following:

- Shirts must be long enough to cover the midriff, even when arms are raised over the student's head.
- Shorts, skirts, or dresses must reach mid-thigh or longer.
- Shoes with rollers are prohibited.
- A student's hair must be clean and groomed, and by nature of the style does not tend to create a distraction.
- Hair color that is disruptive or distracting to the school environment is prohibited
- Hair should be kept out of the eyes and must not be a distraction.
- Hats, caps, sweatbands, bandanas, hoods, visors, or other head coverings are prohibited in the classroom or school building except on approved occasions.
- Facial piercings of any kind are prohibited.

TOYS:

Please do not allow students to bring toys from home. These often become distractions to students during instructional times and can lead to classroom disruptions. If students choose to bring toys from home, they will be taken by the teacher and parents will be asked to come to school and pick them up.

VISITING THE SCHOOL:

For the safety of our students, please follow these guidelines when visiting the school.

- Visitors should sign in at the front desk upon arrival and obtain a visitors badge to wear. Be prepared to provide a picture ID.
- If you need to make contact with your child or his/her teacher, please inform the receptionist and she will assist you. **Please DO NOT go directly to the classroom unless you have an appointment with the teacher.** Our goal is to limit classroom interruptions as much as possible and ensure that teachers and students can focus on learning.
- If your child forgot his/her lunch, a book or other needed items, please bring them to the reception desk and we will make sure the items is delivered to the student.
- Parents may only walk their child to class on the first day of school. Beginning on the second day, parents must sign in at the reception desk and obtain a visitor's badge.

VOLUNTEERS:

We LOVE school volunteers! If you would like to become a Lindsey volunteer, please visit the Allen ISD website and complete an online application. **All volunteers must submit and pass a criminal history background check before working on campus.** There are many opportunities to support our school, so please feel free to contact the office or your child's teacher with specific questions about how you can help our students.



PARENT HANDBOOK RECEIPT VERIFICATION

Student's Name _____

I have read the grade level handbook and discussed any applicable sections with my child.

Parent Signature

Date

Please return this page to school with your child or bring it to curriculum night.

Should you have any questions regarding any of the topics addressed in this handbook, please come to curriculum night or email your child's teacher.

We look forward to partnering with you to make this school year a wonderful experience for your child!

Thank you!