

Lexington Elementary School

Student and Parent Handbook 2025-2026



**Tanetra Flewellen, Ed.S., Principal
Dana Johnson, Secretary
Lakeisha Redding, AIC
Robin Ward, FSS**

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Lexington Elementary School Mission and Vision



Our Mission

The Lexington Community will assist each scholar in developing academically, socially, physically, and emotionally to his/her fullest potential.

Our Vision

Our scholars will become lifelong learners who positively impact their community and succeed in an ever-changing world.

The History of Lexington Elementary

Lexington Elementary is in the north central area of St. Louis city, more specifically, the Kingsway West neighborhood. Dedicated in 1995, Lexington is the second building at this site with this name, replacing the old Lexington Elementary. Lexington has the unique distinction of being a school designed according to the specifications of the staff and teachers. This site currently serves students in grades Pre-Kindergarten through 5th grade.

Lexington is known for its welcoming and inviting culture. A visitor is first met by the stunning scenery. The grounds are beautifully landscaped with a huge, fenced playground area and a garden that is maintained by students, staff, and school volunteers. Academic enrichment is a constant joy that is visible on our campus. Lexington enjoys many community partnerships. The building is in use for after school programming, community programs, sports, and activities. In our lobby is a trophy case displaying awards received for academic, humanitarian and athletic excellence, as well as memorabilia from the past and present.

Lexington's recent progress toward accomplishing its mission and vision is the result of implementing deliberate strategies over time that involve and are embraced by the entire school community. The school has created a climate for learning through utilizing local partnerships, expanding parental involvement, and creating a learning environment that utilizes a well-developed blend of best practices that research indicates are successful in meeting the needs of all students. At Lexington we are, "Embracing the Pride" through educating all students with high esteem.



PRIDE

POSITIVITY, RESPECT, INTEGRITY, DISCIPLINE, EMPOWERING EXCELLENCE

Welcome Letter from Principal Tanetra “Flew” Flewellen

Dear Families,

I hope this message finds you well and you are enjoying a wonderful start to the school year.

My name is Tanetra Flewellen, and I am truly honored to introduce myself as the new principal of Lexington Elementary School. It is a privilege to join a school community with such a strong tradition of excellence, dedicated staff, and supportive families. This year is full of many possibilities as we embrace new curricula and initiatives for St. Louis Public Schools. Our mission is to provide a safe, nurturing, and supportive environment that will empower every scholar to discover their strengths and reach their fullest potential.

With 14 years in education, I bring a deep commitment to creating a nurturing, inclusive, and high-achieving environment for every student. I believe that strong relationships with families, staff, and the wider community are at the heart of a successful school, and I am excited to get to know each of you as we partner together in this important work.

Over the coming weeks, I look forward to meeting students, and families, while learning more about the culture and values that make Lexington such a special place. Please don't hesitate to stop by, introduce yourself, or reach out with any questions or ideas.

This handbook will serve as your guide for the 2025-26 school year. Please spend time at home reviewing the handbook in its entirety with your student. If you have any questions, please feel free to call me at 314-385-2522. I look forward to partnering with each of you this school year!

With gratitude,

Tanetra Flewellen

Tanetra Flewellen, Ed.S.
Principal
Lexington Elementary

Lexington Elementary Quick Facts and Important Information

Lexington Elementary School
5030 Lexington Avenue
School Phone Number: (314) 385-2522
School Fax Number: (314) 244-1816
School website: www.slps.org/Domain/17781

Ms. Tanetra Flewellen, Ed.S., Principal
Ms. Dana Johnson, Secretary

Ms. Lakeisha Redding, AIC
Ms. Robin Ward, FSS

Bell Times: 8:20 a.m.-3:17 p.m.

Office Hours: 8:30 a.m.-3:30 p.m.

Morning Arrival: Students can arrive at 8:05 a.m. **There is no supervision prior to 8:05 a.m. therefore, students are not permitted on campus prior to 8:05 a.m.**

- **Door 2:** Students will enter through door #2.
- **All students** will be prompted to the cafeteria for breakfast.

Breakfast: Breakfast and student supervision starts at 8:05 a.m. and ends at 8:20 a.m. **All students** will eat breakfast in the cafeteria. Once students are finished with breakfast, students will be prompted to enter the Gym for our school-wide Morning Meeting.

School-Wide Lunch Block: 11:40 a.m.-1:20 p.m.

Deadline for Early Dismissal: We strongly discourage dismissals, but if there is an urgent matter and you need to pick your child up early, please do so by notifying the school prior to **2:15 p.m.**

Dismissal Process begins: Parents may pick up PK students from door #2 beginning at 3:00 p.m. All pickups and walkers will be dismissed from door #2 at 3:00 p.m. All bus riders will be dismissed from door #4 upon bus arrival. During dismissal, Lexington staff will be visible to assist in announcing parental arrivals for student pickup.

Transportation: For all transportation issues/updates please contact (314) 633-5107 or visit www.slps.org/Page/79724

Visits: It is the goal of Lexington Elementary to ensure safety for all, and to maximize instructional time, which will maximize student success. When visiting Lexington, all

guests must sign in with the office and speak with the Family Community Specialist to follow all guest protocols.

Attendance

Regular attendance is a key factor that impacts student success. High achievement and excellent attendance work simultaneously in student learning. We encourage parents to emphasize the importance of good attendance and punctuality. Perfect and Good student attendance is recognized weekly, monthly, quarterly, and yearly through attendance incentives and awards.

Absences

When an **absence or tardiness** occurs, be sure to call our office stating:

- The date(s) of absence(s) or tardiness.
- The reason(s) for being absent or tardy.
- The call should be made prior to the start of the school day. In addition, the call must be made by the parent/guardian that is on file.
- Each student absence that is due to an illness must see the school nurse upon returning to school and have a doctor's note. Students must also be fever free for 24 hours without medication.

Note: If you know in advance that your child will be absent, please notify the school. If you have not notified the school, it will be counted as an unexcused absence.

Arrival and Dismissal

Student arrival time for the 2025-26 school year at Lexington Elementary will be 8:20 a.m.

- **Students cannot arrive earlier than 8:05 a.m.** Upon arrival, walkers, bus riders, and car riders will enter through door #2. PK Students will enter door #2.
- Students will have the option to eat breakfast upon arrival.

Student dismissal time is 3:17 p.m. However, the process begins at 3:00 to ensure that students are boarding the buses in a timely fashion. Bus riders will begin to move to their bus lines in the multipurpose room. Walkers and pick-ups will be dismissed from Door #2 beginning at 3:10 p.m.

- Late pick-ups will be in the main hallway after 3:30 p.m. Office staff will begin to call and document the late arrivals.
- In preparation for dismissal, early dismissals are cut off after **2:15 p.m.** We strongly discourage early dismissal, but if there is an urgent matter and you need to pick your child up early, please do so by notifying the school prior to 2:15. p.m.
- Preschool parents will stand outside the door #2. **Pre-K students must be signed out** each day by an adult that is added as a contact in our system. The sign-in/out table will be located at the main entrance. During student arrival, each PK student will be escorted to the cafeteria/ gym by a Lexington Employee.

Arrival and Breakfast

- If a student arrives late, they will be offered an on-the-go breakfast.
- Students who arrive after 8:45 a.m. will report to the office for a late slip to class.
- After students eat breakfast, instruction will begin.
- Parents are not allowed in the cafeteria for breakfast.

Dismissal

Dismissal will begin at 3:10 p.m.

- **Students will stay in their classrooms** until dismissal announcements are made. Students will walk down the halls accompanied by an adult and escorted to their dismissal destination. Bus riders are escorted to the multipurpose room, walkers/car riders are escorted to the cafeteria.
- Bus riders will be dismissed from the Gym. The teacher will release the bus riders to the bus monitors to assist the students with getting on their buses.
- Any students remaining due to (late buses/ late pickups) will be escorted to the front hallway by 3:30 p.m. **ALL STUDENTS MUST BE PICKED UP By 3:30 p.m.**

Bus Procedures and Safety

- All students are expected to always display appropriate conduct, especially when being transported to and from school. Students must obey the driver's instructions. Students must remain seated for the entire ride. Bus warning letters and/or bus suspensions will be issued to all who violate bus safety rules.

School Bus Procedures

Riding the school bus is a privilege, not a right.

Improper behavior may result in a student being removed from riding the bus either on a temporary or permanent basis. Any offense committed by a student on a district operated bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. The bus is an extension of the classroom and misbehavior will not be tolerated. The bus driver is in charge. Students must obey the bus driver. Students must ride on their assigned buses. Students are to remain seated and face forward until the bus has reached their designated stop. Keep all belongings and body parts out of the aisle. Conversations should remain at a Level 1 voice level and no food, drink, or electronic devices are permitted. Fighting is not tolerated on the bus.

Classroom Communication

Each teacher will communicate their specific classroom expectations to students and parents. Teachers will send home a weekly classroom report. The day that they are sent will be up to the discretion of the teacher. In addition, teachers will also correspond via Parent Square.

Should it become necessary for you to contact your child's teacher, please email your child's teacher or call Lexington school (314-385-2522). Teachers will respond within 24 hours, or the next business day. Note: **Teachers will not be called out of class to answer the phone.**

Parent Bulletins, Newsletters, and Phone Calls

During the school year, information will be sent home in various forms: letters, bulletins, newsletters, Robo calls, and emails. These forms of communication will come from various outlets: teachers, Family Support Specialist, office or administration, and outside organizations partnering with the school. Please read all information that comes home carefully so that you are aware of school events and activities and can participate fully. We encourage you to be an active part of the Lexington Elementary School Community.

Report Cards & Progress Reports

Students will receive a written report of academic progress (Report Card) at the end of each ten-week quarter period. Interim progress reports (Mid-Terms) are sent on the fifth, fifteenth, twenty-fifth, and thirty fifth week of school.

- All report cards and mid-terms should be reviewed by both you and your child together.
- Progress reports, and report cards that are not during the Family conference quarters must be returned with a parent signature.
- Teachers will identify Grade Level Standards that have been mastered, as well as Grade Level Standards that need to be improved.
- Notifications will be given of possible retention.
- Any questions arising from any progress reports should be communicated to your child's teacher as soon as possible.

Family Conferences

Family conferences are scheduled for the first and third quarter report card periods. You will receive written notification prior to these conferences to schedule a time.

Please note, Lexington Staff will make every effort to accommodate parents and their schedules, however, if it is a situation where the times given don't fit into your schedule, please reach out to the school to explore additional options. The goal of Lexington Elementary is that each family has an opportunity to meet with the teacher to receive and give feedback on their child's progress.

Parent Square and Focus

Parent Square is an online based platform that will be used for communication. Newsletters, instant messages, class stories, emails, and announcements, will be sent and displayed for parents to see and interact with. In addition, Focus, our new Student Information System, is connected to this system and available to review student grades and attendance. Parents will be given a log in at the start of the year so that they can log into the portal.

Computer and Technology Enhanced Instruction

Students will be involved with iPads and technology daily. Each classroom is equipped with student iPads networked to the internet, with the intention to use for daily classroom instruction. Students will also receive technology-enhanced instruction in the computer lab. All classrooms are equipped with Promethean or Smart boards that will be used those for technology-enhanced instruction.

Classroom Rules

Each classroom has developed classroom rules. Copies of these rules and procedures will be sent home to allow parents and guardians the opportunity to review them with their child. Please stress the importance of always following the rules.

Birthday Celebrations

Every student can bring in treats for their class under the following conditions:

- The treats must be pre-packaged, store-bought snacks.
- There must be enough for each student to have an equal amount.
- All birthday celebrations will be during lunch in the school cafeteria.
- **Arrangements must be made with the teacher prior to bringing the treats.**

Classroom Parties

It is recommended that each grade level collaborates to successfully have a holiday celebration. Parents will be given 2 weeks prior notice of any classroom celebrations. These celebrations will be in addition to any school-wide celebrations.

Homework

Saint Louis Public Schools and Lexington Elementary both consider homework to be a valuable part of the educational process. Homework is carefully designed to extend the school learning environment into the home. It is commonplace to spend 20-30 minutes a night on homework for grades Pre-K 5th grade. Homework tasks reinforce skills that have been taught or activate background knowledge in preparation for the next day of instruction. Homework can be modified on a case-by-case basis. There may be situations when your child may have less or more than the standard amount of homework. If you feel that your child is

struggling or excelling, please reach out to your child's teacher for additional assistance and resources.

Library

Library services are offered to all students at Lexington. Students are allowed to borrow books as directed. The library serves each grade level in separate intervals and reinforces the reading programs as well.

Special Education Services

For students who have been diagnosed as having special education needs requiring individualized instruction will be accommodated at Lexington Elementary. Children are referred, screened, and tested before entering any special education program. Placements are made by the Office of Special Education. If you feel your child needs special education services, please speak to their classroom teacher, the principal or the counselor to begin the referral process.

Speech Therapy

A Speech therapist will be at Lexington weekly. The therapist is responsible for the speech and language program duties of screening, evaluation, diagnosis, IEP development, scheduling and remediation of speech and language conditions.

Guidance Counseling

The Guidance Counseling Program is directed toward fulfilling the educational, vocational, psychological, physical, and social needs of all students.

Objectives of the program are to make sure students are assisted in developing:

1. Critical thinking skills
2. A positive self-concept
3. Acceptable school behaviors
4. Awareness of career opportunities
5. Awareness of the destructive characteristics of substance abuse
6. Acquisition of universal testing skills

Social Worker Services

The School Social Worker is available to assist students and families. Parents or guardians may call the social worker to schedule an appointment.

Discipline Policy

Our primary objective is to provide the best possible education for each child enrolled at Lexington Elementary. To facilitate this objective, certain rules have been established by the school and the district. Please refer to the Students' Rights and Responsibilities Guide and the Student Code of Conduct.

Dress Code

Lexington is not a uniform school. However, students are welcome to wear uniforms. All students are expected to dress in an appropriate manner that is conducive to a teaching/learning environment. Students may **NOT** wear the following:

Shirts, tops, or blouses	<ul style="list-style-type: none">• tops that expose bellies, or other personal body parts• clothing with profanity, obscene pictures, or gang related graphics
Bottoms	<ul style="list-style-type: none">• Sagging pants that expose a child's underwear• Shorts, skirts, and dresses that are too short and more than 2 inches above the knee.• Leggings with a shirt that is less than 2 inches above the knee.
Shoes	<ul style="list-style-type: none">• Thongs or Flip-flop shoes.

Emergencies

Emergency forms must be completed when registering your child and contact information should be kept up to date. If you move, change your phone number, or emergency contact, please contact the office immediately with the updated information.

Emergency Procedures

Emergency procedures are developed by the district for fire, tornado, earthquake, and intruders. Drills are conducted throughout the year and all students will be taught the appropriate procedure for each type of emergency.

Illness or injury at School

In case of illness or injury, a child will be temporarily cared for by the school nurse or an authorized member of the staff. The parent or guardian will be contacted immediately to inform them of their child's status. If a guardian or parent is not available, the child will be taken to the nearest hospital. All efforts will be made to contact the parent/or guardian or emergency contact.

Inclement Weather

SLPS schools may close due to inclement weather. Please listen to the radio and TV broadcasts to find out whether St. Louis Public Schools will be in session.

Lost and Found

Occasionally, children lose or misplace important items. Items found will be placed in the lost and found area.

Medication

Only the school nurse and/or designees will administer medication. If your child is required to take medication during school hours, parents and or guardians must contact the school nurse. The nurse must have updated documentation from a doctor's office to administer the medication. The medication must be marked with the student's name, the dosage, time of administration, the doctor's name, and the telephone number.

Personal Items Not Permitted

Many personal items may be inappropriate at school due to their potential for disrupting the learning environment. Students may not bring toys, video games, radios, electronic items, cell phones, expensive jewelry, or other personal items to school. If these items are brought without permission, they may be confiscated, and a parent or guardian may call the school and arrange for pickup.

Cell Phone Usage

The district policy regarding electronic communication devices reads as follows: Students shall not possess, transmit, or use any type of portable electronic communications system on school premises, or any SLPS sponsored event, excluding after school athletic events. This includes beepers, cell phones, cd players, laser pointers, etc.

Volunteers

Volunteers function as an integral part of our educational program. It is necessary that all persons wishing to be a volunteer complete a Volunteer Application and return it to the Family and Community Specialist in our school.

Additional Procedures

Classroom Rules

*Will be determined by the teacher.

Schoolwide Expectations

Lexington Elementary Students will show PRIDE (Positivity, Integrity, Discipline and Empower Excellence) in everything they do.

The schoolwide expectations are to:

- Use kind words
- Follow directions
- KAHFOOTY (Keep hands and feet to yourself)
- Listen when others are speaking

- Use the correct voice level
- Wait their turn
- Do the right thing
- Be Honest
- Own your actions
- Display Self-control
- Uplift one another
- Encourage each other
- Love Yourself

Playground Procedures

1. Students should play on the cement/blacktop areas
2. Use equipment in a safe appropriate manner
3. If a ball goes into an unsafe area, notify an adult
4. Stay and play on school premises
5. Respect your classmates
6. Follow directions of the adult on duty
7. Keep Hands and Feet to yourself

Lunchroom Procedures

1. Follow directions of all attending adults
2. Say "Please and Thank You."
3. Sit in your assigned area.
4. Speak at a Level 1.
5. Raise your hand when you need assistance.
6. Clean your area after eating.